

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Thursday, June 13, 2019 @ 5:30 p.m.

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

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Approval of May 14, 2019 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 14, 2019 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, May 14, 2019 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, May 14, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:30 p.m. with Mr. Roy de León presiding.

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

Other Trustees Present: Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Fernando Lamas, Ms. Katarina Bugariu, Mr. Lucio Gonzalez, Mr. Khalil Abdullah, Mr. Ken Lyons, Mr. Raul Cabaza, Mr. Tyler Pierce, Mr. Robert Pena, and Mr. Andrew Fish

**Approval of April 9, 2019 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of April 9, 2019 were approved as written. The motion carried.

**Review and Recommend Action on the Award of Proposal for the Student
/ Faculty Medical Professional Liability Insurance**

Approval will be requested at the May 28, 2019 Board meeting to award the proposal for the Student / Faculty Medical Professional Liability Insurance.

Purpose - The basic purpose of the Student / Faculty Medical Professional Liability Insurance is to provide coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated faculty.

Justification - Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the May 14, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following award:

- **Student / Faculty Medical Professional Liability Insurance:**

Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020. The annual premium is \$23,550, which is \$10 per student. The recommendation is based on 2,355 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**

Background - The request for proposals (RFP) for the insurance was advertised on April 8, 2019 and April 15, 2019 and issued to six (6) vendors. One (1) response was received on April 23, 2019 and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

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

Enclosed Documents - The recommendation provided by Mr. Raul Cabaza, III and the vendor's response to the request for proposal were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval to award the proposal for Student / Faculty Medical Professional Liability Insurance to Affinity Insurance Services Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2019 through August 26, 2020 at no cost to the College and as presented. The motion carried.

Review and Recommend Action on Award of Proposals, Purchases, Renewals, and Interlocal Agreement

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement as listed below:

A. Award of Proposals

- 1) Food Service – Starr County Campus (Award):** award the proposal for food service – Starr County Campus to **MUY Pizza Tejas, LLC.** (San Antonio, TX), for the period beginning August 1, 2019 through July 31, 2020 with two one-year options to renew, with a 0% commission;
- 2) Nursing and Allied Health Campus – Active Learning Classroom Audio Visual Project (Award):** award the proposal for the Nursing and Allied Health Campus – active learning classroom audio visual project to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$39,241.50;
- 3) Purchase of Industrial Equipment (Award):** award the proposal for the purchase of industrial equipment, at a total amount of \$277,238.65 as follows:
 - **Champions Machine Tools Sales, Inc.** (Spring, TX) \$188,730.00
 - **FARO Technologies, Inc.** (Lake Mary, FL) (New) \$ 88,508.65
- 4) Temporary Personnel Services (Award):** award the proposal for temporary personnel service beginning June 29, 2019 through June 28, 2020 with two one-year options to renew, at an estimated amount of \$600,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

Vendor (City, State)	Vendor (City, State)
AMP Personnel Services, LLC. (McAllen, TX)	Elite Employment Services, LLC. (Pharr, TX)
Express Employment Professionals (McAllen, TX)	Extra Extras, Inc. (Weslaco, TX)
Fewell Professional Services, LLC./ dba FPS Staffing (Harlingen, TX) (New)	Link Staffing Services (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing (McAllen, TX)
R&D Contracting, Inc./ dba R&D Personnel (McAllen, TX)	Region Staffing (Pharr, TX)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX) (New)
Texas Staffing Pros, LLC. (McAllen, TX)	

- 5) Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2019 through May 28, 2020 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Charles Clark Chevrolet, Co. (McAllen, TX)	Firestone Complete Auto Care (McAllen, TX)
Pan American Auto, LLC. (McAllen, TX)	Spikes Motor Co, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Weslaco Motors (Weslaco, TX)

B. Instructional Items

- 6) Instructional Equipment (Purchase):** purchase instructional equipment from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$77,654.00;
- 7) Learning Systems (Purchase):** purchase learning systems from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$181,840.00;
- 8) Radiology Equipment Maintenance Agreement (Purchase):** purchase a radiology equipment maintenance agreement from **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning June 1, 2019 through May 31, 2024, at an annual amount of \$21,976.00 and a total contract amount of \$109,880.00. A multiple year contract is available at a significant savings;
- 9) Recording Systems (Purchase):** purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$88,674.14;
- 10) 3D Printer (Purchase):** purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$28,263.00;
- 11) Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2019 through August 26, 2020 at an estimated amount of \$400,000.00, which is based on prior year expenditures. The vendors are as follows:

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

C. Non – Instructional Items

- 12) Furniture (Purchase):** purchase furniture from Texas Association of School Boards - BuyBoard, OMNIA Partner formerly National Intergovernmental Purchasing Alliance

(NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), a total amount of \$151,502.84.

#	Vendor	Amount
A	Allsteel, Inc./ Broussard Group (Muscatine, IA/San Antonio, TX)	\$45,196.97
B	Computer Comforts, Inc. (Kemah, TX)	\$10,403.28
C	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$17,320.90
D	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,156.80
E	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$53,194.64
F	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$9,581.25
G	Wenger Corporation (Owatonna, MN)	\$14,649.00
Furniture Total		\$151,502.84

13) **Medical Office Skills Training (Renewal):** renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2019 through June 30 2020, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission;

14) **Small Business Skills Training (Renewal):** renew the small business skills training contracts for the period beginning July 1, 2019 through June 30, 2020, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

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

D. Technology Items

15) **Computers, Monitors, Laptops, and Tablets (Purchase):** purchase computers, monitors, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), and **Apple, Inc.** (Dallas, TX), and Double Map (Indianapolis, IN) at a total amount of \$123,509.32;

16) **Course Management Support Services (Purchase):** purchase course management support services from **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning June 1, 2019 and August 31, 2020, at a total amount of \$58,560.30;

17) **Security Software Solution and Implementation (Purchase):** purchase a security software solution and implementation from **Netsync Network Solutions** (Houston, TX),

- a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 13, 2019 through April 12, 2020, at a total amount of \$51,734.46;
- 18) **Server Virtualization Management Console Maintenance Agreement (Renewal):** renew the server virtualization management console maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2019 through May 31, 2020, at a total amount of \$83,307.90;

E. Interlocal Agreement

- 19) **Graduation Facility (Lease Agreement):** lease the graduation facility from the **City of Hidalgo, Texas dba State Farm Hidalgo Arena** (Hidalgo, TX), through an interlocal license agreement for December 13, 2019 beginning at 8:00 a.m. through December 15, 2019 at midnight, at an estimated amount of \$23,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement was \$2,256,502.11.

The motion carried.

Review and Recommend Action to Write-off Obsolete Fixed Assets/Capital Assets Valued at \$5,000 and Over

Approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over will be requested at the May 28, 2019 Board of Trustees meeting.

Purpose – The Fixed Asset/Inventory Department requested approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over, for obsolete and no longer in use software programs. These assets totaling \$157,256.89 would be removed, as applicable, from the College's inventory system and general ledger.

Justification – As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation would be written-off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2019.

Reviewers – These items had not been located and the software was no longer in use. The equipment managers listed were no longer at the College.

Enclosed Documents - A listing of the fixed assets/capital assets valued at \$5,000 and above was provided in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the May 14, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over as presented. The motion carried.

Review and Action as Necessary on the Membership Agreement to Participate in the OMNIA Partners Purchasing Cooperative

Approval of membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative will be requested at the May 28, 2019 Board of Trustees meeting.

Purpose – The Purchasing Department requested approval to participate in the purchasing cooperative, which would provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduces the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with NIPA at the May 24, 2016 Board of Trustees meeting and U. S Communities at the February 19, 2009 Board of Trustees meeting. NIPA became OMNIA Partners. OMNIA Partners has acquired U. S. Communities to provide a greater number of products and services for public agencies.

OMNIA Partners was available to all levels of the state and local government, higher education, K-12, non-profit organizations, and the private sector to provide a greater number of products and services.

The following are some of the benefits:

- There is no annual membership fee
- No bulk purchasing is required
- Quality products and services
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- Maintains open competition for purchases by complying with purchasing laws of Texas

Purchase through this cooperative was optional and would be completed only after it was determined to be the best value for the College. Some of the participants in the cooperative were local vendors.

A couple of the vendors that participate in this cooperative are as follows:

- Krueger International – Furniture
- Auto Zone – Automotive parts
- Grainger and Lowe's – Maintenance materials and supplies
- CDW-Government – Printers, Monitors, Toner Cartridges, and USBs.

Participation in this purchasing cooperative would provide additional sources of vendors, which have competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term contracts.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the May 14, 2019 Finance and Human Resources Committee to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the membership agreement to participate in the OMNIA Partners Purchasing Cooperative formerly National Intergovernmental Purchasing Alliance (NIPA) and U. S. Communities Purchasing Cooperative as presented. The motion carried.

Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Applications and Agreements

Approval of the Terra-Gen Development Company, LLC, Tax Abatement Applications and Agreements and to take action as necessary regarding the exception to the West Willacy Windpower, LLC (Monte Alto) Investment minimum threshold of \$200 million requirement will be requested at the May 28, 2019 Board meeting.

Purpose – Terra-Gen Development Company, LLC, submitted four (4) applications for tax abatement for their wind powered electric generating facilities in Hidalgo County, Starr County, and Cameron Count. Approval of the tax abatement applications, agreements, and resolutions are needed in order for the College to participate in a tax abatement agreement with a wind power renewable energy company as follow:

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC

C. La Joya Windpower, LLC

D. West Willacy Windpower, LLC (Monte Alto)

Justification – Property Tax Code Chapter 312 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property. The property tax code requires that a taxing unit establish guidelines and criteria governing tax abatement agreements and approve a resolution to allow the College to participate in tax abatements.

Background – The Board of Trustees adopted the current guidelines and criteria, and resolution electing to participate in Tax Abatement Agreements on November 28, 2017. The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. The current New Capital Investment minimum threshold is \$200 million.

Terra-Gen Development Company, LLC and Mr. Robert Peña, President of Texas Energy presented the proposed wind power projects at the March 19, 2019 Finance, Audit, and Human Resources committee meeting.

The proposed terms presented by Terra-Gen Development Company, LLC were as follows.

Proposed Terms					
	A. Buenos Aires Windpower, LLC	B. Monte Cristo Windpower, LLC	C. La Joya Windpower, LLC	D. West Willacy Windpower, LLC (Monte Alto)	Total
Estimated Value	\$223,388,035	\$223,388,035	\$223,388,035	\$175,000,450	\$845,164,555
Estimated Megawatts (Hidalgo County Only)	88	88	90	61	748
Estimated Number of Wind Turbines	201	201	203	143	327
Length of Tax Abatement	10 Years	10 Years	10 Years	10 Years	10 Years

Proposed Terms					
	A. Buenos Aires Windpower, LLC	B. Monte Cristo Windpower, LLC	C. La Joya Windpower, LLC	D. West Willacy Windpower, LLC (Monte Alto)	Total
Tax Abatement Percentage	80%	80%	80%	80%	80%
Annual Payments in Lieu of Taxes (Year 1 – Year 10)	\$28,000	\$28,000	\$28,000	\$28,000	\$112,000
Up Front Lump Sum Scholarship Payment	\$28,000	\$28,000	\$28,000	\$28,000	\$112,000

Summary of Tax Abatement Values	
Funds Abated – Estimated M&O Tax Abated	\$7,980,703
Funds Not Abated – Estimated M&O Tax Not Abated	\$1,995,176
Payments in Lieu of Taxes (PILOT) (Year 1 - Year 10)	\$1,120,000
Up Front Lump Sum Scholarship Payment	\$112,000
Estimated M&O Tax After Abatement Period (Year 11 – Year25)	\$11,040,640

The tax abatement proposed by Terra-Gen Development Company, LLC reflected the following:

- According to Terra-Gen Development Company, LLC representatives, the proposed terms were based on previous tax abatement project terms accepted by the College and on this particular project's size.
- The West Willacy Windpower, LLC (Monte Alto) Investment of approximately \$175 million did not meet the estimated New Capital Investment minimum threshold of \$200 million per the College's Guidelines and Criteria for Granting Tax Abatements.
- Approval for an exception to the College's guidelines was required from the Board of Trustees because the estimated value of the proposed tax abatement project was below is minimum threshold.

The Committee did not make a recommendation at the March 19, 2019 Finance, Audit, and Human Resources committee meeting. At the March 26, 2019 Board of Trustees meeting, it was recommended to form a Tax Abatement Review sub-committee comprised of three trustees to discuss the projects and negotiate the terms of the tax abatement agreement with the applicant. The committee would have no binding authority and would make a recommendation to the Board of Trustees for any formal action to be taken.

The three trustees appointed to serve on the Tax Abatement Review Committee were Ms. Rose Benavidez, Mr. Roy de León, and Dr. Alejo Salinas, Jr. The Tax Abatement Review Committee met on March 26, 2019 and did not make a recommendation.

The Tax Abatement Review Committee requested information from Terra-Gen, LLC on the financial impact of the College's abatement on the viability of the projects for the April 23, 2019 Board of Trustees meeting. Terra-Gen, LLC has been unable to provide the financial impact information since the projects are not operational, a revenue stream per project that can be used to determine the impact of the abatement is not available, and the proprietary financial model used for project economics does not have the ability to produce a financial impact. Terra Gen, LLC has informed the College that by securing a tax abatement with the College, Terra-Gen, LLC could save approximately \$2,000,000 per project over a 10 year time period.

The Tax Abatement Review Committee met on May 14, 2019 to discuss potential terms for negotiation with Terra-Gen, LLC. At this meeting, the Tax Abatement Review Committee did not recommend any action for consideration by the Finance, Audit, and Human Resources Committee or the Board of Trustees. The Tax Abatement Review Committee did ask Dr. Reed, College President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, to gather additional information and to discuss additional terms with Terra-Gen, LLC.

Mr. Tyler Pierce, Associate Developer of Terra-Gen Development Company, LLC and Robert Peña, President of Texas Energy attended the Committee meeting to discuss their proposal and answer any questions. At the meeting, Mr. Pena informed the Finance, Audit, and Human Resources Committee that the investment at the Monte Alto project had been increased, and the portion of that project within Hidalgo County would exceed the minimum \$200 M threshold.

Reviewers – Mr. Jesus Ramirez, South Texas College's Legal Counsel, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed this item and were available to address questions by the Committee as needed.

Enclosed Documents – The Terra-Gen Development Company, LLC Presentation, the Tax Abatement Applications for each respective project, and the Tax Abatement Guidelines were provided in the packet for the Committee's information and review.

No action was taken, pending further review of information and discussion of terms.

Discussion and Action as Necessary on Revisions to Current Agreements for Legal Counsel Services, Engagement of Legal Counsel when Contracted Legal Counsels Recuse Themselves, and the Engagement of Legal Counsel Services for Specialized Legal Needs

Approval of revisions to the current agreements for legal counsel services, authorize the President to engage legal counsel for special circumstances when either of the two contracted legal counsels must recuse themselves from providing legal services, and the engagement of legal counsel services for specialized legal needs will be requested at the May 28, 2019 Board meeting.

Purpose –

- To revise the current agreements for legal counsel services as follows:
 - ⇒ The J. Ramirez Law Firm – Continue with hourly rate of \$200.00, and include hourly rate of \$250.00 for legal litigation services, paralegal services of \$50.00 for Legal Assistant 1 and \$80.00 for Legal Assistant 2, and reimbursement of out-of-pocket expenses at actual cost.
 - ⇒ Guerrero Law Firm – Change in hourly rate from \$175.00 to \$185.00 and reimbursement of out-of-pocket expenses at actual cost.
- To approve the engagement of legal counsel services when legal counsel recuses himself, as follows:
 - ⇒ In the occasion when one of the two contracted legal counsels recuses himself from providing legal services due to a conflict of interest or another valid reason, authorize the President to engage the other legal counsel, as appropriate.
 - ⇒ Currently, the J. Ramirez Law Firm provides all types of legal counsel services and the Guerrero Law Firm provides counsel and representation specifically related to personnel matters.
- To approve the engagement of legal counsel services for specialized legal needs as follows:
 - ⇒ Authorize the President to engage legal counsel services for specialized legal needs after consultation with contracted legal counsel, and in accordance with state and federal laws and College policies.

Justification – Under Board Policy #2200: Legal Counsel, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal counsel services allow the College to manage legal risk, and develop plans and programs to manage and address legal matters that may arise. The scope and volume of legal work has increased alongside the College's growth and increased accountability from state and federal agencies.

Legal counsel services include:

- Attending Board and Board Committee meetings as necessary

- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
 - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
 - ⇒ Personnel matters (Development, review and recommendation for updates of personnel policies)
 - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
 - ⇒ Elections
 - ⇒ Texas Open Meetings Act
 - ⇒ Texas Public Information Act
 - ⇒ Construction contracts
 - ⇒ Litigation representation
 - ⇒ Other such as Tax Abatement Agreements and IRS examinations
 - ⇒ Policy Drafting and Advising
 - ⇒ Legal Counsel Advising
 - ⇒ Public Information Response
- Other work as authorized by the Board

Mr. Gary Gurwitz was present at the meeting and recommended amending the list of included legal services by changing the final bullet to state something similar to:

- Other work as authorized by the Board, or as necessary to carry out their responsibilities and duties

The College must also respond to specialized legal issues, such as the following:

- Title IX issues
- Trademark issues
- Administrative rules and cost principles on the use of federal funds
- Other specialized complex types of legal counsel services requirements

Background – At the November 24, 2015 Board Meeting, the Board of Trustees approved the legal counsel services with The J. Ramirez Law Firm and Guerrero Law Firm.

Each firm is authorized to represent the College on specific matters as designated by the Board or President. The J. Ramirez Law Firm serves as general counsel and the Guerrero Law Firm offers counsel and representation specifically related to personnel matters.

The contracted legal counsels have requested revisions to their agreements as follows:

Rates/Services	Current Terms	Proposed Terms
The J. Ramirez Law Firm		
Services	General Counsel	General Counsel
Hourly Rate	\$200.00	\$200.00
Litigation (Hourly Rate)	N/A	\$250.00
Paralegal Services (Hourly Rate)	N/A	\$50.00 for Legal Assistant 1 \$80.00 for Legal Assistant 2
Reimbursements	N/A	Reimbursement of out-of-pocket expenses at actual cost
Guerrero Law Firm		
Services	Counsel and representation specifically related to personnel matters	Counsel and representation specifically related to personnel matters
Hourly Rate	\$175.00	\$185.00
Litigation (Hourly Rate)	N/A	Separate Agreement Needed
Paralegal Services (Hourly Rate)	N/A	N/A
Reimbursements	N/A	Reimbursement of out-of-pocket expenses at actual cost

In addition, administration requested approval for the President to authorize legal counsel for special circumstances when either of the contracted legal counsel must recuse themselves from working on an issue due to a conflict of interest.

South Texas College's need for specialized legal counsel services continues to grow and the College must ensure that adequate legal coverage is maintained. In addition, as needed, the College has engaged with outside legal firm that represents and provides the best guidance. The firms used are as follows:

- Bickerstaff Heath Delgado Acosta LLP – Target Range Information, Mexico Partnership, Texas Higher Education Coordinating Board Audit of Continuing Education Program, and Petitions and Elections
- Pirkey Barber PLLC – Trademark Dispute

The hourly rates for the specialized legal counsels needs are as follows:

Legal Firm	Hourly Rate
Bickerstaff Heath Delgado Acosta LLP	Attorneys \$215.00 to \$435.00 Legal Assistants/Specialists \$175.00
Pirkey Barber PLLC	Attorneys \$250.00 to \$700.00 Paralegal \$180.00 to \$300.00

Mr. Gurwitz further recommended that the President should be permitted to engage other legal services for specialized legal needs “or any other legal needs....” The benefit would be that the President’s engagement of legal services wouldn’t be contingent upon an ambiguous definition of specialized legal needs.

Funding Source – Expenditures were budgeted in the Legal Services budget for FY 2018 - 2019 and for FY 2019 – 2020, pending board approval of the budget.

Enclosed Documents - The revised Agreements were provided in the packet for the Committee’s review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the May 14, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Mr. Paul R. Rodriguez made a motion, seconded by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommend Board approval of the revisions to the current agreements as presented.

Upon further discussion, the Committee members decided that no recommendation should be made at this time, and the suggestions made by Mr. Gurwitz should be incorporated and presented to the Board of Trustees.

Mr. Rene Guajardo withdrew his second, and Mr. Paul R. Rodriguez withdrew his motion.

No action was taken.

Review and Recommend Action on Revision of Policy and Proposed New Policies

Approval of revision of policy and proposed new policies will be requested at the May 28, 2019 Board meeting.

Purpose – To revise current policy, to keep policy current and relevant, and to create new policies as needed.

Justification – The request for the revisions to the policy are necessary for the following reason:

A. Revise Policy 2200: Legal Counsel

- To include that the President is authorized to engage legal counsel services for specialized legal needs after consultation with contracted legal counsel, and in accordance to the Purchasing Policies.

