

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, August 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 July 9, 2019 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of July 9, 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, July 9, 2019 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, July 9, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Roy de León presiding.

Members present: Mr. Roy de León and Mr. Rene Guajardo

Other Trustees Present: Mr. Gary Gurwitz

Members absent: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Myriam Lopez, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Becky Cavazos, Mrs. Brenda Balderaz, Mr. Khalil Abdullah, Mr. Ken Lyons, Mr. Frank Gutierrez, Mr. Raul Cabaza, and Mr. Andrew Fish

**Approval of June 13, 2019 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 13, 2019 were approved as written. The motion carried.

**Review and Recommend Action on Proposal for Voluntary Student
Accident Insurance and Workforce Training Programs Student Accident
Insurance**

Approval will be requested at the July 23, 2019 Board meeting to award the student insurance proposals for Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance.

Purpose - The basic purpose of the student insurances are as follows:

- Voluntary Student Accident Insurance - provides students with a low cost option for accident insurance
- Workforce Training Programs Student Accident Insurance - provides coverage for those students enrolled in the Continuing Education Training Programs

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 July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2019 through August 26, 2020. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**
- **Workforce Training Programs Student Accident Insurance:**
Student Assurance Services / Ameritas Life Insurance Corporation for the period beginning August 26, 2019 through August 26, 2020. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 589 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, Certified Nurse Assistant, Medication Aide, Welding and Building Trades. **The premium is paid by the students.**

Background - The request for proposals was advertised on April 29, 2019 and issued to five (5) vendors. One (1) response was received and was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant.

Reviewers – This item was evaluated and recommendations prepared 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 reviewed the recommendations furnished by the Risk Management Consultant.

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

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for

Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance as presented. The motion carried.

Review and Recommend Action on Proposals for Property / Inland Marine / Boiler & Machinery, Crime, General Liability, Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance

Approval will be requested at the July 23, 2019 Board meeting to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, General Liability, Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2019 through August 31, 2020 at a total cost of **\$1,149,050**.

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

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

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Property / Inland Marine / Boiler & Machinery**

- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$723,000**. The policy offers a 2% named storm deductible and 1% all other wind/hail deductible applied separately to each building that sustains loss and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance is included with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to Traveler's Casualty & Surety Company of America (Montalvo) at a cost of **\$7,137**.

General Liability, Law Enforcement, School Leaders E&O and Automobile

- ⇒ General Liability, Law Enforcement, School Leaders E&O, and Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$196,434**. The program

offers a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, \$0 for Employee Benefits Liability and \$0 for Law Enforcement Liability. The Automobile Liability limit is \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.

⇒ Per legal counsel, the College's exposure is shown in the table below:

Liability Exposure	
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$198,298**.

- **Foreign Liability Insurance**

⇒ Foreign Liability Insurance to Ace American Insurance Co. (Montalvo) at a total cost of **\$8,201**.

⇒ Due to employee travel to Mexico and to other countries such as Spain, to accompany students in study abroad programs, and territory restrictions under the domestic policies, the purchase of an international insurance policy is recommended.

⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability is a standard insurance policy issued to business organizations to protect them against liability claims for bodily injury (BI) and

property damage (PD) arising out of premises, operations, products, and completed operations; and advertising and personal injury (PI) liability.

- **Cyber Liability Insurance**

⇒ Cyber Liability Insurance to Beazley Insurance Company (Montalvo) at a total cost of **\$15,980**.

⇒ Cyber insurance covers network and information security liability, communications and media liability, regulatory defense expenses, crisis management expenses, computer program and electronic data restoration expenses, e-commerce extortion, and business interruption expenses.

The total recommended award to Montalvo is **\$754,318**. The total recommended award to TASB is **\$394,732**.

Background - The request for proposals for these insurances was advertised on May 23, 2019 and issued to seven (7) vendors. Three (3) responses were received on June 18, 2019 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant. In addition, responses were evaluated by Frank Jason Gutierrez, Director of Accountability, Risk & Compliance, Ken Lyons, Risk Manager, and Fernando Lamas, Associate Director of Purchasing.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2019 - 2020, pending Board approval of the budget.

Reviewers – This item was evaluated and recommendations prepared 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 reviewed the recommendations furnished by the Risk Management Consultant.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for the Committee's information and review.

Mr. Gary Gurwitz asked Mr. Cabaza for clarification of the types of incidences and the coverage limitations for cyber liability and crime insurance policies, and suggested that increased limits might be considered for presentation to the Board.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$723,000), Crime (\$7,137) including additional details on the coverage and limits, General Liability, Law Enforcement, School Leaders E&O, and Automobile (\$196,434), Workers Compensation (\$198,298), Foreign Liability (\$8,201)

and Cyber Liability (\$15,980) including additional details on the coverage and limits, Insurance for the period September 1, 2019 through August 31, 2020 at a total cost of \$1,149,050. The motion carried.

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

Approval of the following award of proposals, purchases, renewals, and interlocal agreements will be requested at the July 23, 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:

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval the award of proposals, purchases, renewals, and interlocal agreements as listed below:

A. Award of Proposals

- 1) **Audio Visual Installation Projects (Award):** award the proposal for audio visual installation projects to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,018.00;
- 2) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$152,850.00 with the following fifty (50) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)	Little Explorers Dev & Learning Center II (Alamo, TX)
New Generation Child Care Center (Alamo, TX)	Super Kids Academy, LLC. (Alamo, TX)	Alpha Learning Center (Alton, TX)
Kid’z First Child Care Center, Inc. #2 (Alton, TX)	Garza’s Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)
Monte Cristo Learning Center (Edcouch, TX)	Alma’s Daycare Center (Edinburg, TX)	Amando, Inc. /dba Genesis Learning Center (Edinburg, TX)
Brighter Future Learning Center (Edinburg, TX)	Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)

Vendors (City, State)		
The Children’s College Learning Center (Edinburg, TX)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Play, Learn, Construct & Conserve Child Care (La Joya, TX)	Brackenridge Children’s Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)	Little Loves Educare (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Michelle’s Playhouse (McAllen, TX)
Mommyland Bilingual Academy (McAllen, TX)	Star Kids Learning Center (McAllen, TX)	Tony’s Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Honey’s Little Bee’s Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)
Kinder Academy Daycare (Mission, TX)	Martha Alicia Garcia / Precious Moments (Mission, TX)	Stepping Stones (Mission, TX)
Fisher Kids Academy (Palmview, TX)	Lily’s Little Kids Daycare Center (Palmview, TX)	Building Minds Learning Academy (Pharr, TX)
Campanitas Day Care (Pharr, TX)	Kids Academy Daycare (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Kami’s Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	Miss Becky’s School House (Rio Grande City, TX)
El Shaddai International Christian Day Care Ctr (Weslaco, TX)	Mid-Valley Early Childhood Education Center (Weslaco, TX)	

- 3) **Library Serials (Award):** award the library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2019 through August 31, 2020, with two one-year options to renew, at an estimated amount of \$42,341.18;
- 4) **Purchase of Audio Visual Equipment (Award):** award the proposal for purchase of audio visual equipment, at a total amount of \$112,994.35 as follows:
 - a. **AMSYS Innovative Solutions** (Houston, TX) \$63,998.35
 - b. **Audio Visual Aids** (San Antonio, TX) \$22,492.00

c. **Howard Technology Solutions** (Ellisville, MS) \$26,504.00

- 5) **Purchase of Audio Visual Equipment II (Award):** award the proposal for the purchase of audio visual equipment II to **Pro Sound, Inc./ dba Pro Sound & Video** (Pensacola, FL), at a total amount of \$86,989.05;

B. Purchases and Renewals (B-a. Instructional Items)

- 6) **Instructional Equipment (Purchase):** purchase instructional equipment from **Technical Laboratory System, Inc.** (Houston, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$24,058.00;
- 7) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$249,267.00, with the following vendors:

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

- 8) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$200,000.00, with the following vendors:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Company (Burlington, NC)

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

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

- 9) **Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLP** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$73,000.00, which is based on prior year expenditures;
- 10) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2019 through July 31, 2020, at an estimated amount of \$28,000.00 with the following vendors:
- **Affordable Attic III LP** (McAllen, TX/Harlingen, TX)
 - **Affordable Attic V LP** (Mission, TX/ Harlingen, TX)
 - **Affordable Attic IX LP** (McAllen, TX/ Harlingen, TX)
 - **McAllen Foreign Trade Zone** (McAllen, TX)
 - **Move It Management, LLP** (Mission, TX/Dallas, TX)

B. Purchases and Renewals (B-c. Technology)

- 11) **Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Campus Management, Corp.** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2019 through September 26, 2020, at a total amount of \$50,727.50;

C. Interlocal Agreements

- 12) **Clinical Education Facilities Agreement (Interlocal Agreement):** interlocal agreement for clinical education facilities agreement with the **County of Hidalgo, Texas** (Edinburg, TX), for the period beginning May 7, 2019 through May 6, 2022 with two one-year options to renew, at no cost of the College;
- 13) **Training Services Agreement (Interlocal Agreement):** interlocal agreement for training services with **Hidalgo County Drainage District No. 1** (Edinburg, TX), in July or August of 2019, at no cost to the College. Hidalgo County will pay the College a services fee of \$154.56.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement was \$1,049,245.08.

The motion carried.

Review and Recommend Action on Proposed FY 2019 - 2020 Committee Meeting Schedule

The Finance, Audit, and Human Resources Committee was asked to review the following proposed schedule and recommend amendment or approval as appropriate. The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2019 - 2020 at the July 23, 2019 Regular Board Meeting.

The proposed meeting schedule for the Finance, Audit, and Human Resources Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 10, 2019	5:30 p.m.
Tuesday	October 8, 2019	5:30 p.m.
Tuesday	November 12, 2019	5:30 p.m.
Tuesday	December 3, 2019	5:30 p.m.
Tuesday	January 14, 2020	5:30 p.m.
Tuesday	February 11, 2020	5:30 p.m.
Tuesday	March 10, 2020	5:30 p.m.
Tuesday	April 14, 2020	5:30 p.m.
Tuesday	May 12, 2020	5:30 p.m.
Tuesday	June 9, 2020	5:30 p.m.
Tuesday	July 14, 2020	5:30 p.m.
Tuesday	August 11, 2020	5:30 p.m.
Tuesday	September 8, 2020	5:30 p.m.

Finance, Audit, and Human Resources Committee Meetings are generally scheduled for the second Tuesday of each month, and are proposed for starting time of 5:30 p.m. There may be some deviation based upon scheduling conflicts, and any adjustments will be communicated with as much early notification as practical.

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Committee's information.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule, so that all Board members may enter the dates on their planning calendars. The motion carried.

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 July 23, 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 were needed as follows:

- Increase the tuition for all Competency-Based courses (Certificate, Associate, Bachelor) and eliminate inconsistencies in tuition between the Bachelor of Applied Science in Organizational Leadership and other competency-based programs.
- Add a Competency-Based courses Tuition Rate for out-of district students.
- Add a Competency-Based courses Tuition Rate for out-of state students.
- Clarify the assessment of the Registration Fee, which is by semester/session.
- Clarify the assessment of the Child Development Registration Fee and Supply Fee, which is by semester/session.
- Reclassify fees to proper categories in the schedule.

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

The new Competency-Based courses (Certificate, Associate, Bachelor) tuition was 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. Competency-Based courses are one of the College's initiatives that align with the state of the Texas 60x30TX completion goal.

By charging the same tuition for all competency-based courses, there would be less confusion by students. In addition, treating them all similarly would ease the transition of new course offerings into competency-based curricula, when necessary.

The Registration Fee was assessed per semester/session for the Fall Semester, Spring Semester, and Summer Minimesters based on start dates.

The Child Development Center Registration Fee and Supply Fee was assessed when students enrolled their children in the program and the wording needed to specify which semester it covered.

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 were as follows:

	Board Approved FY 2018-2019	Proposed FY 2019-2020
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:		
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	Deleted
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term (Fall 2019 Semester) (Texas Residents)	0.00	750.00
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, BACHELOR) – FLAT TUITION:		
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (In-District) (Effective Spring 2020)	0.00	850.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of District) (Effective Spring 2020)	0.00	910.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of-State) (Effective Spring 2020)	0.00	1,500.00
*All fees will be assessed, except for mandatory and course fees.		
MANDATORY FEES:		
Registration Fee: Fall and Spring:		
• Registration Fee per student per semester	0.00	150.00
Summer Minimesters:		
• Registration Fee (one-time fee) per student for Summer Minimesters with start dates of May 15 th through June 30 th	0.00	150.00
• Registration Fee (one-time fee) per student for Summer Minimesters with start dates of July 1 st through August 10 th	0.00	150.00
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

	Board Approved FY 2018-2019	Proposed FY 2019-2020
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

On June 13, 2019, the Finance, Audit, and Human Resources Committee reviewed and recommended Board approval of administration's proposal to revise the Student Tuition and Fees Schedule for FY 2019 – 2020. Upon further review of the proposed tuition structure for the competency-based courses, administration requested that the Board delay formal action on the proposal and present again to the Finance, Audit, and Human Resources Committee.

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 were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval to revise the Student Tuition and Fees Schedule for FY 2019 - 2020 as presented. The motion carried.

Review and Update of Proposed FY 2019 – 2020 Budget

The packet included a Preliminary Summary of Projected Revenues and Expenditures for FY 2019 - 2020 with comparison to the FY 2018 - 2019 approved budget for the Committee's information and review.

This was a preliminary plan for the next fiscal year that included 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 \$19,651 and \$80,816, respectively, totaling \$100,467. The state appropriation for the Higher Education Employees Group Insurance (HEGI) was reduced by \$2,152,224. 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 decrease approximately \$105,632 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 \$3,583,322 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 increase \$509,004 in FY 2020. The projected increase is mainly due to the increased interest revenue and additional revenues from Dual Enrollment Cost Reimbursements.

Other Revenues	FY 2019	FY 2020	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,498,863	\$4,454,217	\$ (44,646)
Dual Credit Academy Participation Fee	425,000	454,250	29,250
Interest	2,225,000	2,750,000	525,000
Book Royalties	200	200	-
Administrative Costs and Shuttle System Contribution	646,131	647,311	1,180
Testing Commissions	10,300	8,520	(1,780)
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	\$7,870,236	\$8,379,240	\$509,004

- Tax revenue for FY 2020 is expected to increase \$1,191,214, due to an increase in tax appraised values and tax collections.

- Carryover Allocations are projected to decrease \$8,149,249 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, the decrease of \$186,217 in the Contingency Fund carryover, and the decrease of \$150,000 in the Continuing Education carryover.

Carryover Allocations	FY 2019	FY 2020	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing Education	600,000	450,000	(150,000)
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	\$6,460,665	\$(8,149,249)

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,585,276 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	61,000
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	(537,530)
	Total	\$3,585,276

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 \$181,553.

- The Operating expenditures budget for FY 2020 is proposed to decrease by \$6,437,096.
 - ⇒ The operating budget is proposed to decrease by \$384,294 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 \$983,804.
 - ⇒ The capital budget is proposed to decrease by \$202,196 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 was provided 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, presented the Preliminary Summary of Proposed Budget for FY 2019 – 2020 at the July 9, 2019 Finance, Audit, and Human Resources Committee meeting and addressed questions by the committee and other trustees in attendance.

Mr. Gary Gurwitz noted that there were significant changes to the proposed revenue and expenditures over the preliminary budget presented in June 2019, and asked if this accounting was due specifically to the impact of the Higher Education Employees Group Insurance (HEGI) reduction of approximately \$2.15M.

Mrs. Elizondo noted that the budget is always a moving target, with continued readjustment as administration prepares a final budget for Board approval. In the current instance, the HEGI reduction had a significant impact on the budget and had influenced administration's review of specific line items, but even without the HEGI reduction, many of the adjustments would have been recommended prior to the presentation of a final budget for adoption by the Board.

Mr. Rene Guajardo observed that even upon final approval of a budget, subsequent amendments might be necessary and proper, noting that the following committee agenda item was an amendment to the current FY 2018 – 2019 Budget.

Mr. Gurwitz advised administration that charts showing adjustments to line items within preliminary budgets should clearly indicate which line items have been revised from previous presentations to the trustees. Mrs. Elizondo agreed to focus on highlighting the substantial line item changes in future presentations, and agreed to take this information to the Board on July 23, 2019.

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

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2018 - 2019

Approval of a proposed budget amendment for FY 2018 – 2019 will be requested at the July 23, 2019 Board Meeting.

The proposed budget amendment was necessary to fund and process transfers from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance. Each fiscal year since 1997, the Board of Trustees has approved transfers from the Unrestricted Fund to the Plant Funds. The budget amendment was proposed as follows:

1. Budget Amendment – Increase Unrestricted Fund Balance Carryover Allocations

A budget amendment was proposed to increase the Unrestricted Fund Balance Carryover Allocations by \$3,000,000 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund - Construction and to the Renewals and Replacements Plant Fund, as follows:

**Fiscal Year 2018 - 2019
 Unrestricted Fund Balance Carryover Allocations**

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund Balance Carryover Allocations	\$14,609,914	\$ 3,000,000	\$ 17,609,914

2. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Plant Funds

A budget amendment was proposed to transfer fund balance from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance, as follows:

- Transfer out from the Unrestricted Fund to the Unexpended Plant Fund – Construction and to the Renewal and Replacement Plant Fund in the amounts of \$2,000,000 and \$1,000,000, respectively.
- Transfer in to the Unexpended Plant Fund - Construction from the Unrestricted Fund in the amount of \$2,000,000
- Transfer in to the Renewal and Replacement Plant Fund from the Unrestricted Fund in the amount of \$1,000,000.

**Fiscal Year 2018 - 2019
 Summary of Proposed Transfers to Plant Funds**

Fund	Original Budget Transfer In/(Out)	Amendment Transfer In/(Out)	Amended Budget Total Transfer In/(Out)
Unrestricted Fund	\$ (3,000,000)	\$ (3,000,000)	\$ (6,000,000)
Unexpended Plant Fund - Construction	\$ 3,000,000	\$ 2,000,000	\$ 5,000,000
Renewal and Replacement Plant Fund	\$ --	\$ 1,000,000	\$ 1,000,000

Since FY 1997, the Board of Trustees has approved budget transfers from the Unrestricted Fund to the Unexpended Plant Fund – Construction and to the Renewals and Replacement Plant Fund, totaling \$122,710,860 and \$34,713,236, respectively. These transfers have been processed through the annual budget or through budget amendments.

3. Summary of Proposed Budget Amendment - Revenues and Expenditures/Fund Balance

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for fiscal year 2018 - 2019 would increase as follows:

**Fiscal Year 2018 - 2019
 Budgeted Revenues and Expenditures/Fund Balance**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$183,811,500	\$ 3,000,000	\$186,811,500
Unexpended Plant Fund – Construction	B	\$ 18,672,848	\$ 2,000,000	\$ 20,672,848
Renewals and Replacements Plant Fund	C	\$ 7,121,600	\$ 1,000,000	\$ 8,121,600

The budget amendment details was provided in the packet for the Committee's information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2018 - 2019, as presented. The motion carried.

Review and Recommend Action on Proposed Employee Pay Plan for FY 2019 – 2020

Approval of the Proposed Employee Pay Plan for FY 2019 - 2020 will be requested at the July 23, 2019 Board meeting.

Purpose - The Proposed Employee Pay Plan for FY 2019 - 2020 for all employee groups was presented for the Committee's review and consideration. The Employee Pay Plan included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2019 - 2020.

Background – The Proposed Salary Pay Plan for FY 2019 – 2020 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

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

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in June 2019.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2019 - 2020 was included under separate cover for the Committee's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Employee Pay Plan for FY 2019 - 2020, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan for FY 2019 – 2020

Approval of the Proposed Staffing Plan for FY 2019 - 2020 will be requested at the July 23, 2019 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2019 – 2020 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2019 - 2020.

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

New positions, Faculty Salary Adjustments, and Non-Faculty Salary Adjustments, Reclassifications and Title Changes were included within the Plan and were reviewed and approved by the Board of Trustees in June 2019.

Funding Source – The budget to fund each position was reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2019 – 2020 Budget.

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

Enclosed Documents - A copy of the Staffing Plan for FY 2019 - 2020 was included under separate cover for the Committee's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2019 - 2020, as presented. The motion carried.

Review and Discussion of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2018 Financial Condition Analysis of Texas Public Community College Districts

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was prepared to review the Texas Higher Education Coordinating Board Report on the Fiscal Year 2018 Financial Condition Analysis of Texas Public Community College Districts.

The Committee members asked Mrs. Elizondo to present the information to the full Board of Trustees.

No action was taken.

Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence

Mr. Khalil Abdullah, Internal Auditor, provided written confirmation of the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects our auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

IIA Standard 1110 *Organizational Independence* – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must

confirm to the board, at least annually, the organizational independence of the internal audit activity.

IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Interpretation of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the Board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Auditor’s Statement of Organizational Independence as presented. The motion carried.

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2019 through August 31, 2020 will be requested at the July 23, 2019 Board meeting.

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

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

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The Charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the Board; authorizes access to records, personnel, and

physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

Enclosed Documents – The Internal Audit Charter was provided in the packet for the Committee’s review and discussion.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2019 through August 31, 2020 as presented. The motion carried.

Review and Discussion of Internal Auditor’s Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the internal auditor’s entity-wide risk assessment.

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

Justification – An entity-wide risk assessment was conducted by the Internal Auditor to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization’s risks. Input to the risk assessment was requested from the President, vice presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management’s input and the results of the risk assessment, a list of proposed audit projects for FY 2020 has been developed.

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

ERM is the process of coordinated risk management that places an emphasis on cooperation among departments to manage the College's full range of risk as a whole. ERM provides a

framework for risk management, which involves identifying particular events or circumstances relevant to the College's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.

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

Khalil Abdullah, Internal Auditor, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address questions by the committee.

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

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2019 – 2020

Approval of proposed projects for the Internal Auditor for FY 2019 - 2020 will be requested at the July 23, 2019 Board meeting.

Purpose – Staff recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2019 - 2020. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2019 - 2020 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Third Party Programs (Carry forward)
 3. Banner Computer System Security and Access (Carry forward)
 4. Clery Act, Title IX, and Violence Against Women Act (VAWA) (Carry forward)
 5. Travel
 6. Memorandum of Understanding (MOU's) for Early College High Schools and Dual Credit;
 7. Blueprint Expectations for Early College High Schools;
 8. Science Lab Safety and Storage Compliance
 9. Human Resources Processes – Faculty Credentials
 10. Contractor Adherence to Prevailing Wage Rate Determination
 11. Faculty Overloads & Stipends
 12. Travel
 13. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment

Enclosed Documents - The list of Internal Audits conducted for FY 2005 - 2006 through FY 2019 - 2020 was provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the July 9, 2019 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Mr. Abdullah noted that the proposed project list included "Travel" under item #5 and #12, and recommended that the duplicate listing be deleted. He otherwise recommended approval of the list as presented.

Upon a motion by Mr. Roy de León and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2019 - 2020 as presented. 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 7:09 p.m.

I certify that the foregoing are the true and correct Minutes of the July 9, 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 as Necessary on Interlocal Agreement for
 Transportation Services between South Texas College and the Lower Rio Grande
 Valley Development Council**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one year period of September 1, 2019 through August 31, 2020 will be requested at the August 27, 2019 Board meeting.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 28, 2018 for the period of September 1, 2018 through August 31, 2019.

The services include the Circulator (Yellow) and Park & Ride routes operated by the College. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus and Pecan Plaza.

In addition, the services include routes to the Mid Valley Campus (Purple Line) and Starr County Campus (Green Line), which are operated by the LRGVDC.

The annual operating costs for the services are as follows:

	Amount
Total Operating Cost for Services	\$1,531,028
Contributions:	
State/Federal Operating	(696,729)
City of Weslaco and Weslaco EDC Contribution	(78,292)
Total Contributions	\$775,021
Total Net Cost to STC	\$756,007
STC In-Kind and Direct Expenditures	558,360
STC Payment to LRGVDC	197,647
Total Net Cost to South Texas College	\$756,007

Annual Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,567	\$147,921	\$0	\$18,645
Starr (Green)	474,075	197,629	97,443	179,002
Circulator (Yellow)	514,225	227,239	286,986	0
Park & Ride	376,161	202,231	173,931	0
Total	\$1,531,028	\$775,021	\$558,360	\$197,647

The State/Federal Contributions in the amount of \$696,729 represent 50 percent of operating expenses, such as fuel, and salaries and benefits from bus drivers and other transportation staff, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2019, the cost to the College totaled \$526,141 for the Jag Express Intercampus Transportation Services. The City of Weslaco and the Economic Development Corporation of Weslaco contributed the amounts of \$39,236 and \$39,000, respectively.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College.

The FY 2018 and FY 2019 Ridership Report Comparison shows the number of riders using the South Texas College Jag Express routes. The ridership increased by 8,921 or 13.2%, from 67,377 in FY 2018 to 76,298 in FY 2019.

The responsibilities of South Texas College in this Agreement will be to:

- 1) To operate and maintain eight (8) buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2019 - 2020.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, Comptroller, and by the College's Legal Counsel.

Enclosed Documents - A copy of the Interlocal Agreement and Ridership follows in the packet for the Committee's information and review.

Presenters – Ms. Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC) will present the information on this initiative. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 13, 2019 Finance and Human Resources committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 27, 2019 Board meeting, the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), as presented.

**South Texas College
FY 2018 and FY 2019 Ridership Report Comparison**

FY2019

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	833	886	694	284	348	727	535	764	358	263	5,692
61	RGC West	56	85	101	51	81	89	52	77	62	37	691
62	RGC East	28	78	99	48	49	90	53	96	71	49	661
DR-RGC	Demand Response - RGC	53	91	86	70	42	48	21	19	37	-	467
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	Mid Valley/Nursing	913	1,129	848	322	494	1,163	743	900	401	146	7,059
Green Line	Starr/Pecan	2,913	3,436	2,632	1,075	1,189	2,366	1,740	2,416	644	579	18,990
Yellow Line	Pecan/Tech/Nursing	3,247	4,582	2,918	1,152	1,219	2,669	3,369	2,450	1,149	282	23,037
Park & Ride	Park & Ride	4,047	3,848	2,920	1,003	1,416	2,286	1,516	1,697	760	208	19,701
Total		12,090	14,135	10,298	4,005	4,838	9,438	8,029	8,419	3,482	1,564	76,298

FY2018

Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Connecting Service												
60	Greenline Roma	905	1,014	900	405	392	671	437	679	215	306	5,924
61	RGC West	237	303	197	170	171	211	189	270	194	77	2,019
62	RGC East	116	148	117	90	103	134	118	152	112	17	1,107
DR-RGC	Demand Response - RGC	235	17	77	5	-	-	-	-	-	-	334
STC Direct Service												
Routes	Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Purple Line	Mid Valley/Nursing	918	967	840	320	411	695	476	752	435	244	6,058
Green Line	Starr/Pecan	2,311	2,640	2,444	1,109	1,352	1,305	1,694	2,347	967	971	17,140
Yellow Line	Pecan/Tech/Nursing	3,055	3,262	2,719	1,075	1,606	2,533	1,795	2,373	762	399	19,579
Park & Ride	Park & Ride	3,399	3,424	2,396	717	1,299	1,603	917	1,173	288	-	15,216
Total		11,176	11,775	9,690	3,891	5,334	7,152	5,626	7,746	2,973	2,014	67,377

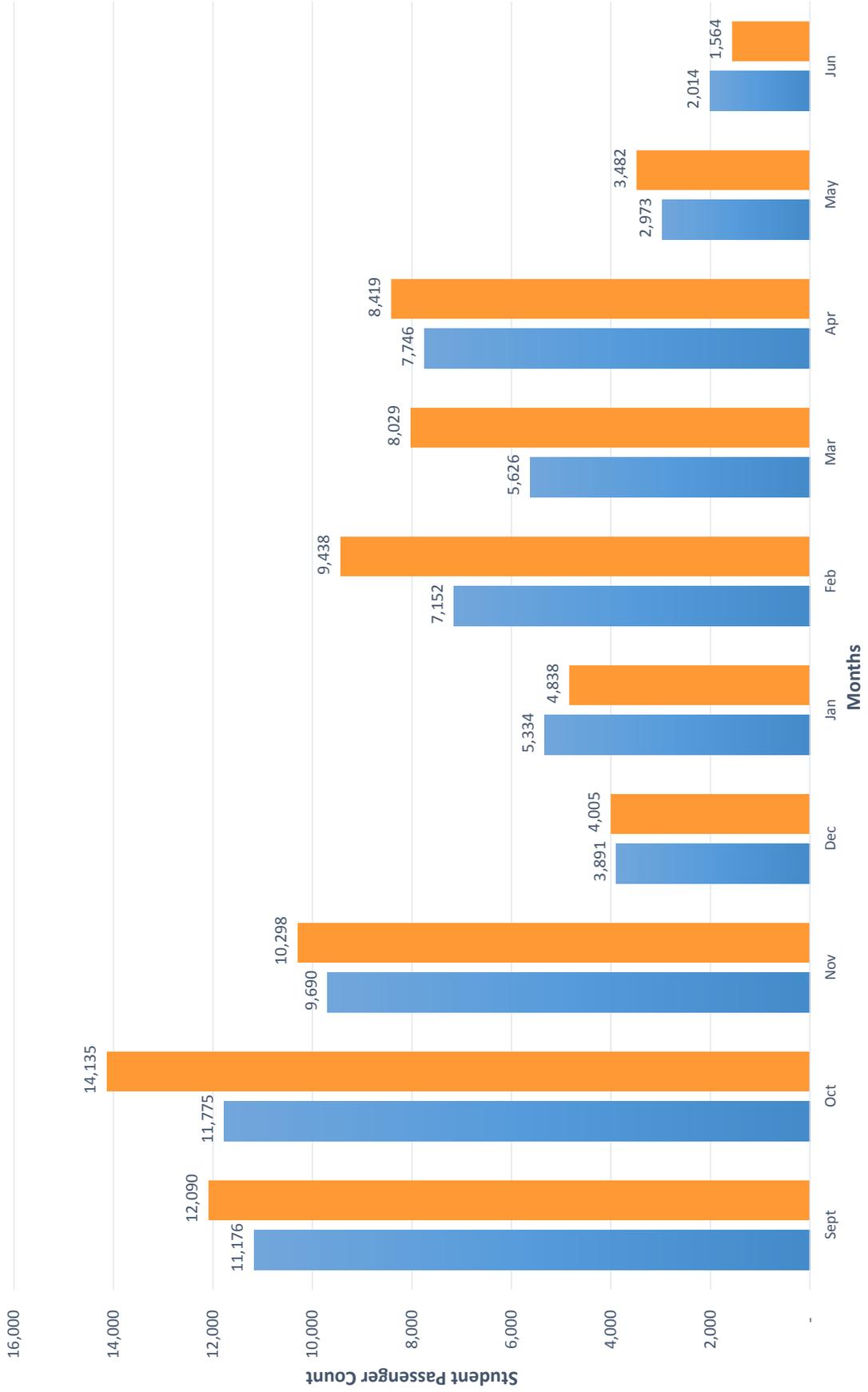
Difference between FY19 & FY18 914 2,360 608 114 (496) 2,286 2,403 673 509 (450) 8,921

**Comparison - STC Student Passenger Count
FY2018 and FY2019**

September 1 through June 30

Based on LRGVDC Ridership Reports

■ FY2018 ■ FY2019

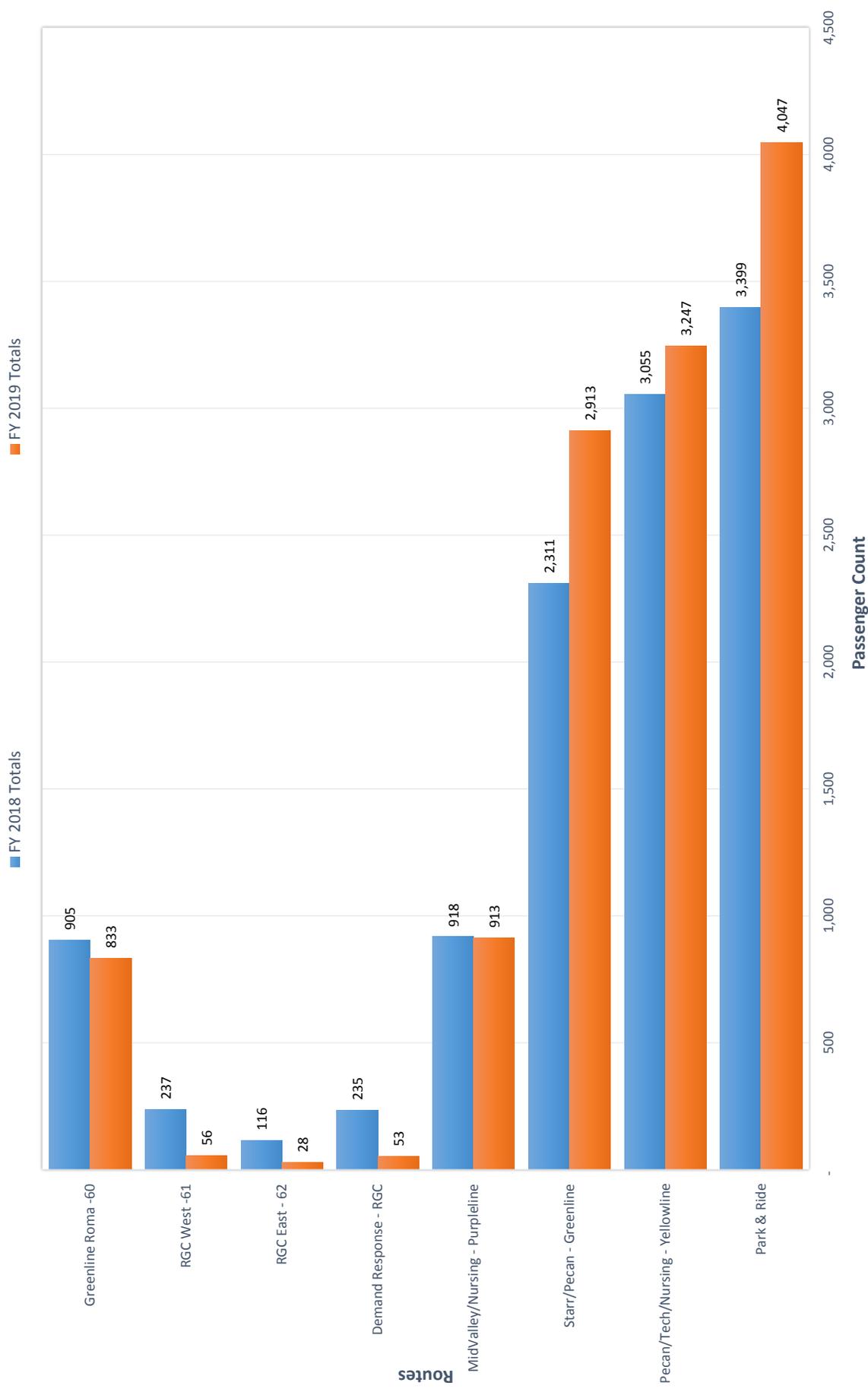


Ridership Comparison

FY2018 - FY2009

September 1 through June 30

Based on LRGVDC Ridership Reports



**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2019**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns eight (8) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) and Park & Ride transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Mid Valley and Starr County campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements as referenced in the attached LRGVDC Title VI – Exhibit C;
4. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
5. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and

10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating the Purple and Green Line routes, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain eight (8) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit D, for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations.
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, and capital expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$429,470.11 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$98,823.84 for the Fall 2019 semester and \$98,823.83 for the Spring 2020 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$39,292.00 and from the Economic Development Corporation of Weslaco in the amount of \$39,000.00 for the Fall 2019 and Spring 2020 semesters.

B. Match/In-Kind Report

Match/In-Kind Report "Match/In-Kind Report" refers to:

- (a) The personnel services provided by the College in performing its obligations under this Agreement. The amount of "in-kind" will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) The College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation thirty (30) days after the ending of each fiscal year quarter (November, February, May, and August). The report will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2019** and expires on **August 31, 2020**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Lt. Ruben Suarez, Acting Chief of Police
Phone: 956-872-2300
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Elizondo, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Ron Garza, Executive Director for LRGVDC
Phone: 956-682-3481
Email: rongarza@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. The College may request Valley Metro to provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public

transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.

2. The College will use its own staff and buses to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these buses to ensure buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto primary liability on all College owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for buses used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract upon request of the College.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

**Lower Rio Grande Valley Development
Council**

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

Ron Garza
Executive Director

Date

Date

Services

MONDAY – FRIDAY

With Limited Service on Friday

OPEN TO THE PUBLIC

JagExpress Intercampus Routes are **FREE** and Sponsored by **STC**

Limited Service is defined as only 1 Yellow Line bus*

SERVING

- STC Pecan Campus
- City of Mission - La Placita
- STC Technology Campus
- City of Roma
- STC Nursing & Allied Health Campus
- Pharr City Hall
- STC Starr County Campus
- Border Town
- STC Mid Valley Campus
- Jesse's Meat Market
- Stripes Convenience Store
- Higher Education Center at La Joya

40

YELLOW LINE

This JagExpress Line is completely operated by South Texas College, meaning all its stops are at the McAllen campuses. Five buses **operate from Monday through Thursday and only one bus operates on Friday.**

GREEN LINE

Like our Yellow Line, the Valley Metro-operated Green Line **operates Monday - Friday with limited service on Fridays.** You can catch a ride with the Green Line at various locations throughout the Valley including HEB, Stripes and Border Town. Green line routes are from Roma to McAllen.

PURPLE LINE

The Valley Metro Purple Line operates **one bus from Monday through Friday.** Purple line routes are from Weslaco to McAllen.

Exhibit A

Free Park & Ride Service

4100 W. Pecan Blvd., McAllen
Monday – Thursday • 7 a.m. – 6 p.m.
*No Parking Permit Required

A Program of South Texas College
southtexascollege.edu/jagexpress

South Texas College JagExpress
956-872-2589



JAG EXPRESS

Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.
FY 17-18 LF 8/18

Semester Breakdown

FALL 2019

Limited Service Fri. Schedule Begins Aug. 19, 2019
Full Service Begins August 26, 2019
Full Service Ends December 15, 2019

SPRING 2020

Limited Service Fri. Schedule Begins Jan. 13, 2020
Full Service Begins January 21, 2020
Full Service Ends May 17, 2020

SUMMER 2020

Limited Service Begins Fri. Schedule Begins June 1, 2020
Limited Service Ends Fri. Schedule Ends Aug. 9, 2020

BREAKS IN SERVICE

Labor Day September 2, 2019
Professional Development Day September 27, 2019
Thanksgiving Nov. 28 - Dec. 1, 2019
Winter Break Dec. 16, 2019 - Jan. 12, 2019
**Please note South Texas College opens on January 21. Classes begin January 21.*
MLK Day January 20, 2020
Professional Development Day February 14, 2020
Spring Break March 16 - 22, 2020
Semester Break April 9 - 12, 2020
Memorial Day May 25, 2020
Independence Day July 3, 2020



YELLOW LINE

*Only 1 bus operates on Fridays

- ROUTE 1:** Monday - Thursday
Pecan → Tech → Pecan
7:00 AM to 5:00 PM
Monday - Thursday
7:00 AM to 4:45 PM
 - ROUTE 2:** Pecan → Tech → Pecan
Monday - Thursday
7:00 AM to 4:40 PM
 - ROUTE 3:** Pecan → NAH → Pecan
Monday - Thursday
7:00 AM to 4:45 PM
 - ROUTE 4:** Pecan → NAH → Pecan
Monday - Thursday
7:25 AM to 5:10 PM
 - ROUTE 5:** NAH → Tech → NAH
Monday - Thursday
7:20 AM to 5:40 PM
- † Friday
 ‡ Friday Lunch: 12 PM - 1 PM
 † Friday Schedule Times
 ‡ Color variation for AM and PM

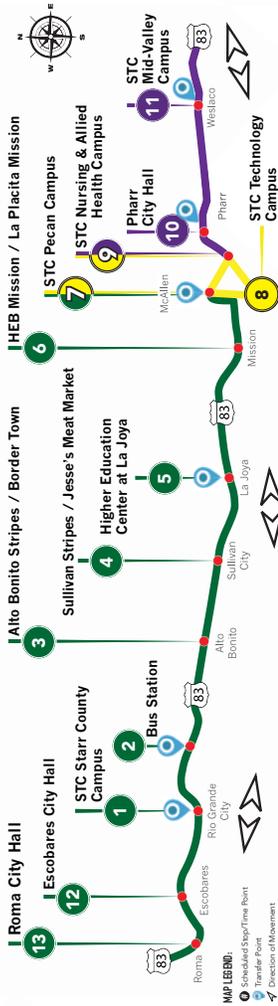
Route	Pecan	NAH	Tech	NAH	Pecan
1	7:00	7:20	7:40	7:40	7:40
2	7:00	7:20	7:40	7:40	8:00
1	7:40	8:00	8:20	8:20	8:20
2	8:00	8:20	8:40	8:40	8:40
1	8:20	8:40	9:00	9:00	9:00
2	8:40	9:00	9:20	9:20	9:20
1	9:20	9:40	10:00	10:00	10:00
2	9:40	10:00	10:20	10:20	10:20
1	10:00	10:20	10:40	10:40	10:40
2	10:20	10:40	11:00	11:00	11:00
1	10:40	11:00	11:20	11:20	11:20
2	11:00	11:20	11:40	11:40	11:40
1	11:20	11:40	12:00	12:00	12:00
2	12:00	12:20	12:45 pm	12:45 pm	12:40
1	1:00	1:20	1:40	1:40	1:40
2	1:40	2:00	2:20	2:20	2:20
1	2:00	2:20	2:40	2:40	2:40
2	2:20	2:40	3:00	3:00	3:00
1	2:40	3:00	3:20	3:20	3:20
2	3:00	3:20	3:40	3:40	3:40
1	3:20	3:40	4:00	4:00	4:00
2	3:40	4:00	4:20	4:20	4:20
1	4:00	4:20	4:40	4:40	4:40 (END)
2	4:20	4:40	5:00	5:00	5:00
1	5:00	5:20	5:40	5:40 († END)	5:40 († END)
2	5:20	5:40	6:00	6:00 († END)	6:00 († END)
1	6:00	6:20	6:40	6:40	7:00
2	7:00	7:20	7:40	7:40	8:00 (END)



Route	Pecan	NAH	Tech	NAH	Pecan
3	7:00	7:25	7:50	7:50	7:50
4	7:25	7:50	8:15	8:15	8:15
3	7:50	8:15	8:40	8:40	8:40
4	8:15	8:40	9:05	9:05	9:05
3	8:40	9:05	9:30	9:30	9:30
4	9:05	9:30	9:55	9:55	9:55
3	9:30	9:55	10:20	10:20	10:20
4	9:55	10:20	10:45	10:45	10:45
3	10:20	10:45	11:10	11:10	11:10
4	10:45	11:10	11:35	11:35	11:35
3	11:35	12:00	LUNCH : 11:15 am - 12:15 pm		
4	12:35	1:00	12:25	12:25	12:25
3	1:25	1:50	LUNCH : 12:30 pm - 1:30 pm		
4	1:50	2:15	2:15	2:15	2:15
3	2:15	2:40	2:40	2:40	2:40
4	2:40	3:05	3:05	3:05	3:05
3	3:05	3:30	3:30	3:30	3:30
4	3:30	3:55	3:55	3:55	3:55
3	3:55	4:20	4:20	4:20	4:20
4	4:20	4:45	4:45 (END)	4:45 (END)	4:45 (END)
3	4:45	5:10	5:10 (END)	5:10 (END)	5:10 (END)

Route	Pecan	NAH	Tech	NAH	Pecan
5	7:20	7:40	8:00	8:00	8:00
5	8:20	8:40	9:00	9:00	9:20
5	9:40	10:00	10:40	10:40	10:40
5	10:20	10:40	11:20	11:20	11:20
5	11:00	11:40	12:00	12:00	12:00
5	1:40	2:00	2:20	2:20	2:40
5	2:40	3:00	3:20	3:20	3:40
5	3:40	4:00	4:20	4:20	4:40
5	4:40	5:00	5:20	5:20	5:40
5	5:40	6:00	6:20	6:20	6:40
5	6:40	7:00	7:20	7:20	7:40
5	7:40	8:00	8:20	8:00	8:00 (END)

ALL SHUTTLE BUS ROUTES



PURPLE LINE

*Only 1 bus operates Monday - Friday / Line Routes from Weslaco to McAllen

Valley Metro

1-800-574-8322

STC MidValley Campus	Rio Grande City	Escobares City Hall	STC Starr County Campus	Bus Station	Alto Bonito	Sullivan Stripes	La Joya	HEB Mission	Pecan Campus	La Placita Mission	Jesse's Meat Market	Border Town	Bus Station	STC Starr Campus	NAH Campus
6:40	7:05	7:25	7:50	8:00	8:20	8:30	8:40	9:05	9:10	9:25	9:45	9:55	10:20	10:25	10:30
7:15	7:40	7:50	8:00	8:15	8:35	8:45	8:55	9:10	9:15	9:30	9:45	9:55	10:20	10:25	10:30
7:55	8:20	8:30	8:40	8:55	9:05	9:15	9:25	9:40	9:45	9:55	10:10	10:15	10:35	10:40	10:45
8:25	8:50	9:00	9:10	9:25	9:35	9:45	9:55	10:10	10:15	10:25	10:40	10:45	10:55	11:00	11:05
8:55	9:20	9:30	9:40	9:55	10:05	10:15	10:25	10:40	10:45	10:55	11:10	11:15	11:25	11:30	11:35
9:25	9:50	10:00	10:10	10:25	10:35	10:45	10:55	11:10	11:15	11:25	11:40	11:45	11:55	12:00	12:05
9:55	10:20	10:30	10:40	10:55	11:05	11:15	11:25	11:40	11:45	11:55	12:10	12:15	12:25	12:30	12:35
10:25	10:50	11:00	11:10	11:25	11:35	11:45	11:55	12:10	12:15	12:25	12:40	12:45	12:55	13:00	13:05
10:55	11:20	11:30	11:40	11:55	12:05	12:15	12:25	12:40	12:45	12:55	13:10	13:15	13:25	13:30	13:35
11:25	11:50	12:00	12:10	12:25	12:35	12:45	12:55	13:10	13:15	13:25	13:40	13:45	13:55	14:00	14:05
11:55	12:20	12:30	12:40	12:55	13:05	13:15	13:25	13:40	13:45	13:55	14:10	14:15	14:25	14:30	14:35
12:25	12:50	13:00	13:10	13:25	13:35	13:45	13:55	14:10	14:15	14:25	14:40	14:45	14:55	15:00	15:05
12:55	13:20	13:30	13:40	13:55	14:05	14:15	14:25	14:40	14:45	14:55	15:10	15:15	15:25	15:30	15:35
13:25	13:50	14:00	14:10	14:25	14:35	14:45	14:55	15:10	15:15	15:25	15:40	15:45	15:55	16:00	16:05
13:55	14:20	14:30	14:40	14:55	15:05	15:15	15:25	15:40	15:45	15:55	16:10	16:15	16:25	16:30	16:35
14:25	14:50	15:00	15:10	15:25	15:35	15:45	15:55	16:10	16:15	16:25	16:40	16:45	16:55	17:00	17:05
14:55	15:20	15:30	15:40	15:55	16:05	16:15	16:25	16:40	16:45	16:55	17:10	17:15	17:25	17:30	17:35
15:25	15:50	16:00	16:10	16:25	16:35	16:45	16:55	17:10	17:15	17:25	17:40	17:45	17:55	18:00	18:05
15:55	16:20	16:30	16:40	16:55	17:05	17:15	17:25	17:40	17:45	17:55	18:10	18:15	18:25	18:30	18:35
16:25	16:50	17:00	17:10	17:25	17:35	17:45	17:55	18:10	18:15	18:25	18:40	18:45	18:55	19:00	19:05
16:55	17:20	17:30	17:40	17:55	18:05	18:15	18:25	18:40	18:45	18:55	19:10	19:15	19:25	19:30	19:35
17:25	17:50	18:00	18:10	18:25	18:35	18:45	18:55	19:10	19:15	19:25	19:40	19:45	19:55	20:00	20:05
17:55	18:20	18:30	18:40	18:55	19:05	19:15	19:25	19:40	19:45	19:55	20:10	20:15	20:25	20:30	20:35
18:25	18:50	19:00	19:10	19:25	19:35	19:45	19:55	20:10	20:15	20:25	20:40	20:45	20:55	21:00	21:05
18:55	19:20	19:30	19:40	19:55	20:05	20:15	20:25	20:40	20:45	20:55	21:10	21:15	21:25	21:30	21:35
19:25	19:50	20:00	20:10	20:25	20:35	20:45	20:55	21:10	21:15	21:25	21:40	21:45	21:55	22:00	22:05
19:55	20:20	20:30	20:40	20:55	21:05	21:15	21:25	21:40	21:45	21:55	22:10	22:15	22:25	22:30	22:35
20:25	20:50	21:00	21:10	21:25	21:35	21:45	21:55	22:10	22:15	22:25	22:40	22:45	22:55	23:00	23:05
20:55	21:20	21:30	21:40	21:55	22:05	22:15	22:25	22:40	22:45	22:55	23:10	23:15	23:25	23:30	23:35
21:25	21:50	22:00	22:10	22:25	22:35	22:45	22:55	23:10	23:15	23:25	23:40	23:45	23:55	24:00	24:05
21:55	22:20	22:30	22:40	22:55	23:05	23:15	23:25	23:40	23:45	23:55	24:10	24:15	24:25	24:30	24:35
22:25	22:50	23:00	23:10	23:25	23:35	23:45	23:55	24:10	24:15	24:25	24:40	24:45	24:55	25:00	25:05
22:55	23:20	23:30	23:40	23:55	24:05	24:15	24:25	24:40	24:45	24:55	25:10	25:15	25:25	25:30	25:35
23:25	23:50	24:00	24:10	24:25	24:35	24:45	24:55	25:10	25:15	25:25	25:40	25:45	25:55	26:00	26:05
23:55	24:20	24:30	24:40	24:55	25:05	25:15	25:25	25:40	25:45	25:55	26:10	26:15	26:25	26:30	26:35
24:25	24:50	25:00	25:10	25:25	25:35	25:45	25:55	26:10	26:15	26:25	26:40	26:45	26:55	27:00	27:05
24:55	25:20	25:30	25:40	25:55	26:05	26:15	26:25	26:40	26:45	26:55	27:10	27:15	27:25	27:30	27:35
25:25	25:50	26:00	26:10	26:25	26:35	26:45	26:55	27:10	27:15	27:25	27:40	27:45	27:55	28:00	28:05
25:55	26:20	26:30	26:40	26:55	27:05	27:15	27:25	27:40	27:45	27:55	28:10	28:15	28:25	28:30	28:35