The Committee recommended separating out the proposed revisions to Policy #2200: Legal Counsel, so that they could be further edited to reflect the feedback proposed by Mr. Gurwitz in the prior agenda item.

The request for the proposed new policies is necessary for the following reasons:

B. New Policy 2250: Evaluation of the Internal Auditor

- The new policy is necessary to document compliance regarding the regular evaluation of non-faculty personnel for the Internal Auditor position, which reports to the Board of Trustees.

C. New Policy 4160: Non-Faculty Employee Performance Appraisal

- The new policy is necessary to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) new comprehensive Standard 5.5 of the Principles of Accreditation, which calls for an institution to publish and implement policies regarding the appointment, employment, and regular evaluation of non-faculty personnel.

Background – The current Policy #2200: Legal Counsel was last approved by the Board on November 9, 1995 and last amended on November 24, 2015. No policies were in place to address Evaluation of the Internal Auditor and Non-Faculty Employee Performance Appraisal.

Reviewers – The revised policy and new policies were reviewed by staff, President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Enclosed Documents – The revised policy and the new policies were provided in the packet for the Committee's review and information.

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

No action was taken on the proposed revision to Policy #2200: *Legal Counsel*.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of proposed new policies #2250: *Evaluation of the Internal Auditor* and #4160: *Non-Faculty Employee*

Performance Appraisal as presented and which supersede any previously adopted Board policy. The motion carried.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:50 p.m.

I certify that the foregoing are the true and correct Minutes of the May 14, 2019 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Committee Chair

**Review and Recommend Action on Award of Proposals, Rejection of Proposals,
Purchases, Renewals, and Interlocal Agreements**

Approval of the following award of proposals, rejection of proposals, purchases, renewals, and interlocal agreements will be requested at the June 25, 2019 Board meeting.

These items are being purchased to finish the current year and some items are to prepare for the upcoming Fall semester, pending Board approval of the FY 2019 – 2020 Budget.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

- A. Award of Proposals**
- B. Rejection of Proposals**
- C. Purchases and Renewals**
 - a. Instructional Items**
 - b. Non-Instructional Items**
 - c. Technology Items**
- D. Interlocal Agreements**

A. Award of Proposals

1) Purchase of Projectors (Award)

Award the proposal for the purchase of projectors to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$104,988.00.

Purpose – Educational Technologies is requesting the purchase fifty-two (52) projectors to use as replacement projectors for classroom units throughout the College district.

Justification and Benefit – The projectors will be available as immediate replacements for projectors currently installed in classrooms, which will allow for minimal down-time for a classroom in which the installed projector has to be removed for service or is no longer under warranty.

Background – Proposal documents were advertised on May 7, 2019 and May 14, 2019 and issued to eighteen (18) vendors. Four (4) responses were received on May 22, 2019 and reviewed by Educational Technologies and the Purchasing Department.

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

2) Vending Services - Snacks (Award)

Award the proposal for vending services – snacks to **STX Snacktime Vending Co. LLC**. (Weslaco, TX) (New), for the period of September 1, 2019 through August 31, 2022 with services to all South Texas College locations. The three (3) year proposal includes a

monthly commission of 21% on gross sales (less applicable sales tax). The pricing is as follows: candy - \$1.25, pastries - \$1.25, chips - \$0.80-\$1.10, and crackers - \$0.75.

Purpose – Auxiliary Services is requesting vending services for snacks at all South Texas College campuses and centers.

Justification and Benefit – The services need to be available outside of the cafeterias hours of operation for all faculty, staff, students, and visitors

Background – Proposal documents were advertised on April 15, 2019 and April 22, 2019 and issued to five (5) vendors. Three (3) responses were received on April 30, 2019 and reviewed by Facilities Maintenance and Operations (Auxiliary Services) and the Purchasing Department.

B. Rejection of Proposals

3) Online Real Estate Courses (Reject)

Reject the proposal received for online real estate courses due to incomplete documentation that was received from a vendor.

4) Purchase of Audio Visual Equipment (Reject)

Reject the proposals received for the purchase of audio visual equipment in order to add additional projects and additional requirements needed.

C. Purchases and Renewals (a. Instructional Items)

5) Breathing Simulator (Purchase)

Purchase a breathing simulator from **IngMar Medical** (Pittsburgh, PA) (New), a sole source vendor, at a total amount of \$84,772.00.

Purpose – The Respiratory Program in the Division of Nursing and Allied Health is requesting the purchase of a breathing simulator for student instruction in the simulation lab.

Justification and Benefit – This equipment will allow students in the respiratory program to conduct a more realistic training in pulmonary and respiratory care. Additionally, this equipment would be an added benefit to students in the Nursing and Allied Health programs during inter-collaboration sessions and allow the faculty to deeply assess a student's understanding through multiple scenarios.

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

6) Electrical Equipment, Parts, and Supplies (Purchase)

Purchase electrical equipment, parts, and supplies from **Crawford Electric Supply Company, Inc.** (San Antonio, TX/Mission, TX) and **Dealers Electric Supply, Co.** (Waco, TX/McAllen, TX), board approved vendors, for the period beginning June 26, 2019 through August 31, 2019, at an estimated amount of \$80,000.00.

Purpose – The Electrician Technology Program in the Division of Technology is requesting electrical equipment, parts, and supplies for student instruction at the Technology Campus.

Justification and Benefit – The equipment, parts, and supplies will include some of the following items: fuses, connectors, conduit, various type of wire, terminals, locknuts, bushings, etc.

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

7) Electronic Anatomy and Physiology Teaching System (Purchase)

Purchase an electronic anatomy and physiology teaching system from **Anatomage, Inc.** (San Jose, CA) (New), a sole source vendor, at a total amount of \$78,650.00.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of an electronic anatomy and physiology teaching system for student instruction in the simulation lab.

Justification and Benefit – The teaching system will benefit all Nursing and Allied Health students in assessing the human body through a 3-D imaging system. This anatomy visualization technology will allow students to access the human body through different structures and interactive applications. This technology will benefit the student's anatomy and physiology knowledge and increase their confidence when gaining hands on training in the Nursing and Allied Health programs.

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

8) Instructional Equipment (Purchase)

Purchase instructional equipment from **DiaMedical USA** (West Bloomfield, MI) (New), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$74,782.39.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of instructional equipment for student instruction in the simulation lab. It will include the following: three (3) infant warmers, twenty-three (23) integrated wall diagnostic systems, ten (10) primary IV sets, ten (10) tubing sets, ten (10) blood sets, and four (4) infusion pumps.

Justification and Benefit – Students will be able to use the equipment during their simulation clinical practicum that will provide them with the experience needed using diagnostic equipment found in regular clinical settings and hospitals. By exposing students to this equipment, they will be familiar and knowledgeable on how to use them on real-life patients.

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

9) Pediatric Simulator Manikin (Purchase)

Purchase a pediatric simulator manikin from **Gaumard** (Miami, FL), a sole source vendor, at a total amount of \$50,477.00.

Purpose – The Simulation Lab in the Division of Nursing and Allied Health is requesting the purchase of a pediatric simulator for student instruction in the Advanced Degree Nursing, Vocational Nursing, Emergency Medical Technology, Respiratory Therapy, and Patient Care Programs.

Justification and Benefit – The pediatric manikin is designed for physiologic scenarios designed to help providers of all levels to develop the specialized skill needed to effectively communicate, diagnose, and treat young patients in all clinical areas. Students will be able to experience, emergency interventions, real patient support, lung sounds, heart sounds, and stomach distension.

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

10) Recording Systems (Purchase):

Purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$62,294.00.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of recording systems, which will be used for student instruction in the Simulation Lab for all students in the Nursing and Allied Health programs.

Justification and Benefit – The systems will be used to capture audio/video from simulation activities skills and manikins data during live scenarios and in real time instruction, live streaming video, instantaneous debriefing from anywhere, and the ability to navigate through saved videos on mp4 format. This will ensure that the students reinforce theory and skills that help with the board exam and/or certification. Finally, this simulation clinical instruction ensures that students are exposed to different patient situations that students might not always have an opportunity to experience in real hospital or clinical settings.

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

11) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$150,000.00 with the following vendors:

- a. **Bound Tree Medical, LLC.** (Dublin, OH)
- b. **Cynmar, LLC.** (Yulee, FL)
- c. **Health Care Logistics, Inc.** (Circleville, OH)
- d. **Henry Schein, Inc.** (Irmo, SC)
- e. **Medline Industries** (Northfield, IL)

- f. **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
- g. **QuadMed** (Jacksonville, FL)

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

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

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

Background – The Board awarded the contracts for nursing and allied health equipment and supplies at the July 24, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins August 1, 2019 and ends July 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 7/31/19	2 – one year options
1 st Renewal	6/25/19		8/1/19 – 7/31/20

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2018 – 2019 and FY 2019 – 2020 pending Board approval of the budget.

C. Purchases and Renewals (b. Non - Instructional Items)

12)Air Condition Filters (Purchase)

Purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

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

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

14) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **U. S. Water Services, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2019 – 2020 pending Board approval of the budget.

15) Furniture (Purchase)

Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcwell, and The Interlocal Purchasing System (TIPS), at a total amount of \$82,713.52.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,185.20
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,953.19
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,354.84

#	Vendor	Amount
D	Howard Technologies (Laurel, MS)	\$14,830.00
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$47,396.19
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$5,833.70
G	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,160.40
Furniture Total		\$82,713.52

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 2 Mobile Glassboards for the Library
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 3 Faculty/Staff Chairs for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Chairs for the Office of Institutional Equity
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Faculty/Staff Chair for the Library
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 2 Faculty/Staff Desks for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 2 File Cabinets for the Office of Institutional Equity
 - 2 Faculty/Staff Desk for the Grant Development, Management, and Compliance Department
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Bookcase for the Library
 - ⇒ Starr County Campus
 - 1 File Cabinet for Psychological Science Program
 - ⇒ Technology Campus
 - 11 File Cabinets for Central Receiving
- Howard Technologies (Laurel, MS)
 - ⇒ Nursing and Allied Health Campus
 - 5 Charting Stations for the Division of Nursing and Allied Health
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 4 Faculty/Staff Desk for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 1 Table for Student Affairs
 - 4 Chairs for the Division of Math and Sciences

- 1 Table for Learning Commons and Open Labs
- 2 Cubicle Workstations for Information Technology
- ⇒ Starr County Campus
 - 1 Table for Learning Commons and Open Labs
- ⇒ Regional Center for Public Safety Excellence
 - 1 Faculty/Staff Desk, 14 Tables, and 20 Chairs for the Department of Public Safety
 - 16 Chairs, 1 Faculty/Staff Desk, and 1 Table for the Library
- ⇒ Technology Campus
 - 10 Instructor Classroom Chairs for the Division of Business
- National Office Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 2 Sofa Chairs and 3 Tables for the Library
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pharr Regional Center
 - 2 Tables for the Library

Fund for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Department of Psychological Science, Division of Math, Science & BAT Programs, FFE Unallocated – Instruction, Grant Development, Management, and Compliance, Learning Commons and Open Labs, New Furniture, Division of Nursing and Allied Health, Office of Institutional Equity, Purchasing, RCPSE Portables-FFE, Student Affairs and Technology Resources.

16) Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger/dba Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$100,000.00, which is based on prior year expenditures.

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

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2019 - 2020 pending Board approval of the budget.

17) Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

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

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

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

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

Vendor	Contract Percentages
S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 23% for the second placement ⇒ 23% for all subsequent referrals, and ⇒ 30% for litigation and judgment placements
Continental Service Group, Inc./dba Conserve	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for the second placement ⇒ 20% for all subsequent referrals, and ⇒ 24% for litigation and judgment placements
Immediate Credit Recovery	Will charge the student a rate of ⇒ 21% for first placement ⇒ 21% for the second placement ⇒ 21% for all subsequent referrals, and ⇒ 28.571% for litigation and ⇒ 21% for judgment placements

Background – The Board awarded the contract for collection agency services at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	9/1/17 – 8/31/18	2 – one year options
1 st Renewal	6/26/18		9/1/18 – 8/31/19
2 nd Renewal	6/25/19		9/1/19 – 8/31/20

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

Funds for this expenditure are budgeted in the Business Office budget for FY 2019 - 2020 pending Board approval of the budget.

18) Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the commercial card services (accounts payable card) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College.

Purpose – BBVA Compass provides a Commercial Card Account, which can be used to purchase goods and services from those merchants that accept cards as a method of payment.

Justification – The Accounts Payable (AP) card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001	\$+	1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. The Board of Trustees has approved contract extensions as follows:

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/13	4/1/13 – 8/31/14	one year
1 st Renewal	8/26/14	9/1/14 – 8/31/15	one year
2 nd Renewal	8/25/15	9/1/15 – 8/31/16	one year
3 rd Renewal	8/23/16	9/1/16 – 8/31/17	one year
4 th Renewal	8/22/17	9/1/17 – 8/31/18	one year
5 th Renewal	8/28/18	9/1/18 – 8/31/19	one year
6 th Renewal	6/25/19	9/1/19 – 8/31/20	one year

The total rebate received from 4/1/2013 through 4/30/19 is \$365,446.52.

Fiscal Year	Rebate Amount
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$65,235.26

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

19) Creative Agency Services (Renewal)

Renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2019 through August 31, 2020 at an estimated annual amount of \$1,098,999.00. This will include approximately \$147,500 in research, \$67,500 in production and creative services, \$719,090 media buying, \$101,909 media buying strategy and campaign implementation, and \$63,000 in administrative fees and travel fees.

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

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

Background – The Board awarded the contract for creative agency services at the July 24, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2019 – 2020 pending Board approval of the budget.

20) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$95,000.00.

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

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

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

21) Financial Advisor Service Agreement (Renewal)

Renew the financial advisor service agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$3,500.00.

Purpose – The Business Office is requesting to renew the agreement for services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

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

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013, the Board of Trustees approved the First Amendment to Financial Advisory Agreement, which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On July 24, 2018, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 and ending August 31, 2019 was approved by the Board of Trustees.

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

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

22) Grounds Maintenance (Renewal)

Renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$175,000.00 for various plants, replacement plants and landscaping, and an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$572,107.00.

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

Justification and Benefit – The grounds maintenance contract will include the following services; mowing, shredding of grass, tree trimming, flowerbeds, plants & replacement of plants, landscaping areas with crushed granite for the following locations:

- Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses
- Pecan Plaza
- Regional Center for Public Safety Excellence Center

Background – The Board awarded the contract for grounds maintenance at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins July 26, 2019 and ends July 25, 2020.

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

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

Funds for this expenditure are budgeted Facilities Grounds Maintenance budget for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

23) Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

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

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

- The Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the amount of \$40,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:
 - ⇒ Increase awareness of South Texas College at different community events
 - ⇒ Re-branding of new South Texas College Logo
 - ⇒ Promote career/health fairs, festivals, financial aid fairs and campus community events
 - ⇒ Promote numerous community events that benefit the College and college partners
 - ⇒ Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program, and registration round-ups
 - ⇒ Promote Valley Scholars and new student orientation/graduation
 - ⇒ Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
 - ⇒ Promote student recruitment for the certificate, associate degree and bachelor of applied technology programs
 - ⇒ Recognition for speakers and special visitors to the College
 - ⇒ Promote "Junior Jaguar" program to elementary age children to instill a College going culture
 - ⇒ Promote Groundbreaking events throughout the College
 - ⇒ Promote Science, Technology, Engineering, and Mathematics (STEM) programs to community
- The College Connections (formerly Student Outreach) purchases promotional items in the amount of \$25,000 for the following reasons:
 - ⇒ New Student Recruitment – College Connections recruits students from the two county district that is comprised of over 77 high school sites with over 55,000 students in grades 9-12. Recruitment initiatives connect students to the college and prepare them for enrollment and transition. In 2017 - 2018, the College Connections' staff attended over 400 recruitment events; including high school visits, college bound events, and community events, which welcome over 4,170 prospective students to one of our five campuses. Promotional items are distributed at recruitment events, including college fairs, community events, presentations, financial aid drives, application drives, etc. Promotional items remain competitive with other college and university recruitment efforts and promotion.
 - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South

Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 7,100 students toured a South Texas College Campus in 2017 - 2018.

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

higher education and completion. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera (formerly named North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD; and R.T. Barrera, Roma ISD.

Background – The Board awarded the contract for promotional items for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/04/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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

Funds for this expenditure are budgeted in the Public Relations and Marketing and College Connections budgets for FY 2019 - 2020 pending Board approval of the budget.

24) Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$74,000.00. The vendors are as follows:

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

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

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

- Public Relations and Marketing - \$16,000.00.
 - ⇒ T-shirts used to create awareness of South Texas College at all college campuses including events attended by mascot Jerry the Jaguar.
 - ⇒ T-shirts used as door prizes and incentives for registration, college and career fairs for student recruitment including Women in Technology and Registration Round-Up.
 - ⇒ T-shirts used during special campus events including financial aid and employment fairs.

- ⇒ T-shirts distributed at sponsorship activations including the RGV Vipers and RGV FC Toros.
- ⇒ T-shirts used to promote community outreach and special programs including Turkey Trot, Veteran's Day and Science Olympiad.
- ⇒ T-shirts used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics and cybersecurity.
- ⇒ Youth T-shirts used to promote a college going culture among elementary school students. T-shirts used for general marketing purposes including social media and student photo shoots.
- Student Activities and Wellness - \$33,000.00
 - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Community College day students visit at the Capital
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ South Texas College Students care community/neighborhood volunteering day
 - ⇒ Early College High Schools Sports Tournament
 - ⇒ Various on campus High School visits
 - ⇒ Various visits to High Schools
 - ⇒ Various support to student Academic programs and related student travel
- College Connections (formerly Student Outreach) - \$25,000.00
 - ⇒ Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students and their families to South Texas College. In 2017-2018, the College Connections' staff attended over 400 recruitment events and hosted college bound events and welcomed over 7,100 prospective students to one of our 5 campuses. Shirts are an essential part of the college recruitment and connection process.
 - ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the college and are worn by students and the community.
 - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the

enrollment process, Admissions, Advising, Financial Aid, and Registration. Shirts identify students as new Jaguars and builds college pride and spirit. In 2017-2018, College Connections hosted over 110 registration events.

- ⇒ Community Outreach – College Connections has increased community event presence. In addition to Palm Fest, McAllen Christmas Parade, and various other city events in the college district, the department hosts “Coffee Talks” at local community centers to promote continuing education programs and raise awareness with parents and the community.
- ⇒ Adopted Elementary Initiative & Junior Jaguar Leadership Conference – Shirts are provided to the elementary schools as part of the College Bound Adopted Elementary Program to build a college-going culture. Students are provided a future student t-shirt that is worn on South Texas College Friday's. College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment tool kit” to help them share the importance of higher education. Shirts are given to identify them as Ambassadors and Peer Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD, and R.T. Barrera, Roma ISD. A 3 rotating year cycle has been implemented to control costs and inventory – select schools will receive shirts each year and be rotated.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as Peer-to-Peer Mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Shirts are provided as giveaways and to identify them as Student Ambassadors. In addition, Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.

Background – The Board awarded the contract for promotional t-shirts for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20

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

Funds for this expenditure are budgeted in the requesting department budgets for FY 2019 - 2020 pending Board approval of the budget.

C. Purchases and Renewals (c. Technology Items)

25) Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,062.13.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 1 Computer for Library Services
 - ⇒ 1 Computer for Division of Business Public Safety and Technology
 - ⇒ 2 Computers for Information Security Office
 - ⇒ 206 Computers for Information Technology (College Wide)
- Student Computers
 - ⇒ 52 Computers for Learning Commons and Open Labs
 - ⇒ 43 Computers for Regional Center for Public Safety Excellence Portables
 - ⇒ 88 Computers for Information Technology (College Wide Labs)
- Faculty Computers
 - ⇒ 206 Computers for Information Technology (College Wide)
- Staff Laptops
 - ⇒ 2 Laptops for Technology Management Program
 - ⇒ 1 Laptop for Student Affairs Department

- ⇒ 4 Laptops for Facilities Planning and Construction
- ⇒ 1 Laptop for Academies and High School Programs
- ⇒ 2 Laptops for Organizational Leadership Program
- Student Laptops
 - ⇒ 13 Laptops for Information Technology Program
- Staff Monitors
 - ⇒ 6 Monitors for Facilities Planning and Construction
- Staff Tablets
 - ⇒ 2 Tablets for Public Relations and Marketing
 - ⇒ 4 Tablets for Technology Support
- Student Tablets
 - ⇒ 26 Tablets for Information Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2018 - 2019 as follows: Library Public Services, Division of Business Public Safety and Technology, Information Security, Learning Commons and Open Labs, Technology Management Program, Student Affairs, Facilities Planning and Construction, Academies and High School Programs, Public Relations and Marketing, Technology Support, Organizational Leadership, Regional Center for Public Safety Excellence Portables-FFE, and Information Technology.

26) Software Subscription (Purchase)

Purchase a software subscription from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 26, 2019 through June 25, 2020, at a total amount of \$55,946.38.

Purpose – Information Technology is requesting to purchase of Cisco Tetration Software to identify security incidents faster, network latency, and review server compliance with security configuration best practices.