EXHIBIT B

FEDERAL TRANSIT ADMINISTRATION CERTIFICATION AND ASSURANCES page 1 of 2

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council

The Applicant certifies to the applicable provisions of categories 01-18.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

EXHIBIT B

FEDERAL TRANSIT ADMINISTRATION CERTIFICATION AND ASSURANCES page 2 of 2

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____

Date: 3/20/19

Name Ron Garza, Executive Director – LRGVDC

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lower Rio Grande Valley Development Council (LRGVDC)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____

Date: 3-23-19

Name Juan J. Hinojosa

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

EXHIBIT C

TITLE VI - SUMMARY

(Circular 4702.1B "Title VI Requirements and Guidelines")

Title VI/LEP/EJ Policy



Lower Rio Grande Valley Development Council
Regional Transit Services Department
(Valley Metro)



June 26, 2019
As approved by the LRGVDC
Board of Directors

(for Complete Title VI documents contact LRGVDC)

EXHIBIT D VEHICLE LISTING

STC Shuttle Buses										
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	Owner	UNIT #	Route Assignment	
1	2010	Ford	E-450	1FDFE4FS7ADA69981	Gas	1033686	STC	31	Both	
2	2010	Ford	E-450	1FDFE4FS8ADA69987	Gas	1033687	STC	32	Both	
3	2012	Ford	E-550	1FDGF5GY8CEA33854	Gas	1134132	STC	57	Both	
4	2015	Chevrolet	4500	1GB6G5BGXF1210173	Gas	1190616	VM	1511	Both	
5	2015	Chevrolet	4500	1GB6G5BG1F1209980	Gas	1190618	VM	1512	Both	
6	2015	Chevrolet	4500	1GB6G5BG2F1224861	Gas	1190619	VM	1513	Both	
7	2017	Freightliner	Glaval Concorde II	4UZADRDU7HCHZ3848	Diesel	1366988	STC	89	Both	
8	2017	Freightliner	Glaval Concorde II	4UZADRDU3HCJA0881	Diesel	1337711	STC	90	Both	
9	2016	Ford	E-450	1FDFE4FSXHD01285	Gas	1137712	STC	91	Both	
10	2017	Ford	E-450	1FDFE4F57JDC2651	Gas	1387939	STC	146	Both	
11	2018	Ford	E-450	1FDFE4F56JDC31311	Gas	35115G2 (temp plate)	STC	171	Both	

received Summer
2018

received April 2019

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

Approval of the following award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements will be requested at the August 27, 2019 Board meeting.

These items are being purchased 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 Proposal**
- C. Contract Extension**
- D. Purchases and Renewals**
 - a. Instructional Item**
 - b. Non-Instructional Items**
 - c. Technology Items**
- E. Interlocal Agreements**

A. Award of Proposals

1) Maintenance and Repair Parts, Materials, and Supplies (Award)

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2019 through August 31, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendors (City, State)	
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior’s, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
International Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)

Vendors (City, State)	
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Peña/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

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

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

Background – Proposal documents were advertised on June 17, 2019 and June 24, 2019 and issued to forty (40) vendors. Twenty-two (22) responses were received on July 2, 2019 and reviewed by Facilities Operations and Maintenance and the Purchasing Department and are included in the above table.

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

2) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$183,910.00.

Purpose – The Office of Public Relations and Marketing is requesting services for printing of publications and general purpose printing for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

- a. Printing Projects – At an estimated amount of \$83,910.00 to the following vendors in the amounts listed below:

Projects FY 2019 - 2020	Vendor	Amount
Official College Stationary / Business Cards	Copy Craft Printers/ dba Slate Group (Lubbock, TX)	\$20,000.00
Student Catalog	EP Graphics, Inc. (Berne, IN)	\$14,090.00

Projects FY 2019 - 2020	Vendor	Amount
Graduation (Commencement) Announcements and Envelopes	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$1,020.00
Graduation (Commencement) Programs	San Antonio Printing (McAllen, TX)	\$48,800.00

b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following six (6) vendors:

Vendors (City/State)	
Copy Craft Printers/ dba Slate Group (Lubbock, TX)	Copy Plus, LLC. (McAllen, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply, Inc. (San Antonio, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copiers, types of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on June 24, 2019 and July 1, 2019 and issued to nine (9) vendors. Eight (8) responses were received on July 9, 2019 and reviewed by Public Relations and Marketing and the Purchasing Department, and six (6) vendors are included in the above table.

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

3) Purchase and Installation of Irrigation System Equipment (Award)

Award the proposal for purchase and installation of irrigation system equipment to **Aqua Tech** (McAllen, TX), at a total amount of \$65,000.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of irrigation system equipment to be installed at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses. The systems will be for the existing buildings not the new bond buildings.

Justification and Benefit – The purchase is necessary to upgrade antiquated equipment to improve the irrigation system to enhance the beautification of each of the South Texas College campuses. The new equipment will allow better control of zones through the district as well as provide access to multiple users who can provide faster assistance and response as needed.

Background – Proposal documents were advertised on June 24, 2019 and July 1, 2019 and issued to eleven (11) vendors. Five (5) responses were received on July 16, 2019 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

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

B. Rejection of Proposal

4) Merchant Services (Reject)

Reject the proposals received for merchant services due to the incomplete documentation that was received from the vendors.

C. Contract Extension

5) Merchant Services (Contract Extension)

Approve contract extension for merchant services (card processing) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through January 31, 2020, at an estimated annual amount of \$154,200.00.

Purpose – The Business Office is requesting to extend the current merchant services contract for an additional five (5) months. The Board awarded the current contract at the October 28, 2014 Board of Trustees meeting for two years with three one-year options to renew.

Justification and Benefit – The contract extension is needed to continue the merchant services that allow the College to accept credit card or bank debit card transactions using online payments, in-person payments or point of sale systems without interruption. Credit and debit card payments are processed at the cashiers and cafeterias throughout the College district.

It is also needed to allow time for re-solicitation and evaluation of proposals and the implementation period, which may be required under a new contract.

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

D. Purchases and Renewals (D-a. Instructional Item)

6) Testing Materials (Purchase)

Purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from the **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$50,000.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty-five thousand (35,000) tests units, which will be used through Fall 2019, Spring 2020, and Summer 2020 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results in the areas of reading, writing, and math so that they are able to complete advisement and registration.

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

D. Purchases and Renewals (D-b. Non – Instructional Items)

7) Beverage Products (Renewal)

Renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2019 through October 12, 2020, at an estimated amount of \$52,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College.

Purpose – Food Service is requesting to renew the contract for beverage products, which will be sold at the cafeterias operated by South Texas College.

Justification and Benefits – The beverage products will be purchased by the South Texas College Cafeterias located at the Pecan, Mid Valley, Nursing and Allied Health, and Technology campuses to provide fountain drinks for students, faculty, and staff. This also includes the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices.

Background – The Board awarded the contract for beverage products at the August 22, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 13, 2019 and ends October 12, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/17	10/13/17 – 10/12/18	2 – one year options
1 st Renewal	8/28/18		10/13/18 – 10/12/19
2 nd Renewal	8/27/19		10/13/19 – 10/12/20

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 Food Services budget for FY 2019 – 2020 pending Board approval of the budget.

8) Custodial Supplies (Renewal)

Renew the custodial supplies contracts for the period beginning August 18, 2019 through August 17, 2020, at an estimated amount of \$250,000.00 based on prior year expenditures. The vendors are as follows:

- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
- Secondary: **Rio Paper and Supply, LLC.** (Pharr, TX)

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting to renew the contract for custodial supplies used throughout the district, which includes cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

Justification and Benefit – The custodial supplies are needed for the day-to-day cleaning and maintenance of all South Texas College facilities.

Background – The Board awarded the contracts for custodial supplies at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 18, 2019 and ends August 17, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	8/18/18 – 8/17/19	2 – one year options
1 st Renewal	8/27/19		8/18/19 – 8/17/20

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 Custodial budget for FY 2019 – 2020 pending Board approval of the budget.

9) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$475,000.00 based on prior year expenditures. The vendors are as follows:

- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

Purpose – It is requested to renew the contracts for office supplies, which will include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, and tape.

Justification and Benefit – The office supplies are needed for the day-to-day operation of the College’s instructional programs and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items.

Background – The Board awarded the office supplies at the September 19, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2019 and September 30, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	10/1/17 – 9/30/18	2 – one year options
1 st Renewal	8/28/18		10/1/18 – 9/30/19
2 nd Renewal	8/27/19		10/1/19 – 9/30/20

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 2019 – 2020 pending Board approval of the budget.

10) Pest Control Services (Renewal)

Renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$18,719.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and centers.

Justification and Benefit – The pest control services includes monthly service at all six (6) cafeterias and warehouse, quarterly pest control service and annual termites/fleas service for all buildings through the College district.

Background – The Board awarded the contract for pest control services at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2019 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	9/1/18 – 8/31/19	2 – one year options
1 st Renewal	8/27/19		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 Maintenance budget for FY 2019 – 2020 pending Board approval of the budget.

11) Professional Recruitment Services (Renewal)

Renew the professional recruitment services contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.00 per position. The vendors are as follows:

- **Myers McRae, Inc.** (Macon, GA)
- **Gold Hill Associates** (Jackson, MS)
- **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

Purpose – The Office of Human Resources, Vice Presidents, and Office of the President are requesting to renew the professional recruitment services to assist the College with recruitment efforts to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions.

Justification and Benefit – The College seeks to retain the services of qualified talent search firms with experience in recruitment of high-level executive positions in higher education. These firms have access to databases of available talent and maintain contact with a nationwide network of potential candidates. This gives them the ability to expedite the identification of talent the College seeks and will supplement the recruiting efforts of the College’s Office of Human Resources.

Background – The Board awarded the contracts for professional recruitment services at the August 28, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2019 through August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/28/18	9/1/18 – 8/31/19	2 – one year options
1 st Renewal	8/27/19		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 Human Resources budget for FY 2019 – 2020 pending Board approval of the budget.

D. Purchases and Renewals (D-c. Technology Items)

12) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR), for the Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$383,218.86.

Purpose – Information Technology is requesting to renew the maintenance and support agreement for the Banner applications and existing third party applications that work with the Banner System.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner Human Resources, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, Electronic Data Interchange (EDI) Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Degree Works, Degree Works Transfer Equivalency, Financial Aid Federal Methodology (FM) Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite,

Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite. The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

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

13) Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.**, (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$244,475.67.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College’s cashiering system that is used throughout the College district.

Justification and Benefit – The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by the South Texas College staff.

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

14) Email Security Software License Agreement (Renewal)

Renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resource (DIR) approved vendor, for the period beginning September 30, 2019 through September 29, 2020, at an estimated amount of \$47,423.70.

Purpose – Information Security is requesting to renew the agreement for email security cloud solution, Proofpoint, to protect Office 365 email services from inbound cyber-attacks, and to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. We need to protect the service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

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

15) Enterprise Software License and Maintenance Agreements (Renewal)

Renew the enterprise software license and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through January 11, 2021, at an estimated amount of \$81,164.00.

Purpose – Information Technology is requesting to renew the enterprise software license and maintenance agreements used on computers at all campuses, ticketing system license used by the Information Services and Planning (IS&P) Help Desk, and monitoring and alert systems in the College’s data backup storage systems.

Justification and Benefit – The software license are installed on the student lab computers and classroom computers throughout all the college’s campuses and remote sites. The software retains the computer’s original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime.

The ticketing system license is used by the IT Help Desk to keep track of any technical support issue called in by the South Texas College faculty, staff, and students using the support ticketing system license.

The UPS devices provide uninterrupted power supply to datacenter equipment and the brocade switches provide critical data connectivity from some of the major applications such as E-mail, Banner, and JagNet. The maintenance includes 24-hour, year round support for the hardware and software.

Information Technology uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

Funds for this expenditure are budgeted in the IT Risk and Security, Client Services, Technology Support Services, and Systems and Networking budgets for FY 2019 – 2020 pending Board approval of the budget.

16) Internet Service – Pecan Campus (Renewal)

Renew the internet service - Pecan Campus contract with Time Warner Cable Texas, LLC. (Spectrum Enterprise) through the **State of Texas Department of Information Resources – TEXAN** (DIR) (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00.

Purpose – Information Technology is requesting to renew the agreement for direct internet service to the Pecan Campus. This service is also distributed throughout the College district from the Pecan Campus.

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.

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

17) Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Insight Public Sector, Inc.** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$192,608.22.

Purpose – Information Technology is requesting to renew the network hardware and software maintenance agreement for the College network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure, which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner.

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

18) Oracle License Maintenance Agreement (Renewal)

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$475,000.00.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of 24,318 for each type of license, which is used for the College’s administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

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

19) Public Website Hosting Services (Renewal)

Renew the public website hosting services with **Rackspace US, Inc./ dba Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$92,551.32.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College’s website hosting service.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine system maintenance. The service also provides redundancy to the College’s public website in the event of a shutdown of computing resources at the College.

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

20) Server Maintenance Agreements (Renewal)

Renew the server maintenance agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$134,901.67.

Purpose – Information Technology is requesting to renew the server maintenance agreements for all the Dell servers.

Justification and Benefit – The agreements will include maintenance and support that is provided twenty-four (24) hours year round for the College’s computer servers. It will also include the servers used by the surveillance cameras located throughout the district.

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

21) Systems Appliance Maintenance Agreement (Renewal)

Renew the systems appliance maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$54,786.92.

Purpose – Information Technology is requesting to renew the maintenance agreement for the F5 system appliances.

Justification and Benefit – The F5 appliances provide high availability, security, and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, JagParking, and Dual Enrollment. The agreement covers the maintenance and technical support of the appliances and provides twenty (24) hour year round support.

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

22) VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period

beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$41,444.17.

Purpose – Information Technology is requesting to renew the maintenance agreement for the College’s virtual server infrastructure.

Justification and Benefit – The maintenance agreement offers twenty-four (24) hour, year round technical support for the College’s virtual servers. These virtual servers host many applications and websites that are used college wide by various departments.

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

E. Interlocal Agreements

23) Training Services (Interlocal Agreements)

Approve interlocal agreements for training services with various districts, for the period beginning September 1, 2019 through August 31, 2020, at zero tuition.

Purpose – Through interlocal agreements, Continuing Professional, and Workforce Education is requesting to provide training services with the following nine (9) districts: Edcouch-Elsa ISD, La Joya ISD, McAllen ISD, Mission ISD, Pharr San Juan Alamo ISD, Rio Grande City ISD, Sharyland ISD, Weslaco ISD, and Vanguard Academy. The agreement is to provide courses at the high school districts with an intent to provide skills that will allow juniors and seniors an opportunity to gain employment.

Justification and Benefit – South Texas College will provide curriculum, professional development, and pay a stipend to the high school trainer, while the school district provides the facility and designated trainer. This partnership will provide an open opportunity to local district (juniors and seniors) an opportunity to acquire skills needed for a gainful employment opportunity.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 27, 2019 Board meeting the award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements as listed below:

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

A. Award of Proposals

- 1) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2019 through August 31, 2020 with two one-year options to renew, at an estimated amount of \$160,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Architectural Division 8, Inc. (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Dealers Electrical Supply (McAllen, TX)	Diaz Floors & Interior's, Inc. (Pharr, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
International Supplier Larey, Inc./dba International Industrial Supply, Co. (Brownsville, TX)	Interstate Batteries of the RGV (McAllen, TX)
Johnson Supply (Pharr, TX)	Johnstone Supply (Pharr, TX)
Lewis Mechanical Sales (Corpus Christi, TX)	Luna Glass, LLC. (McAllen, TX)
Martin Peña/dba Delta Specialties Sign & Supply (Edinburg, TX)	Morrison Supply Company (McAllen, TX)
MSC Industrial Supply, Co. (Harlingen, TX)	Sherwin Williams, Co. (McAllen, TX)
Trane U.S.A. (Edinburg, TX)	Valley Armature & Electric (Edinburg, TX)

- 2) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$183,910.00.

- a. Printing Projects – At an estimated amount of \$83,910.00 to the following vendors in the amounts listed below:

Projects FY 2019 - 2020	Vendor	Amount
Official College Stationary / Business Cards	Copy Craft Printers/ dba Slate Group (Lubbock, TX)	\$20,000.00
Student Catalog	EP Graphics, Inc. (Berne, IN)	\$14,090.00
Graduation (Commencement) Announcements and Envelopes	UBEO, LLC./ dba Copy Zone (McAllen, TX)	\$1,020.00
Graduation (Commencement) Programs	San Antonio Printing (McAllen, TX)	\$48,800.00

- b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following six (6) vendors:

Vendors (City/State)	
Copy Craft Printers/ dba Slate Group (Lubbock, TX)	Copy Plus, LLC. (McAllen, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply, Inc. (San Antonio, TX)
San Antonio Printing (McAllen, TX)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

- 3) **Purchase and Installation of Irrigation System Equipment (Award):** award the proposal for purchase and installation of irrigation system equipment to **Aqua Tech** (McAllen, TX), at a total amount of \$65,000.00;

B. Rejection of Proposal

- 4) **Merchant Services (Reject):** reject the proposals received for merchant services due to the incomplete documentation that was received from the vendors;

C. Contract Extension

- 5) **Merchant Services (Contract Extension):** approve contract extension for merchant services (card processing) with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2019 through January 31, 2020, at an estimated annual amount of \$154,200.00;

D. Purchases and Renewals (D-a. Instructional Item)

- 6) **Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$50,000.00;

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

- 7) **Beverage Products (Renewal):** renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2019 through October 12, 2020, at an estimated amount of \$52,000.00, which is based on prior year expenditures. PepsiCo will also include a \$20,000.00 annual discretionary payment to the College;
- 8) **Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2019 through August 17, 2020, at an estimated amount of \$250,000.00 based on prior year expenditures. The vendors are as follows:
- Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
 - Secondary: **Rio Paper and Supply, LLC.** (Pharr, TX)
- 9) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2019 through September 30, 2020, at an estimated amount of \$475,000.00 based on prior year expenditures. The vendors are as follows:
- a. Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - b. Secondary: **Cielo Office Products** (McAllen, TX) and **Copy Plus, LLC.** (McAllen, TX)

- 10)Pest Control Services (Renewal):** renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$18,719.00;
- 11)Professional Recruitment Services (Renewal):** renew the professional recruitment services contracts for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$65,000.000 per position. The vendors are as follows:
 - a. **Myers McRae, Inc.** (Macon, GA)
 - b. **Gold Hill Associates** (Jackson, MS)
 - c. **Greenwood/Asher & Associates, Inc.** (Miramar Beach, FL)

D. Purchases and Renewals (D-c. Technology)

- 12)Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR), for the Texas Connection Consortium (TCC), for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$383,218.86;
- 13)Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$244,475.67;
- 14)Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2019 through September 29, 2020, at an estimated amount of \$47,423.70;
- 15)Enterprise Software License and Maintenance Agreements (Renewal):** renew the enterprise software license and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2019 through January 11, 2021, at an estimated amount of \$81,164.00;
- 16)Internet Service – Pecan Campus (Renewal):** renew the internet service - Pecan Campus contract with Time Warner Cable Texas, LLC. (Spectrum Enterprise) through the **State of Texas Department of Information Resources – TEXAN** (DIR) (Austin, TX), for the period beginning September 1, 2019 through August 31, 2020, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00;
- 17)Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector, Inc.** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$192,608.22;
- 18)Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$475,000.00;

- 19)Public Website Hosting Services (Renewal):** renew the public website hosting services with **Rackspace US, Inc./ dba Rackspace Hosting, Inc.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$92,551.32;
- 20)Server Maintenance Agreements (Renewal):** renew the server maintenance agreements with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$134,901.67;
- 21)Systems Appliance Maintenance Agreement (Renewal):** renew the systems appliance maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$54,786.92;
- 22)VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2019 through August 31, 2020, at an estimated amount of \$41,444.17;

F. Interlocal Agreements

- 23)Training Services (Interlocal Agreements):** approve interlocal agreements for training services with various districts, for the period beginning September 1, 2019 through August 31, 2020, at zero tuition.

Recommend Action - The total for all award of proposals, rejection of proposal, contract extension, purchases, renewals, and interlocal agreements is \$3,406,762.11.