Justification and Benefit – The software is needed to identify security incidents faster, network latency, and review server compliance with security configuration best practices. This software will help improve the response time when troubleshooting application or network performance and help identify all processes installed on servers.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2018 – 2019.

27) Network Cabling and Equipment Installation Services (Renewal)

Renew the network cabling and equipment installation services contracts for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$150,000.00 based on prior year expenditures. The vendors are as follows:

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

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

Justification and Benefit – The network cabling and equipment installation services are used across South Texas College's campuses and centers on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install additional data lines in existing classrooms or offices. It also includes installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contract for network cabling and equipment installation services at the July 25, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins July 26, 2019 and ends July 25, 2020.

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

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

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2018 - 2019 and FY 2019 - 2020 pending Board approval of the budget.

D. Interlocal Agreements

28) Facility Usage Interlocal Agreements - McAllen (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 27, 2019 through August 22, 2020, at an estimated amount of \$39,896.00

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

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

Date	Events	Amount
September 27, 2019	College-Wide Professional Development for Faculty and Staff	\$15,000.00

Date	Events	Amount
February 14, 2020	College-Wide Professional Development for Faculty and Staff	\$15,000.00
August 17, 2020	Academic Affairs Professional Development Day	\$5,896.00
August 22, 2020	Adjunct/Dual Enrollment Faculty Professional Development Day	\$4,000.00

Funds for this expenditure are budgeted in the Professional and Organizational Development budget for FY 2019 - 2020 pending Board approval of the budget.

29) Facility Usage Interlocal Agreement – Mission (Lease/Rental)

Lease/Rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning July 22, 2019 through July 27, 2019, at an estimated amount of \$10,850.00.

Purpose – The Center for Mexican American Studies is requesting the lease/rental of a facility for the summer folkloric workshops.

Justification and Benefit – The Center for Mexican American Studies and Ballet Folklórico South Texas College is hosting a weeklong community dance workshops. This would be the first time such workshops are hosted in our area by an institution of higher education for the sake of offering a unique opportunity to learn from some of the most respected and highly accomplished dance instructors from Mexico. The classes will be offered to children and adults from across Texas, but mostly from our South Texas College district. Dance instructors will also be awarded Continuing Education Units (CEUs) for participating. In all, these workshops will allow South Texas College to be at the forefront of promoting the Mexican culture and traditions via dance.

Funds for this expenditure are budgeted in the Ballet Folkloric Dance Company auxiliary budget for FY 2018 – 2019.

30) Professional Development Services (Interlocal Agreement / Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of \$14,237.50.

Purpose – The Office of Professional Development is requesting the renewal of professional development services in the area of software and database storage for tracking current or past trainings, academics, workshops, meetings, conferences, and participants.

Justification and Benefit – The information for all professional development trainings conducted by the Office of Professional Development, Human Resources, Library Services, Business Office, and Distance Learning is stored and available online for South Texas College faculty and staff as needed. The participants are able to print their participation certificates as needed and upload additional internal or external trainings. It also stores

training evaluations, attendance logs, and contract information for presenters and participants.

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2019 – 2020 pending Board approval of the budget.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 25, 2019 Board meeting the award of proposals, rejection of proposals, purchases, renewals, and interlocal agreements as listed below:

A. Award of Proposals

B. Rejection of Proposals

C. Purchases and Renewals

a. Instructional Items

b. Non-Instructional Items

c. Technology Items

D. Interlocal Agreements

A. Award of Proposals

- 1) Purchase of Projectors (Award):** award the proposal for the purchase of projectors to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$104,988.00;
- 2) Vending Services – Snacks (Award):** award the proposal for vending services – snacks to **STX Snacktime Vending Co. LLC.** (Weslaco, TX) (New), for the period of September 1, 2019 through August 31, 2022 with services to all South Texas College locations. The three (3) year proposal includes a monthly commission of 21% on gross sales (less applicable sales tax). The pricing is as follows: candy - \$1.25, pastries - \$1.25, chips - \$0.80-\$1.10, and crackers - \$0.75;

B. Rejection of Proposals

- 3) Online Real Estate Courses (Reject):** reject the proposal received for online real estate courses due to incomplete documentation that was received by a vendor;
- 4) Purchase of Audio Visual Equipment (Reject):** reject the proposals received for the purchase of audio visual equipment in order to add additional projects and additional requirements needed;

C. Purchases and Renewals (a. Instructional Items)

- 5) Breathing Simulator (Purchase):** purchase a breathing simulator from **IngMar Medical** (Pittsburgh, PA) (New), a sole source vendor, at a total amount of \$84,772.00;
- 6) Electrical Equipment, Parts, and Supplies (Purchase):** purchase electrical equipment, parts, and supplies from **Crawford Electric Supply Company, Inc.** (San Antonio, TX/Mission, TX) and **Dealers Electric Supply, Co.** (Waco,

TX/McAllen, TX), board approved vendors, for the period beginning June 26, 2019 through August 31, 2019, at an estimated amount of \$80,000.00;

- 7) Electronic Anatomy and Physiology Teaching System (Purchase):** purchase an electronic anatomy and physiology teaching system from **Anatomage, Inc.** (San Jose, CA) (New), a sole source vendor, at a total amount of \$78,650.00;
- 8) Instructional Equipment (Purchase):** purchase instructional equipment from **DiaMedical USA** (West Bloomfield, MI) (New), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$74,782.39;
- 9) Pediatric Simulator Manikin (Purchase):** purchase a pediatric simulator manikin from **Gaumard** (Miami, FL) a sole source vendor, at a total amount of \$50,477.00;
- 10) Recording Systems (Purchase):** purchase recording systems from **KbPort, LLC.** (Pittsburgh, PA), a sole source vendor, at a total amount of \$62,294.00;
- 11) Nursing and Allied Health Equipment and Supplies (Renewal):** renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$150,000.00 with the following vendors:
 - a. **Bound Tree Medical, LLC.** (Dublin, OH)
 - b. **Cynmar, LLC.** (Yulee, FL)
 - c. **Health Care Logistics, Inc.** (Circleville, OH)
 - d. **Henry Schein, Inc.** (Irmo, SC)
 - e. **Medline Industries** (Northfield, IL)
 - f. **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
 - g. **QuadMed** (Jacksonville, FL)

C. Purchases and Renewals (b. Non – Instructional Items)

- 12) Air Condition Filters (Purchase):** purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$145,000.00, which is based on prior year expenditures;
- 13) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 14) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U. S. Water Services, Inc.** (St. Michael, NM), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 15) Furniture (Purchase):** purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$82,713.52.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,185.20
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,953.19
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$8,354.84
D	Howard Technologies (Laurel, MS)	\$14,830.00
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$47,396.19
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$5,833.70
G	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$1,160.40
Furniture Total		\$82,713.52

- 16)Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger/dba Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$100,000.00, which is based on prior year expenditures;
- 17)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:
Primary: a. **S&S Recovery, Inc.** (Memphis, TN)
Secondary: b. **Continental Service Group, Inc. / dba ConServe** (Fairport, NY)
c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
- 18)Commercial Card Services (Accounts Payable Card)(Renewal):** renew the commercial card services (accounts payable card) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at no charge to the College;
- 19)Creative Agency Services (Renewal):** renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$1,098,999.00. This will include approximately \$147,500 in research, \$67,500 in production and creative services, \$719,090 in media buying, \$101,909 in media buying strategy and campaign implementation, and \$63,000 in administrative fees and travel fees;
- 20)Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of

School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$95,000.00;

21) Financial Advisor Service Agreement (Renewal): renew the financial advisor service agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$3,500.00.

22) Grounds Maintenance (Renewal): renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$175,000.00 for various plants, replacement plants and landscaping, and an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$572,107.00;

23) Promotional Items for Student Outreach (Renewal): renew the promotional items for student outreach contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00. The vendors are as follows:

- a. **Authentic Promotions.com** (Carmichael, CA)
- b. **Imprezos Pro Uniforms** (Pharr, TX)
- c. **Promo Universal, LLC.** (Corpus Christi, TX)

24) Promotional T-Shirts for Student Outreach (Renewal): renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2019 through August 31 2020, at estimated amount of \$74,000.00. The vendors are as follows:

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

C. Purchases and Renewals (c. Technology Items)

25) Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$460,062.13;

26) Software Subscription (Purchase): purchase a software subscription from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 26, 2019 through June 25, 2020, at a total amount of \$55,946.38;

27) Network Cabling and Equipment Installation Services (Renewal): renew the network cabling and equipment installation services contracts, for the period beginning July 26, 2019 through July 25, 2020, at an estimated amount of \$150,000.00 based on prior year expenditures. The vendors are as follows:

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

D. Interlocal Agreements

- 28) Facility Usage Interlocal Agreements - McAllen (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 27, 2019 through August 31, 2020, at an estimated amount of \$39,896.00;
- 29) Facility Usage Interlocal Agreement - Mission (Lease/Rental):** lease/rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the period beginning July 22, 2019 through July 27, 2019, at an estimated amount of \$10,850.00;
- 30) Professional Development Services (Interlocal Agreement/Renewal):** renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2019 through August 31, 2020, at a total amount of \$14,237.50.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$3,618,274.92.

SOUTH TEXAS COLLEGE
1. PURCHASE OF PROJECTORS
PROJECT NO. 18-19-1069

							Howard Technology Solutions/a Division of Howard Industries, Inc.			
NAME			Adorama, Inc.		Audio Visual Aids				Lexine, Inc.	
ADDRESS			42 W 18th St		2903 N Flores St		36 Howard Dr		322 N 3rd St	
CITY/STATE/ZIP			New York, NY 10011		San Antonio, TX 78212		Ellisville, MS 39437		McAllen, TX 78501	
PHONE			212-741-0401		800-422-1282		601-425-3181		956-992-0690	
FAX			646-758-8558		800-854-8140		601-399-5077		844-387-7553	
CONTACT			Ava Williams		Ernest Mendez		Melissa Jones		Frank Martinez	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	52	Epson PowerLite L510U Projector	\$2,516.95	\$130,881.40	\$ 2,019.00	\$104,988.00	\$ 2,053.00	\$106,756.00	\$ 2,799.00	\$145,548.00
2	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL AMOUNT PROPOSED			\$ 130,881.40		\$ 104,988.00		\$ 106,756.00		\$ 145,548.00	
TOTAL EVALUATION POINTS			86.33		97.65		95.99		78.33	
RANKING			3		1		2		4	

The Director of Purchasing has reviewed all vendor reponses and evaluations completed.

SOUTH TEXAS COLLEGE
1. PURCHASE OF PROJECTORS
PROJECT NO. 18-19-1069
EVALUATION SUMMARY

VENDOR		Adorama, Inc.		Audio Visual Aids		Howard Technology Solutions/a Division of Howard Industries, Inc.		Lexine, Inc.	
ADDRESS		42 W 18th St		2903 N Flores St		36 Howard Dr		322 N 3rd St	
CITY/STATE/ZIP		New York, NY 10011		San Antonio, TX 78212		Ellisville, MS 39437		McAllen, TX 78501	
PHONE		212-741-0401		800-422-1282		601-425-3181		956-992-0690	
FAX		646-758-8558		800-854-8140		601-399-5077		844-387-7553	
CONTACT		Ava Williams		Ernest Mendez		Melissa Jones		Frank Martinez	
1	The purchase price. (up to 50 points)	40	40	50	50	49	49	36	36
		40		50		49		36	
		40		50		49		36	
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	10	9	9	9.66	9	9.33	8	7.33
		9		10		10		7	
		8		10		9		7	
3	The quality of the vendor's goods or services. (up to 18 points)	17	17.33	17	17.33	17	17.33	16	17
		18		18		18		18	
		17		17		17		17	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	17	17	17	16.66	17	17.33	16	16
		17		16		18		16	
		17		17		17		16	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3	3	3	2	2
		3		3		3		2	
		3		3		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	1	1	0	0	0	0
		0		1		0		0	
		0		1		0		0	
TOTAL EVALUATION POINTS		86.33		97.65		95.99		78.33	
RANKING		3		1		2		4	

The Director of Purchasing has reviewed all vendor responses and evaluations completed.

SOUTH TEXAS COLLEGE
2. VENDING SERVICES - SNACKS
PROJECT NO. 18-19-1062

VENDOR		Corpus Christi Vending, Inc./ dba South Texas Canteen	Lone Wolf Vending	STX Snacktime Vending Co. LLC.
ADDRESS		401-B James R Closner Dr	1521 N Misty Ln	520 E Expway 83 Warehouse #8
CITY/STATE/ZIP		La Feria, TX 78559	Weslaco, TX 78596	Weslaco, TX 78596
PHONE		956-797-5710	956-532-5793	956-376-6134
FAX		956-797-5715		
CONTACT		Chester Husband	Gabriel Cardona	Edgar Vargas
#	Description	Proposed	Proposed	Proposed
1	3 Year Contract Offer: % Commission on Sales of Products to be Paid to Licensor on a Monthly Basis	17% on gross sales	Willing to offer a combination of fixed monthly payment of \$500 plus a 10% commission on product sales. Note: There will be a .10 cent discount of cash is used on products.	21% commission on gross sales (less applicable sales tax)
2	5 Year Contract Offer: % Commission on Sales of Products to be Paid to Licensor on a Monthly Basis	18% on gross sales	Willing to offer a combination of fixed monthly payment of \$500 plus a 10% commission on product sales. Note: There will be a .10 cent discount of cash is used on products.	22.5% commission on gross sales (less applicable sales tax)
Snack Pricing				
3	Candy	\$1.25	\$0.75 - \$1.00	\$1.25
4	Pastries Fresh (cupcakes, danishes, buns, donuts & pies)	\$1.25	\$1.25	\$1.25
5	Chips	\$1.00	\$1.00	\$0.80 - \$1.10
6	Snacks	\$0.85	\$0.75 - \$1.00	
7	Cookies	\$1.00	\$0.75 - \$1.00	
8	Crackers		\$0.75 - \$1.00	\$0.75
TOTAL EVALUATION POINTS		89.66	70.65	93.32
RANKING		2	3	1

The Director of Purchasing has reviewed all the responses and evaluations completed.

SOUTH TEXAS COLLEGE
2. VENDING SERVICES - SNACKS
PROJECT NO. 18-19-1062
EVALUATION SUMMARY

VENDOR		Corpus Christi Vending, Inc./dba South Texas Canteen		Lone Wolf Vending		STX Snacktime Vending Co. LLC.	
STREET		401-B James R Closner Dr		1521 N Misty Ln		520 E Expway 83 Warehouse #8	
CITY/STATE/ZIP		La Feria, TX 78559		Weslaco, TX 78596		Weslaco, TX 78596	
PHONE		956-797-5710		956-532-5793		956-376-6134	
FAX		956-797-5715					
CONTACT		Chester Husband		Gabriel Cardona		Edgar Vargas	
1	The amount which the vendor is willing to pay for the license to place vending machines on the College's campuses. (up to 45 points)	40	40	30	30	45	45
		40		30		45	
		40		30		45	
2	The extent to which the goods and/or services meet the College's needs and requirements: *The quality, freshness and variety of product that the vendor will commit to offer in its vending machines. *The vendor's policy in handling customer services complaints/issues. *The turn-around time for brining malfunctioning machines into operation. (up to 40 points)	38	37	35	32.33	38	37
		38		32		38	
		35		30		35	
3	The vendor's experience and commercial reputation. (up to 11 points)	10	9.66	8	6.66	10	9.66
		10		7		10	
		9		5		9	
4	The vendor's past relationship with the College. (up to 3 points)	3	3	2	1.66	2	1.66
		3		2		2	
		3		1		1	
5	The impact on the ability of the College to comply with the laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
TOTAL EVALUATION POINTS		89.66		70.65		93.32	
RANKING		2		3		1	

The Director of Purchasing has reviewed all the responses and evaluations completed.

**NO
BACKUP
FOR**

**3. Online Real
Estate Courses
(Reject)**

NO BACKUP FOR

4. Purchase of Audio Visual Equipment (Reject)

SOUTH TEXAS COLLEGE
5. BREATHING SIMULATOR

NAME			IngMar Medical	
ADDRESS			5940 Baum Blvd	
CITY/STATE/ZIP			Pittsburgh, PA 15206	
PHONE			800-583-9910	
FAX			412-441-8404	
CONTACT			Liz Bolen	
#	Qty	Description	Unit Price	Extension
1	1	RespiSim System Educational Package	\$ 66,995.00	\$ 66,995.00
2	1	Remote Consultation	\$ 200.00	\$ 200.00
3	1	1-Year Extended Warranty for RespiSim Pro Package	\$ 2,815.00	\$ 2,815.00
4	1	2-Year Extended Warranty for RespiSim Pro Package	\$ 4,425.00	\$ 4,425.00
5	1	2-Year Service Plan for RespiSim System	\$ 729.00	\$ 729.00
6	1	RespiPatient Consumables Replacement Package	\$ 418.00	\$ 418.00
7	1	OxSim SpO2 Simulator Option	\$ 2,395.00	\$ 2,395.00
8	1	Ventilator Interface Kit Option	\$ 6,195.00	\$ 6,195.00
9	1	Shipping via IngMar Medical UPS Account	\$ 600.00	\$ 600.00
TOTAL AMOUNT			\$ 84,772.00	

SOUTH TEXAS COLLEGE
6. ELECTRICAL EQUIPMENT, PARTS, AND SUPPLIES

NAME			Crawford Electric Supply Company, Inc.	Dealers Electric Supply, Co.		
ADDRESS			343 N Weidner Rd	2320 Columbus Ave		
CITY/STATE/ZIP			San Antonio, TX 78233	Waco, TX 76701		
LOCAL ADDRESS			1105 Business Park Dr Mission, TX	1401 E Upas Ave McAllen, TX		
PHONE			956-519-1422	956-630-2233		
CONTACT			Nathan Lutz	Daryl Donaldson		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	1	Electrical Equipment, Parts, and Supplies Period: 6/26/19 - 8/31/19	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
TOTAL AMOUNT			\$ 40,000.00		\$ 40,000.00	

SOUTH TEXAS COLLEGE
7. ELECTRONIC ANATOMY AND PHYSIOLOGY TEACHING SYSTEM

NAME			Anatomage, Inc.	
ADDRESS			303 Almaden Blvd #700	
CITY/STATE/ZIP			San Jose, CA 95110	
PHONE			408-885-1474	
FAX			408-295-9786	
CONTACT			Jacquelyn Caginia	
#	Qty	Description	Unit Price	Extension
1	1	Anatomage Table Convertible	\$ 78,000.00	\$ 78,000.00
2	1	Medical Design Studio	\$ -	\$ -
3	1	1st Year Warranty, Software Upgrade, Tech Support	\$ -	\$ -
4	1	On-site Training	\$ -	\$ -
5	1	Convertible Table Hardcover	\$ 250.00	\$ 250.00
6	1	Discount	\$ (2,500.00)	\$ (2,500.00)
7	1	Shipping and Handling	\$ 2,900.00	\$ 2,900.00
TOTAL AMOUNT			\$ 78,650.00	

SOUTH TEXAS COLLEGE
8. INSTRUCTIONAL EQUIPMENT

NAME			DiaMedical USA	
ADDRESS			7013 Orchard Lake Rd Ste #110	
CITY/STATE/ZIP			West Bloomfield, MI 48322	
PHONE			248-671-1550	
FAX			248-671-1550	
CONTACT			Justin Goodman	
#	Qty	Description	Unit Price	Extension
1	3	Drager Resuscitaire Infant Warmer - Foam Mattress, Probe, and Warranty	\$ 2,695.00	\$ 8,085.00
2	1	Shipping and Handling	\$ 989.89	\$ 989.89
3	23	Welch Allyn Green Series 777 Integrated Wall Diagnostic System (Blood Pressure, Thermometer, Ophthalmoscope, and Otoscope)	\$ 2,173.00	\$ 49,979.00
4	10	100" Primary IV Set w/2 Needle-Free Y-Sites (Case of 50)	\$ 189.95	\$ 1,899.50
5	10	Baxter Interlink Secondary Tubing Set (Case of 48)	\$ 129.95	\$ 1,299.50
6	10	Baxter Blood Set (Case of 48)	\$ 374.95	\$ 3,749.50
7	4	Baxter Sigma Spectrum Single Channel Infusion Pump (Warranty)	\$ 2,195.00	\$ 8,780.00
TOTAL AMOUNT			\$ 74,782.39	

SOUTH TEXAS COLLEGE
9. PEDIATRIC SIMULATOR MANIKIN

NAME			Gaumard	
ADDRESS			14700 SW 136th Street	
CITY/STATE/ZIP			Miami, FL 33196	
PHONE			305-917-3790	
FAX			305-252-0755	
CONTACT			Abigail Rodriguez	
#	Qty	Description	Unit Price	Extension
1	1	Advanced Pediatric Manikins HAL Medium Skin Tone Simulator - Age 5	\$47,995.00	\$ 47,995.00
2	1	Bedside Virtual Monitor Accessory for HAL Age 5 Advanced Pediatric Simulator	\$ 2,095.00	\$ 2,095.00
3	1	Shipping and Handling	\$ 387.00	\$ 387.00
TOTAL AMOUNT			\$ 50,477.00	

SOUTH TEXAS COLLEGE
10. RECORDING SYSTEMS

NAME			KbPort, LLC.	
ADDRESS			882 Butler St	
CITY/STATE/ZIP			Pittsburgh, PA 15223	
PHONE			412-487-4663	
CONTACT			Ryan Moore	
#	Qty	Description	Unit Price	Extension
1	5	ETC FusionHD Hi-Fidelity Recorder	\$ 12,850.00	\$ 64,250.00
2	5	Price Match Discount	\$ (350.00)	\$ (1,750.00)
3	5	Behringer XENYX Q802USB	\$ 150.00	\$ 750.00
4	1	Technology Management Plan	\$ -	\$ -
5	1	Shipping & Handling	\$ 500.00	\$ 500.00
6	1	Existing Customer Discount	\$ (1,456.00)	\$ (1,456.00)
TOTAL AMOUNT			\$ 62,294.00	



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

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

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

May 14, 2019

Bound Tree Medical, LLC.
Attn: Mr. Tim Jamison
5000 Tuttle Crossing Blvd
Dublin, OH 43016

Dear Mr. Jamison:

On July 24, 2018, South Texas College awarded a contract to Bound Tree Medical, LLC. for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Christopher Fyffe

Date: 05/24/2019



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

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

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

May 28, 2019

Cynmar, LLC.
Attn: Ms. Frances Darling
86475 Gene Lasserre Blvd
Yulee, FL 32097

Dear Ms. Darling:

On July 24, 2018, South Texas College awarded a contract to Cynmar, LLC. for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Frances K. Darling

Date: 5-28-19



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

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

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

May 14, 2019

Health Care Logistics, Inc.
Attn: Ms. Marilee Birchfield
450 Town Street
Circleville, OH 43113

Dear Ms. Birchfield:

On July 24, 2018, South Texas College awarded a contract to Health Care Logistics, Inc., for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Marlo Lebedda

Name Printed: Marlo M Lebedda

Date: May 20, 2019



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

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

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

May 14, 2019

Henry Schein, Inc.
Attn: Mr. Andy Goldy
PO Box 3227
Irmo, SC 29063

Dear Mr. Goldy:

On July 24, 2018, South Texas College awarded a contract to Henry Schein, Inc., for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Joe Jefferies _____

Date: 5-20-19 _____



Purchasing and Distribution Services
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f (956) 872-4688

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

May 14, 2019

Medline Industries
Attn: Ms. Karen K. Burks
3 Lakes Drive
Northfield, IL 60093

Dear Ms. Burks:

On July 24, 2018, South Texas College awarded a contract to Medline Industries for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Karen K. Burks

Name Printed: Karen K Burks

Date: 05/24/19



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

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

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

May 14, 2019

Pocket Nurse Enterprises, Inc./dba Pocket Nurse
Attn: Mr. Terry Kitchen
610 Frankfort Road
Monaca, PA 15061

Dear Mr. Kitchen:

On July 24, 2018, South Texas College awarded a contract to Pocket Nurse Enterprises, Inc./dba Pocket Nurse for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Terry Kitchen, Regional Territory Manager

Date: 5/17/19



Purchasing and Distribution Services
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f (956) 872-4688

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

May 14, 2019

QuadMed
Attn: Ms. Jackie Gieger
11210-1 Phillips Industrial Blvd
Jacksonville, FL 32256

Dear Ms. Geiger:

On July 24, 2018, South Texas College awarded a contract to QuadMed for Nursing and Allied Health Equipment Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 1, 2019 through July 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Brittany Lovelace

Name Printed: Brittany Lovelace

Date: 05/23/2019

SOUTH TEXAS COLLEGE
12. AIR CONDITION FILTERS

NAME			Joe W. Fly Company, Inc.	
ADDRESS			4820 Memphis St	
CITY/STATE/ZIP			Dallas, TX 75207	
LOCAL ADDRESS			2810 N Expway 77 Harlingen, TX 78552	
PHONE			214-634-2200	
CONTACT			Lori Gutierrez	
#	Qty	Description	Unit Price	Extension
1	1	Purchase and Installation of Air Condition Filters Period: 9/1/19 - 8/31/20	\$145,000.00	\$145,000.00
TOTAL AMOUNT			\$ 145,000.00	

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

NAME			Siemens Industry, Inc.	
ADDRESS			1000 Deerfield Parkway	
CITY/STATE/ZIP			Buffalo Grove, IL 60089	
LOCAL ADDRESS			2805 West Expressway 83 La Feria, TX	
PHONE			972-465-1576	
CONTACT			David Sciarrino	
#	Qty	Description	Unit Price	Extension
1	1	Building Automation Control Equipment, Parts, and Equipment Maintenance Period: 9/1/19 - 8/31/20	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$ 85,000.00	

SOUTH TEXAS COLLEGE
14. CHILLER CHEMICALS AND MAINTENANCE

NAME			U. S. Water Services, Inc.	
ADDRESS			12270 43rd St NE	
CITY/STATE/ZIP			St. Michael, MN 55376	
PHONE			817-796-7822	
CONTACT			Jim McCure	
#	Qty	Description	Unit Price	Extension
1	1	Chiller Chemicals and Maintenance Period: 9/1/19 - 8/31/20	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$ 85,000.00	

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2019

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts, Inc. (TIPS)					
1	2	Mobile double-sided White Glass Board 37"Wx76"H	\$ 852.60	\$ 1,705.20	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	1	Shipping and Installation	\$ 480.00	\$ 480.00	Mobile Glassboards to be used at the Pharr Regional Center Library
		Computer Comforts, Inc. Total		\$ 2,185.20	
Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$450.80	\$901.60	Grant Development, Management, and Compliance - Virginia Champion
					Faculty/Staff Chairs for the Office of Grant Development
2	3	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$450.80	\$1,352.40	FFE Unallocated - Instruction - Rick De La Garza
					Faculty/Staff Chairs to be used at NAH Bldg. B Control Room
3	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$450.80	\$450.80	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
					Faculty/Staff Chairs to be used at the Pharr Regional Center Library
4	1	Labor to receive, inspect, deliver, install and remove debris	\$248.39	\$248.39	
		Exemplis Corporation Total		\$2,953.19	
The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	H884 Lateral File Cabinet, 4 Drawer	\$630.00	\$1,260.00	Office of Institutional Equity - Mary Elizondo
					File Cabinets to be used by the Office of Institutional Equity
2	1	H314 Vertical File Cabinet, 4 Drawer Letter with Lock	\$262.50	\$262.50	Department of Psychological Science - Eric Reittinger
					File Cabinet to be used by Faculty at Starr County Campus
3	11	HBMP2F Basyx Mobile File Cabinet, 2 Drawer	\$171.36	\$1,884.96	Purchasing Department - Becky Cavazos
					Mobile filing cabinets are needed for the Central Receiving
					staff work area to organize files
4	2	H38291R 38000 30Dx66W-2R Desk with Lock Single Pedestal	\$678.92	\$1,357.84	Grant Development, Management, and Compliance - Virginia Champion
					Faculty/Staff Desk for the Office of Grant Development
5	1	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H, Black	\$204.12	\$204.12	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
					Bookcase to be used at the Pharr Regional Center Library
6	1	H38292L 30Dx66W Desk with Lock Single Pedestal	\$678.92	\$678.92	Nursing & Allied Health Division - Jayson Valerio
	1	H38215R 24Dx48W Desk with Flush Return	\$446.16	\$446.16	Desks to be used by Faculty and Staff at Nursing Allied Health Bldg. B
	1	H38292L 30Dx66W Desk with Lock Single Pedestal	\$678.92	\$678.92	
	1	H38215R 24Dx48W Desk with Flush Return	\$446.16	\$446.16	
7	1	Labor to receive, inspect, deliver, install and remove debris	\$1,135.26	\$1,135.26	
		The Hon Company Total		\$8,354.84	

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2019

#	Qty	Description	Unit Price	Extension	Requesting Department
Howard Technologies (NCPA)					
1	5	Howard Hi-Core LCD- Cart	\$ 2,921.00	\$ 14,605.00	FFE Unallocated - Instruction - Rick De La Garza
	5	Keyboard Full Size	\$ 25.00	\$ 125.00	Charting Station to be used the NAH Bldg. B by students for simulation
	5	Mouse, Washable	\$ 20.00	\$ 100.00	
		Howard Technologies Total		\$ 14,830.00	
Krueger International, Inc. / Gateway Printing & Office Supply Inc. (Sourcewell)					
1	1	WBW2436-74P WorkZone Basic Worksurface Table, 24x36"	\$357.12	\$357.12	Student Affairs - Pablo Hernandez Jr
					Table for the Conference Room at Pecan Bldg. H
2	1	WU2448HF-74P-S19233130V1 Custom Workup Rectangular Table	\$1,203.44	\$1,203.44	Learning Commons and Open Labs - Lelia Salinas
					Adjustable table needed for student use print
					release station located in Pecan Bldg. V
3	1	WU2448HF-74P-S19233130V1 Custom Workup Rectangular Table	\$1,203.44	\$1,203.44	Learning Commons and Open Labs - Lelia Salinas
					Student use print release station table needed for
					Starr Campus Bldg. E
4	2	RAPWAUS Rapture Four Leg Arm Chairs	\$209.76	\$419.52	Division of Math, Science & BA Programs - Ali Esmaeili
					Guest chairs needed for the open reception area in Pecan Bldg. V
5	3	7D/D3072-74P-F Desk Full Modesty Panel, 74P Edge, 30x72"W	\$605.76	\$1,817.28	FFE Unallocated - Instruction - Rick De La Garza
	3	S7P/1530WBBF Files Supporting Ped-Box/Box/File 30" Nominal	\$439.20	\$1,317.60	Faculty/Staff Desk to be used at NAH Bldg. B Control Room
	3	S7P/1524WFF Files Supporting Ped-File/File 24" Nominal	\$381.12	\$1,143.36	
6	1	B255F-74P Barron Fixed Table T Base, 74P Edge, 30x60"	\$658.56	\$658.56	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	1	7D/D3048-74P-F Desk Full Modesty Panel, 74P Edge, 30x48"W	\$536.16	\$536.16	Faculty/Staff Desk and Chairs for the Dept of Public Safety
	1	S79/1530WBBF Files Supporting Ped-Box/Box/File 30" Nominal	\$439.20	\$439.20	
	1	KI62/JR39 Impress Task Pedestal Base , T-Arms, Upholstered	\$438.54	\$438.54	
	2	TPNAU Torsion Pedestal Base Chair, Armless, Uphol Seat/Back	\$362.88	\$725.76	
7	4	PINR3060T-74P Pirouette Nesting Training Table, 30"x60"	\$579.84	\$2,319.36	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	16	MSP Maestro Stack Chair, Polypropylene	\$80.16	\$1,282.56	Tables and Chairs for the Pharr Regional Center Portable Breakroom
8	16	TPNAU Torsion Pedestal Base Chair, Armless, Uphol Seat/Back	\$362.88	\$5,806.08	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	1	7D/D3066-74P-F Desk Full Modesty Panel, 74P Edge, 30x66"W	\$601.40	\$601.40	Faculty/Staff Desk and Chairs to be used at the
	1	7D/R2448-74P-F Desk Return Full Modesty Panel, 74P Edge, 24x48"W	\$437.28	\$437.28	Pharr Regional Center Library
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal	\$439.20	\$439.20	
	1	S7P/1524WFF Files Supporting Ped-File/File 24" Nominal	\$381.12	\$381.12	

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2019

#	Qty	Description	Unit Price	Extension	Requesting Department
9	1	B255F-74P Barron Fixed Table T Base, 74P Edge, 30x60"	\$658.56	\$658.56	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
					Table to be used at the Pharr Regional Center Library
10	10	KI62/JR39 Impress Task Pedestal Base , T-Arms, Upholstered	\$438.54	\$4,385.40	New Furniture - Rick De La Garza
					To replace old instructors chairs at Technology Campus
11	3	U3W12048 Unite 120 Deg 3-Way Corner,48"H	\$188.64	\$565.92	Technology Resources - Lucio Gonzalez
	18	UCANTST.L Unite Standard Cantilever Bracket, Left	\$13.92	\$250.56	Workstations to be used by the Technology Resources
	8	UCANTST.R Unite Standard Cantilever Bracket, Right	\$13.92	\$111.36	staff at Pecan Bldg. M
	8	UEOR48 Unite End-Of-Run Condition,48"H	\$28.32	\$226.56	
	4	UET6PJINL Unite Inline Panel Jumper,6 Circuit,12"L	\$24.96	\$99.84	
	8	UET6PJINT Unite Intersection Panel Jumper,6 Circuit,15-1/2"L	\$27.84	\$222.72	
	2	UET6RBFU Unite Base Infeed w/Bezel, Standard Base,6 Circuit	\$77.76	\$155.52	
	10	UET6RRC.1 Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 1	\$14.40	\$144.00	
	10	UET6RRC.2 Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 2	\$14.40	\$144.00	
	10	UET6RRC.4I Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 4	\$14.40	\$144.00	
	2	UET6WW.24 Unite Rigid Wireway,10-Wire System,6 Circuit,24"W Panel	\$48.96	\$97.92	
	12	UET6WW.48 Unite Rigid Wireway,10-Wire System,6 Circuit,48"W Panel	\$57.60	\$691.20	
	10	ULP24MBBF U-Series Mobile Pedestal, Box/Box/File,24" Nominal Depth	\$204.48	\$2,044.80	
	2	UMFR2448 Unite Mono Fabric Panel, Standard Base Raceway,24Wx48"H	\$190.56	\$381.12	
	12	UMFR4848 Unite Mono Fabric Panel, Standard Base Raceway,48Wx48"H	\$294.24	\$3,530.88	
	6	UPSLO2429 Unite Support Leg, Panel Mounted,Open,24x27-3/4"H, Left	\$96.48	\$578.88	
	6	UPSLO2429 Unite Support Leg, Panel Mounted,Open,24x27-3/4"H, Right	\$96.48	\$578.88	
	8	USPLPL Unite Splice Plate, For 24 & 30" Deep Worksurfaces	\$3.36	\$26.88	
	10	UWIC12024484824-74P Unite 90D End Corner Worksurface,74P Edge,24x48x24"W	\$473.76	\$4,737.60	
	4	UWR2424-74P Unite Rectangular Worksurface,74P Edge,24x24"W	\$104.16	\$416.64	
12	1	7D/D3066-74P-F Desk, Full Modesty Panel,74P Edge,30x66"W	\$601.44	\$601.44	Division of Nursing & Allied Health - Jayson Valerio
	1	7D/R2448-74P-F Desk,Return,Full Modesty Panel,74P Edge,24x48"W	\$437.28	\$437.28	Desk for staff to be used at the Nursing Allied Health Bldg. B
	1	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal	\$439.20	\$439.20	
	1	S7P/1524WFFFFiles Supporting Ped-File/File-24" Nominal Depth	\$381.12	\$381.12	
13	1	Labor to receive, inspect, deliver, install and remove debris	\$3,816.93	\$3,816.93	
		Krueger International, Inc. Total		\$47,396.19	
National Office Furniture / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	N95MAX Swift Armless 1 Seat	\$ 1,536.75	\$ 3,073.50	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	2	10N1622RTPUL Universal Pull Up Table, 16Dx22W	\$ 460.35	\$ 920.70	Lobby tables and seating to be used at
					Pharr Regional Center Library
2	1	CBV2448ABES Base Support For 24Dx48W	\$ 895.95	\$ 895.95	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
	1	WW2448WSSDL Waveworks 24Dx48W Surface Rectangular	\$ 143.55	\$ 143.55	Table to be used at the Pharr Regional Center Library

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE FURNITURE REQUEST
JUNE 25, 2019

#	Qty	Description	Unit Price	Extension	Requesting Department
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 800.00	\$ 800.00	
		National Office Furniture Total		\$ 5,833.70	
		Versteel / Gateway Printing and Office Supply, Inc. (NCPA)			
1	2	WAW2 3060VIFX Wavelink W2, 30x60 Vibe, Table	\$ 530.20	\$ 1,060.40	Regional Ctr for Public Safety Excellence Portables-FFE - Dr. Shirley A. Reed
				\$ -	Tables to be used at the Pharr Regional Center Library
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 100.00	\$ 100.00	
		Versteel Total		\$ 1,160.40	
		Furniture Total		\$ 82,713.52	

SOUTH TEXAS COLLEGE
16. PARTS AND SUPPLIES

NAME			W. W. Grainger/ dba Grainger	
ADDRESS			100 Grainger Parkway	
CITY/STATE/ZIP			Lake Forest, IL 60045	
LOCAL ADDRESS			921 E Pecan Blvd McAllen, TX	
PHONE			512-550-3708	
CONTACT			Vasanti Brandl	
#	Qty	Description	Unit Price	Extension
1	1	Parts and Supplies Period: 9/1/19 - 8/31/20	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$ 100,000.00	



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

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

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

May 8, 2019

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

Dear Mr. Harper:

On July 25, 2017, South Texas College awarded a contract to S & S Recovery, Inc. for Collection Agency Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

5/13/19



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

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www.SouthTexasCollege.edu

May 8, 2019

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

Dear Mr. Davitt:

On July 25, 2017, South Texas College awarded a contract to Continental Service Group, Inc./dba ConServe for Collection Agency Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Pamela Baird, Secretary

Date: May 10, 2019



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

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

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

May 9, 2019

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

Dear Mr. Roa:

On July 25, 2017, South Texas College awarded a contract to Immediate Credit Recovery, Inc. for Collection Agency Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Frank Roa
5/13/19

NO BACKUP FOR

18. Commercial Card Services (Accounts Payable Card) (Renewal)



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

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

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

May 10, 2019

Interact Communications
Attn: Ms. Cheryl Broom
502 Main Street, 3rd Floor
La Crosse, WI 54602

Dear Ms. Broom:

On July 24, 2018, South Texas College awarded a contract to Interact Communications for Creative Agency Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Cheryl Broom

Name Printed: Cheryl Broom

Date: 6/5/2019

SOUTH TEXAS COLLEGE
20. ELEVATOR MAINTENANCE AGREEMENT

NAME			Otis Elevator Company	
ADDRESS			1444 N Cockrell Hill Rd Ste 102	
CITY/STATE/ZIP			Dallas, TX 75211	
PHONE			713-835-9725	
CONTACT			Kate Giovanni	
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Agreement Period: 9/1/19 - 8/31/20	\$ 95,000.00	\$ 95,000.00
TOTAL AMOUNT			\$ 95,000.00	



Purchasing Department
3200 W. Pecan Blvd., McAllen, TX 78501

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

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

June 6, 2019

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

Dear Ms. Burger Entrekin:

On June 25, 2019, the South Texas College Board of Trustees approved the renewal of the contract with your firm to continue providing Financial Advisory Services. The renewal period covers the period from September 1, 2019 through August 31, 2020.

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

Sincerely,

Becky Cavazos
Director of Purchasing

Renewal of the contract is accepted through August 31, 2020 with no charge in terms and conditions.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

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

May 1, 2019

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

Dear Mr. Bower:

On July 25, 2017, South Texas College awarded a contract to TLC Total Lawn Care, LLC for Grounds Maintenance. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2019 through July 25, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 25, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:  _____

Name Printed: Gerry Bower

Date: 5-3-19



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

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

May 8, 2019

Authentic Promotions.com
Attn: Amy Warner
6151 Fair Oaks Blvd., Suite 103
Carmichael, CA 95608

Dear Ms. Warner:

On December 4, 2018, South Texas College awarded a contract to Authentic Promotions.com for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Amy Warner

Date: 5-14-19



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

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

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

May 8, 2019

Imprezos Pro Uniforms, LLC.
Attn: Mr. Francisco Morales
1317 W. US Highway 83, Suite A
Pharr, TX 78577

Dear Mr. Morales:

On December 4, 2018, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC., for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Francisco J. Morales

Date: _____

05/10/19



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

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

P.O. Box 9701, McAllen, TX 78500-9701
www.SouthTexasCollege.edu

May 8, 2019

Promo Universal, LLC
Attn: Mr. Anthony Anzaldua
2741 Swantner Street
Corpus Christi, TX 78404

Dear Mr. Anzaldua:

On December 4, 2018, South Texas College awarded a contract to Promo Universal, LLC, for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020, which includes a 10% escalation.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: ANTHONY ANZALDUA

Date: 5/10/19



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

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

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

May 8, 2019

Authentic Promotions.com
Attn: Amy Warner
6151 Fair Oaks Blvd, Suite 103
Carmichael, CA 95608

Dear Ms. Warner:

On December 4, 2018, South Texas College awarded a contract to Authentic Promotions.com for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Amy Warner

Date: 5-14-19



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

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

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

May 8, 2019

Ad-Wear & Specialty of Texas, Inc.
Attn: Mr. David T. Tanenbaum, President
8120 Westglen Drive
Houston, Texas 77063

Dear Mr. Tanenbaum:

On December 4, 2018, South Texas College awarded a contract to Ad-Wear & Specialty of Texas, Inc., for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020, which includes a 4% escalation.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:  President,
Ad-Wear & Specialty of Texas, Inc.