1. SOUTH TEXAS COLLEGE
 MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
 PROJECT NO. 19-20-1005

	Architectural Division 8, Inc.	Burton Companies	Bush Supply Company	Central Plumbing & Electric Supply	Dealers Electrical Supply	Diaz Floors & Interior's, Inc.
ADDRESS	2810 N Expwy 77 Ste F	529 E Business 83	2308 W Trenton Rd	625 S Airport Dr	1401 E Upas Ave	1205 W Polk Ave
CITY/STATE/ZIP	Harlingen, TX 78552	Weslaco, TX 78596	Edinburg, TX 78539	Weslaco, TX 78596	McAllen, TX 78539	Pharr, TX 78577
PHONE	956-440-8160	956-968-3121	956-618-2874	956-968-8525	956-630-2233	956-787-0056
FAX		956-973-3228	956-618-3208	956-968-7903	956-630-3840	956-781-7917
CONTACT	Cliff Carnahan	C. Scott Vaughan	Juan Eraña	Gene Paul Pena	Jose Ric Olivarez	Andres Diaz
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Electrical Parts, Materials and Supplies					
	Discount		50%	40-90%	20%	20%
	Benchmark		Burton List Price	List Price	In-House Catalog	
2	Plumbing Parts, Materials and Supplies					
	Discount		50%		20%	
	Benchmark		Burton List Price		In-House Catalog	
3	Paint and Supplies					
	Discount		50%			
	Benchmark		Burton List Price			
4	Lawn and Garden Parts, Materials and Supplies					
	Discount		50%			
	Benchmark		Burton List Price			
5	Locksmith Parts, Supplies and Door Hardware					
	Discount	30%	50%			
	Benchmark	Current Allegion Brand Price Books	Burton List Price			
6	Lumber and Building Materials and Supplies					
	Discount					20%
	Benchmark					
7	Sprinkler Systems Parts and Supplies					
	Discount					
	Benchmark					
8	Welding Materials and Supplies					
	Discount		50%			
	Benchmark		Burton List Price			
9	HVAC Parts and Supplies					
	Discount		50%			
	Benchmark		Burton List Price			
10	Glass, Aluminum, and Store Front Materials					
	Discount					
	Benchmark					

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

1. SOUTH TEXAS COLLEGE
 MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
 PROJECT NO. 19-20-1005

		Ewing Irrigation	Fairway Supply, Inc.	Fastenal Company	Ferguson Enterprise	International Supplier Larey, Inc./dba International Industrial Supply, Co.	Interstate Batteries of the RGV
	ADDRESS	1312 E Upas	8814 Shoal Creek	225 N McColl Rd	705 E Expwy 83	3620 E 14th St	3317 W Expwy 83
	CITY/STATE/ZIP	McAllen, TX 78502	Austin, TX 78757	McAllen, TX 78501	Pharr, TX 78577	Brownsville, TX 78521	McAllen, TX 78503
	PHONE	956-661-9530	512-452-6300	956-682-1747	956-283-0137	956-982-1350	956-688-6060
	FAX	956-661-9533	512-452-8014		956-283-0560	956-982-1397	956-688-6067
	CONTACT	Dagoberto Villarreal	Juan Perez	Rigoberto Martinez	Jesus Campos	Moises Lara	Isaiah Lopez
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Electrical Parts, Materials and Supplies						
	Discount			30%		0%	
	Benchmark						
2	Plumbing Parts, Materials and Supplies						
	Discount			30%	10%	0%	
	Benchmark				Also can depend on items if special order, special price might be given		
3	Paint and Supplies						
	Discount			30%		0%	
	Benchmark						
4	Lawn and Garden Parts, Materials and Supplies						
	Discount					0%	
	Benchmark	Self Price Discount					
5	Locksmith Parts, Supplies and Door Hardware						
	Discount		15-65%			0%	
	Benchmark		Discount Vary from Manufacturer to Manufacturer				
6	Lumber and Building Materials and Supplies						
	Discount					0%	
	Benchmark						
7	Sprinkler Systems Parts and Supplies						
	Discount					0%	
	Benchmark	Self Price Discount					
8	Welding Materials and Supplies						
	Discount			25%		0%	
	Benchmark						
9	HVAC Parts and Supplies						
	Discount			30%		0%	
	Benchmark						
10	Glass, Aluminum, and Store Front Materials						
	Discount						
	Benchmark						

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

1. SOUTH TEXAS COLLEGE
 MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
 PROJECT NO. 19-20-1005

	Johnson Supply	Johnstone Supply	Lewis Mechanical Sales	Luna Glass, LLC.	Martin Peña dba Delta Specialties Sign & Supply	Morrison Supply Company
ADDRESS	801 Mozelle St	3107 N Sugar Rd	P O Box 331353	224 N McColl Ste E	10205 E Hwy 107	1101 N 23rd St
CITY/STATE/ZIP	Pharr, TX 78577	Pharr, TX 78577	Corpus Christi, TX 78463	McAllen, TX 78501	Edinburg, TX 78542	McAllen, TX 78501
PHONE	956-702-3445	956-783-1036	361-882-2233	956-686-4301	956-316-1626	956-994-9131
FAX		956-783-5106	361-880-7199		956-318-1316	956-994-9704
CONTACT	Robert Salinas	Rick Garcia	Stephen C. Lewis	Jose Luna	Martin Peña	Joel Leal
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Electrical Parts, Materials and Supplies					
	Discount	50%	0%		5%	
	Benchmark	List Price			Vendor's Price List	
2	Plumbing Parts, Materials and Supplies					
	Discount	50%	0%		5%	0%
	Benchmark	List Price			Vendor's Price List	Shelves Pricing
3	Paint and Supplies					
	Discount		0%		5%	
	Benchmark				Vendor's Price List	
4	Lawn and Garden Parts, Materials and Supplies					
	Discount		0%		5%	
	Benchmark				Vendor's Price List	
5	Locksmith Parts, Supplies and Door Hardware					
	Discount		0%		5%	
	Benchmark				Vendor's Price List	
6	Lumber and Building Materials and Supplies					
	Discount		0%		5%	
	Benchmark				Vendor's Price List	
7	Sprinkler Systems Parts and Supplies					
	Discount		0%		5%	
	Benchmark				Vendor's Price List	
8	Welding Materials and Supplies					
	Discount	50%	0%		5%	
	Benchmark	List Price			Vendor's Price List	
9	HVAC Parts and Supplies					
	Discount	50%	50%	10-30%	5%	
	Benchmark	List Price		Parts Only: Enviro-Tec 10% off list; Griswold Valves 30% off list; Lakos Solids Separators 10% off list; Marley Cooling Tower 10% off list; Patterson Pumps 10% off list (excludes shipping)	Vendor's Price List	
10	Glass, Aluminum, and Store Front Materials					
	Discount			5%		
	Benchmark			Retail Pricing		

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

**1. SOUTH TEXAS COLLEGE
MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
PROJECT NO. 19-20-1005**

		MSC Industrial Supply, Co.	Sherwin Williams, Co.	Trane U.S.A.	Valley Armature & Electric
ADDRESS		402 US 77 Frontage Rd	3500 N 10th St	503 W Owassa	1313 N Expwy 281
CITY/STATE/ZIP		Harlingen, TX 78550	McAllen, TX 78501	Edinburg, TX 78539	Edinburg, TX 78542
PHONE		956-412-6500	956-686-4131	956-454-2483	956-227-5765
FAX		956-412-8131	956-686-8140		956-393-2234
CONTACT		David Lugo	Ben Garza	Ricardo Montalvo	Kasey L. Lewis
#	Description	Proposed	Proposed	Proposed	Proposed
1	Electrical Parts, Materials and Supplies				
	Discount	20%			15%
	Benchmark	Book Pricing			Catalog List Prices
2	Plumbing Parts, Materials and Supplies				
	Discount	20%			
	Benchmark	Book Pricing			
3	Paint and Supplies				
	Discount	20%	50%		
	Benchmark	Book Pricing	Paint 50% off, Paint Supplies 25% off list price, recommended Mfg. Pricing		
4	Lawn and Garden Parts, Materials and Supplies				
	Discount	20%			
	Benchmark	Book Pricing			
5	Locksmith Parts, Supplies and Door Hardware				
	Discount	20%			
	Benchmark	Book Pricing			
6	Lumber and Building Materials and Supplies				
	Discount	20%			
	Benchmark	Book Pricing			
7	Sprinkler Systems Parts and Supplies				
	Discount				
	Benchmark				
8	Welding Materials and Supplies				
	Discount	20%			
	Benchmark	Book Pricing			
9	HVAC Parts and Supplies				
	Discount	20%		30%	15%
	Benchmark	Book Pricing		30% Discount Over US List Price	Catalog List Prices
10	Glass, Aluminum, and Store Front Materials				
	Discount				
	Benchmark				

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

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 19-20-1006**

	NAME	Capital Spectrum, Inc.	Copy Craft Printers/ dba Slate Group	Copy Plus, LLC.	EP Graphics, Inc.	FedEx Office	Gateway Printing & Office Supply, Inc.	San Antonio Printing	UBEO, LLC./ dba Copy Zone
	ADDRESS	P O Box 17936	6024 45th St	4500 N 10th St	169 S Jefferson St	2812 N 10th St	14803 Bulverde Rd	2909 W US Hwy 83	3701 N Bicentennial Blvd Ste 100
	CITY/STATE/ZIP	Austin, TX 78760	Lubbock, TX 79407	McAllen, TX 78504	Berne, IN 46711	McAllen, TX 78501	San Antonio, TX 78247	McAllen, TX 78501	McAllen, TX 78501
	PHONE	512-478-3448	806-794-7752	956-668-7587	877-589-2145	956-682-4040	210-650-3995	956-605-0088	956-668-9600
	FAX	512-478-3863	806-798-8190	956-668-7590	260-589-2810	956-682-4013	210-650-5506	956-687-7468	956-668-7818
	CONTACT	James F. Adame	Trey Laverty	Eder Gallegos	Lori Schoenlein	Humberto Barberena	Butch Shook	Antonio Delgado	Ply Stevens
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
OFFICIAL STATIONERY FY 2019-2020									
1	Letterhead								
	1 Ream		\$ 29.44	\$ 129.39			\$ 40.00	\$ 115.00	\$ 85.46
2	Envelopes								
	1 Box		\$ 43.10	\$ 136.37			\$ 195.00	\$ 140.00	\$ 94.45
3	Second Sheets								
	1 Ream		\$ 50.19	\$ 30.40			\$ 12.00	\$ 25.00	\$ 21.50
4	Business Cards Double Sided								
	1 Box (500 cards)		\$ 6.627	\$ 27.00		\$ 34.86	\$ 43.00	\$	\$ 19.97
FINAL COST PER COMPLETED ORDERS									
5	Letterhead								
	50 Reams (500 sheets)		\$ 1,472.15	\$ 6,469.50			\$ 2,000.00	\$ 5,750.00	\$ 4,273.00
6	Envelopes								
	50 Boxes (500 envelopes)		\$ 2,155.27	\$ 6,818.50			\$ 9,750.00	\$ 7,000.00	\$ 4,722.50
7	Second Sheets								
	10 Reams (500 sheets)		\$ 501.93	\$ 304.00			\$ 120.00	\$ 250.00	\$ 215.00
8	Business Cards Double Sided								
	400 Boxes (500 cards)		\$ 2,650.80	\$ 10,800.00		\$ 13,944.00	\$ 17,200.00	\$	\$ 7,988.00
STUDENT CATALOG FY 2019-2020									
One (1) issue per year									
1	4,000 Prints 500 Pages + Cover	\$ 24,060.00	\$ 19,040.32		\$ 14,090.00 (496 pages + cover)				

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 19-20-1006**

NAME	Capital Spectrum, Inc.	Copy Craft Printers/ dba Slate Group	Copy Plus, LLC.	EP Graphics, Inc.	FedEx Office	Gateway Printing & Office Supply, Inc.	San Antonio Printing	UBEO, LLC./ dba Copy Zone
#	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
GRADUATION ANNOUNCEMENTS & ENVELOPES FY 2019-2020								
December 2019 Graduation Announcements & Matching Envelopes								
1	Quantity: 800	\$ 2,520.00					\$ 1,360.00	\$ 408.00
May 2020 Graduation Announcements & Matching Envelopes								
2	Quantity: 1,200	\$ 4,428.00					\$ 1,680.00	\$ 612.00
GRADUATION PROGRAMS FY 2019-2020								
December 2019 Graduation Ceremony Programs								
1	10,000 Programs	\$ 9,132.00	\$ 9,958.05				\$ 8,800.00	
May 2020 Graduation Ceremony Programs								
2	20,000 Programs	\$ 18,794.00	\$ 18,924.48				\$ 15,600.00	
Graduation Programs Total		\$ 27,926.00	\$ 28,882.53				\$ 24,400.00	
Summary of Projects								
Official Stationery FY 2019-2020			\$ 20,000.00					
Student Catalog FY 2019-2020				\$ 14,090.00				\$ 1,020.00
Graduation Announcements & Envelopes FY 2019-2020								
Graduation Programs FY 2019-2020		88	87.5	80.5	93.75	86.5	89.75	91
TOTAL EVALUATION POINTS			4	8	1	6	3	2
RANKING								

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

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS - GENERAL PURPOSE PRINTING
PROJECT NO. 19-20-I006**

NAME	Copy Craft Printers/ dba Slate Group	Copy Plus, LLC.	FedEx Office	Gateway Printing & Office Supply, Inc.	San Antonio Printing	UBEO, LLC./ dba Copy Zone
ADDRESS	6024 45th St	4500 N 10th St	2812 N 10th St	14803 Bulverde Rd	2909 W US Hwy 83	3701 N Bicentennial Blvd Ste 100
CITY/STATE/ZIP	Lubbock, TX 79407	McAllen, TX 78504	McAllen, TX 78501	San Antonio, TX 78247	McAllen, TX 78501	McAllen, TX 78501
PHONE	806-794-7752	956-668-7587	956-682-4040	210-650-3995	956-605-0088	956-668-9600
FAX	806-798-8190	956-668-7590	956-682-4013	210-650-5506	956-687-7468	956-668-7818
CONTACT	Trey Lavery	Eder Gallegos	Humberto Barberena	Butch Shook	Antonio Delgado	Pily Stevens
#	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1. FLIERS (SINGLE SIDED)						
1a 8.5 x 11 24# Text White or similar, 4 Color Process, Full Bleed, No Folds						
Cost per 250	\$ 233.97	\$ 45.18	\$198.22 (100# Text Gloss)	\$ 29.75	\$ 106.25	\$ 57.23
Cost per 1,000	\$ 352.26	\$ 159.00	\$ 223.02	\$ 98.25	\$ 375.00	\$ 177.45
Cost per 2,000	\$ 457.57	\$ 302.00	\$ 320.44	\$ 189.70	\$ 550.00	\$ 324.85
2. BROCHURES						
2a 8.5 x 11 100#, Gloss Text White, 4 Color Process, Double-Sided Printing, Full Bleed Both Sides, Tri-fold						
Cost per 500	\$ 610.69	\$ 197.00	\$ 255.90	\$ 143.25	\$ 425.00	\$ 128.55
Cost per 1,000	\$ 633.17	\$ 362.10	\$ 291.22	\$ 284.70	\$ 750.00	\$ 198.02
Cost per 2,000	\$ 827.01	\$ 681.90	\$ 424.92	\$ 380.90	\$ 1,300.00	\$ 351.52
3. POSTCARDS						
3a 5 x 7 14 PT White Cover Gloss or similar, (4/1), Double-Sided, Full Bleed						
Cost per 3,000	\$ 876.20	\$ 413.25	\$ 371.56	\$ 245.40	\$ 1,125.00	\$ 243.00
Cost per 5,000	\$ 922.75	\$ 634.75	\$ 417.45	\$ 379.65	\$ 1,630.00	\$ 370.12
Cost per 7,000	\$ 1,082.03	\$ 880.25	\$ 679.34	\$ 513.70	\$ 1,920.00	\$ 518.70
4. NCR FORMS						
4a Based on a 2-part NCR Form - 8.5 x 11, Single-Sided, Black Ink						
Cost per 100	\$ 205.58	\$ 21.74	\$ 40.00	\$ 20.75	\$ 30.00	\$ 34.46
Cost per 500	\$ 429.14	\$ 108.70	\$ 125.00	\$ 70.40	\$ 75.00	\$ 77.65
4b Based on a 3-part NCR Form - 8.5 x 11, Single-Sided, Black Ink						
8.5 x 11, Single Sided, Black Ink						
Cost per 100	\$ 277.60	\$ 32.61	\$ 50.00	\$ 26.65	\$ 40.00	\$ 51.45
Cost per 500	\$ 491.31	\$ 148.05	\$ 175.00	\$ 99.85	\$ 125.00	\$ 140.13

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

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 19-20-1006 -- EVALUATION SUMMARY**

NAME	Capital Spectrum, Inc.		Copy Craft Printers/ dba Slate Group		Copy Plus, LLC.		EP Graphics, Inc.		FedEx Office		Gateway Printing & Office Supply, Inc.		San Antonio Printing		UBEO, LLC./ dba Copy Zone	
	ADDRESS	PHONE	FAX	CONTACT	ADDRESS	PHONE	FAX	CONTACT	ADDRESS	PHONE	FAX	CONTACT	ADDRESS	PHONE	FAX	CONTACT
1	The purchase price. (up to 40 points)	34	34	38	32	32	32	38	30	34	34	40	40	36	36	36
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 15 points)	13	13	13	12	12	14	14	13	14	14	12	12	13	14	14
3	The quality of vendor's goods or services. (up to 16 points)	14	14	13	13	13	15	15	15	13	13	13	13	15	15	15
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	18	18	16	16	16	18	18	18	17	17	15	15	16	16	16
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2	2	3	3	3	3	3	3	3	3	3	3
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	The vendor's delivery schedule. (up to 5 points)	5	5	4.75	5	5	5	5	5	5	5	4	4	5	5	5
TOTAL EVALUATION POINTS		88	87.5	80.5	93.75	85	86.5	89.75	86.5	89.75	91	91	91	91	91	91
RANKING		4	5	8	1	7	6	3	6	3	2	3	2	3	2	2

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

**SOUTH TEXAS COLLEGE
3. PURCHASE AND INSTALLATION OF IRRIGATION SYSTEM EQUIPMENT
PROJECT NO. 19-20-1007
EVALUATION SUMMARY**

VENDOR	Aqua Tech		Earth Irrigation and Landscaping, Ltd.	RG Enterprises, LLC./ dba G&G Contractors	TLC Total Lawn Care, LLC.	Valley Center Garden/ dba Southern Landscapes
	ADDRESS	PHONE				
CITY/STATE/ZIP	4309 N 10th St Ste D McAllen, TX 78504		1101 E Violet Ave McAllen, TX 78504	711 E Wisconsin Rd Edinburg, TX 78539	4234 N FM 88 Weslaco, TX 78599	821 E Beech Ave McAllen, TX 78501
PHONE	956-630-1402		956-631-6689	956-283-7040	800-796-8087	956-618-1899
CONTACT	Robert Evans		Willie Gossett	Rene Garza	Ian Henderson	Clayton Frady
1	The purchase price. (up to 45 points)	45 45 45	29.7 29.7 29.7	27.5 27.5 27.5	39.6 39.6 39.6	41 41 41
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	14 13 14	14 13 13	13 13 14	14 13 13	14 13 14
3	The quality of the vendor's goods or services. (up to 16 points)	15 13 14	15 13 13	14 13 10	15 13 13	15 13 14
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	19 16 12	18 16 11	17 16 13	19 16 10	19 16 13
5	The vendor's past relationship with the College. (up to 3 points)	3 2.5 2	3 2 2	2 2 2	3 2 2	3 2.5 2
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0 0 0	0 0 0	0 1 1	0 0 0	0 0 0
TOTAL EVALUATION POINTS		90.82	74.02	71.15	83.92	87.16
RANKING		1	4	5	3	2

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

**NO
BACKUP
FOR**

**4. Merchant Services
(Reject)**

NO BACKUP FOR

5. Merchant Services (Contract Extension)

**SOUTH TEXAS COLLEGE
6. TESTING MATERIALS**

NAME			The College Board	
ADDRESS			250 Vesey St	
CITY/STATE/ZIP			New York, NY 10281	
PHONE			212-713-8165	
FAX			212-713-8143	
#	Qty	Description	Unit Price	Extension
1	1	Testing Materials for Texas Success Initiative (TSI) Period: 9/1/19 - 8/31/20	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT			\$	50,000.00



Purchasing and Distribution Services
3201 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

July 16, 2019

PepsiCo
Mr. Christopher Martinez
1601 N. International Blvd., Suite 400
Hidalgo, TX 78557

Dear Mr. Martinez:

On August 22, 2017, South Texas College awarded a contract to PepsiCo for Beverage Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 13, 2019 through October 12, 2020.

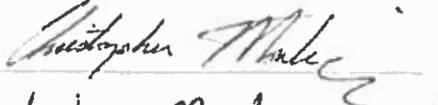
In accordance with your company's proposal submitted in response to our competitive solicitation, your company is permitted a 3% increase in bottle and can product prices and a 3.5% increase on post mix product prices for the renewal term.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through October 12, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 
Name Printed: Christopher Martinez
Date: 7/19/19

8a



Purchasing and Distribution Services
3201 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

July 16, 2019

Gulf Coast Paper, Co.
Attn: Mr. Jorge A. Guerra
635 Billy Mitchell Blvd.
Brownsville, TX 78521

Dear Mr. Guerra:

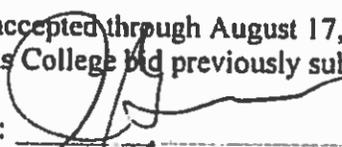
On August 28, 2018, South Texas College awarded a contract to Gulf Coast Paper, Co. for Custodial Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from August 18, 2019 through August 17, 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 return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 17, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: Jorge A. Guerra

Date: 7-16-2019

8b



Purchasing and Distribution Services
 3201 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

July 16, 2019

Rio Paper and Supply LLC
 Attn: Mr. Jesus A. Sanchez
 1800 Mozelle
 Pharr, TX 78557

Dear Mr. Sanchez:

On August 28, 2018, South Texas College awarded a contract to Rio Paper and Supply LLC for Custodial 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 18, 2019 through August 17, 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 August 17, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Jesus A. Sanchez

Date: Friday July 19, 2019



Purchasing and Distribution Services
3201 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

July 16, 2019

Gateway Printing & Office Supply, Inc.
Attn: Mr. Butch Shook
315 South Closer
Edinburg, TX 78539

Dear Mr. Shook:

On September 19, 2017, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2019 through September 30, 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 September 30, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: B. Shook

Name Printed: Butch Shook

Date: 7/22/2019

9b



Purchasing and Distribution Services
 3201 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

July 16, 2019

Cielo Office Products
 Attn: Mr. Eloy Olivarez
 1408 East Jasmine Avenue, Suite A
 McAllen, TX 78501

Dear Mr. Olivarez:

On September 19, 2017, South Texas College awarded a contract to Cielo Office Products for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2019 through September 30, 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 September 30, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Eloy Olivarez

Name Printed: Eloy Olivarez

Date: 7/16/19



Purchasing and Distribution Services
3201 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

July 16, 2019

Copy Plus, LLC.
Attn: Mr. Michael J. Flemate
4500 North 10th, Suite 240
McAllen, TX 78504

Dear Mr. Flemate:

On September 19, 2017, South Texas College awarded a contract to Copy Plus, LLC. for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2019 through September 30, 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 September 30, 2020 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Lorissa Pecina

Name Printed: Lorissa Pecina

Date: 7-17-19



Purchasing and Distribution Services
3201 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

July 16, 2019

Bug Works Termite & Pest Control Company
Attn: Mark Sullivan
715 W. Pecan Blvd.
McAllen, TX 78501

Dear Mr. Sullivan:

On August 28, 2018, South Texas College awarded a contract to Bug Works Termite & Pest Control Company for Pest Control 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:

Name Printed: Mark Sullivan

Date: 7/19/19



Purchasing and Distribution Services
3201 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

July 16, 2019

Ms. Emily Parker Myers
Myers McRae, Inc.
515 Mulberry Street, Suite 200
Macon, Georgia 31201

Dear Ms. Myers:

On August 28, 2018, South Texas College awarded a contract to Myers McRae, Inc. for Professional Recruitment 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:

Name Printed: I. HUNTER GODSEY, Sr VP, PROPOSAL + CONTRACT ADMIN.

Date: 7/18/19



Purchasing and Distribution Services
3201 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

July 16, 2019

Mr. Preston Pulliams
Gold Hill Associates
1065 Stigger Road
Jackson, Mississippi 39209

Dear Mr. Pulliams:

On August 28, 2018, South Texas College awarded a contract to Gold Hill Associates for Professional Recruitment 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: Preston Pulliams

Name Printed: Preston Pulliams

Date: July 23, 2019



Purchasing and Distribution Services
3201 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

July 16, 2019

Ms. Jan Greenwood
Greenwood/Asher & Associates, Inc.
42 Business Center Drive, Suite 206
Miramar Beach, Florida 32550

Dear Ms. Greenwood:

On August 28, 2018, South Texas College awarded a contract to Greenwood/Asher & Associates, Inc. for Professional Recruitment 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: _____

Name Printed: Betty Asher

Date: 07/18/2019

SOUTH TEXAS COLLEGE
12. BANNER APPLICATION MAINTENANCE AGREEMENT

NAME		Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR), for the Texas Connection Consortium (TCC)		
ADDRESS		6300 Ocean Dr		
CITY/STATE/ZIP		Corpus Christi, TX 78412		
PHONE		361-825-2134		
CONTACT		Dana Aikman		
#	Qty	Description	Unit Price	Extension
1	1	Banner Financial Aid	\$ 34,368.07	\$ 34,368.07
2	1	Banner Finance	\$ 32,498.98	\$ 32,498.98
3	1	Banner Finance Self-Service	\$ 4,063.89	\$ 4,063.89
4	1	Banner Human Resources	\$ 20,808.93	\$ 20,808.93
5	1	Banner Employee Self-Service	\$ 11,288.07	\$ 11,288.07
6	1	Banner Student	\$ 33,659.96	\$ 33,659.96
7	1	Banner Student Self-Service	\$ 7,298.61	\$ 7,298.61
8	1	Banner Faculty (and Advisor) Self-Service	\$ 9,782.96	\$ 9,782.96
9	1	EDI Smart	\$ 643.53	\$ 643.53
10	1	Banner Workflow	\$ 11,149.24	\$ 11,149.24
11	1	Campus Loan Manager (CLM) (Campus Receivables Collector)	\$ 7,868.77	\$ 7,868.77
12	1	Operational Data Store (ODS) Oracle	\$ 31,206.29	\$ 31,206.29
13	1	Luminis Basic	\$ 36,234.32	\$ 36,234.32
14	1	Banner Recruiting and Admission Performance	\$ 20,063.29	\$ 20,063.29
15	1	Ellucian Degree Works	\$ 10,053.08	\$ 10,053.08
16	1	Ellucian Degree Works Transfer Equivalency	\$ 5,026.54	\$ 5,026.54
17	1	Ellucian Mobile Platform Edition	\$ 7,762.61	\$ 7,762.61
18	1	Ellucian Intelligent Learning Platform	\$ 11,767.68	\$ 11,767.68
19	1	Financial Aid FM Need Analysis	\$ 7,031.34	\$ 7,031.34
20	1	Xtender Solutions	\$ 5,053.18	\$ 5,053.18
21	1	Application Xtender	\$ 18,688.80	\$ 18,688.80
22	1	AppWorx	\$ 28,801.77	\$ 28,801.77
23	1	Document Management Suite	\$ 2,882.42	\$ 2,882.42
24	1	Application Xtender Test Bundle	\$ 1,335.66	\$ 1,335.66
25	1	Banner Enterprise Job Scheduler	\$ 5,219.10	\$ 5,219.10
26	1	Application Xtender Web Services	\$ 1,722.55	\$ 1,722.55
27	1	Banner Document Management Suite - May 11	\$ 3,828.18	\$ 3,828.18
28	1	Banner Document Management Suite - Nov 11	\$ 1,516.42	\$ 1,516.42
29	1	Banner Document Management Suite - Dec 11	\$ 250.88	\$ 250.88
30	1	Banner Document Management	\$ 1,087.27	\$ 1,087.27
31	1	Administrative Fee	\$ 10,256.47	\$ 10,256.47
TOTAL AMOUNT			\$	383,218.86

SOUTH TEXAS COLLEGE
13. DATA HOSTING AND MAINTENANCE AGREEMENT

NAME			TouchNet Information Systems, Inc.	
ADDRESS			P O Box 936585	
CITY/STATE/ZIP			Atlanta, GA 31193	
PHONE			913-599-6699	
FAX			913-599-5588	
CONTACT			Melody Walker	
#	Qty	Description	Unit Price	Extension
1	1	TouchNet Hosting Services: Payment Gateway Credit Card, ACH & Debit, BP Account Center, eBill, Payment Plans, Student Cashiering, Dept Deposits, Marketplace uPay & uStores Period: 9/1/19 - 8/31/20	\$ 83,081.00	\$ 83,081.00
2	1	TouchNet Hosting Service: eRefunds Period: 9/1/19 - 8/31/20	\$ 8,799.00	\$ 8,799.00
3	1	TouchNet Maintenance Services: Payment Gateway Credit Card & ACH Engines, Student Cashiering, Departmental Deposits Period: 9/1/19 - 8/31/20	\$ 45,500.00	\$ 45,500.00
4	1	TouchNet Maintenance Service: Payment Gateway Debit Engine Period: 9/1/19 - 8/31/20	\$ 5,939.00	\$ 5,939.00
5	1	TouchNet Maintenance Services: Bill+Payment Account Center, eBill, Payment Plan Period: 9/1/19 - 8/31/20	\$ 29,152.00	\$ 29,152.00
6	1	TouchNet Maintenance Services: Marketplace uPay, Marketplace uStores Period: 9/1/19 - 8/31/20	\$ 19,028.00	\$ 19,028.00
7	1	TouchNet Maintenance Services: POS System, Online Payment System, Mobile System Period: 9/1/19 - 8/31/20	\$ 52,976.67	\$ 52,976.67
TOTAL AMOUNT			\$	244,475.67

SOUTH TEXAS COLLEGE
14. EMAIL SECURITY SOFTWARE LICENSE AGREEMENTS

NAME			SHI Government Solutions	
ADDRESS			1301 S Mo-Pac Expway Ste 375	
CITY/STATE/ZIP			Austin, TX 78746	
PHONE			800-870-6079	
FAX			512-732-0232	
CONTACT			Joseph Muniz	
#	Qty	Description	Unit Price	Extension
1	2001	Dynamic Reputation, Spam, Virus Protection, Zero-Hour Anti-Virus, Email Firewall, Impostor Email, Greymail Filtering, Smart Search, Regulatory Compliance, Digital Asset Security, Encryption - F Secure - Saas Period: 9/30/19 - 9/29/20	\$ 13.50	\$ 27,013.50
2	2001	Targeted Attack Protection - URL Defense - SaaS Period: 9/30/19 - 9/29/20	\$ 10.20	\$ 20,410.20
3	1	PFPT Platinum Level Support - SaaS (included) - 12 Period: 9/30/19 - 9/29/20	-	-
TOTAL AMOUNT			\$ 47,423.70	

SOUTH TEXAS COLLEGE
15. ENTERPRISE SOFTWARE LICENSE AND MAINTENANCE
AGREEMENTS

		NAME	SHI Government Solutions	
		ADDRESS	1301 S Mo-Pac Expway Ste 375	
		CITY/STATE/ZIP	Austin, TX 78746	
		PHONE	800-870-6079	
		FAX	512-732-0232	
		CONTACT	Joseph Muniz	
#	Qty	Description	Unit Price	Extension
1	1	FootPrints Service Core Period: 9/1/19 - 8/31/20	\$ 24,326.10	\$ 24,326.10
2	3500	Deep Freeze ENT NA EDU Maintenance Renewal; 1 YR 1000+ Faronics Period: 9/1/19 - 8/31/20	\$ 3.00	\$ 10,500.00
3	100	Insight NA EDU Maintenance Renewal 1 YR 50+ CR Faronics Period: 9/1/19 - 8/31/20	\$ 48.00	\$ 4,800.00
4	100	Deep Freeze Mac NA EDU Maintenance Renewal 1 YR 1000+ Faronics Period: 9/1/19 - 8/31/20	\$ 3.00	\$ 300.00
5	1	Year Advantage Ultra Service Plan for (1) Symmetra PX UPS 40kVA 40 and/or PDU Schneider Electric Period: 1/12/20 - 1/11/21	\$ 4,559.20	\$ 4,559.20
6	1	Additional Contract PM Visit for (1) Symmetra PX 10kVA 80 or 100 Frame UPS and/or PDU Period: 1/12/20 - 1/11/21	\$ 1,166.70	\$ 1,166.70
7	1	Year Advantage Ultra Service Plan for (1) Symmetra PX UPS 70kVA 80 or 100 Frame UPS and/or PDU Period: 1/11/20 - 1/10/21	\$ 6,102.20	\$ 6,102.20
8	1	Custom Support Renewal - 4 Hour Parts - Extended Service Agreement - Parts - Onsite Period: 9/1/19 - 8/31/20	\$ 4,566.00	\$ 4,566.00
9	1	SolarWinds IP Address Manager IP4000 (up to 4096 Ips) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 888.00	\$ 888.00
10	1	SolarWinds Server & Application Monitor ALX (unlimited monitors - Standard Polling Throughput) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 6,989.80	\$ 6,989.80
11	1	SolarWinds Network Topology Mapper - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 385.80	\$ 385.80
12	1	SolarWinds Network Performance Monitor SLX (unlimited elements- Standard Polling Throughput) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 5,880.10	\$ 5,880.10
13	1	SolarWinds Web Performance Monitor WPM50 (up to 50 [recording x locations]) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 1,463.40	\$ 1,463.40
14	1	SolarWinds NetFlow Traffic Analyzer Module for SolarWinds Network Performance Monitor SLX - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 3,421.60	\$ 3,421.60
15	1	SolarWinds User Device Tracker UT2500 (up to 2500 ports) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 396.80	\$ 396.80
16	1	SolarWinds Network Configuration Manager DL500 (up to 500 nodes) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 1,755.70	\$ 1,755.70
17	1	SolarWinds Additional Polling Engine for SolarWinds Unlimited Licenses (Standard Polling Throughput) - Annual Maintenance Renewal Period: 9/4/19 - 9/3/20	\$ 3,662.60	\$ 3,662.60
TOTAL AMOUNT			\$	81,164.00

SOUTH TEXAS COLLEGE
16. INTERNET SERVICE - PECAN CAMPUS

NAME		State of Texas Department of Information Resources- TEXAN (DIR) and Time Warner Cable Texas, LLC. (Spectrum Enterprise)		
ADDRESS		300 W 15th St Ste 1300		
CITY/STATE/ZIP		Austin, TX 78701		
PHONE		210-516-5311		
CONTACT		James Montoya		
#	Qty	Description	Unit Price	Extension
1	12	Internet Service - Pecan Campus Period: 9/1/19 -8/31/20 Includes: monthly service, other fees and charges, and a one-time installation charge	\$15,000.000	\$ 180,000.00
TOTAL AMOUNT			\$	180,000.00

SOUTH TEXAS COLLEGE
17. NETWORK HARDWARE AND SOFTWARE MAINTENANCE
AGREEMENT

NAME		Insight Public Sector, Inc.		
ADDRESS		6820 S Harl Ave		
CITY/STATE/ZIP		Tempe, AZ 85283		
LOCAL ADDRESS		2712 N McColl Rd McAllen, TX 78501		
PHONE		800-467-4448		
CONTACT		Darak Weaver		
#	Qty	Description	Unit Price	Extension
Cisco SMARTnet - Period: 9/1/19 - 8/31/20				
1	1	CON-ECMU-1 Various	\$ 9,995.72	\$ 9,995.72
2	1	CON-ECMUS-1 Various	\$ 2,644.70	\$ 2,644.70
3	1	CON-PLS-1 New	\$ 12,768.00	\$ 12,768.00
4	1	CON-SNT-1 Various	\$ 42,891.77	\$ 42,891.77
5	1	CON-SNTE-1 93374624	\$ 467.60	\$ 467.60
6	1	CON-SNTR-1 200693389	\$ 23,878.79	\$ 23,878.79
7	1	CON-SSSNT-1 Various	\$ 3,682.75	\$ 3,682.75
8	1	CON-ECMU-1 Various	\$ 94,691.29	\$ 94,691.29
9	1	CON-ISV1-1 94293354	\$ 1,587.60	\$ 1,587.60
TOTAL AMOUNT			\$	192,608.22

SOUTH TEXAS COLLEGE
18. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME			Oracle America, Inc.	
ADDRESS			1910 Oracle Way	
CITY/STATE/ZIP			Reston, VA 20190	
PHONE			781-442-1034	
CONTACT			Kaitrin Tobin	
#	Qty	Description	Unit Price	Extension
1	1	Oracle Advanced Security Named User Plus Perpetual CSI# 19208501 Qty: 23,896	\$ 18,213.21	\$ 18,213.21
2	1	Oracle Database Enterprise Edition - Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 69,903.32	\$ 69,903.32
3	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 5,242.76	\$ 5,242.76
4	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 34,951.69	\$ 34,951.69
5	1	Oracle Internet Developer Suite Named User Plus Perpetual CSI# 14054167 Qty: 5	\$ 4,400.76	\$ 4,400.76
6	1	Oracle Programmer Named User Plus Perpetual CSI# 14054167 Qty: 5	\$ 890.19	\$ 890.19
7	1	Oracle Real Application Clusters Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 34,951.69	\$ 34,951.69
8	1	Oracle Tuning Pack Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 5,242.76	\$ 5,242.76
9	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI# 15508293 Qty: 670	\$ 9,362.92	\$ 9,362.92
10	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 702.22	\$ 702.22
11	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI# 15508293 Qty: 670	\$ 7,022.18	\$ 7,022.18
12	1	Oracle Real Application Clusters Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 4,681.45	\$ 4,681.45
13	1	Oracle Tuning Pack Named User Plus Perpetual CSI# 14054167 Qty: 13,716	\$ 702.22	\$ 702.22
14	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI# 15918890 Qty: 979	\$ 6,520.39	\$ 6,520.39
15	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI# 15918890 Qty: 979	\$ 489.05	\$ 489.05
16	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI# 15918890 Qty: 979	\$ 4,890.31	\$ 4,890.31

SOUTH TEXAS COLLEGE
18. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
17	1	Oracle Real Application Clusters Named User Plus Perpetual CSI# 15918890 Qty: 979	\$ 3,260.18	\$ 3,260.18
18	1	Oracle Tuning Pack Named User Plus Perpetual CSI# 15918890 Qty: 979	\$ 489.04	\$ 489.04
19	1	Oracle Database Enterprise Edition Nonstandard User CSI# 16400182 Qty: 1,338	\$ 14,584.87	\$ 14,584.87
20	1	Oracle Diagnostics Pack Nonstandard User CSI# 16400182 Qty: 1,338	\$ 1,074.66	\$ 1,074.66
21	1	Oracle Internet Application Server Enterprise Edition Nonstandard User CSI# 16400182 Qty: 1,338	\$ 10,746.75	\$ 10,746.75
22	1	Oracle Real Application Clusters Nonstandard User CSI# 16400182 Qty: 1,338	\$ 7,062.14	\$ 7,062.14
23	1	Oracle Tuning Pack Nonstandard User CSI# 16400182 Qty: 1,338	\$ 1,074.68	\$ 1,074.68
24	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI# 167008003 Qty: 4,161	\$ 28,566.24	\$ 28,566.24
25	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI# 167008003 Qty: 4,161	\$ 3,006.97	\$ 3,006.97
26	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI# 167008003 Qty: 4,161	\$ 21,048.80	\$ 21,048.80
27	1	Oracle Real Application Clusters Named User Plus Perpetual CSI# 167008003 Qty: 4,161	\$ 13,832.07	\$ 13,832.07
28	1	Oracle Tuning Pack Named User Plus Perpetual CSI# 167008003 Qty: 4,161	\$ 3,006.97	\$ 3,006.97
29	1	Sun Horizon Library Manager for L-Series Library Admin L180 Storage Device CSI#17940949 Qty: 900	\$ 305.46	\$ 305.46
30	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI#17940949 Qty: 900	\$ 9,598.07	\$ 9,598.07
31	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI#17940949 Qty: 900	\$ 1,010.33	\$ 1,010.33
32	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI#17940949 Qty: 900	\$ 7,072.29	\$ 7,072.29
33	1	Oracle Real Application Clusters Named User Plus Perpetual CSI#17940949 Qty: 900	\$ 4,647.50	\$ 4,647.50
34	1	Oracle Tuning Pack Named User Plus Perpetual CSI#17940949 Qty: 900	\$ 1,010.33	\$ 1,010.33
35	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI# 19341893 Qty: 106	\$ 2,640.91	\$ 2,640.91

SOUTH TEXAS COLLEGE
18. ORACLE LICENSE MAINTENANCE AGREEMENT

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
36	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI# 19341893 Qty: 106	\$ 278.00	\$ 278.00
37	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI# 19341893 Qty: 106	\$ 1,945.89	\$ 1,945.89
38	1	Oracle Tuning Pack Named User Plus Perpetual CSI# 19341893 Qty: 106	\$ 278.00	\$ 278.00
39	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI#18325503 Qty: 2,132	\$ 22,340.19	\$ 22,340.19
40	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI#18325503 Qty: 2,132	\$ 2,351.60	\$ 2,351.60
41	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI#18325503 Qty: 2,132	\$ 16,461.17	\$ 16,461.17
42	1	Oracle Real Application Clusters Named User Plus Perpetual CSI#18325503 Qty: 2,132	\$ 10,817.37	\$ 10,817.37
43	1	Oracle Tuning Pack Named User Plus Perpetual CSI#18325503 Qty: 2,132	\$ 2,351.60	\$ 2,351.60
44	1	Oracle Advanced Security Named User Plus Perpetual CSI#19811533 Qty: 345	\$ 2,603.85	\$ 2,603.85
45	1	Oracle Database Enterprise Edition Named User Plus Perpetual CSI#19811533 Qty: 239	\$ 5,712.13	\$ 5,712.13
46	1	Oracle Diagnostics Pack Named User Plus Perpetual CSI#19811533 Qty: 239	\$ 901.92	\$ 901.92
47	1	Oracle Internet Application Server Enterprise Edition Named User Plus Perpetual CSI#19811533 Qty: 239	\$ 4,208.94	\$ 4,208.94
48	1	Oracle Real Application Clusters Named User Plus Perpetual CSI#19811533 Qty: 239	\$ 2,765.87	\$ 2,765.87
49	1	Oracle Real Application Clusters Named User Plus Perpetual CSI#19811533 Qty: 106	\$ 1,245.89	\$ 1,245.89
50	1	Oracle Tuning Pack Named User Plus Perpetual CSI#19811533 Qty: 239	\$ 601.28	\$ 601.28
51	1	Oracle Golden Gate Named User Plus Perpetual CSI#20086908 Qty: 24,241	\$ 42,706.91	\$ 42,706.91
52	1	Additional Licenses	\$ 15,224.01	\$ 15,224.01
TOTAL AMOUNT			\$	475,000.00

SOUTH TEXAS COLLEGE
19. PUBLIC WEBSITE HOSTING SERVICES

NAME		Rackspace US, Inc./ dba Rackspace Hosting, Inc.		
ADDRESS		1 Fanatical Place, City of Windcrest		
CITY/STATE/ZIP		San Antonio, TX 78218		
PHONE		210-312-0287		
CONTACT		Tom Olivas		
#	Qty	Description	Unit Price	Extension
1	12	Firewall Hosting Service Period: 9/1/19 - 8/31/20	\$ 309.52	\$ 3,714.24
2	12	SAN Hosting Service Period: 9/1/19 - 8/31/20	\$ 988.46	\$ 11,861.52
3	12	Virtual Hosting Hypervisor Period: 9/1/19 - 8/31/20	\$ 2,400.00	\$ 28,800.00
4	12	Virtualization Virtual Machine Period: 9/1/19 - 8/31/20	\$ 327.37	\$ 3,928.44
5	12	Server Hosting Service Period: 9/1/19 - 8/31/20	\$ 1,066.71	\$ 12,800.52
6	12	Virtualization Virtual Machine Period: 9/1/19 - 8/31/20	\$ 2,620.55	\$ 31,446.60
TOTAL AMOUNT			\$	92,551.32

**SOUTH TEXAS COLLEGE
20. SERVER MAINTENANCE AGREEMENTS**

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
CONTACT			Charen Villanueva	
#	Qty	Description	Unit Price	Extension
1	1	Dell Hardware Annual Renewal of Maintenance, Repair, and Support Agreement Quote #3000041500275.1 Period: 9/1/19 - 8/31/20	\$ 122,900.41	\$ 122,900.41
2	1	Dell Hardware Annual Renewal of Maintenance, Repair, and Support Agreement Quote #3000041500634.1 Period: 9/1/19 - 8/31/20	\$ 12,001.26	\$ 12,001.26
TOTAL AMOUNT			\$	134,901.67

SOUTH TEXAS COLLEGE
21. SYSTEMS APPLIANCE MAINTENANCE AGREEMENT

NAME		Dell Marketing, LP.		
ADDRESS		P O Box 676021		
CITY/STATE/ZIP		Dallas, TX 75267		
PHONE		800-456-3355		
CONTACT		Josh Brandenburg		
#	Qty	Description	Unit Price	Extension
1	1	F5 Appliance Maintenance, Repair, and Support Agreement Period: 9/1/19 - 8/31/20	\$ 54,786.92	\$ 54,786.92
TOTAL AMOUNT			\$	54,786.92

SOUTH TEXAS COLLEGE
22. VMWARE MAINTENANCE AGREEMENT

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
FAX			Josh Brandenburg	
#	Qty	Description	Unit Price	Extension
1	1	Dell VMware Maintenance, Repair, and Support Agreement Period: 9/1/19 - 8/31/20	\$ 41,444.17	\$ 41,444.17
TOTAL AMOUNT			\$	41,444.17

Review and Recommend Action on Proposal for Vendor to Operate the College Bookstore

Approval of a vendor for the operation of the College Bookstore will be requested at the August 27, 2019 Board of Trustees meeting.

Purpose – The College is requesting proposals for the management of the South Texas College bookstores located at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses. A term of five (5) years beginning November 1, 2019 through October 31, 2024 is requested.

Background – The bookstore services contract has been awarded to an outsourced vendor since 1999. The bookstore vendors have been Follet Higher Education Group, Inc., from 1999 to 2004 and Barnes and Noble College Bookseller, LLC, from 2004 to 2019.

Proposals were advertised on May 13, 2019 and May 20, 2019 and issued to eleven (11) vendors. Three (3) responses were received on June 21, 2019 and reviewed by Facilities Operations and Maintenance, Purchasing Department, and Bookstore Committee (Faculty and Staff).

Justification and Benefit – The bookstore services must be available for students, faculty, and staff district wide to purchase books, reference materials, and testing forms related to all coursework.

A bookstore consultant, Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to review and analyze the proposals. Mr. Byrne will present on the bookstore vendor proposals and will be available to discuss the proposals and answer questions.

The bookstore proposal analysis was provided to the South Texas College evaluation committee. The evaluations were completed by the South Texas College evaluation committee.

After review and evaluation of the proposals by the evaluation committee, the vendors are ranked as follows:

1. Barnes and Noble College Bookseller, LLC.
2. Texas Book Company
3. Follett Higher Education Group, Inc. (Option 1)
4. Follett Higher Education Group, Inc. (Option 2)

The current contract with Barnes and Noble College Bookseller, LLC, has the following:

Provision	Provision Amounts
5 Year Term Percentage Commission	13.5% to \$2M 14.5% from \$2M to \$3M 16% over \$3M

Provision	Provision Amounts
Minimum Annual Guarantee	Year 1 - \$550,000 Years 2-5 - 90% of calculated commission on gross sales of the immediately preceding year
One-Time Unrestricted Donation	\$575,000.00
Facility Investment	\$30,000.00
Technology Investment	N/A
Annual Textbook Scholarship	\$15,000.00

It is requested that the Finance, Audit, and Human Resources Committee authorize staff to request a best and final offer from each vendor, which will then be presented at the August 27, 2019 Board of Trustees meeting for approval.

Discussion and Action as Necessary on Use of Fund Balance and Proposed Revised Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level

Approval on use of fund balance to cover the liability and impact of GASB 68, Accounting and Financial Reporting for Pensions, and GASB 75 Accounting and Financial Reporting for Post Employment Benefits Other Than Pensions. The impact of the total increase in long-term liabilities is primarily related to GASB 75 and the Employees Retirement System of Texas (ERS) change of the allocation methodology from including employer contribution for retirees only to include employer contributions for both active employees and retirees. The College is also seeking approval to develop a proposal to revise Policy #5350: *Unrestricted Fund Balance* as necessary should compliance with GASB 75 result in the College’s inability to comply with the current minimum unrestricted fund financial reserve level as established in that policy will be requested at the August 27, 2019 Board meeting.

Purpose - Board Policy #5350: Unrestricted Fund Balance indicates the following; “The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount”.