Name Printed: David T. Tanenbaum

Date: 05/16/2019



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www.SouthTexasCollege.edu

May 9, 2019

Imprezos Pro Uniforms, LLC.
Attn: Mr. Francisco Morales
1317 W. US Highway 83, Suite A
Pharr, TX 78577

Dear Mr. Morales:


On December 4, 2018, South Texas College awarded a contract to Imprezos Pro Uniforma, LLC., for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: Francisco J. Morales

Date: 05/10/19



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

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

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

May 8, 2019

Images In Ink, Inc.
Attn: Viola Hanshaw
3309 N. Ware Road
McAllen, TX 78504

Dear Ms. Hanshaw:

On December 4, 2018, South Texas College awarded a contract to Images in Ink, Inc., for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2019 through August 31, 2020, which includes a 5% escalation.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Viola Hanshaw

Name Printed: VIOLA HANSHAW

Date: 5-9-19

SOUTH TEXAS COLLEGE
25. DISTRICT WIDE TECHNOLOGY REQUEST
JUNE 25, 2019

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Precision 5820 Tower XCTO Base, Intel Xeon W-2133, 8GB Memory, 256GB Hard Drive, (2) 24" Monitors, Warranty	\$ 1,854.96	\$ 1,854.96	Library Public Services - Lisa Walters Replacement of out of warranty system for staff
2	2	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, (2) 24" Monitors, Warranty	\$ 855.00	\$ 1,710.00	Learning Commons & Open Labs - Lelia Salinas Replacement of out of warranty systems for students
3	1	Precision 5820 Tower XCTO Base, Intel Xeon W-2133, 8GB Memory, 256GB Hard Drive, 24" Monitor, Warranty	\$ 1,664.96	\$ 1,664.96	Division of Business Public Safety & Tech - Mario Reyna Replacement of non-working system for dept staff
4	2	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, Warranty	\$ 585.00	\$ 1,170.00	Information Security Office - Jose Luis Gonzalez Replacement of out of warranty systems for staff
5	50	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitor, Warranty	\$ 705.00	\$ 35,250.00	Learning Commons and Open Labs - Lelia Salinas Replacement of outdated systems for students
6	43	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitor, Warranty	\$ 705.00	\$ 30,315.00	Reg Ctr for Public Safety Excellence Portables FFE - Dr. Shirley Reed New systems for student labs
7	206	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitor, Warranty	\$ 705.00	\$ 145,230.00	Information Technology - Lucio Gonzalez Replacement of out of warranty systems for faculty
8	206	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitor, Warranty	\$ 705.00	\$ 145,230.00	Information Technology - Lucio Gonzalez Replacement of out of warranty systems for staff
9	88	Computer 3060 MT, i5-8400 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitor, Warranty	\$ 705.00	\$ 62,040.00	Information Technology - Lucio Gonzalez Replacement of out of warranty systems for students
COMPUTER TOTAL				\$ 424,464.92	
LAPTOPS					
10	1	Laptop Latitude 5490 BTX, Intel Core i5-8350U, 256GB Hard Drive Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 925.00	\$ 925.00	Technology Management Program -TMGT - Oscar Plaza New system for dept staff
11	1	Laptop Latitude 5490 BTX, Intel Core i5-8350U, 256GB Hard Drive Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 925.00	\$ 925.00	Technology Management Program -TMGT - Oscar Plaza New system for dept staff
12	1	Laptop Latitude 5290 2-in-1 BTX Base, Intel Core i5-8350U, 256GB Hard Drive Battery, 8GB Memory, Keyboard, Pen, Power Companion, Warranty	\$ 1,417.00	\$ 1,417.00	Student Affairs Dept - Pablo Hernandez New system for dept staff
13	13	Dell Chromebook 3100, Intel Celeron N4000 Processor, 4GB Memory, 16GB Hard Drive, Battery, Keyboard, Warranty	\$ 300.67	\$ 3,908.71	Information Technology Program - Adolfo Lozano New systems for students

SOUTH TEXAS COLLEGE
25. DISTRICT WIDE TECHNOLOGY REQUEST
JUNE 25, 2019

LAPTOPS					
#	Qty	Description	Unit Price	Extension	Requesting Department
14	3	Laptop Latitude 5290 2-in-1 BTX Base, Intel Core i5-8350U, 256GB Hard Drive	\$ 1,417.00	\$ 4,251.00	Facilities Planning & Construction - Rick de la Garza
		Battery, 8GB Memory, Keyboard, Pen, Power Companion, Warranty			New systems for dept staff
15	1	Laptop Latitude 5490 BTX, Intel Core i5-8350U, 256GB Hard Drive	\$ 925.00	\$ 925.00	Facilities Planning & Construction - Rick de la Garza
		Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty			New system for dept staff
16	1	Laptop Latitude 5490 BTX, Intel Core i5-8350U, 256GB Hard Drive	\$ 925.00	\$ 925.00	Academies & High School Projects - Rebecca de Leon
		Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty			New system for dept staff
17	2	Laptop Latitude 5490 BTX, Intel Core i5-8350U, 256GB Hard Drive	\$ 925.00	\$ 1,850.00	BAS Organizational Leadership BASOL - Dr. Emma Miller
		Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty			New system for dept staff
		LAPTOP TOTAL		\$ 15,126.71	
MONITORS					
18	6	Dell 24" Monitors P2417H	\$ 190.00	\$ 1,140.00	Facilities Planning & Construction - Rick de la Garza
		Warranty			New systems for dept staff
		MONITOR TOTAL		\$ 1,140.00	
TABLETS					
19	13	Apple iPad Wi-Fi 32GB - 9.7in LED-Backlit Multi-Touch Display,	\$ 378.00	\$ 4,914.00	Information Technology Program - Adolfo Lozano
		Space Gray, 3 Year AppleCare			New systems for students
20	13	Apple iPad Wi-Fi 32GB - 9.7in LED-Backlit Multi-Touch Display,	\$ 378.00	\$ 4,914.00	Information Technology Program - Adolfo Lozano
		Space Gray, 3 Year AppleCare			New systems for students
21	1	MacBook Pro Silver - 13", 2.5GHz Dual-Core Intel Core i7, Turbo Boost Up to	\$ 2,562.00	\$ 2,562.00	Public Relations and Marketing - Daniel Ramirez
		4.0GHz, 16GB Memory, Backlit Keyboard, 3 Year Apple Care			New system for dept staff
22	1	MacBook Pro Silver - 13", 2.5GHz Dual-Core Intel Core i7, Turbo Boost Up to	\$ 2,028.50	\$ 2,028.50	Public Relations and Marketing - Daniel Ramirez
		4.0GHz, 16GB Memory, Backlit Keyboard, 3 Year Apple Care			Replacement of non-working system for dept staff
23	4	Apple iPad Pro, Wi-Fi 256GB - Space Gray	\$ 1,228.00	\$ 4,912.00	Technology Support - Lucio Gonzalez
		Space Gray, 3 Year AppleCare			New systems for dept staff
		TABLET TOTAL		\$ 19,330.50	
		COMPUTER/LAPTOP/MONITOR/TABLET TOTAL		\$ 460,062.13	

SOUTH TEXAS COLLEGE
26. SOFTWARE SUBSCRIPTION

NAME			Insight Public Sector	
ADDRESS			6820 S Harl Ave	
CITY/STATE/ZIP			Tempe, AZ 85283	
LOCAL ADDRESS			2712 N McColl Rd McAllen, TX	
PHONE			956-465-8080	
FAX			630-295-7881	
CONTACT			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	12	Tetration SaaS Software Subscription Bundle	\$ 3,588.00	\$ 43,056.00
2	100	Tetration SaaS Workload Protection	\$ -	\$ -
3	1	Tetration as a Service Software Subscription bundle Support	\$ -	\$ -
4	1	QuickStart Imp Service for Tetration SaaS/V 100 workloads	\$ 12,890.38	\$ 12,890.38
TOTAL AMOUNT			\$ 55,946.38	



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www.SouthTexasCollege.edu

May 1, 2019

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

Dear Mr. Ramirez:

On July 25, 2017, South Texas College awarded a contract to BridgeNet Communications, LLC. for Network Cabling and Equipment Installation Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2019 through July 25, 2020.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 25, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Marco Ramirez

Date: 3 May 19



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

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

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

May 1, 2019

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

Dear Mr. Rodriguez:

On July 25, 2017, South Texas College awarded a contract to Telepro Communications, LLC. for Network Cabling and Equipment Installation Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2019 through July 25, 2020 with a 10% escalation.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 25, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Daniel Backhaus

Date: 5/3/19

SOUTH TEXAS COLLEGE
28. FACILITY USAGE INTERLOCAL AGREEMENTS - MCALLEN

NAME			City of McAllen - McAllen Convention Center	
ADDRESS			700 Convention Ctr Blvd	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-972-1690	
FAX			956-681-3840	
CONTACT			Yajaira J. Flores	
#	Qty	Description	Unit Price	Extension
1	1	College-Wide Professional Development for Faculty and Staff - September 27, 2019	\$ 15,000.00	\$ 15,000.00
2	1	College-Wide Professional Development for Faculty and Staff - February 14, 2020	\$ 15,000.00	\$ 15,000.00
3	1	Academic Affairs Professional Development Day - August 17, 2020	\$ 5,896.00	\$ 5,896.00
4	1	Adjunct/Dual Enrollment Faculty Professional Development Day - August 22, 2020	\$ 4,000.00	\$ 4,000.00
TOTAL AMOUNT			\$ 39,896.00	

SOUTH TEXAS COLLEGE
29. FACILITY USAGE INTERLOCAL AGREEMENT - MISSION

NAME			City of Mission - Mission Event Center	
ADDRESS			200 N Shary Rd	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-584-4321	
CONTACT			Fatima Garcia	
#	Qty	Description	Unit Price	Extension
1	1	Summer Folkloric Workshops Period: 7/22/19 - 7/27/19	\$ 10,850.00	\$ 10,850.00
TOTAL AMOUNT			\$ 10,850.00	

SOUTH TEXAS COLLEGE
30. PROFESSIONAL DEVELOPMENT SERVICES

NAME			Region One Education Service Center	
ADDRESS			1900 W Schunior	
CITY/STATE/ZIP			Edinburg, TX 78541	
PHONE			956-984-6052	
CONTACT			Cornelio Gonzalez	
#	Qty	Description	Unit Price	Extension
1	1	Professional Development System via Hosted Online Subscription Period: 9/1/19 - 8/31/20	\$ 14,237.50	\$ 14,237.50
TOTAL AMOUNT			\$ 14,237.50	

Review and Recommend Action on Proposal for Vending Services - Beverages

Approval to award a contract for vending services – beverages to **PepsiCo** (Hidalgo, TX), for a ten (10) year period beginning August 1, 2019 through July 31, 2029 for all South Texas College locations will be requested at the June 25, 2019 Board meeting.

Purpose – The College is requesting to secure vendor services for beverages at all South Texas College campuses and centers.

Justification and Benefit – The services need to be available outside of the cafeterias hours of operation for all faculty, staff, and students, and visitors.

Background - Proposals were advertised on April 15, 2019 and April 22, 2019 and issued to three (3) vendors. Two (2) proposals were received on May 29, 2019 and reviewed by Facilities Operations and Maintenance (Auxiliary Services) and the Purchasing Department. The vendors provided the following offers:

	Commission for 3 Years	
Vendor	Coca-Cola	PepsiCo
Commission Rates	28% - 20 oz. Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Projected Commission	\$289,152.00	\$415,584.00
Discretionary Funding		\$90,000.00
Scholarship Support	\$21,000.00	\$45,000.00
Product Donation		\$6,000.00
Total	\$310,152.00	\$556,584.00

--The projected commission is based on 8,000 cases sold.

	Commission for 5 Years	
Vendor	Coca-Cola	PepsiCo
Commission Rates	28% - 20 oz. Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Projected Commission	\$481,920.00	\$692,640.00
Discretionary Funding		\$175,000.00
Scholarship Support	\$45,000.00	\$75,000.00
Product Donation		\$10,000.00
Total	\$526,920.00	\$952,640.00

--The projected commission is based on 8,000 cases sold.

	Commission on 7 Years	
Vendor	Coca-Cola	PepsiCo
Commission Rates	28% - 20 oz. Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Projected Commission	\$674,688.00	\$969,696.00
Discretionary Funding		\$245,000.00
Scholarship Support	\$49,000.00	\$105,000.00
Product Donation		\$14,000.00
Total	\$723,688.00	\$1,333,696.00

--The projected commission is based on 8,000 cases sold.

	Commission for 10 Years	
Vendor	Coca-Cola	PepsiCo
Commission Rates	28% - 20 oz. Soft drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Projected Commission	\$963,840.00	\$1,385,280.00
Discretionary Funding		\$350,000.00
Scholarship Support	\$70,000.00	\$150,000.00
Product Donation		\$20,000.00
Case Rebate		\$86,000.00
Total	\$1,033,840.00	\$1,991,280.00

--The projected commission is based on 8,000 cases sold.

A summary of the projected vending services commissions of each vendor based on annual sales of 8,000 cases follows in the packet for the Board's information and review.

Reviewers – The vending services – beverages proposals have been reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Enclosed Documents – The proposal summary, proposal evaluations, and vendor commission rates follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing will be present at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the June 25, 2019 Board meeting, to award a contract for vending services – beverages to PepsiCo (Hidalgo, TX), for a ten (10) year period beginning August 1, 2019 through July 31, 2029 for all South Texas College locations as presented.

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES SUMMARY
PROJECT NO. 18-19-1061**

VENDOR	Coca-Cola Southwest Beverages	PepsiCo
ADDRESS	2400 Expway 83 W	1601 N International Blvd Ste 400
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557
PHONE	713-586-9720	956-994-6112
CONTACT	Hector Amaya	Christopher Martinez
Number of Years in Business	2+	9
Type of Operation	Corporation	Corporation
Number of Employees Company Wide	7400+	85,000
Historical Data	8,000 cases are sold annually	8,000 cases are sold annually
Product Donation	None	Product Donation \$2,000 per year
Scholarship Support	\$7,000 per year	\$15,000 per year
Product Pricing	Can Soft Drinks - \$1.25 Water - \$1.50 20 oz. Soft Drinks, Lemonade, and Teas - \$1.75 PowerAde and Smart Waters - \$2.00 Juices - \$2.25 Premium Tea, Vitamin Water and Energy Drinks - \$2.50 Energy Drinks, Coffee and Water - \$3.00 Core Power - \$4.00 ***** 3 Yr Contract - Price increase of \$.25 in Year 3 5 Yr Contract - Price increase of \$.25 in Years 3 and 5 7 Yr Contract - Price increase of \$.25 in Years 3, 5, and 7 10 Yr Contract - Price increase of \$.25 in Years 3, 5, 7, and 9	Water, 20 oz. Soft Drinks, 12 oz. Mountain Dew Kickstart, Sparkling Waters - \$1.75 Gatorade, Juices, Teas, and 16 oz. Mountain Dew Kickstart - \$2.00 Life Water - \$2.25 Coffee and Energy Drinks - \$3.00 ***** 3 Yr Contract - Price increase of \$.25 in Year 3 5 Yr Contract - Price increase of \$.25 in Year 3 7 Yr Contract - Price increase of \$.25 in Years 3 and 6 10 Yr Contract - Price increase of \$.25 in Years 3, 6, and 9
Discretionary Funding	None	3-Year: \$30,000 per year 5-Year: \$35,000 per year 7-Year: \$35,000 per year 10-Year: \$35,000 per year

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES SUMMARY
PROJECT NO. 18-19-1061**

VENDOR	Coca-Cola Southwest Beverages	PepsiCo
ADDRESS	2400 Expway 83 W	1601 N International Blvd Ste 400
CITY/STATE/ZIP	McAllen, TX 78501	Hidalgo, TX 78557
PHONE	713-586-9720	956-994-6112
Vendor Commission Rates	28% - 20 oz. Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices, Enhanced Water 10% - 15% Can Soft Drinks	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee
Vendor Projected Commission	3-Year: \$141,195 projected commission Annual Projected Commission - \$47,065 ***** 5-Year: \$283,900 projected commission Annual Projected Commission - \$56,780 ***** 7-Year: \$382,200 projected commission Annual Projected Commission - \$54,600 ***** 10-Year: \$548,840 projected commission Annual Projected Commission - \$54,884 ***** Average number of cases is unknown	3-Year: \$355,000 projected commission Annual Projected Commission - \$118,333 ***** 5-Year: \$611,000 projected commission Annual Projected Commission - \$122,200 ***** 7-Year: \$897,000 projected commission Annual Projected Commission - \$128,143 ***** 10 Year: \$1,354,400 projected commission Annual Projected Commission - \$135,400 ***** Based on sales of and average of 8,600 cases
Case Rebate		Year 10 - \$86,000 \$1 per case based on 8,600 cases
TOTAL EVALUATION POINTS	87	93
RANKING	2	1

**SOUTH TEXAS COLLEGE
VENDING SERVICES - BEVERAGES
PROJECT NO. 18-19-1061
EVALUATION SUMMARY**

VENDOR		Coca-Cola Southwest Beverages		PepsiCo	
ADDRESS		2400 Expway 83 W		1601 N International Blvd Ste 400	
CITY/STATE/ZIP		McAllen, TX 78501		Hidalgo, TX 78557	
PHONE		713-586-9720		956-994-6112	
CONTACT		Hector Amaya		Christopher Martinez	
1	The vendor's financial proposal (including commission, any fixed periodic payment and vending price). (up to 45 points)	39	39	45	45
		40		45	
		38		45	
2	The vendor's experience and reputation. (up to 15 points)	13	13	13	13
		13		13	
		12		12	
3	The quality and variety of product offered by the vendor. (up to 15 points)	14	14	14	14
		14		14	
		13		13	
4	The vendor's policy in handling customer service complaints/issues. (up to 11 points)	10	10	10	10
		10		10	
		10		10	
5	The contractual terms which would govern the relationship between the College and the vendor. (up to 10 points)	9	9	9	9
		8		8	
		9		9	
6	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
7	The impact on the ability of the College to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		87		93	
RANKING		2		1	

Projected Vending Services Commission
Based on 8,000 cases sold annually

Vendor Commission Rates												
Coca-Cola Southwest Beverages					PepsiCo							
28% - 20 oz. Carbonated Soft Drinks, Water & Tea 25% Energy & Sports Drinks, Coffee, Juices, Enhanced Water 10% - 15% Can Soft Drinks					43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee							
Vendor Commissions Amount												
		Coca-Cola Southwest Beverages	Pepsico		Coca-Cola Southwest Beverages	Pepsico		Coca-Cola Southwest Beverages	Pepsico			
Number of Years		3 Years			5 Years			7 Years			10 Years	
Vendor Projected Commission		\$ 141,195.00	\$ 355,000.00		\$ 283,900.00	\$ 611,000.00		\$ 382,200.00	\$ 897,000.00		\$ 548,840.00	\$ 1,354,000.00
Annual Sponsorship			\$ 90,000.00			\$ 175,000.00			\$ 245,000.00			\$ 350,000.00
Scholarship Fund		\$ 21,000.00	\$ 45,000.00		\$ 45,000.00	\$ 75,000.00		\$ 49,000.00	\$ 105,000.00		\$ 70,000.00	\$ 150,000.00
Donated Product			\$ 6,000.00			\$ 10,000.00			\$ 14,000.00			\$ 20,000.00
Case Rebate												\$ 86,000.00
Total		\$ 162,195.00	\$ 496,000.00		\$ 328,900.00	\$ 871,000.00		\$ 431,200.00	\$ 1,261,000.00		\$ 618,840.00	\$ 1,960,000.00

**Review and Recommend Action on Revisions to the Student Tuition and Fees
Schedule for FY 2019 – 2020**

Approval of revisions to the Student Tuition and Fees Schedule for FY 2019 - 2020 will be requested at the June 25, 2019 Board meeting.

Purpose – To revise the Student Tuition and Fees Schedule for FY 2019 – 2020 with proposed changes.

Justification – The revisions to the Schedule are needed as follows:

- Increase the fee for the Bachelor of Applied Science in Organizational Leadership and add the word “(BASOL)” to the title
- Include a new Competency-Based course (Certificate, Associate, Bachelor) – Tuition for Non-BASOL Competency-based course (per course)
- Clarify the charges for the Child Development Registration Fee and Supply Fee which are by semester/session

The increase to the Bachelor of Applied Science in Organizational Leadership (BASOL) tuition is needed to cover operating costs, as these programs require a larger percentage of faculty with terminal degrees, which increases salary costs.