Background – As stated at the August Board Finance Committee Meeting, the change of ERS allocation methodology may require a significant use and decrease in fund balance, resulting in the College not meeting the minimum required fund balance threshold of four months per Board Policy #5350: Unrestricted Fund Balance.

Justification –The final impact of GASB 75, at the time of publication of the board meeting packet has not been officially confirmed by The Employees Retirement System of Texas (ERS).

The impact of the increased OPEB liability on the number of months in reserve, considering different methodologies on determining reserve metrics are as follows:

Scenario	Reserve Metric Description	Number of Months
A	Unrestricted Fund Balance Reserve Calculation – Number of Months of Expenditures: 1 - based on retirees employer contribution, including \$13,234,872 OPEB liability and \$26,614,054 Pension liability 2 - based on active employees and retirees employer contribution, including increase of \$77,373,592 of OPEB liability totaling \$90,608,464 of OPEB liability and \$26,614,054 Pension liability	7.5 months 2.2 months
B	Unrestricted Fund Balance Reserve Calculation, Number of Months of Expenditures - excluding GASB 68 and GASB 75 entries	10.3 months
C	Unrestricted Fund Financial Reserve Level - Annual Days Cash on Hand -based on active employees and retirees employer contribution, including increase of \$77,373,592 of OPEB liability	113 days (3.8 months)

Administration is requesting that the Finance, Audit, and Human Resources Committee recommend for Board approval the use of fund balance to cover the liability and impact of GASB 75, and acknowledge that if the impact of GASB 75 due to the change of ERS allocation methodology, results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting.

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

Enclosed Documents – Policy # 5350: Unrestricted Fund Balance 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 August 27, 2019 Board meeting, on use of fund balance to cover the liability and impact of GASB 75, and acknowledges that if the implementation of GASB 75 results in the College not meeting the metric as required by Board Policy #5350: Unrestricted Fund Balance, administration will develop and present a revised proposed metric and any necessary revisions to the policy for a recommendation of Board action at the next Finance Committee Meeting as presented.

MANUAL OF POLICY

Title	Unrestricted Fund Balance	5350
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated October 28, 2013 Board Minute Order dated November 26, 2013	

Maintaining an adequate level of unrestricted fund balance is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate level of unrestricted fund balance is a key factor in assessing the College's financial strength.

The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's fund balance will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.

Review and Recommend Action on Guidelines for Use of Student Activities Fee

Approval of the Guidelines for Use of Student Activities Fee will be requested at the August 27, 2019 Board meeting.

Purpose – To obtain approval for the Student Activity Fee Guidelines prepared by the Business Office and the Department of Student Activities and Wellness. The purpose of the Student Activities Fee Guidelines for the expenditures funded by the Student Activity Fee assessed to all students is to ensure compliance with Texas Education Code 54.503. As per Texas Education Code 54.503, student activities and services funded by the Student Activities Fee must be authorized and approved by the governing board of the institution of higher education. The College is also proposing as a separate agenda item the approval of a proposed new policy, Student Activities Fee.

Texas Education Code 54.503 – Student Services Fee permits the College to assess a Student Services Fee for student services activities that are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainments series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Section 54.504, Incidental Fees, of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education.

Background – The Student Activity Fee was approved on January 27, 2015 by the Board of Trustees for Fiscal Year 2016 at a rate of \$2 per semester credit hour. For Fiscal Year 2018, the Board of Trustees approved a \$2 per semester credit hour increase to a rate of \$4 per semester credit hour, since Fiscal Year 2018 the Student Activities Fee has remained at \$4 per semester credit hour.

Background – In the Fiscal Year 2019 budget, the Student Activity Fee revenues and expenditures are reported in the Auxiliary Fund per Texas Education Code Chapter 54 Section 54.503 (d) Student Services Fees that indicates the following:

“All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.”

The Fiscal Year 2019 budgeted Student Activity Fee revenues and expenditures are as follows:

Auxiliary Fund		
Classification	FY 2018-2019 Budget	FY 2019-2020 Budget
Revenue	\$ 1,651,835	\$ 1,651,835
Expenditures		
Salary	828,103	848,141
Benefits	243,544	254,443
Operating	492,188	469,251
Travel	70,000	70,000
Capital	18,000	10,000
Total	\$ 1,651,835	\$ 1,651,835

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

Enclosed Documents – The proposed Guidelines for Use of Student Activities Fee follow 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 August 27, 2019 Board Meeting, the Guidelines for Use of Student Activities Fee as presented.

Guidelines for Use of Student Activities Fee

Effective Date: August 27, 2019

Purpose The guidelines for the Student Activity Fee provide guidance on the expenses funded by the Student Activities Fee assessed to all students.

General Guidelines are needed to comply with the Board of Trustees Student Activities Fee policy and to establish allowable and unallowable expenses funded by the Student Activities Fee in accordance with the requirements of Texas Education Code 54.503 – Student Services Fee. The revenue generated and expenses funded by this fee must be recorded in the Auxiliary Fund Student Activities organization. The Business Office will maintain the Student Activity Fee Guidelines.

Procedures The Student Activities Fee is used to support services and activities that are separate and apart from the regularly scheduled academic functions of the College and directly involve and benefit current students at South Texas College. Allowable and unallowable expenses for the Student Activity Fee are as follows:

Allowable Expenses

1. Activities that support the Office of Student Activities such as staff salaries and clerical support, support for student activities and services provided directly to students, office supplies and other items to fund the Office of Student Activities.
2. New student orientation activities and materials
3. Student handbooks and other publications beneficial to students enrolled
4. Leadership development activities, including attending conferences
5. Activities supportive of campus initiatives that directly benefit students
6. Food for students at student activity events
7. Cultural and humanitarian activities
8. Student Government and student organizations
9. Student travel to attend student activities and conferences
10. Recreational activities for students
11. Textbook rentals for specific student activities
12. Intramural and intercollegiate athletics
13. Artists and lecture series
14. Cultural entertainments series
15. Debating and oratorical activities
16. Rent or lease of equipment for student activities events
17. Student publications
18. Student fee advisory committee expenses
19. Student transportation services other than services under Section 54.504, Incidental Fees, of this code

20. T-shirts and other promotional items for students
21. Any other student activities and services specifically authorized and approved by the Board of Trustees
22. Incidental or minimal use by faculty/staff/community members is permitted

Unallowable Expenses

1. Permanent Structures (i.e. portables, fencing, construction, etc.)
2. Furniture, fixtures and equipment (benches, desks, chairs, bleachers, display boards)
3. Vehicles or utility vehicles
4. Campus events that charge admission or a fee to attendees.
5. Prize money or gift cards
6. Expenses to support academic classes and/or academic functions
7. Charitable contributions or other donations
8. Fundraising activities and/or events
9. Lecture fees for any political organization
10. Marketing purposes
11. Event favors or souvenirs
12. Faculty salaries
13. Staff salaries outside of the Office of Student Activities
14. Alcoholic beverages
15. Accumulated consumables inventory
16. Rent or lease of office equipment
17. Student scholarship or tuition expenses
18. Computers

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

Approval of revision to policy and proposed new policy will be requested at the August 27, 2019 Board meeting.

Purpose – Policy updates that include a proposed policy revision and a new proposed policy are needed to stay abreast with current and relevant requirements.

Justification – The request for the revisions to the policy and the proposed new policy are necessary for the following reasons:

A. Revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct

- Policy is necessary to be in compliance with Texas Senate Bill 212 and to update the Federal Title IX contact information.

B. New Policy #5545: Student Activities Fee

- The new policy is necessary to ensure compliance with Texas Education Code 54.503, which calls for authorization and approval from the governing board of the institution of higher education for student activities and services funded by the Student Activities Fee assessed to all students.

Background – Policy #4216: Harassment, Discrimination, and Sexual Misconduct, was last amended by the Board on April 24, 2018.

Reviewers – The revised policy and the proposed new policy have been reviewed by staff, President's Cabinet, Planning and Development Council (PDC), and/or by Legal Counsel.

Enclosed Documents – The revised policy and the proposed new policy follow in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow, information moved within the policy is highlighted in green, and the deletions are designated with a red strikeout

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the June 25 2019 Board meeting, the revision to the policy and the proposed new policy as presented and which supersede any previously adopted Board policy.

MANUAL OF POLICY

Title	Harassment, Discrimination, and Sexual Misconduct	4216
Legal Authority	Approval Of The Board Of Trustees	Page 1 of 18
Date Approved By Board	Board Minute Order Dated May 26, 2015 As Amended By Board Minute Order Dated December 15, 2015 As Amended By Board Minute Order Dated April 26, 2016 As Amended By Board Minute Order Dated April 24, 2018 <i>As Amended By Board Minute Order Dated August 27, 2019</i>	

I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of harassment, discrimination, sexual misconduct, and retaliation. To ensure compliance with federal and state civil rights laws and College policies, the College has developed internal policies that will provide a supportive process for individuals who report harassment, discrimination, sexual misconduct, and retaliation. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, ~~and~~ H.B. 699 84th *Texas* Legislature, *H.B. 968 85th Texas Legislature*, and *S.B. 212 86th Texas Legislature*.

Nothing in this Policy is created to impair academic freedom and inquiry, principles of free speech, or the College's educational mission.

II. Non-Discrimination

~~The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at South Texas College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.~~

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.

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MANUAL OF POLICY

Title **Harassment, Discrimination, and Sexual Misconduct** 4216
Legal Authority Approval of the Board of Trustees Page 2 of 18

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

III. Pregnancy and Parenting

The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.

Employee:

The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

Student:

The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note.

In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began.

Pregnant students shall be provided reasonable academic, physical, and policy based adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary. Pregnant students and those with medical needs following pregnancy or related conditions are to be provided support and accommodations in the same way as the college provides support for all temporary disabilities.

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IV. Prohibited Conduct

South Texas College prohibits harassment, discrimination, sexual misconduct, and retaliation, even if the behavior does not rise to the level of criminal conduct. Specific acts of prohibited conduct are described in this policy. Prohibited conduct, by any ~~employee or student~~ **person**, is subject to disciplinary action up to and including dismissal or expulsion from the College.

Harassment

Employee:

Prohibited harassment of an employee is defined as unwelcome physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits an employee's opportunities in the work environment or ability to participate in or benefit from the activities of the College.

Student:

Prohibited harassment of a student is defined as unwelcome physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive and objectively offensive that the conduct unreasonably interferes with, denies or limits student's ability to participate in or benefit from the educational programs and/or activities of the College.

A. Sexual Harassment

South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;

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Title **Harassment, Discrimination, and Sexual Misconduct**

4216

Legal Authority Approval of the Board of Trustees

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- based on power differentials (quid pro quo), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or
- is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

B. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the sexual orientation, gender and/or gender identity of the individual(s) involved.

a. **Sexual Harassment** (as defined in section B)

b. **Consensual Relationships**

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

The College prohibits supervisors from entering consensual romantic or sexual relationships with any subordinate employee under the supervisor's direct or indirect supervision, and prohibits faculty members from entering consensual romantic or sexual relationships with any student enrolled in the faculty member's class.

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A supervisor is prohibited from explicitly or implicitly suggesting or recommending to a subordinate employee that the employee transfer or be transferred to another position or that the subordinate employee leave employment with the intention of circumventing this policy.

A faculty member is prohibited from explicitly or implicitly suggesting or recommending to a student enrolled in the faculty member's class to drop the class or withdraw from enrollment in the College with the intention of circumventing this policy.

Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.

c. **Sexual Violence**

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's consent, as defined in Section VII: Consent.

d. **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Invasion of sexual privacy such as sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Non-consensual digital, video or audio recording of nudity or sexual activity.
- Or in any other private activity or disseminating sexual pictures without the photographed person's consent.

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- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostituting another person.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

e. **Stalking**

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and that would cause a reasonable person to feel fear.

Stalking can be repetitive and menacing conduct, including pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

f. **Other Prohibited Conduct**

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

g. **Coercion**

Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or

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that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

h. Intimate Partner (Dating/Domestic) Violence

Defined as violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Domestic violence includes offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

i. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

j. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

V. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual’s employment access, benefits or opportunities. Mere subjective offensiveness, based on personal opinions, emotions, or point of view, is not enough to create a hostile environment.

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In determining whether conduct is severe, persistent or pervasive and objectively offensive, based on facts, measurable, and observable, and thus creates a hostile environment, the following factors will be considered:

- i. the degree to which the conduct affected one or more individuals' education or employment;
- ii. the nature, scope, frequency, duration, and location of the incident(s);
- iii. the identity, number, and relationships of persons involved; or
- iv. the perspective of a "reasonable person" in the same situation as the person subjected to the conduct.

VI. Off Campus Conduct

Conduct that occurs off campus, including online activity, may be the subject of a complaint or report and will be evaluated to determine whether it violates this policy or other South Texas College policies. The off campus conduct will be evaluated to determine possible continuing effects that create a hostile environment on campus and whether the conduct occurred in the context of an education program or activity or affects a substantial College interest.

A substantial College interest includes but is not limited to any action that constitutes a criminal offense as defined by law or any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others.

VII. Consent

South Texas College prohibits any physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent).

Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).

- Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.

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- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

NOTE: In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.

A. Incapacitation

South Texas College prohibits any unwelcome physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent). When the individual seeking sexual access knows or reasonably should have known of the incapacity.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., due to the person's use of drugs or alcohol, because an intellectual, mental or physical disability that prevents the person from having the capacity to give consent or to understand the "who, what, when, where, why or how" of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or drugs.

An individual who engages in sexual activity when the individual knows, or REASONABLY should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

VIII. Title IX Coordinator

Title IX implementing regulations, provide that each educational institution receiving federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to such recipient alleging its noncompliance with Title IX regulations or alleging any actions which would be prohibited by such regulations. The College hereby designates Mrs. Mary G. Elizondo, 3201 W. Pecan Blvd., McAllen, Texas 78501. Office Location: Annex - Pecan Campus; Second Floor Phone: (956) 872-3558 as the Title IX Coordinator.

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~~Inquiries or complaints may be addressed to the College’s Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.~~

~~Title IX Coordinator and Title IX Deputy Coordinator Contact Information:~~

Title IX Role	STC Employee & Title	Email	Campus Phone
Title IX Coordinator	Maria G. Elizondo VP for Finance and Administrative Services	marve@southtexascollege.edu	(956) 872-3558
Title IX Deputy Coordinator	Brenda J. Balderaz Director of Human Resources	brendajb@southtexascollege.edu	(956) 872-5057
Title IX Deputy Coordinator	Janette Garcia Institutional Equity Manager	jgarcia_3213@southtexascollege.edu	(956) 872-2307
Title IX Deputy Coordinator	Santa E. Pena Director of Counseling	santaep@southtexascollege.edu	(956) 872-2140
Title IX Deputy Coordinator	Paul B. Varville Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence	pvarvil@southtexascollege.edu	(956) 872-2330

~~Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: (214) 661-9600~~

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX), “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex- based harassment and/or sexual violence.

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MANUAL OF POLICY

Title **Harassment, Discrimination, and Sexual Misconduct** 4216
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IX. Title IX Procedures

Complaint procedures are found at the Office of Human Resources, the Office of Student Rights and Responsibilities, and the South Texas College Title IX website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

X. Reporting

All members of the South Texas College community, including but not limited to students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct.

Reporting Required for Sexual Harassment, Sexual Assault, Dating Violence or Stalking

Employees who, in the course and scope of employment, witness or receive information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at, or an employee of the institution, at the time of the incident, shall promptly report the incident to the Title IX Coordinator or Deputy Title IX Coordinator.

Report must include all information concerning the incident that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

Reporting Options

A. Report an Incident or Complaint Online

The College is required to provide students, employees, visitors, guests, vendors the option to electronically report an allegation of sexual harassment or sexual assault, dating violence, or stalking committed against, or witness by, the person on or off campus.

The option to report an incident or complaint online is anonymous and accessible through the College homepage.

B. Title IX Coordinator or Deputy Title IX Coordinator(s)

Inquiries or complaints may be addressed to the College's Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent harassment, discrimination, sexual misconduct, or retaliation. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

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Title IX Coordinator and Title IX Deputy Coordinator Contact Information:

Title IX Role	STC Employee & Title	Email	Campus Phone
Title IX Coordinator	Maria G. Elizondo VP for Finance and Administrative Services	marve@southtexascollege.edu	(956) 872-3558
Title IX Deputy Coordinator	Brenda J. Balderaz Director of Human Resources	brendajib@southtexascollege.edu	(956) 872-5057
Title IX Deputy Coordinator	Janette Garcia Institutional Equity Manager	jgarcia_3213@southtexascollege.edu	(956) 872-2307
Title IX Deputy Coordinator	Santa E. Pena Director of Counseling	santaep@southtexascollege.edu	(956) 872-2140
Title IX Deputy Coordinator	Elizabeth G. Trevino Police Sergeant	etrev116@southtexascollege.edu	(956) 872- 3889

C. Responsible Employee

Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).

Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.

The responsible employee needs to:

- 1) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,
- 2) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and
- 3) advise the individual(s) of the option to instead share this information with counseling, advocacy, health, mental health or other sexual assault-related resources.

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D. Confidential Employee

Licensed professional counselors are considered “confidential employees” who are designated by the College as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under circumstances that render the employee’s information confidential or privileged under other law.

Reporting Requirements for Confidential Employees:

In making a report of incidents of sexual harassment, sexual assault, dating violence and stalking, shall state only the type of incident reported and may not include any information that would violate a student’s expectation of privacy. This subsection does not affect the employee’s duty to report an incident under any other law.

The College is required to collect non-identifying information on the incidents reported by confidential employees for reporting and statistical purposes.

E. Report to Law Enforcement

Complaints may also be filed with local law enforcement and/or South Texas College Department of Public Safety.

Nothing in this policy is intended to limit the right of any ~~student~~ person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.

F. State and Federal Reporting Options

Complaints may also be filed with:

Office of Civil Rights

Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, TX 75201-6810, Telephone: (214) 661-9600 or National Office, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: (800) 241-3481

Equal Employment Opportunity Commission (EEOC)

Texas Office, Equal Employment Opportunity Commission, Legacy Oaks, Building A, 5410 Fredericksburg Road, Suite 200, San Antonio, TX 78229, Telephone: (800) 669-6820 or National Office, U.S. Equal Employment Opportunity Commission, 131 M. Street, NE, Washington, DC 20507, Telephone: (202) 663-4900

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- ~~A. Students are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, the Office of Student Rights and Responsibilities, the Office of the Dean of Student Affairs the South Texas College Department of Public Safety, or file a report online.~~
- ~~B. Guests and visitors are encouraged to report incidents to the Office of Human Resources, to the South Texas College Department of Public Safety, or file a report online.~~
- ~~C. Employees are encouraged to report incidents to the Title IX Coordinator or Title IX Deputy Coordinators, Office of Human Resources, or file a report online.~~

~~XI. Responsible Employee~~

~~Under Title IX regulations, the South Texas College must designate “Responsible Employees” and must identify “Confidential Employees” to whom students may report incidents of sexual assault, sexual harassment, sex discrimination, retaliation, or other conduct prohibited by this policy (referred to herein as a “Title IX Violation”).~~

~~Every College employee, except for licensed Counselors, are defined as “responsible employees” and must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Department of Public Safety. A “responsible employee” has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee.~~

~~The responsible employee needs to:~~

- ~~4) advise the individual(s) of the employee’s obligation to report any information the individual(s) reveals to the Title IX coordinator,~~
- ~~5) explain to the individual(s) of their option(s) to ask that the institution nonetheless consider maintaining the confidentiality of that information, but that the institution may not be able to guarantee confidentiality, and~~
- ~~6) advise the individual(s) of the ability to instead share this information with counseling, advocacy, health, mental health or other sexual assault related resources who are not obligated to report it to the Title IX coordinator.~~

~~Licensed professional counselors are considered “confidential employees” who are not obligated to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee unless the safety of an individual is at risk.~~

~~Nothing in this policy is intended to limit the right of any student to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.~~

Confidential Employees

~~If a student desires to report a Title IX violation but desires to preserve confidentiality of the incident and of the student’s identity, the student should report the incident to a “Confidential~~

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~~Employee” of the College. With some exceptions, a “Confidential Employee” does not have to report any Title IX complaint brought to his/her attention to the Title IX Coordinator. Reporting a Title IX violation to a “Confidential Employee” does not trigger the College’s Title IX obligations to timely investigate the complaint. “Confidential Employees” are not required to report any information regarding a Title IX violation to the Title IX coordinator or other appropriate school designee in a way that discloses the reporting student’s identity.~~

~~However, the College must still collect non-identifying information on the incident for reporting and statistical purposes.~~

XII. Confidentiality

The identity of an alleged victim of an incident of sexual harassment, sexual assault, dating violence or stalking is confidential and not subject to disclosure under Chapter 552, Government Code, unless waived in writing by the alleged victim.

The identity may be disclosed only to:

- a) *persons employed by or under contract with the College who are necessary to conduct an investigation of the report or any related hearings;*
- b) *a law enforcement officer as necessary to conduct a criminal investigation of the report;*
- c) *the person or persons alleged to have perpetrated the incident, to the extent required by other law; or*
- d) *potential witnesses to the incident necessary to conduct an investigation of the report.*

Nothing in this section may be construed as prohibiting a victim from making a report to a law enforcement agency using the pseudonym form.

XIII. Failure to Report or Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

An employee commits an offense, subject to criminal charges, if the employee knowingly fails to make a report of Sexual Harassment, Sexual Assault, Dating Violence or Stalking as required under Section X of this policy or knowingly makes a report with the intent to harm or deceive that is false.

An offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the actor intended to conceal the incident that the actor was required to report.

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The College shall terminate the employment of an employee whom the institution determines, in accordance with the institution's disciplinary procedure, to have committed an offense under this section.

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action up to and including dismissal or expulsion from the College, in accordance with existing policies.

XIV. Immunities

A person acting in good faith who reports or assists in the investigation of a report of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident:

(1) is immune from civil liability, and from criminal liability for offenses punishable by fine only, that might otherwise be incurred or imposed as a result of those actions; and

(2) may not be subjected to any disciplinary action by the College at which the person is enrolled or employed for any violation by the person of the College's code of conduct reasonably related to the incident for which suspension or expulsion from the institution is not a possible punishment.

Immunity does not apply to a person who perpetrates or assists in the perpetration of the incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking reported.

XV. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XVI. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XVII. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged

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retaliation should be reported immediately to the Title IX Coordinator and/or Title IX Deputy Coordinator(s) and will be promptly investigated. South Texas College is prepared to take appropriate steps to protect individuals who are subjected to retaliation.

Examples of an adverse action include conduct that:

- significantly disadvantages or restricts an individual as to his or her status as a student or employee, or his or her ability to gain the benefits or opportunities of the program;
- discourages one from making a discrimination claim, or
- could act as a deterrent to further protected activity.

The College prohibits retaliation against an employee or student who, *in good faith*, makes a claim alleging to have experienced discrimination or harassment, *makes a report as required of an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, or cooperates with an investigation, a disciplinary process, or a judicial proceeding relating to a report of such incident.* ~~or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

The retaliation prohibition does not apply to an employee who reports an incident of Sexual Harassment, Sexual Assault, Dating Violence or Stalking perpetrated by the employee or in the cooperation of an investigation, a disciplinary process or a judicial proceeding relating to an allegation that the employee perpetrated such incident.

XVIII. Compliance

Title IX Coordinator

Not less than once every three months, the Title IX Coordinator shall submit a written report to the College President of the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, including information regarding:

- 1) *the investigation of those reports;*
- 2) *the disposition, if any, of any disciplinary processes arising from those reports; and*
- 3) *the reports for which the College determined not to initiate a disciplinary process, if any.*

The Title IX Coordinator or Title IX Deputy Coordinator shall immediately report to the College President an incident reported of Sexual Harassment, Sexual Assault, Dating Violence or Stalking if the Title IX Coordinator or Title IX Deputy Coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.

College President

The College President shall submit to the Board of Trustees and post on the College's website a report concerning the reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking, in accordance with SB 212 of the 86th Legislation.

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The report may not identify any person and must include:

- a) the number of reports received of Sexual Harassment, Sexual Assault, Dating Violence or Stalking;*
- b) the number of investigations conducted as a result of those reports;*
- c) the disposition, if any, of any disciplinary processes arising from those reports;*
- d) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and*
- e) any disciplinary actions taken on incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.*

The College President shall annually certify in writing to the Texas Higher Education Coordinating Board that the College is in substantial compliance with Texas Education Code, Subchapter E-2 in reporting required of incidents of Sexual Harassment, Sexual Assault, Dating Violence or Stalking.

If the Texas Higher Education Coordinating Board determines that the College is not in substantial compliance with Subchapter E-2 of Chapter 51 of the Education Code, the Texas Higher Education Coordinating Board may assess an administrative penalty against the College in an amount not to exceed \$2 million. In determining the amount of the penalty, the Texas Higher Education Coordinating Board shall consider the nature of the violation and the number of students enrolled at South Texas College.

If the Texas Higher Education Coordinating Board assesses an administrative penalty against the College, the Texas Higher Education Coordinating Board shall provide to the College with written notice of the Texas Higher Education Coordinating Board's reasons for assessing the penalty.

The College may appeal any penalty assessed by the Texas Higher Education Coordinating Board in the manner provided by Chapter 2001, Government Code.

The College may not pay an administrative penalty assessed using state or federal money.

An administrative penalty collected under this section shall be deposited to the credit of the sexual assault program fund established under Section 420.008, Government Code.

XIX. Review

The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.

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Review and Recommend Action on Proposed Budget for FY 2019 – 2020

Approval of the proposed Budget for FY 2019 – 2020 will be requested at the August 27, 2019 Board meeting.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will discuss the proposed budget for FY 2019 – 2020 with the Committee.

The revenues and expenditures for FY 2019 – 2020 are based on the following:

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 \$19,651 and \$80,816, respectively, totaling \$100,467. The state appropriation for the Higher Education Employees Group Insurance (HEGI) was reduced by \$2,152,224. The state appropriation and the HEGI appropriation amounts are 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 decrease approximately \$105,709 in FY 2020.
- In total, tuition is projected to increase approximately \$3,348,041 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 and additions to differential tuition rates. The FY 2020 tuition also includes the increase of \$100 for the Bachelor of Applied Science in Organizational Leadership tuition.
- The projections indicate an increase in fees of approximately \$954,132 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.
- Other revenues are expected to increase \$515,749 in FY 2020. The projected increase is mainly due to the increases in interest revenue, the Dual Credit Academy Participation Fee, and Administrative Costs offsetting decreased revenues for Dual Enrollment Cost Reimbursements, Book Royalties, and Testing Commissions.
- Tax revenue for FY 2020 is expected to increase \$1,191,214, due to an increase in tax appraised values and tax collections.

- Carryover Allocations is projected to decrease \$11,154,676 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 \$2,000,000 in the Unexpended Construction Plant Fund, the decrease of \$1,793,628 in the Capital Purchases carryover, the decrease of \$1,000,000 in the Renewals and Replacements Plant Fund, the decrease of \$186,217 in the Contingency Fund carryover, the decrease of \$150,000 in the Continuing Education carryover, and the decrease of \$5,427 in Instructional Book Royalties.

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,585,276 in FY 2020 due to the 3% annual salary increases for faculty and non-faculty personnel approved by the Board on April 23, 2019, new non-faculty staff positions, non-faculty salary adjustments and reclassifications, a new student direct wage pool for student employees, a salary pool increase related to increasing the direct wage hourly rate by \$1, an increase to the instructional pools, and changes in salaries due to vacancies and new hires.
- The Benefits expenditures budget for FY 2020 is proposed to increase by \$181,553.
- The Operating expenditures budget for FY 2020 is proposed to decrease by \$6,433,235.
 - ⇒ The operating budget is proposed to decrease by \$380,433 based on the needs of the College's departments.
 - ⇒ 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 \$61,834.
- The Capital Outlay expenditures budget for FY 2020 is proposed to increase by \$983,804.
 - ⇒ The capital budget is proposed to decrease by \$202,196 based on the needs of the College's departments.
 - ⇒ 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 Reserves budget for FY 2020 is proposed to decrease by \$3,630,481. The decrease is due to the decrease of \$2,000,000 in the Transfer to Unexpended Plant Fund, the decrease of \$1,000,000 in the Transfer to Renewals and Replacements Plant Fund, the decrease in the MTR Bond Series 2007 debt service of \$395,200, and the decrease in the Transfer to the Office of Industry Training and Economic Development (ITED) of \$235,281.

The Texas Association of School Boards notified the College that effective immediately, House Bill 1495 from the 86th Texas Legislature amends Local Government Code Section 140.0045 to require that proposed budgets prepared by certain political subdivisions include a line item indicating the amount of expenditures for directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Section 305.002, Government Code. The proposed Budget for FY 2019 - 2020 has been updated to include a section that complies with the new requirement of Section 140.0045.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures are included in the Proposed Budget for FY 2019 – 2020.

The Preliminary FY 2019 – 2020 (Next Year) Budget Summary of Projected Revenues and Expenditures with Comparison to the FY 2018 – 2019 (Current Year) amended budget and the Proposed Budget PowerPoint presentation follow in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2019 – 2020 are included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

The Resolution Adopting the Budget for FY 2019 – 2020 will also be presented at the August 27, 2019 Board meeting for approval.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary FY 2019 – 2020 Budget Summary of Projected Revenues and Expenditures.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 27, 2019 Board meeting, the proposed Budget for FY 2019 – 2020 as presented.

South Texas College

Unrestricted Fund

Preliminary FY 2019 - 2020 (Next Year) Budget Summary with Comparison to FY 2018 - 2019 (Current Year)

As of August 13, 2019

Summary of Revenues	FY 2019 Budget (Amended)	FY 2020 Budget (Proposed)	% of Total Revenues	Difference FY 2019 Amended to FY 2020 Proposed
State Contact Hour Appropriation	\$ 40,226,013	\$ 42,172,061	23.23%	\$ 1,946,048
<i>Other State Appropriation-ORP</i>	556,134	575,785	0.32%	19,651
<i>Other State Appropriation-TRS</i>	2,287,161	2,367,977	1.30%	80,816
<i>Other State Appropriation-HEGI</i>	5,481,778	3,329,554	1.83%	(2,152,224)
Other State Appropriations Subtotal	8,325,073	6,273,316	3.45%	(2,051,757)
Total State Appropriations	48,551,086	48,445,377	26.68%	(105,709)
Total Tuition	34,347,564	37,695,605	20.76%	3,348,041
Total Fees	27,915,959	28,870,091	15.90%	954,132
Total Other Revenues	7,870,236	8,385,985	4.62%	515,749
Total M&O Property Taxes	50,516,741	51,707,955	28.48%	1,191,214
Total Carryover Allocations	17,609,914	6,455,238	3.56%	(11,154,676) *
Total Revenues	\$ 186,811,500	\$ 181,560,251	100.00%	\$ (5,251,249)

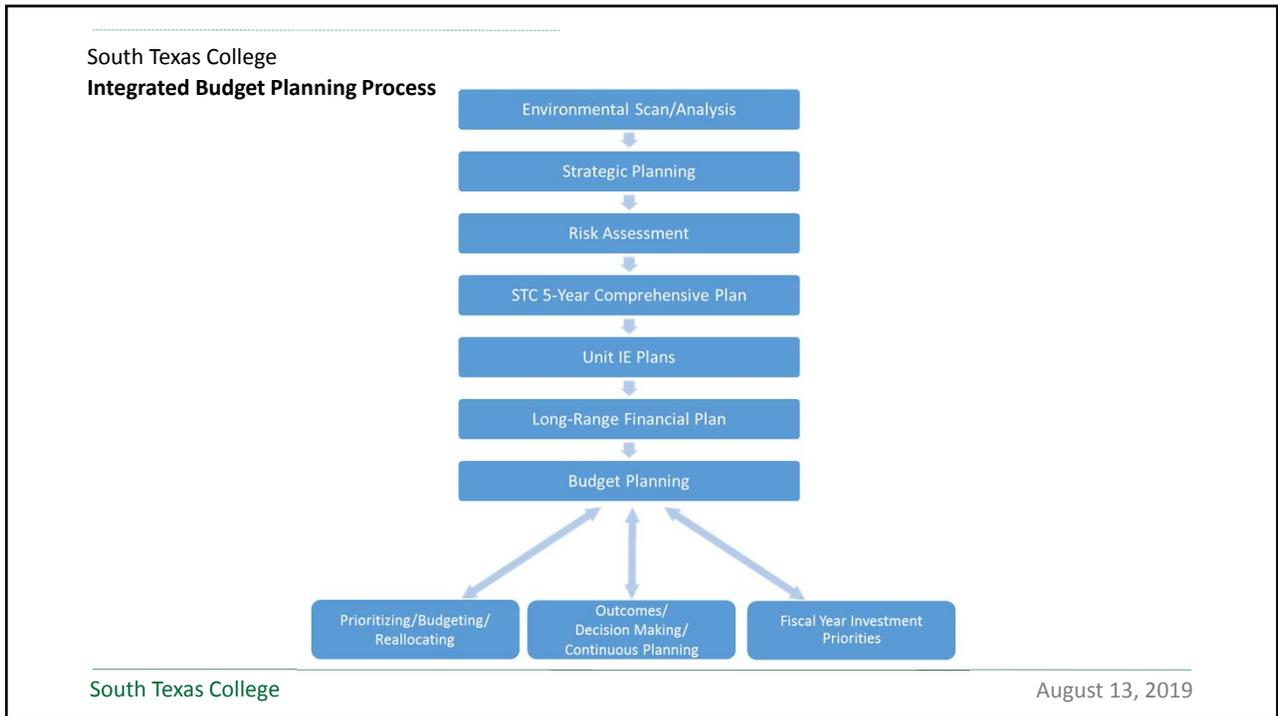
Summary of Expenditures	FY 2019 Budget (Amended)	FY 2020 Budget (Proposed)	% of Total Expenditures	Difference FY 2019 Amended to FY 2020 Proposed
Total Salaries	\$ 101,465,780	\$ 105,051,056	57.86%	\$ 3,585,276
Total Benefits	29,074,300	29,255,853	16.12%	181,553
Total Operating	42,518,769	36,085,534	19.88%	(6,433,235) *
Total Travel	2,378,838	2,440,672	1.34%	61,834
Total Capital Outlay	1,793,628	2,777,432	1.53%	983,804
Total Expenditures	\$ 177,231,315	\$ 175,610,547	96.73%	\$ (1,620,768)
Transfers & Reserves				
Debt Service	395,200	-	0.00%	(395,200)
Transfer to Unexpended Plant Fund	5,000,000	3,000,000	1.65%	(2,000,000)
Transfer to Renewals & Replacements Plant Fund	1,000,000	-	0.00%	(1,000,000)
Transfer to Office of ITED	1,184,985	949,704	0.52%	(235,281)
Contingency Fund	2,000,000	2,000,000	1.10%	-
Total Transfers & Reserves	9,580,185	5,949,704	3.27%	(3,630,481)
Total Expenditures, Transfers and Reserves	\$ 186,811,500	\$ 181,560,251	100.00%	\$ (5,251,249)

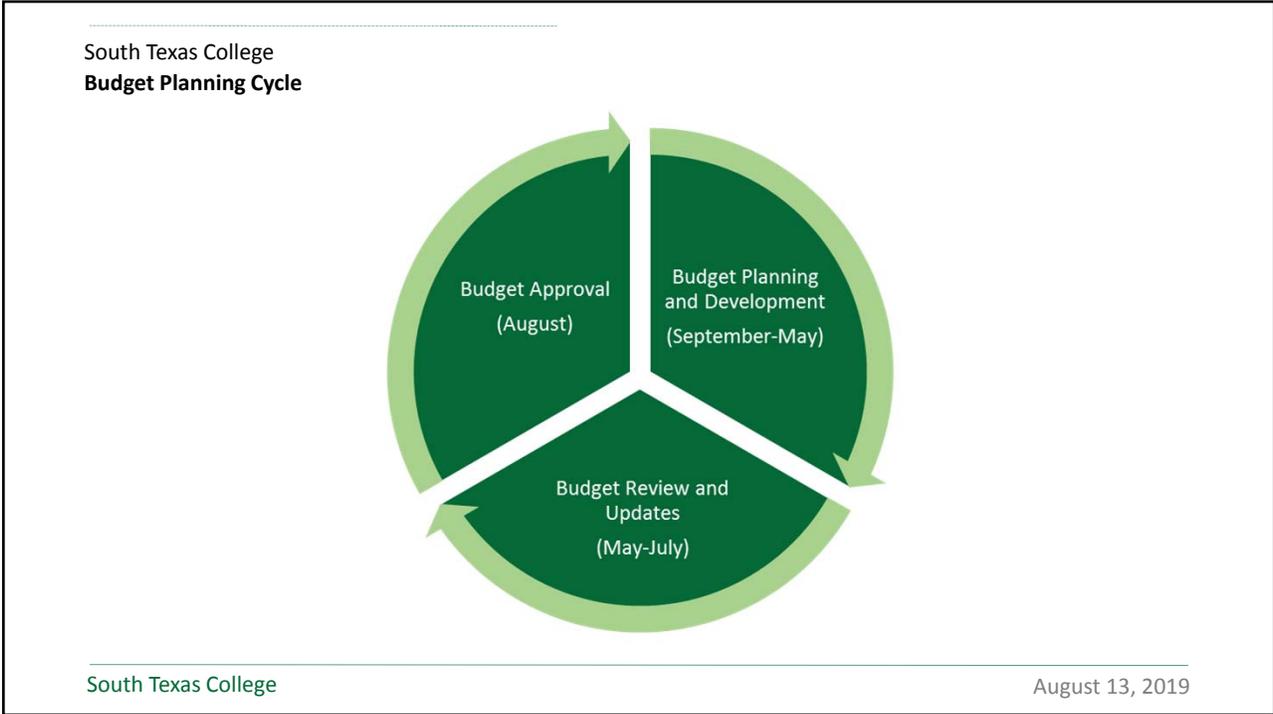
Revenues over Expenditures	\$ -	\$ -		\$ -
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* Reductions in Total Carryover Allocations and Operating expenditures are due to the Bond related M&O taxes revenue and expenditures occurring in FY 2019 and not FY 2020.

PROPOSED BUDGET
FY 2019-2020

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





South Texas College
Budget Timeline

	September	October	November	December	January	February	March	April	May	June	July	August
Budget Planning and Development	Instructions and Guidelines					Department Requests		Revenue and Expense Projections				
	Revenue Projections					Balance Budget						
										Department and Cabinet Review		
										Preliminary Review by Finance, Audit, and Human Resources Committee		
Budget Review												
Budget Approval												Hearing Publication
												Budget Hearing
												Budget Proposal
												Budget Approval

South Texas College August 13, 2019

FY 2019 - 2020 Budget Highlights



1. 3% Salary increase for Faculty and Staff
2. \$600,000 for temporary agency staff
3. \$200,000 for Student Direct Wage Pool for Student Employees
4. Reduction in M&O expenditures carryover and M&O expenditures
5. 1% enrollment decrease assumed for tuition and fee projections
6. Increased tuition rates
7. Increased differential tuition rates – Instructional Program Cost Analysis
8. Implemented flat Student Registration Fee
9. Continuing carryover of \$3,000,000 for Transfer to Plant Fund

South Texas College

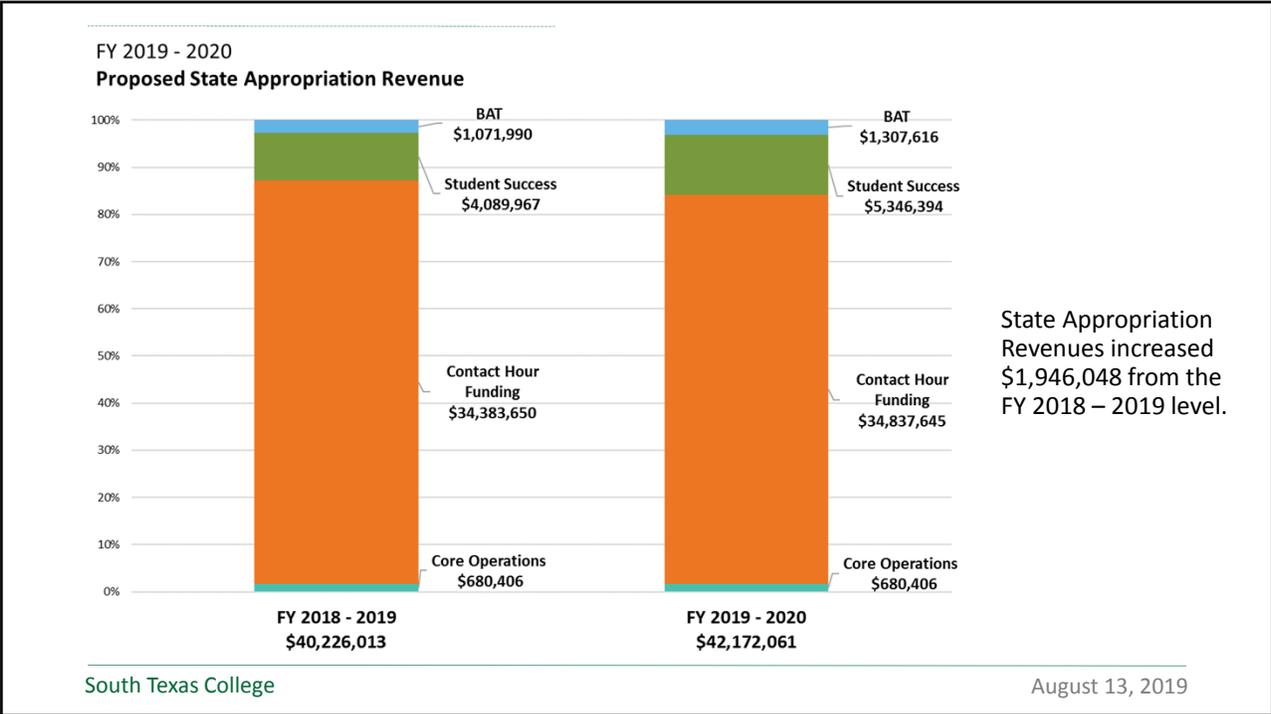
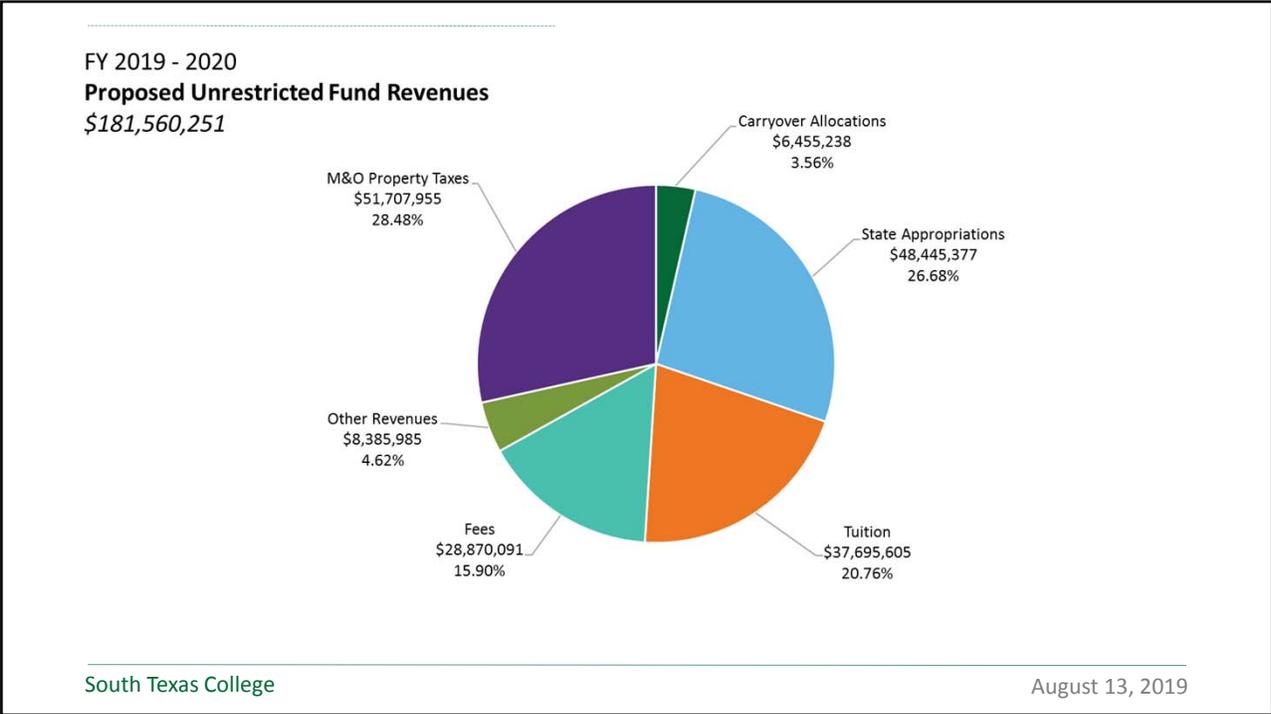
August 13, 2019

Proposed Unrestricted Fund Revenues

Summary of Revenues	FY 2019 Budget (Amended)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$42,172,061	\$1,946,048
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	556,134	575,785	19,651
<i>Teacher Retirement System</i>	2,287,161	2,367,977	80,816
<i>Higher Education Group Insurance</i>	5,481,778	3,329,554	(2,152,224)
Other State Appropriations Subtotal	8,325,073	6,273,316	(2,051,757)
Total State Appropriations	48,551,086	48,445,377	(105,709)
Total Tuition	34,347,564	37,695,605	3,348,041
Total Fees	27,915,959	28,870,091	954,132
Total Other Revenues	7,870,236	8,385,985	515,749
Total M&O Property Taxes	50,516,741	51,707,955	1,191,214
Total Carryover Allocations	17,609,914	6,455,238	(11,154,676)
Total Revenues	\$186,811,500	\$181,560,251	\$(5,251,249)

South Texas College

August 13, 2019



Proposed Carryover Allocations

Carryover Allocations- From Fund Balance	FY 2019 Budget (Amended)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
Unexpended Construction Plant Fund	\$5,000,000	\$3,000,000	\$(2,000,000)
Renewals & Replacements Plant Fund	1,000,000	-	(1,000,000)
Continuing Education	600,000	450,000	(150,000)
Capital Purchases	1,793,628	-	(1,793,628)
Contingency Fund	2,000,000	1,813,783	(186,217)
Instructional Book Royalties	10,882	5,455	(5,427)
M&O Tax Bond Program 2013-FFE	7,205,404	1,186,000	(6,019,404)
Total Carryover Allocations	\$17,609,914	\$6,455,238	\$(11,154,676)

South Texas College

August 13, 2019

10 Year Historical Primary Revenue Sources Trend
Revenue Comparison by Percentages



South Texas College

August 13, 2019

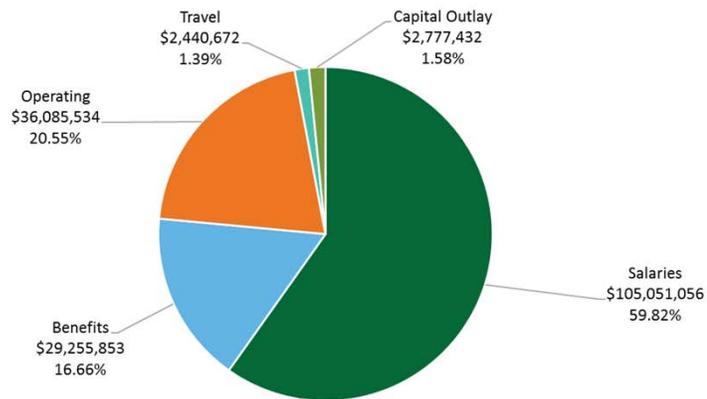
Proposed Unrestricted Fund Expenditures

Summary of Expenditures	FY 2019 Budget (Amended)	FY 2020 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$101,465,780	\$105,051,056	\$3,585,276
Total Benefits	29,074,300	29,255,853	181,553
Total Operating	42,518,769	36,085,534	(6,433,235)
Total Travel	2,378,838	2,440,672	61,834
Total Capital Outlay	1,793,628	2,777,432	983,804
Total Expenditures	\$177,231,315	\$175,610,547	\$(1,620,768)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	395,200	-	(395,200)
Transfer to Unexpended Plant Fund	5,000,000	3,000,000	(2,000,000)
Transfer to Renewals & Replacements Plant Fund	1,000,000	-	(1,000,000)
Transfer to Office of ITED	1,184,985	949,704	(235,281)
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	9,580,185	5,949,704	(3,630,481)
Total Expenditures, Transfers & Reserves	\$186,811,500	\$181,560,251	\$(5,251,249)