The new Competency-Based course (Certificate, Associate, Bachelor) tuition is necessary to mirror the Bachelor of Applied Science in Organizational leadership, as other Bachelor degrees have been converted to Competency-Based with THECB grant funding. Additionally, Certificate and Associate degree courses feed into all these Bachelor degrees. Competency-Based education is an individualized approach to education that awards credit on the basis of a student's demonstrated mastery of competencies, regardless of how long the learning takes. This type of educational method allows for students with previous personal and professional experience to accelerate their progress to completion. Therefore, Competency-Based courses are one of the College's initiatives that align with the state of the Texas 60x30TX completion goal.

The Child Development Center Registration Fee and Supply Fee is assessed when students enroll their children in the program and the wording needs to specify which semester it covers.

On March 26, 2019, the Board of Trustees approved the Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020. The proposed changes for FY 2019 – 2020 are as follows:

	Board Approved FY 2018-2019	Proposed FY 2019-2020
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP (BASOL) TUITION:		
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	850.00
COMPETENCY-BASED COURSE (CERTIFICATE, ASSOCIATE, BACHELOR) – TUITION:		
Non-BASOL Competency-based course (per course)	0.00	425.00
CHILD DEVELOPMENT CENTER FEES:		
Registration Fee: (per semester/session)		
• Fall and Spring Semesters	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Supply Fee: (per semester/session)		
• Fall and Spring Semesters	30.00	30.00
• Spring Semester	30.00	30.00
• Summer Session	10.00	10.00

Reviewers - The revised Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020 have been reviewed by staff, President's Cabinet, and Planning and Development Council (PDC) staff.

Enclosed Documents – The Tuition and Fees Schedule for Student Tuition and Fees for FY 2019 – 2020 follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the June 25, 2019 Board meeting, to revise the Student Tuition and Fees Schedule for FY 2019 - 2020 as presented.

**STUDENT TUITION AND FEES
FOR FY 2019-2020**
PROPOSED CHANGES

	Board Approved FY 2017-2018	Board Approved FY 2018-2019	Board Approved FY 2019-2020
RESIDENT TUITION - IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
• In-District per credit hour	70.00	70.00	77.00
RESIDENT TUITION - OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
• Out-of-District per credit hour	80.00	80.00	87.00
NON-RESIDENT TUITION - OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:			
• Out-of-State/ International per credit hour	200.00	200.00	200.00
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	15.00	15.00	15.00
Chemistry	15.00	15.00	20.00
Physics	10.00	10.00	20.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	55.00	75.00
Emergency Medical Technology	35.00	45.00	55.00
Occupational Therapy Assistant	40.00	45.00	55.00
Patient Care Assistant	20.00	25.00	35.00
Pharmacy Tech	40.00	45.00	55.00
Physical Therapist Assistant	40.00	45.00	55.00
Radiologic Technology/Sonography	40.00	45.00	65.00
Respiratory Therapy	40.00	45.00	65.00
Vocational Nursing	50.00	55.00	75.00
Physical Science		15.00	20.00
Geology		15.00	20.00
Engineering		10.00	20.00
Architectural & Engineering Design Technology		20.00	30.00
Automotive & Diesel Technology		10.00	20.00
Culinary Arts		15.00	15.00
Electronic Equipment & Computer		15.00	15.00
Electrician Assistant		10.00	10.00
Fire Science		5.00	5.00
Heating, Ventilation & Air Conditioning		10.00	20.00
Legal Assisting			10.00
Manufacturing Technology			10.00
Child Care and Development			20.00
Drama			10.00
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP (BASOL) TUITION:			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	850.00
COMPETENCY-BASED COURSE (CERTIFICATE, ASSOCIATE, BACHELOR) – TUITION			
Non-BASOL Competency-based course (per course)		0.00	425.00

**STUDENT TUITION AND FEES
FOR FY 2019-2020**
PROPOSED CHANGES

	Board Approved FY 2017-2018	Board Approved FY 2018-2019	Board Approved FY 2019-2020
HiSET Exam Fee (All Five Exams – 2nd, 3rd, 5th and 6th Attempts) <ul style="list-style-type: none"> HiSET Exam Fee – Reading only \$15.00 HiSET Exam Fee – Writing only \$15.00 HiSET Exam Fee – Math only \$15.00 HiSET Exam Fee – Science only \$15.00 HiSET Exam Fee – Social Studies only \$15.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Reading only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Writing only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Math only 	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Reading only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Writing only 	10.00	10.00	10.00
<ul style="list-style-type: none"> TSI Assessment Exam Fee – Retesting Math only 	10.00	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee: (per semester/session)			
<ul style="list-style-type: none"> Fall and Spring Semesters 	40.00	40.00	40.00
<ul style="list-style-type: none"> Spring Semester 	40.00	40.00	40.00
<ul style="list-style-type: none"> Summer Session 	20.00	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute
Supply Fee: (per semester/session)			
<ul style="list-style-type: none"> Fall and Spring Semesters 	30.00	30.00	30.00
<ul style="list-style-type: none"> Spring Semester 	30.00	30.00	30.00
<ul style="list-style-type: none"> Summer Session 	10.00	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00	65.00
<ul style="list-style-type: none"> Summer 	20.00	20.00	20.00
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 st class day through Census date	25.00	25.00	25.00
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2019 - 2020 with Comparison to FY 2018 - 2019 Approved Budget

Enclosed is the Preliminary Summary of Projected Revenues and Expenditures for FY 2019 - 2020 with comparison to the FY 2018 - 2019 approved budget for your information and review.

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

Revenues:

- State appropriation revenue is projected to increase from the FY 2018 – 2019 level by \$1,946,048. An increase is projected in other state revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS) for FY 2020, in the amounts of \$19,666 and \$80,878, respectively, totaling \$100,544. The state appropriation amount is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees. In total, state appropriation revenue is projected to increase approximately \$2,046,592 in FY 2020.
- Tuition for FY 2020 is based on projected enrollment of 19,115 traditional students, a 1% decrease from Fall 2018, and 13,304 dual enrollment tuition free students for Fall 2019. The projections include the Board approved increases of \$7 per semester credit hour for In-District and Out-of-District tuition rates. The FY 2020 tuition increase also includes increases of \$5 per semester credit hour to the Physical Science, Chemistry, and Geology differential tuition rates, increases of \$10 per semester credit hour to the Emergency Medical Technology, Occupational Therapy Assistant, Patient Care Assistant, Pharmacy Technology, Physical Therapist Assistant, Architectural and Engineering Design Technology, Automotive and Diesel Technology, Heating, Ventilation and Air Conditioning, Physics, and Engineering differential tuition rates, and increases of \$20 per semester credit hour to the Associate Degree Nursing, Radiologic Technology/Sonography, Respiratory Therapy, and Vocational Nursing differential tuition rates. The FY 2020 tuition also includes the increase of \$100 for the Bachelor of Applied Science in Organizational Leadership tuition and the addition of differential tuitions for the following programs: Legal Assisting, Manufacturing Technology, Child Care and Development, and Drama. In total, tuition is projected to increase approximately \$3,529,720 in FY 2020.
- Fees for FY 2020 are based on projected enrollment of 19,115 traditional students, a 1% decrease from Fall 2018, and 13,304 dual enrollment tuition free students for Fall 2019. The projections include the Board approved removal of the Registration Fee Before Deadline and Registration Fee After Deadline, and the implementation of the Registration Fee per student per semester in the amount of \$150. The projections indicate an increase in fees of approximately \$954,132 in FY 2020.
- Other revenue is expected to decrease \$1,980 in FY 2020. The projected decrease is mainly due to the decreased testing commission revenue.

Other Revenues	FY 2019	FY 2020	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,498,863	\$4,498,863	\$ -
Dual Credit Academy Participation Fee	425,000	425,000	-
Interest	2,225,000	2,225,000	-
Leases	-	-	-
Book Royalties	200	200	-
Administrative Costs and Shuttle System Contribution	646,131	646,131	-
Testing Commissions	10,300	8,320	(1,980)
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	\$7,870,236	\$7,868,256	\$(1,980)

- Tax revenue for FY 2020 is expected to increase \$691,214, due to an increase in tax-appraised values and tax collections.
- Carryover Allocations is projected to decrease \$7,999,249 in FY 2020. The decrease resulted from the decrease of \$6,019,404 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the decrease of \$1,793,628 in the Capital Purchases carryover, and the decrease of \$186,217 in the Contingency Fund carryover.

Carryover Allocations	FY 2019	FY 2020	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing Education	600,000	600,000	-
Capital Purchases	1,793,628	-	(1,781,628)
Contingency Fund	2,000,000	1,813,783	(186,217)
Instructional Book Royalties	10,882	10,882	-
M&O Tax Bond Program 2013 - FFE	7,205,404	1,186,000	(6,019,404)
Total Carryover Allocations	\$14,609,914	\$6,610,665	\$(7,999,249)

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,588,011 in FY 2020 as follows:

	Changes to FY 2020 Salary Budget	Amount
1.	Approved Salary Percent Increases	
	a. Faculty	\$934,072
	b. Non-Faculty Personnel	1,185,859
2.	Proposed New Non-Faculty Staff Positions	121,875
3.	Proposed Non-Faculty Salary Adjustments/Reclassifications	65,000

	Changes to FY 2020 Salary Budget	Amount
4.	Proposed Student Direct Wage Pool for Student Employees	200,000
5.	Proposed \$1 Increase in Direct Wage Hourly Rate	120,000
6.	Proposed Increase in Instructional Pool Budget	1,500,000
7.	Changes in Salaries due to Vacancies and New Hires	(538,795)
	Total	\$3,588,011

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

- The Benefits expenditures budget for FY 2020 is proposed to increase by \$829,187.
- The Operating expenditures budget for FY 2020 is proposed to decrease by \$5,580,447.
 - ⇒ The operating budget is proposed to increase by \$472,355 based on the needs of the College's departments.
 - ⇒ In addition, the operating budget is proposed to decrease by \$6,052,802 for furniture and equipment for the new bond buildings funded from bond M&O tax revenue.
- The Travel expenditures budget for FY 2020 is proposed to increase by \$64,377. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2020 is proposed to increase by \$714,501.
 - ⇒ The capital budget is proposed to decrease by \$471,499 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget is proposed to increase by \$1,186,000 for equipment for the new bond buildings funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2020 is proposed to decrease by \$395,200. The decrease is primarily due to the projected decrease in the MTR Bond Series 2007 debt service of \$395,200.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2019 - 2020 with Comparison to the FY 2018 - 2019 approved budget and the Proposed Budget PowerPoint presentation follow in the packet for the Committee's review and information.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2019 – 2020 at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

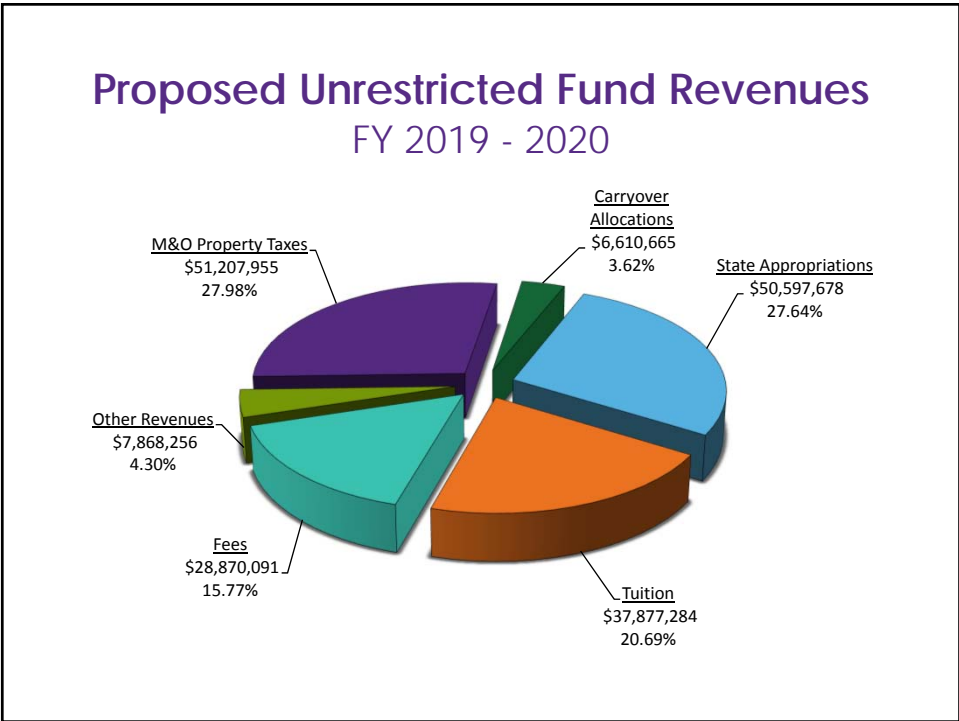
South Texas College
Unrestricted Fund
Summary of Projected Revenues and Expenditures
Fiscal Years 2019-2020

Summary of Revenues	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	% of Total Revenues	Difference FY 2019 Approved to FY 2020 Proposed
State Contact Hour Appropriation	\$ 40,226,013	\$ 42,172,061	23.04%	\$ 1,946,048
Other State Appropriation-ORP	556,134	575,800	0.31%	19,666
Other State Appropriation-TRS	2,287,161	2,368,039	1.29%	80,878
Other State Appropriation-HEGI	5,481,778	5,481,778	2.99%	-
Other State Appropriations Subtotal	8,325,073	8,425,617	4.59%	100,544
Total State Appropriations	48,551,086	50,597,678	27.64%	2,046,592
Total Tuition	34,347,564	37,877,284	20.69%	3,529,720
Total Fees	27,915,959	28,870,091	15.77%	954,132
Total Other Revenues	7,870,236	7,868,256	4.30%	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	27.98%	691,214
Total Carryover Allocations	14,609,914	6,610,665	3.62%	(7,999,249) *
Total Revenues	\$ 183,811,500	\$ 183,031,929	100.00%	\$ (779,571)

Summary of Expenditures	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	% of Total Expenditures	Difference FY 2019 Approved to FY 2020 Proposed
Total Salaries	\$ 101,465,780	\$ 105,053,791	57.40%	\$ 3,588,011
Total Benefits	29,074,300	29,903,487	16.34%	829,187
Total Operating	42,518,769	36,938,322	20.18%	(5,580,447) *
Total Travel	2,378,838	2,443,215	1.33%	64,377
Total Capital Outlay	1,793,628	2,508,129	1.37%	714,501
Total Expenditures	\$ 177,231,315	\$ 176,846,944	96.62%	\$ (384,371)
Transfers & Reserves				
Debt Service	395,200	-	0.00%	(395,200)
Transfer to Unexpended Plant Fund	3,000,000	3,000,000	1.64%	-
Transfer to Renewals & Replacements Plant Fund	-	-	0.00%	-
Transfer to Office of ITED	1,184,985	1,184,985	0.65%	-
Contingency Fund	2,000,000	2,000,000	1.09%	-
Total Transfers & Reserves	6,580,185	6,184,985	3.38%	(395,200)
Total Expenditures, Transfers and Reserves	\$ 183,811,500	\$ 183,031,929	100.00%	\$ (779,571)

Revenues over Expenditures	\$ -	\$ -		\$ -
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* Reductions in Total Carryover Allocations and Operating expenditures are due to the Bond related M&O taxes revenue and expenditures occurring in FY 2019 and not FY 2020.



Proposed Unrestricted Fund Revenues FY 2019 - 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
Other State Appropriations:			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed State Appropriation Revenue FY 2019 - 2020

Appropriation Category	FY 2018 – 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
Core Operations	\$680,406	\$680,406	\$ -
Contact Hour Funding	34,383,650	34,837,645	453,995
Student Success	4,089,967	5,346,394	1,256,427
BAT	1,071,990	1,307,616	235,626
Total	\$40,226,013	\$42,172,061	\$1,946,048

Proposed Unrestricted Fund Revenues

FY 2019 – 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
<i>Other State Appropriations:</i>			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed State Insurance Contribution

FY 2019 - 2020

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

Plan Name	FY 2018 - 2019			FY 2019 – 2020*		
	Premium	Contribution (State Pays 50%)	Employee Pays	Premium	Contribution (State Pays 50%)	Employee Pays
Member Only	\$624.82	\$624.82	\$0	\$624.82	\$624.82	\$0
Member & Spouse	\$1,340.82	\$982.82	\$358.00	\$1,340.82	\$982.82	\$358.00
Member & Children	\$1,104.22	\$864.52	\$239.70	\$1,104.22	\$864.52	\$239.70
Member & Family	\$1,820.22	\$1,222.52	\$597.70	\$1,820.22	\$1,222.52	\$597.70

* Health plan premiums are the same as plan year 2019.

Proposed Unrestricted Fund Revenues FY 2019 - 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
<i>Other State Appropriations:</i>			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed Unrestricted Fund Revenues FY 2019 - 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
<i>Other State Appropriations:</i>			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed Other Revenues FY 2019 - 2020

Other Revenues	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,498,863	\$4,498,863	\$ -
Dual Credit Academy Participation Fee	425,000	425,000	-
Interest	2,225,000	2,225,000	-
Book Royalties	200	200	-
Administrative Costs and Shuttle System Contribution	646,131	646,131	-
Testing Commissions	10,300	8,320	(1,980)
Conferences – Continuing Education	64,742	64,742	-
Total Other Revenues	\$7,870,236	\$7,868,256	\$(1,980)

Proposed Unrestricted Fund Revenues FY 2019 - 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
<i>Other State Appropriations:</i>			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed M&O Property Taxes Revenue FY 2019 – 2020

**Total Estimated M&O Property Taxes Revenue is
\$51,207,955**

	FY 2018 – 2019	FY 2019 – 2020	Increase/ (Decrease)	% Increase
M&O Tax Rate	\$0.14	\$0.14	\$ -	-
M&O Taxable Assessed Value	34,862,669,456	35,559,922,845	697,253,389	2.00%
Hidalgo County	32,827,596,355	33,484,148,282	656,551,927	2.00%
Starr County	2,035,073,101	2,075,774,563	40,701,462	2.00%
M&O Tax Collections – Current Levy	46,933,806	47,523,059	589,253	1.26%
M&O Delinquent Tax	2,169,142	2,260,745	91,603	4.22%
M&O Penalties and Interest	1,413,793	1,424,151	10,358	0.73%
Total M&O Property Taxes	\$50,516,741	\$51,207,955	\$691,214	1.37%

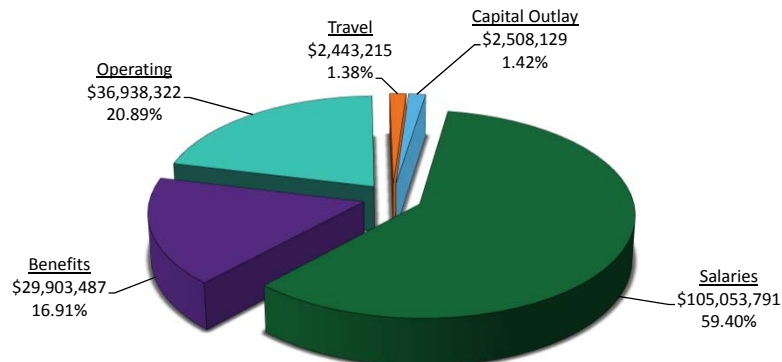
Proposed Unrestricted Fund Revenues FY 2019 - 2020

Summary of Revenues	FY 2018 - 2019 Budget (Approved)	FY 2019 – 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
Other State Appropriations:			
Optional Retirement Plan	556,134	575,800	19,666
Teacher Retirement System	2,287,161	2,368,039	80,878
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,325,073	8,425,617	100,544
Total State Appropriations	48,551,086	50,597,678	2,046,592
Total Tuition	34,347,564	37,877,284	3,529,720
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	7,868,256	(1,980)
Total M&O Property Taxes	50,516,741	51,207,955	691,214
Total Carryover Allocations	14,609,914	6,610,665	(7,999,249)
Total Revenues	\$183,811,500	\$183,031,929	\$(779,571)

Proposed Carryover Allocations FY 2019 - 2020

Carryover Allocations- From Fund Balance	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing Education	600,000	600,000	-
Capital Purchases	1,793,628	-	(1,793,628)
Contingency Fund	2,000,000	1,813,783	(186,217)
Instructional Book Royalties	10,882	10,882	-
M&O Tax Bond Program 2013-FFE	7,205,404	1,186,000	(6,019,404)
Total Carryover Allocations	\$14,609,914	\$6,610,665	\$(7,999,249)

Proposed Unrestricted Fund Expenditures by Classification Without Transfers and Reserves FY 2019 - 2020



Proposed Unrestricted Fund Expenditures FY 2019 - 2020

Summary of Expenditures	FY 2018 - 2019 Budget (Approved)	FY 2019 - 2020 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$101,465,780	\$105,053,791	\$3,588,011
Total Benefits	29,074,300	29,903,487	829,187
Total Operating	42,518,769	36,938,322	(5,580,447)
Total Travel	2,378,838	2,443,215	64,377
Total Capital Outlay	1,793,628	2,508,129	714,501
Total Expenditures	\$177,231,315	\$176,846,944	\$(384,371)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	395,200	-	(395,200)
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	1,184,985	1,184,985	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	6,580,185	6,184,985	(395,200)
Total Expenditures, Transfers & Reserves	\$183,811,500	\$183,031,929	\$(779,571)

Proposed Salary Expenditures FY 2019 - 2020

Changes to FY 2020 Salary Budget	Amount
Approved Salary Percent Increases	
a. Faculty	\$934,072
b. Non-Faculty Personnel	1,185,859
Proposed New Non-Faculty Staff Positions	121,875
Proposed Non-Faculty Salary Adjustments/Reclassifications	65,000
Proposed Student Direct Wage Pool for Student Employees	200,000
Proposed \$1 Increase in Direct Wage Hourly Rate	120,000
Proposed Increase in Instructional Pool Budget	1,500,000
Changes in Salaries due to Vacancies and New Hires	(538,795)
Total Salary Budget Changes	\$3,588,011

Proposed Unrestricted Fund Expenditures FY 2019 - 2020

Summary of Expenditures	FY 2018 - 2019 Budget (Approved)	FY 2019 - 2020 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$101,465,780	\$105,053,791	\$3,588,011
Total Benefits	29,074,300	29,903,487	829,187
Total Operating	42,518,769	36,938,322	(5,580,447)
Total Travel	2,378,838	2,443,215	64,377
Total Capital Outlay	1,793,628	2,508,129	714,501
Total Expenditures	\$177,231,315	\$176,846,944	\$(384,371)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	395,200	-	(395,200)
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	1,184,985	1,184,985	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	6,580,185	6,184,985	(395,200)
Total Expenditures, Transfers & Reserves	\$183,811,500	\$183,031,929	\$(779,571)

Proposed Operating Expenditures FY 2019 - 2020

Operating Budget	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$35,313,365	\$36,938,322	\$1,624,957
M&O 2013 Tax Bond Program - FFE	6,052,802	-	(6,052,802)
M&O 2013 Tax Bond Program O&M Expenses	1,152,602	-	(1,152,602)
Total Operating	\$42,518,769	\$36,938,322	\$(5,580,447)

Proposed Travel Expenditures FY 2019 - 2020

Travel Budget	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$2,378,838	\$2,443,215	\$64,377
Total Travel	\$2,378,838	\$2,443,215	\$64,377

Proposed Capital Expenditures FY 2019 - 2020

Capital Budget	FY 2019 Budget (Approved)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$1,793,628	\$1,322,129	\$(471,499)
M&O 2013 Tax Bond Program - FFE	-	1,186,000	1,186,000
Total Capital	\$1,793,628	\$2,508,129	\$714,501

Proposed Capital Expenditures FY 2019 - 2020

Capital Expenditures Budget Proposals	Amount
Instruction Cardiac monitor, manikin, Scriptpro pharmacy software and robotics, truck, anatomy table, breathing simulator, virtual firing range, lab table	\$1,205,500
Academic Support Library books and videos, library art collection, venue projectors, library signage, food carts	121,186
Student Services Storage shed and gazebo	12,000
Institutional Support Accounts Payable electronic approval software, replacement bus, datacenter enterprise switches and equipment replacements, software licenses, network firewall upgrade	666,640
Operations and Maintenance Police vehicles, emergency equipment for vehicles, parking and permit software, boom truck, chiller filtration	502,803
Total Proposed Capital Expenditures	\$2,508,129



Questions?

Discussion and Action as Necessary on Proposed Deletion of Vacant Faculty and Staff Positions for FY 2019 - 2020

Approval of proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 will be requested at the June 25, 2019 Board meeting.

Administration has reviewed with staff the need for the deletion of vacant faculty and staff positions for FY 2019 - 2020 and supports the recommendations. The proposed deletion of vacant faculty and staff positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

The deletion of vacant faculty and staff positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of forty (40) vacant faculty positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund instructional salary pools for all academic divisions. The instructional pools are used to fund adjunct faculty, lecturers, and special assignment stipends.

A total of seventeen (17) vacant staff positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund new proposed positions for FY 2019 – 2020.

A listing of the proposed deleted vacant faculty and staff positions for FY 2019 – 2020 follows in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 25, 2019 Board Meeting, the proposed deletion of vacant faculty and staff positions for FY 2019 - 2020 as presented.

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
Staff Positions			
Office of the President			
1	707160	Assoc Dean Comm Eng/Wkfrce Dev	Administrative Exempt
Vice President for Academic Affairs			
2	701610	Admin for Dual Cr Instr Pthwys	Administrative Exempt
3	701312	Faculty Secretary	Classified Non-Exempt
Vice President for Finance and Administrative Services			
4	710501	Operations Energy Manager	Prof/Tech Support Exempt
Vice President for Information Services and Planning			
5	710271	Ed Tech Assistant II	Classified Non-Exempt
6	710102	Ed Tech Assistant I	Classified Non-Exempt
7	705271	Ed Tech Specialist	Prof/Tech Support Non-Exempt
8	703100	Ed Tech Assistant I	Classified Non-Exempt
9	714271	Ed Tech Assistant I	Classified Non-Exempt
10	706271	Ed Tech Assistant III	Classified Non-Exempt
11	711271	Ed Tech Assistant I	Classified Non-Exempt
12	700242	Administrative Assistant	Classified Non-Exempt
13	706394	Computer Services Spec	Prof/Tech Support Non-Exempt
14	718101	Library Specialist	Prof/Tech Support Non-Exempt
Vice President for Student Affairs & Enrollment Management			
15	703191	Assoc Dean Stu RR & Tit IX SSS	Administrative Exempt
16	703610	Dual2 Degree Specialist	Prof/Tech Support Non-Exempt
17	702336	ASL Interpreter	Prof/Tech Support Exempt

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
Faculty Positions			
Vice President for Academic Affairs			
18	302404	Paralegal Inst	Faculty
19	300162	Accounting Instr	Faculty
20	304300	HVACR Instr	Faculty
21	315421	Dev English Instr	Faculty
22	309130	Kinesiology Instr	Faculty
23	311422	Dev Reading Instr	Faculty
24	314421	Dev English Instr	Faculty
25	303422	Dev Reading Instr	Faculty
26	305426	Dev English Instr	Faculty
27	321201	Math Instr	Faculty
28	301299	Biology Instr	Faculty
29	307412	Engineering Instr	Faculty
30	305200	Chemistry Instr	Faculty
31	305296	Health Care Stu Success Instr	Faculty
32	309556	ADN Instr	Faculty
33	310556	ADN Instr	Faculty
34	311556	ADN Instr	Faculty
35	313555	Emer Med Technology Instr	Faculty
36	314552	Vocational Nursing Instr	Faculty
37	315552	Vocational Nursing Instr	Faculty
38	316552	Vocational Nursing Instr	Faculty
39	317552	Vocational Nursing Instr	Faculty
40	318552	Vocational Nursing Instr	Faculty
41	320555	Emer Med Technology Instr	Faculty
42	307408	Economics Instr	Faculty
43	301312	Fire Science Instr	Faculty
44	308221	Spanish Instr	Faculty
45	304200	Chemistry Instr	Faculty
46	315424	Dev Math Instr	Faculty
47	306412	Engineering Instr	Faculty
48	320201	Math Instr	Faculty

South Texas College
Proposed Deletion of Vacant Faculty and Staff Positions for
FY 2019-2020

#	Position #	TITLE	CLASSIFICATION
49	311201	Math Instr	Faculty
50	303555	Emer Med Technology Instr	Faculty
51	304422	Dev Reading Instr	Faculty
52	304299	Biology Instr	Faculty
53	302261	Occup Ther Asst Instr	Faculty
54	302558	Physical Therapy Instr	Faculty
55	304296	Health Care Stu Success Instr	Faculty
56	300081	Biology Instr	Faculty
57	309555	Emer Med Tech.Instr	Faculty

Discussion and Action as Necessary on New Staff Positions for FY 2019 – 2020

Approval of New Staff Positions for FY 2019 - 2020 will be requested at the June 25, 2019 Board meeting.

Administration has reviewed with staff the need for additional new non-faculty staffing positions for FY 2019 - 2020 and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed new positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

New staff positions proposed for FY 2019 – 2020 are necessary to accommodate the expansion in functional units to include new areas of activities and focus in an effort to improve student success and maintain efficient operations. In addition, the proposed new staff positions will assist in developing and implementing new initiatives.

A proposed net increase in salary budget of \$121,875 is being requested for a total of twenty-three (23) new staff positions. Salary budget for the new positions total \$1,019,862, however funding in the amount of \$897,987, for twenty (20) of these new positions has been identified from salary pools and vacant positions, as follows:

Funding	Amount
Salary Budget for Proposed New Positions	\$1,019,862
Less -- Funding from Vacant and Pool Positions	(897,987)
Net Salary Budget Increases for New Positions	\$121,875

A listing of the proposed new staff positions for FY 2019 - 2020 follows in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 25, 2019 Board Meeting, the New Staff Positions for FY 2019 - 2020 as presented.

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
Office of the President						
1	Public Relations/Marketing	Videographer	Prof/Tech Support Non-Exempt	B	\$ 33,000	\$ -
Rationale: • This position began as full-time temporary several years ago to allow us to gauge overall need and ensure job duties were properly aligned. In that time the position has become vital to our video production efforts and adding it will ensure stability for the Public Relations department. Video production efforts have increased over the years and continue to be a priority as we develop commercials, program videos, how to's for students, vignettes for event coverage, and alumni/student/faculty profiles.						
2	Grant Dev't., Mgmt., and Compliance	Associate Director of Grant Management and Compliance	Administrative Exempt	A	\$ 60,000	\$ -
Rationale: • This position is needed to assist in providing oversight, leadership, and coordination with the Business Office, Project Directors/Principal Investigators and Financial Managers of grants to administer and monitor grants and contracts for South Texas College. The Assistant Director of Grant Management and Compliance will also manage and maintain the department's electronic filing sharing system, the Grant Management System and the grant record retention plan to ensure records are maintained in accordance with grant regulations.						
3	RCPSE	Administrative Assistant	Classified	F	\$ 29,000	\$ 2,375
Rationale: • To provide administrative support to the Regional Center Director/Training Coordinator.						
4	RCPSE	Director of Regional Center for Public Safety Excellence and Training Coordinator	Administrative Exempt	B	\$ 70,000	\$ 70,000
Rationale: • The Director of RCPSE is necessary to provide oversight and coordination of the facility. The training coordinator responsibilities are needed to collaborate with law enforcement agencies in the Rio Grande Valley to coordinate with those entities and contract with subject matter experts to conduct high quality courses. The Training Coordinator is required by the Texas Commission on Law Enforcement (TCOLE) for the RCPSE to qualify for a police academy contract that will permit the training conducted to be eligible for TCOLE certification.						
Total for Office of the President					\$ 192,000	\$ 72,375
Vice President for Academic Affairs						
5	Academies & High School Prj	Academies Specialist	Prof/Tech Support Non-Exempt	B	\$ 32,000	\$ -
Rationale: • Due to the growth of the Academies and High School Projects, the specialist is needed to support the several Academies such as the Teaching, Pharmacy Tech, and Cybersecurity. In addition to assisting with the TexPrep Summer Program offerings that has expanded to additional partnering ISDs. The specialist will provide academic advisement, counsel and student support services to students within the Academy Program and TexPrep Summer Program Initiative.						
6	Early College HS & Dual Credit Prtn	Dual Credit Pathway Specialist	Prof/Tech Support Non-Exempt	B	\$ 32,000	\$ -
Rationale: • This position is needed to assist with the expanding number of ECHS from 29 to 33. The program is required to support new designated 7 T-STEM campuses and 2 P-TECH campuses in the planning year. The specialist will provide academic advisement, counsel and student support services to students within the Dual Credit Program.						
7	Bachelors of Science in Nursing	Academic Coach	Prof/Tech Support Exempt	C	\$ 49,500	\$ 49,500
Rationale: • The Academic Coach is needed for the new Bachelor of Science in Nursing RN to BSN Program (BSN Program is pending approval from SACSCOC).						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
8	Dual Credit Programs	Project Manager- Dual Credit Programs	Prof/Tech Support Exempt	E	\$ 50,000	\$ -
Rationale: • This is currently a full-time temp position. The project manager oversees projects related to the Dual Credit Programs. The position is responsible for collecting data and evidence for the five standards related to NACEP accreditation from STC department chairs related to their Dual Credit Faculty teaching courses at the High School. In addition, the position will collect data and content for Dual Credit annual reports, reference guides, and manuals. Manages the college-wide Dual Credit Taskforce and NACEP accreditation taskforce. In addition, the Project Manager will assist with the preparation, distribution, and collection of the Principal's Agreement and Dual Credit MOU renewals.						
9	Div of Business Public Safety & Tech	Project Manager- Business, Public Safety and Technology	Prof/Tech Support Exempt	E	\$ 50,000	\$ -
Rationale: • Based on division needs, Project Manager is needed to assist the Dean for BPST with coordinating, tracking, and monitoring of on-going campus-wide projects, such as annual events, grant reporting and compliance, facility-related issues to the Tech campus in the Div of Business Public Safety and Tech.						
10	Professional & Organizational Dev	Instructional Coach	Prof/Tech Support Exempt	F	\$ 71,000	\$ -
Rationale: • The Hispanic Serving Institution Grant is ending in October 2019. The Instructional Coach will need to be institutionalized and the College will need to fund 100% of the position. The Instructional Coach will work closely with Office of Professional & Organizational Development to implement components of the Title V, Hispanic Serving Institution Grant, STC in FOCUS by developing, facilitating, and leading professional development initiatives for both faculty and staff.						
Total for Vice President for Academic Affairs					\$ 284,500	\$ 49,500
Vice President for Finance and Administrative Services						
11	Facility Maintenance	Warehouse Assistant	Classified Non-Exempt	A	\$ 18,241	\$ -
Rationale: • The Warehouse Assistant will provide support to the Warehouse Technician in maintaining the FO&M warehouse organized and clean by sorting and placing inventory/equipment on racks, shelves, or in bins according to predetermined sequence, tagging materials with identifying information for inventory control, conducting timely inventory cycle counts, assisting in receiving, tagging, and distributing materials to field technicians and contractors on a timely basis, and maintaining tools and equipment in operable conditions.						
12	Facility Maintenance	Secretary	Classified Non-Exempt	B	\$ 19,496	\$ -
Rationale: • Due to the growth of the College and the rise in number of buildings Districtwide, the front desk hours of operation for the FO&M department have been extended to accommodate faculty, staff, and students with maintenance and custodial needs. In accordance with these changes, a new Secretary will provide customer service to all students, faculty/staff, and public in a positive manner and will answer questions regarding FO&M department matters, to include submitting maintenance and custodial work orders and key requests on work order system, maintaining department files of specified and confidential materials, assisting with preparation of workshop materials, department projects, and online data, and managing office supply inventory for field technicians.						
Total for Vice President for Finance and Administrative Services					\$ 37,737	\$ -
Vice President for Information Services and Planning						
13	Learning Commons and Open Labs	Open Lab Specialist	Prof/Tech Support Non-Exempt	B	\$ 33,000	\$ -
Rationale: • An Open Lab Specialist is needed to provide leadership and oversee operations at the Mid-Valley G-270 Open Lab. This is an unanticipated need as this lab was scheduled to close after the completion of the Bond construction, but faculty and students requested that it remain open to support their needs.						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
14	Educational Technologies	Project Manager -Educational Technologies	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department Educational Techs expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organizational leadership for oversight and planning. Education Technologies currently maintains over 7875 pieces of equipment valued over \$11,000,000. Overseeing and managing the inventory aspect of the business will improve the tracking of all assets in order to maximize their potential; thus, improving the departments operations.						
15	Educational Technologies	Project Manager -Educational Technologies	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organizational leadership for oversight and planning. This position will be responsible for direct supervision of campus and satellite site operations.						
16	Educational Technologies	Events Manager	Prof/Tech Support Exempt	E	\$ 58,000	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. This position will be responsible for direct supervision of special events at all institutional sites as well as outside venues used for institutional events.						
17	Educational Technologies	Educational Technologies Specialist	Prof/Tech Support Non-Exempt	C	\$ 45,000	\$ -
Rationale: • Educational Technologies Specialist - Starr County has increased the number of classrooms and special venues to support in addition to the La Joya site. This campus has also experienced an increase in the number of special events. This position will oversee daily operation of the campus and the LaJoya site including managing staff, campus inventory, work order approvals, event and classroom technology support.						
18	Client Services	Client Services Specialist	Prof/Tech Support Non-Exempt	B	\$ 30,000	\$ -
Rationale: • This is a full time temporary positon and funds from pool would be used to create a Full-Time Regular Position.						
Total for Vice President for Information Services and Planning					\$ 282,000	\$ -
Vice President for Student Affairs and Enrollment Mgmt.						
19	Student Affairs	Student Conduct Specialist	Prof/Tech Support Non-Exempt	B	\$ 35,000	\$ -
Rationale: • Department needs Specialist to do investigations for student conduct cases.						
20	Student Affairs	Student Conduct Specialist	Prof/Tech Support Non-Exempt	B	\$ 35,000	\$ -
Rationale: • Department needs Specialist to do investigations for student conduct cases.						
21	Student Affairs	Coordinator of Transition Services for Dual Credit	Prof/Tech Support Exempt	D	\$ 53,625	\$ -
Rationale: • Position will manage and coordinate transition and matriculation activities and events for dual credit students and parents from 10th through 12th grade.						
22	Advising	Coordinator of Faculty Advising	Prof/Tech Support Exempt	D	\$ 60,000	\$ -
Rationale: • Coordinator of Faculty Advising was hired as a part of the HSI grant and is in charge of ongoing initiatives to continue the work of training and utilizing faculty advisors for the new advisement model under the Pathways project. The position is needed in order to continue important student enrollment and success initiatives that have been institutionalized and incorporated in the Pathways plan.						

South Texas College
New Staff Positions for FY 2019 - 2020

#	ACCOUNT NAME	TITLE	CLASSIFICATION	GRADE	SALARY	NET INCREASE TO BUDGET*
23	Counseling & Disability Services	Student Success Specialist for Student Disability Services	Prof/Tech Support Non-Exempt	C	\$ 40,000	\$ -
Rationale: • The Student Success Specialist for Student Disability Services will support departmental student success initiatives. Will track and monitor student progress through case management. Will facilitate notifications for students by implementing departmental established retention procedures. Will assist with American Sign Language interpreting schedules.						
Total for Vice President for Student Affairs and Enrollment Management					\$ 223,625	\$ -
Total for New Positions						\$ 121,875
Less Funding from Other Positions/Pool Positions					\$ (897,987)	
Net Salary Budget Increase for New Positions					\$ 121,875	

*Funds identified from another position/pool.

**Discussion and Action as Necessary on Non-Faculty Salary Adjustments/
Reclassifications for FY 2019 – 2020**

Approval of Non-Faculty Salary Adjustments/Reclassifications for FY 2019 - 2020 will be requested at the June 25, 2019 Board meeting.

Administration has reviewed with staff the need for non-faculty salary adjustments/reclassifications for FY 2019 - 2020 and supports the recommendations subject to the availability of funding and Board approval of the final budget. The proposed non-faculty salary adjustments/reclassifications may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

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

Non-Faculty Salary Adjustments/Reclassifications proposed for positions for FY 2019 - 2020 are due to the expansion of work duties or redistribution of work that has increased the accountability of the position or that have increased the complexity of fulfilling responsibilities.

A proposed net increase in salary budget of \$65,000 is being requested for a total of thirty-three (33) salary adjustments to positions, out of which twenty-three (23) positions require changes in classification and/or grade. Salary budget for salary adjustments/reclassifications total \$175,256, however funding in the amount of \$110,256, for twenty-one (21) of these salary adjustments, has been identified from salary pools and vacant positions as follows:

Funding	Amount
Salary Budget for Proposed Non-Faculty Salary Adjustments/Reclassifications	\$175,256
Less -- Funding from Vacant and Pool Positions	(110,256)
Net Salary Budget Increases for Salary Adjustments/Reclassifications	\$65,000

A listing of the non-faculty salary adjustments/reclassifications for FY 2019 - 2020 follows in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the June 13, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 25, 2019 Board Meeting, the Non-Faculty Salary Adjustments/Reclassifications for FY 2019 - 2020 as presented.

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
Office of the President							
1	Title Change from Senior Administrative Assistant (Position 700404) to Project Coordinator	Prof/Tech Support Non-Exempt	Grade A to Grade C	\$ 32,781	\$ 6,000	\$ 38,781	\$ 6,000
Rationale: • Current responsibilities have expanded to focus primarily on coordinating and supervising special projects in the Office of the President.							
2	Title Change from Director of Grant Development, Management, and Compliance (Position 701321) to Executive Director for Resource Development, Management, and Compliance	Administrative Exempt	Grade C to Grade E	\$ 95,083	\$ 15,000	\$ 110,083	\$ 15,000
Rationale: • Upgrading the position to expand resource development beyond grants.							
3	Title Change from Dev Offcr-Foundation/Corp Outreach (Position 702420) to Resource Development Specialist - Vacant	Prof/Tech Support Exempt	Grade E	\$ 26,000	\$ 26,000	\$ 52,000	\$ 26,000
Rationale: • This title change is requested to better align to the functions of the Department of Resource Development, Management and Compliance. This position involves the identification of opportunities to acquire external resources. The Resource Development Specialist will develop and maintain a database with local partners and prospects, and will seek to cultivate and expand partnerships with foundations, corporations, and other potential donors for the institution. The Resource Development Specialist collaborates with others to develop case statements, letters of inquiry, concept papers, proposals to pursue the acquisition of resources that support the mission and strategic priorities of South Texas College.							
Total for Office of the President					\$ 47,000	\$ 200,864	\$ 47,000
Vice President for Academic Affairs							
4	Title Change from Administrative Assistant (Position 702285) to Dual Credit Programs Assistant	Classified Non-Exempt	Grade F to Grade G	\$ 32,786	\$ 3,214	\$ 36,000	\$ -
Rationale: • Title change. Align title with expanded scope of duties and responsibilities. The staff member has been preparing Dual Credit Course Agreements, reporting on FLAC analysis, and assisting with budget development.							
5	Title Change from Secretary (Position 702203) to Administrative Assistant	Classified Non-Exempt	Grade B to Grade F	\$ 23,160	\$ 4,840	\$ 28,000	\$ -
Rationale: • Title change. Align title with actual administrative tasks and responsibilities performed, such as coordinating projects / reports, monitoring departmental budget, travel, and assist the Dir of Academies & HS Projects.							
6	Title Change from Speech Lab Tech (Position 701228) to Lab Specialist - Communication Arts - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade D to Grade B	\$ 29,979	\$ 5,000	\$ 34,979	\$ -
Rationale: • Change in title to reflect the job duties of the Lab Specialist. This position will provide media and technical support to the Communication Arts department faculty and students which includes technical assistance in video, audio, sound, and video editing. Job Description has been reviewed and approved by HR.							
Total for Vice President for Academic Affairs					\$ 13,054	\$ 98,979	\$ -

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
Vice President for Finance and Administrative Services							
7	Title Change from Business System Analyst (Position 701360) to HRIS Manager	Prof/Tech Support Exempt	Grade E to Grade G	\$ 74,510	\$ 4,000	\$ 78,510	\$ -
Rationale: • A reclassification request due to changes in the organization, overall institutional responsibilities, increase in staffing and reporting requirements, and for the classification (title, job grade, or status) needed to ensure that the work being performed corresponds with the job description and in comparison to internal equity of similarly situated positions.							
8	Title Change from HR Secretary (Position 731240) to HR Assistant	Classified Non-Exempt	Grade A to Grade C	\$ 23,500	\$ 500	\$ 24,000	\$ -
Rationale: • Duties have expanded to cover application processing							
9	Title Change from Accounting Assistant (Position 796184) to Cashier Support Specialist	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 31,018	\$ 3,000	\$ 34,018	\$ -
Rationale: • Current Accounting Assistant duties have been expanded to include processing of all the department's production UC4 jobs and scheduling accordingly. Extracting and creating reports necessary to review tuition tables and student disbursements require a high degree of analytical skills necessary to accurately complete adjustments to student accounts and management reports; questioning and researching transactions that deviate from the norm.							
10	Title Change from Accounting Assistant (Position 721184) to Accounting Specialist	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 32,618	\$ 3,000	\$ 35,618	\$ -
Rationale: • Duties currently performed require a high degree of analytical skills necessary to accurately complete the daily Cashier's daily cash reconciliation, journal entries, parking permits and questioning and researching transactions that deviate from the norm. Prepares detailed management reports and assists with the end of day Cashier verifying process. The duties were expanded to include tracking and extensive research of unclaimed refunds to ensure compliance in Federal and State reporting. In addition, she was trained as backup to prepare student refund invoice selections and check wires.							
11	Salary Adjustment for Accounting Group Manager (Position 718184)	Prof/Tech Support Exempt	Grade F	\$ 67,203	\$ 4,000	\$ 71,203	\$ -
Rationale: • Duties and responsibilities have expanded in managing the processing of payroll for College-wide employee, including additional benefit reporting and state and federal payroll tax law compliance.							
12	Title Change from HR Technician (Position 730240) to Benefits Specialist - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade B	\$ 24,000	\$ 5,000	\$ 29,000	\$ -
Rationale: • Department needs have changed; existing full time temporary position in Benefits area to cover workers comp and TRS duties is needed full time regular.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
13	Title Change from Coordinator of Staffing and Recruiting (Position 727240) to Staffing and Recruiting Manager - Vacant	Prof/Tech Support Exempt	Grade D to Grade E	\$ 50,000		\$ 50,000	\$ -
Rationale: • Title change and grade change. Reorganization of department requires focus for this position to be management of staffing and recruiting.							
14	Title Change from Accounting Assistant Position (700018) to Accounting Specialist - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade G to Grade B	\$ 31,838	\$ 3,000	\$ 34,838	\$ -
Rationale: • Duties have evolved to include a high degree of analytical skills, preparation of monthly reconciliations and reporting for third party agency funds.							
15	Title Change from Accounting Assistant (Position 798184) to Travel Assistant - Vacant	Classified Non-Exempt	Grade G			\$ -	\$ -
Rationale: • Title Change Only. To correctly reflect duties and responsibilities in the position, which are to process travel request for College-wide employees.							
Total for Vice President for Finance and Administrative Services					\$ 22,500	\$ 357,187	\$ -
Vice President for Information Services and Planning							
16	Title Change from Open Lab Specialist (Position 714397) to Open Lab Supervisor	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 32,640	\$ 9,621	\$ 42,261	\$ -
Rationale: • A Supervisor is needed to provide leadership and coordinate operations at the Mid-Valley Campus. With the recent expansion of service facilities, the number of Learning Commons/Open Lab locations increased by 200%. Mr. Escobedo has assumed additional responsibilities providing leadership, coordination, and performing associated supervisory duties. This adjustment would align the duties Mr. Escobedo is currently performing with the corresponding supervisory designation.							
17	Title Change from Open Lab Specialist (Position 720397) to Open Lab Supervisor	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 42,616	\$ 3,000	\$ 45,616	\$ -
Rationale: • A Supervisor is needed to provide leadership and coordinate operations at the NAH Campus Open Lab locations. With the recent expansion of service facilities, the number of Learning Commons/Open Lab locations increased by 200%. Ms. Parra has assumed additional responsibilities providing leadership, coordination, and performing associated supervisory duties. This adjustment would align the duties Ms. Parra is currently performing with the corresponding supervisory designation.							
18	Title Change from Art Gallery Assoc (Position 737101) to Art Gallery Coordinator	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 36,693	\$ 6,000	\$ 42,693	\$ -
Rationale: • A professional art gallery manager is needed in order to provide district-wide leadership and coordination for Art Gallery programming and activities to continue the positive trends in the department. There has been growth in the last four (4) years (FY15-FY18) in the number of exhibits (26.7%) and attendance (191.3%) due to the quantity and quality of exhibits. A manager devoted to the Art Gallery program will liaise with artists, the STC Art Department, other STC departments and other entities within the community to develop, procure, and coordinate art gallery exhibits at library facilities district-wide. The manager will oversee Art Gallery marketing to ensure alignment with the College's strategic mission and associated standards.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
19	Title Change from Educational Technologies Biomedical Specialist (Position 708271) to Educational Technologies Specialist - Biomedical and Support	Prof/Tech Support Non-Exempt	Grade C	\$ 44,883	\$ 5,000	\$ 49,883	\$ -
Rationale: • The duties associated with the position have continued to expand to include programming and support of biomedical equipment, increased need for specialized training and equipment recommendations.							
20	Title Change from Educational Technologies Specialist (Position 722102) to Coordinator of Educational Technologies-Inventory Management	Prof/Tech Support Non-Exempt	Grade C	\$ 46,770	\$ 6,000	\$ 52,770	\$ -
Rationale: • The ET department has expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. This position was initially created to manage the inventory at the Pecan Campus and expanded to include the 4 main institutional campuses. In the last 5 years, this position has continued to increase in responsibilities to include satellite sites as well as assist other institutional departments in training and utilization of the inventory management system. This position is currently managing over 7,000 items with a value exceeding \$11M.							
21	Title Change from ADA Educational Technologies Specialist (Position 702102) to Educational Technologies Specialist - ADA	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 46,441	\$ 5,000	\$ 51,441	\$ -
Rationale: • The duties associated with this position include student support in assistive technologies in collaboration with the Counseling Department and ADA Office. This support includes researching, selecting, recommending, and deploying ADA appropriate technologies district-wide. The duties of this position are aligned with a similar position in the Distance Ed. Department. This position should be reclassified to provide parity.							
22	Reclassification for Director of Educational Technologies (Position 704100)	Administrative Exempt	Grade B to Grade C	\$ 86,687	\$ 7,000	\$ 93,687	\$ 7,000
Rationale: • The activities of the ET department have expanded exponentially in the last 5 years to include over 100 installation projects, 200 new classrooms and special event areas, additional satellite campuses and over 2,000 special events annually. The duties of the Director of Educational Technologies have increased substantially with the increase in the support activities of the department.							
23	Title Change from Director of Research and Analytical Services (Position 700213) to Executive Director of Research and Analytical Services	Administrative Exempt	Grade D	\$ 87,044	\$ 4,000	\$ 91,044	\$ 4,000
Rationale: • The increased use of data needs for internal college use, state and national initiatives, and growth of dual enrollment have dramatically increased the scope of work for the Director of Research and Analytical Services. The additional scope of responsibilities meets the title of salary adjustments.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
24	Reclassification for Director of Learning Commons & Open Labs (Position 711102)	Administrative Exempt	Grade B to Grade C	\$ 77,356	\$ 7,000	\$ 84,356	\$ 7,000
Rationale: • Over the past couple of years, in addition to deploying learning commons in new and renovated library spaces, open labs and information commons spaces have been established non-library spaces including Centers for Learning Excellence (CLE) and several academic buildings. With this growth in service, the scope of responsibility of the Director of Learning Commons and Open Labs has expanded substantially.							
25	Reclassification for Reporting Analyst II (Position 707392)	Prof/Tech Support Non-Exempt	Grade D to Grade E	\$ 56,783	\$ 7,000	\$ 63,783	\$ -
Rationale: • The increase of data needs due to internal college use, state and national initiatives, compliance requirements, and growth of dual enrollment have dramatically increased the scope of work for this position. The scope of work, knowledge and expertise needed for this position is equitable to the other Analyst II positions which are all in Professional/Technical Non-Exempt Grade E.							
26	Title Change from Ed Tech Assistant I (Position 720102) to Ed Tech Assistant I - Audio Visual Design - Vacant	Classified Non-Exempt to Prof/Tech Support Non-Exempt	Grade C			\$ -	\$ -
Rationale: • Title Change only. The Educational Technologies Department has expanded exponentially in the last 5 years to include the support of 200 new classrooms and special events areas, additional satellite campuses and over 2,000 special events annually. The institutional expansion has resulted in increased staffing requiring additional organization leadership for oversight and planning. The reorganization of the department resulted in a need for a change in naming conventions and specializations within the team.							
27	Title Change from Library Specialist (Position 703276) to Learning Support Systems and Applications Specialist - Vacant	Prof/Tech Support Non-Exempt	Grade B to Grade C	\$ 40,244	\$ 7,881	\$ 48,125	\$ -
Rationale: • An additional Learning Support Systems and Applications Specialist is required to cover the added workload arising from an increased number of automated systems and applications employed in the Library and the CLE.							
28	Reclassification for Applications Analyst I (Position 703395) - Vacant	Prof/Tech Support Non-Exempt	Grade C to Grade D	\$ 43,800	\$ 1,200	\$ 45,000	\$ -
Rationale: • The Applications Analyst I has responsibilities more in line with a Computer Services Analyst I and should be placed in PT Non-Exempt D.							
29	Title Change from Administrative Assistant (Position 700242) to Application Analyst I - Vacant	Classified Non-Exempt to Prof/Tech Support Non-	Grade F to Grade D	\$ 19,839	\$ 19,000	\$ 38,839	\$ -
Rationale: • There is a need to have an additional Applications Analyst I position so a vacant AA position is being requested to be changed.							
30	Title Change from Assistant Chief Information Officer for Software Development (Position 700396) to Assistant Chief Information Officer for IT Services - Vacant	Administrative Exempt	Grade D	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							

South Texas College
Non-Faculty Salary Adjustments/Reclassifications for FY 2019-2020

#	TITLE	CLASSIFICATION	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	Net Increase to Budget*
31	Title Change from Service Transition Manager (Position 710392) to Computer Services Manager - Vacant	Prof/Tech Support Exempt	Grade G	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							
32	Title Change from ACIO for Infrastructure (Position 707395) to ACIO for Infrastructure and Software Development - Vacant	Administrative Exempt	Grade D	\$ -	\$ -	\$ -	\$ -
Rationale: • Title change only. Change of title to better align with organizational structure.							
33	Title Change from Computer Services Specialist (Position 706391) to Computer Services Analyst I - Vacant	Prof/Tech Support Non-Exempt	Grade B to Grade D	\$ 33,138	\$ 5,000	\$ 38,138	\$ -
Rationale: • There is a need to have an additional Computer Services Analyst I position in the department.							
Total for Vice President for Information Services and Planning					\$ 92,702	\$ 787,636	\$ 18,000
Total for Funding for Salary Adjustments/Reclassification					\$ 175,256		\$ 65,000
Less Funding from Pool Positions					\$ (110,256)		
Total for Salary Adjustments/Reclassification					\$ 65,000		

*Funds identified from another position/pool.

Review and Discussion of Internal Audit Report in the Area of Custodial Services Work Orders

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Custodial Services Work Orders.

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

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

OFFICE OF INTERNAL AUDITS
CUSTODIAL SERVICES WORK ORDERS
AUDIT REPORT



SOUTH TEXAS
COLLEGE



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EXECUTIVE SUMMARY

The Custodial Services Work Orders Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2019 Audit Plan. The audit included a review of the department's internal controls over custodial workers as well as the establishment of a control conscience environment, approval and authorization controls, monitoring, and safeguarding of custodial supplies.

The objective of the audit is to evaluate the adequacy and effectiveness of internal controls over Custodial Services work orders.

The scope of the audit included activity from September 1, 2017 through December 31, 2018. The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

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

Overall, Custodial Services established an adequate system of internal controls. We observed the following controls related to the use of custodial supplies:

- Formal written procedures
- A completed department risk assessment;
- A process for completing reconciliations of supply use to the supply tracking system;
- Physical controls to safeguard supply closets in various campus buildings and in each supply warehouse;
- Separation of duties

However, we identified one area where an improvement to internal controls could be realized related to establishing clear guidance over document retention requirements for the department.

BACKGROUND

Custodial Support Services which operates under the College's Facilities Operations and Maintenance department, is responsible for maintaining a clean environment within all buildings and provides operations that are vital to the health, safety, and success of South Texas College. Their responsibilities include trash collection, waxing floors, restocking restrooms, rearranging classrooms, assembling furniture, and responding to emergencies. Custodial Services relies on a maintenance and facilities software program called SchoolDude which allows for the communication of work status updates and the generation and tracking of custodial work orders.

In order to maintain the College's facilities, Custodial Services is tasked with ensuring that a sufficient amount of supplies are on hand. The department is responsible for ordering those supplies and ensuring that each of the College's buildings maintains sufficient supplies to accommodate the College's students, employees, and other visitors.

The Custodial Services supply costs for the prior 3 fiscal years is displayed in the table below:

FY	Amount	Increase/(Decrease)	Percentage change over prior FY
2016	\$186,935	-	-
2017	\$232,128	\$45,193	24.18%
2018	\$266,307	\$34,179	14.72%

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over Custodial Services' work orders.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from September 1, 2017 through December 31, 2018. To accomplish the audit objective, the Internal Auditor performed the following:

- Obtained and reviewed the Facilities Operations and Maintenance Standard Operating Procedures;
- Obtained and reviewed the Custodial department's risk assessment;

- Reviewed the Facilities Operations and Maintenance 2017-2019 Institutional Effectiveness Plan;
- Gained an understanding of Custodial Services procedures related to supply management;
- Interviewed the Operations Inventory Procurement Manager to gain a better understanding of the procedures and controls in place related to monitoring and use of supplies;
- Interviewed the Custodial Managers to gain an understanding of internal controls over custodial supplies;
- Observed procedures and internal controls over restocking the supply closets and campus Custodial Warehouses;
- Verified that requisitions to replenish custodial supplies were appropriately approved;

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

AUDIT RESULTS

Control Conscience Environment

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the establishment of an effective system of internal controls. To establish an adequate control conscious environment, departments should have established a mission statement, goals and objectives, completed a risk assessment and implementation plan, and established formal written procedures. These items should be reviewed regularly and updated as needed.

A risk assessment of current conditions related to the department's on-going activities is a critical element of establishing a control conscience environment. Completing a risk assessment allows the department to proactively identify and develop appropriate responses (e.g. internal controls) to uncertain events that could impact their ability to meet established objectives. Department management completed a risk assessment of their department's activities.

In reviewing the departments Institutional Effectiveness plan, we were able to observe the department's mission statement as well as goals and objectives. Additionally, the department has established formal written procedures (e.g. 'Operations and Maintenance Standard Operating Procedures') which we obtained and reviewed. Based on our review we determined that a control conscience environment was established. No exceptions were noted in this area.

Approval & Authorization

Adequately established approval and authorization controls help to ensure that expenditures and purchases are allowable and appropriate. We obtained a listing of all of the purchase orders used to resupply the Custodial Warehouses. We tested 100% of the requisitions and related purchase orders within scope to verify that appropriate approval and authorization controls were in place and working effectively. We found that each of the tested requisitions were approved by employees working in the Budget office as well as employees working in Purchasing, and that each requisition was approved by the Facilities Operations and Maintenance Director. No exceptions were noted in this area.

Separation of Duties

Establishing appropriate separation of duties help to mitigate the risk of malfeasance by ensuring that no single person is responsible for incompatible job responsibilities. We reviewed several employees' job responsibilities to determine whether the department established appropriate separation of duties. We noted that the following employees were responsible for the following:

- Custodial Secretary – creates the requisitions to resupply the Custodial Warehouses, and is also responsible for updating the system to reflect the supplies received;
- Custodial Lead – oversees the receipt and storage of custodial supplies (e.g. custody of asset responsibilities) and provides the Custodial Secretary a carbon copy of the 'Key Receiving' form once supplies have been delivered by Central Receiving department. They are also responsible for completing monthly counts of their supplies and reporting that information to the department's Operations Inventory Procurement Manager;
- Operations Inventory Procurement Manager – is responsible for completing monthly reconciliations of the supplies on-hand to the supplies listed in the system and is also responsible for estimating future custodial supply needed and providing that information to the Custodial Secretary.
- Director of Facilities Operations and Maintenance – is responsible for reviewing and approving all requisitions created by the Secretary.

We determined that the department established appropriate separation of duties. No exceptions were noted in this area.

Safeguarding Supplies

Tangible assets, supplies, and vital documents, must be safeguarded against unauthorized acquisition, use, or disposal.

We randomly selected a sample of 50 work orders and visited 5 campuses to see if we could trace the work orders to the underlying support documentation (e.g. Custodial Supplies Checkout form). We found that in 14 out of 50 (28%) selected work orders the 'Custodial Supplies Checkout' form was not available for review.

Recommendation:

1. The Director of Facilities Operations and Maintenance should consider establishing record retention requirements for support documentation and ensure that all responsible employees are made aware of those requirements.

Management Response:

Accept audit recommendation as presented

1. The Facilities Operations and Maintenance Department reviewed the recommendation and has implemented the following:
 - a. Once the designated Lead Custodian has completed the Custodial Supplies Checkout form, the Campus Custodial Supervisor will upload the document to the department's OneDrive shared file.
 - b. The Campus Custodial Supervisor will use a college owned tablet or desktop PC to unload the document weekly.
 - c. The document will be filed by campus/year/month
 - d. The document will be retained for a minimum of three (3) years.

Responsible Individual:

Custodial Supervisor

Implementation Date:

5/7/2019

Monitoring

Account activity should be periodically reconciled. Additionally, identified reconciling items should be satisfactorily resolved in a timely manner. Without adequate monitoring of account activity, items that require immediate attention may go unnoticed.

We interviewed the department's Operations Inventory and Procurement Manager related to her process for completing monthly reconciliations of each campuses' supplies. We obtained and verified that the Operations Inventory and Procurement Manager completed monthly reconciliations of the supplies recorded in the system (e.g. SchoolDude) to the results of the Custodial Warehouse physical counts provided by each of the campuses' Custodial Leads. No exceptions were noted in this area.

CONCLUSION

Overall it was determined that Custodial Services established an adequate system of internal controls. While we identified an opportunity to strengthen internal controls by establishing clearly defined record retention requirements, overall we concluded that appropriate internal controls were in place related to monitoring, establishment of a control conscience environment, separation of duties, and safeguarding supplies.



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

6/6/2019



Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist

6/6/2019