South Texas College

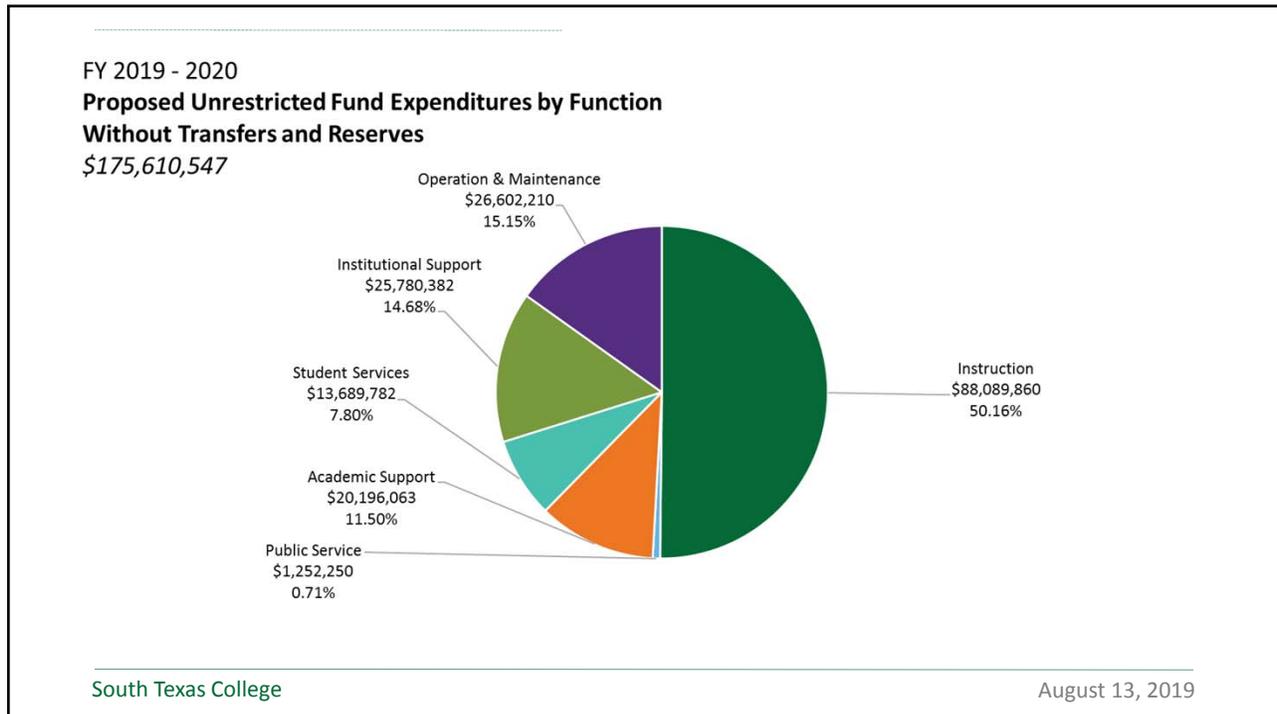
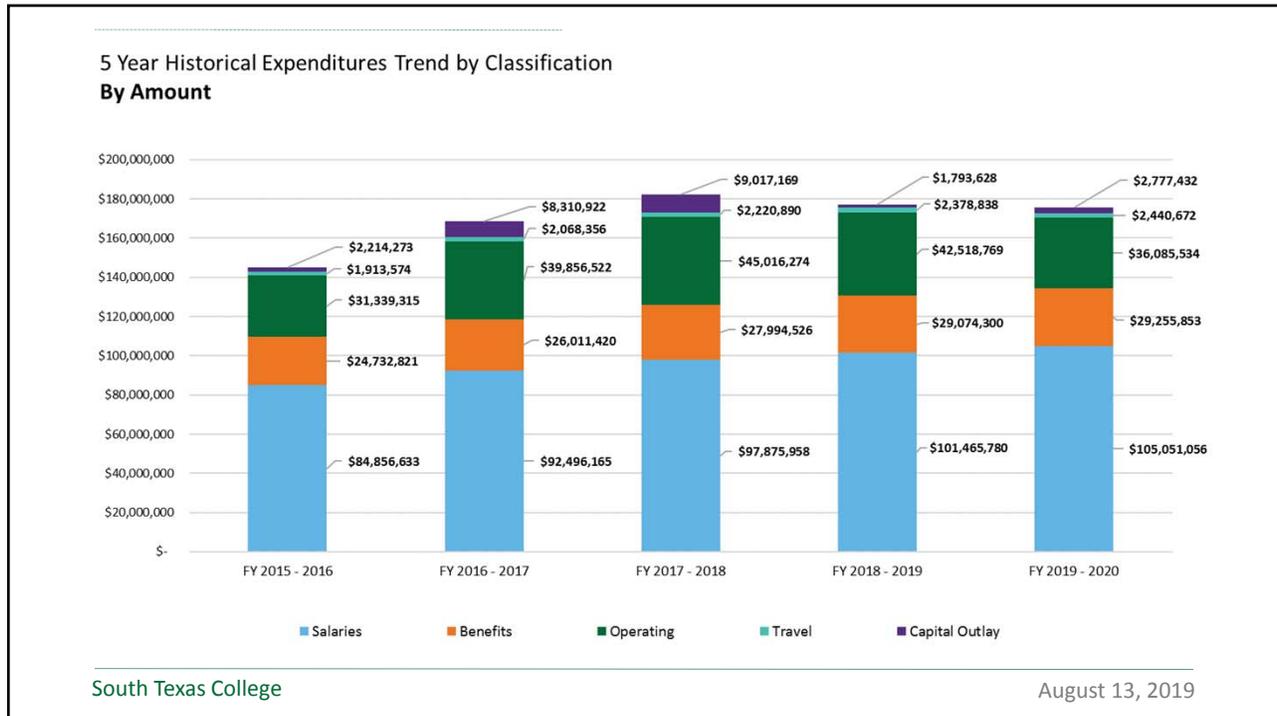
August 13, 2019

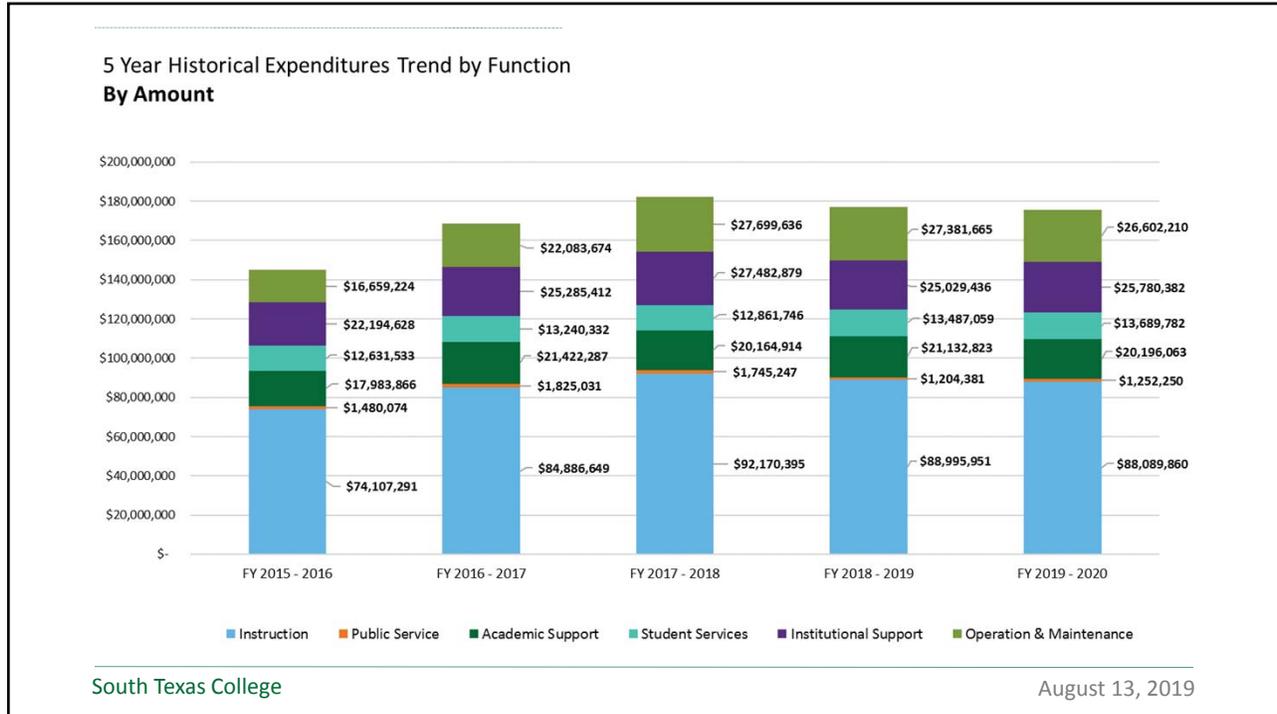
FY 2019 - 2020
Proposed Unrestricted Fund Expenditures by Classification Without Transfers and Reserves
 \$175,610,547



South Texas College

August 13, 2019





Section 140.0045 Expenditures

The Texas Association of School Boards notified the College that effective immediately, House Bill 1495 from the 86th Texas Legislature amends Local Government Code Section 140.0045 to require that proposed budgets prepared by certain political subdivisions include a line item indicating the amount of expenditures for directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Section 305.002, Government Code.

Expenditures	FY '19 Budget	FY '19 Actual*	FY '20 Budget
Total Section 140.0045 Expenditures	\$30,102	\$30,102	\$30,075

* Estimated

Proposed Auxiliary Fund

Total Revenues	Total Expenditures
\$4,891,952	\$4,891,952

Revenue Sources		Expenditure Types	
Bookstore Commissions	\$490,000	Student/Employee Initiatives	\$490,000
Food Service Sales	\$1,160,838	Food Service Expenditures	\$1,160,838
Vending Machine Commissions, Catering Commissions, and Interest Income	\$179,000	Student/Employee Initiatives and Student Copier Expenditures	\$179,000
Conferences Revenue	\$300,455	Conference Expenditures	\$300,455
Child Care Center Revenue	\$364,475	Child Care Center Expenditures	\$364,475
Student Copier Revenue	\$1,200	Student Copier Expenditures	\$1,200
Student Activity Fee	\$1,651,835	Student Activities & Wellness	\$1,651,835
Non Public Fund	\$744,149	Non Public Fund	\$744,149

South Texas College

August 13, 2019

Proposed Restricted Fund

Total Revenues	Total Expenditures
\$81,031,544	\$81,031,544

Revenue Sources		Expenditure Types	
State and Federal Financial Aid	\$64,479,999	Pell, SEOG, College Work-Study, TEOG Initial and Renewal	\$64,479,999
State and Federal Grants	\$6,713,696	TWC Skills Development Fund, Carl Perkins, Nursing Shortage Reduction, Veterans Chapter 31	\$6,713,696
Private and Local Grants and Scholarships	\$9,837,849	Student scholarships, VIDA, City of McAllen	\$9,837,849

South Texas College

August 13, 2019

Proposed Plant Funds

Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers and Reserves
Unexpended-Construction Fund-Non-Bond	\$17,037,045	\$17,037,045
Unexpended-Renewals & Replacements	\$7,624,000	\$7,624,000
Unexpended-Retirement of Indebtedness	\$13,804,501	\$13,804,501

South Texas College

August 13, 2019



Review and Discussion of South Texas College Proposed 2019 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that does not exceed the lower of the effective tax rate or the rollback tax rate and therefore, is not required to hold two public hearings.

The notice of effective tax rate concerning the 2019 Property Tax Rate was published on August 7, 2019 in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. A copy is enclosed for your information and review.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1733	\$69,068,061
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0333</i>	<i>\$0.1733</i>	<i>\$69,068,061</i>

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013 and is the rate levied for the last four years.

The proposed debt rate of \$0.0333 is the amount necessary to fully fund all the debt service payments that consist of the 2013 Tax Bond Program, including Bonds Series 2014 and Bond Series 2015.

South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1733, since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice of Effective Tax Rate for 2019 and a Presentation follow in the packet for your information and review.

2019 Property Tax Rates in South Texas College

This notice concerns the 2019 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$48,968,208
Last year's debt taxes	\$13,291,371
Last year's total taxes	\$62,259,579
Last year's tax base	\$34,977,291,573
Last year's total tax rate	\$0.1780/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$62,126,862
÷ This year's adjusted tax base (after subtracting value of new property)	\$35,840,116,145
=This year's effective tax rate	\$0.1733/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$48,857,624
÷ This year's adjusted tax base	\$35,840,116,145
=This year's effective operating rate	\$0.1363/\$100
x 1.08 =this year's maximum operating rate	\$0.1472/\$100
+ This year's debt rate	\$0.0333/\$100
= This year's total rollback rate	\$0.1805/\$100

Statement of Increase/Decrease

If South Texas College adopts a 2019 tax rate equal to the effective tax rate of 0.1733 per \$100 of value, taxes would increase compared to 2018 taxes by \$1,368,608.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Money Market Account	11,773,390

Schedule B - 2019 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limit Tax Bonds, Series 2014	2,385,000	2,573,750	0	4,958,750
South Texas College District Limited Tax Bonds, Series 2015	4,910,000	3,859,606	0	8,769,606
Total required for 2019 debt service		\$13,728,356		
- Amount (if any) paid from Schedule A		\$1,500,000		
- Amount (if any) paid from other resources		\$0		
- Excess collections last year		\$0		
= Total to be paid from taxes in 2019		\$12,228,356		
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2019		\$0		
= Total debt levy		\$12,228,356		

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo
 Title: Vice President for Finance and Administrative Services
 Date Prepared: 08/05/2019

Proposed 2019 Property Tax Rates

Finance, Audit, and Human Resources Committee
August 13, 2019

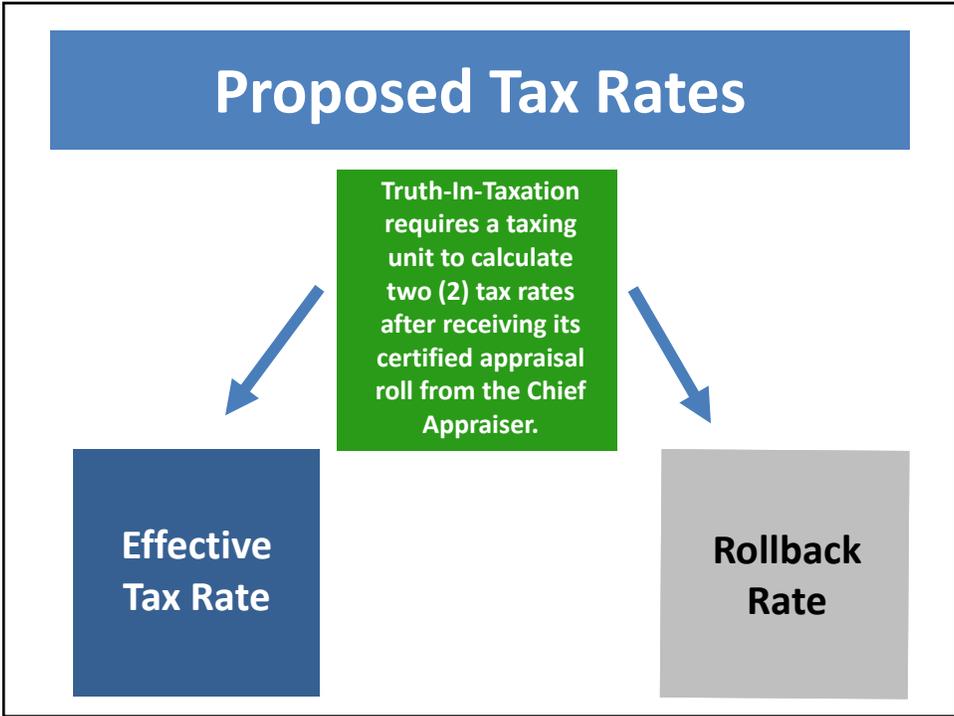


Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.



Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1733	\$69,068,061
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
Proposed Tax Rate	\$0.1400	\$0.0333	\$0.1733	\$69,068,061

Proposed Total Tax Rate: \$0.1733



The College is not required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1733) does not exceed the lower of:

- the effective tax rate of (\$0.1733) or;
- the rollback tax rate of (\$0.1805)

Required Steps:

- July 25, 2019 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 7, 2019- Publication of effective and rollback tax rates, statement, and schedules
- August 27, 2019 - Meeting of governing body to discuss tax rate
- August 27, 2019 – Meeting to adopt tax rate

Thank You Questions?



Review and Recommend Action on Order Adopting the Tax Rate for 2019

Approval of the Order adopting the tax rate for 2019 by taking record vote of the members of the Board will be requested at the August 27, 2019 Board meeting. Approval of the Order is necessary to levy the tax for the 2019 tax year.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2019 tax rate for South Texas College to the public and Board of Trustees.

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the effective tax rate and the rollback tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. South Texas College is not required to hold public hearings and publish special notices before adopting the proposed tax rate of \$0.1733 since this rate does not exceed the lower of the effective tax rate or the rollback tax rate.

The Notice concerning the 2019 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. Attached are copies of the Proposed 2019 Tax Presentation, 2019 Property Tax Rates for your information and review.

The tax rate for 2018 Tax Year was as follows:

2018 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2018 Tax Rate	\$0.1400	\$0.0380	\$0.1780

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

2019 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
Effective Tax Rate	-	-	\$0.1733	\$69,068,061
Rollback Tax Rate	\$0.1472	\$0.0333	\$0.1805	\$71,711,587
Proposed Tax Rate	\$0.1400	\$0.0333	\$0.1733	\$69,068,061

Determination of Tax Rates (M&O Rate and Debt Rate)

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College may adopt as approved by the voters on November 5, 2013. The College will maintain the 2018 M&O rate of \$0.1400.

The proposed debt rate of \$0.0333 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will decrease the 2018 debt rate of \$0.0380 to \$0.0333.

The proposed tax rate of \$0.1733 which includes a rate of \$0.1400 for M&O and a rate of \$0.0333 for debt service does not exceed the lower than the effective tax rate and the rollback tax rate. Thus, the College is not required to conduct public hearings adopting the proposed tax rate.

Approval of the Order will require a record vote of the members of the Board. A copy of the Order follows in the packet for the Committee's review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 27, 2019 Board meeting, the Order adopting the tax rate for 2019 by taking record vote of the members of the Board as presented.

ORDER

AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2020 AND THE TAX YEAR 2019 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2020, and the Tax Year 2019, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1st day of January A.D. 2019, the following taxes rates, to wit:

- (a) An ad valorem tax to be computed at the rate of \$ 0.1400 per \$100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2020 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.
- (b) An ad valorem tax of be computed at the rate of \$ 0.0333 per \$ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding series 2014, and series 2015 bonds issue of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.
- (c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.71 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.

SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 27th day of August, 2019 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 27th August, 2019

South Texas College District

By: _____
Paul R. Rodriguez, Chairman

I hereby certify that the above Order passed on August 27th, 2019 by the following record vote:

Paul R. Rodriguez:	Yea ___	Nay ___	Absent ___
Rose Benavidez:	Yea ___	Nay ___	Absent ___
Roy de León:	Yea ___	Nay ___	Absent ___
Victoria Cantú:	Yea ___	Nay ___	Absent ___
Gary Gurwitz:	Yea ___	Nay ___	Absent ___
Alejo Salinas, Jr.:	Yea ___	Nay ___	Absent ___
Rene Guajardo:	Yea ___	Nay ___	Absent ___

ATTEST:

By: _____
Rose Benavidez, Vice-Chair

**Review and Recommend Action on Proposed Amendment to the Staffing Plan for
 FY 2019 – 2020**

Approval of the Proposed Amendment to the Staffing Plan for FY 2019 - 2020 will be requested at the August 27, 2019 Board meeting.

Purpose - The Staffing Plan for FY 2019 – 2020 for all employee groups was presented for the Board’s review, consideration, and approval on June 25, 2019. An amendment is necessary to request review and consideration of the proposed reorganization of the Liberal Arts and Social Sciences division.

Justification -- The Division of Liberal Arts and Social Sciences (LASS) is the largest instructional division within the College. During the course of the past several years, the development of new programs, increased enrollment within specific disciplines, and increased faculty have caused substantial growth within the Division of Liberal Arts and Social Sciences.

Based on the number of course sections, full-time faculty, and part-time faculty during the Spring 2019 semester, is nearly twice the size of the next largest Division of Math, Science, and Bachelor Programs.

Spring 2019				
Division	Course Sections	Number of Faculty		
		Full Time	Part Time (Adjunct / Dual Credit)	Total Faculty
Business, Public Safety and Technology	1,013	140	80	220
Liberal Arts and Social Sciences	2,470	262	196	458
Math, Science and Bachelor Program	1,290	137	135	272
Nursing and Allied Health	502	107	16	123
Total	5,275	646	427	1,073

Timing of Proposed Reorganization

With the announced retirement of Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences, in December 2019, there is the opportunity to reorganize the Division into two separate divisions, the Division of Social and Behavioral Sciences and the Division of Liberal Arts. The size of these two new Divisions will be equitable with the other Divisions of the College and would be more manageable.

The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College’s comprehensive proposed staffing and salary structure for FY 2019 - 2020.

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

Staffing Needs for Proposed Reorganization

Working with department chairs, faculty, and staff within the division, administration proposes splitting the Division of LASS into two separate divisions:

- Division of Social & Behavioral Sciences
- Division of Liberal Arts

Both divisions would require Division Dean positions; therefore, the request for a title change and the creation of a new position are needed as follows:

- Change current title of Dean for Liberal Arts & Social Sciences (Position #700150) to ***Dean for Social & Behavioral Sciences***
- Create a new position for the Liberal Arts division as ***Dean for Liberal Arts***

Timeline to complete the proposed search for two Deans:

<u>Approximate Dates</u>	<u>Activity</u>
08/15/2019 to 09/20/2019	Advertise Both Positions
09/03/2019 to 09/06/2019	Create Two Search Committees
09/23/2019 to 09/30/2019	Search Committees Meet to Select Candidates for Interview
10/08/2019 to 10/11/2019	Search Committees Conduct Interviews
10/28/2019 to 10/31/2019	On Campus Candidate Forum: Liberal Arts
11/04/2019 to 11/08/2019	On Campus Candidate Forum: Social & Behavioral Sciences
11/18/2019 to 11/26/2019	Make Official Offers to Start January 2020

Funding Source – The budget to fund the existing position (#700150) requiring a title change is reflected in the appropriate Department and listed on the Staffing Plan and is subject to Board approval of the FY 2019 – 2020 Budget. The new Dean position would be scheduled to be filled in January 2020, and the partial year salary would be funded from salary savings.

Reviewers - The President and all the Vice Presidents reviewed the restructure of the Division of Liberal Arts & Social Science and approved the proposed revisions.

Enclosed Documents - An organizational chart showing the proposed restructuring of the Division of Liberal Arts and Social Sciences follows in the packet for the Committee's review and discussion.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 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 August 27, 2019 Board Meeting, the Proposed Amendment to the Staffing Plan for FY 2019 - 2020, as presented.

**Office of the Vice President for Academic Affairs
(Dr. Anahid Petrosian, Interim)**

**Division of Liberal Arts
(New Dean Position)
Assistant Deans (2)
(Faculty Special Assignments)
Programs 11; Faculty 160; Sections 1,626**

History, Philosophy, and Mexican American Studies
(Sean Kennedy)
Faculty 40;
Sections 380

English
(Richard Coronado)
Faculty 47;
Sections 544

Communication Arts
(Rosalinda Cantu)
Faculty 14;
Sections 135

Developmental Reading and Writing
(Florinda Rodriguez)
Faculty 19;
Sections 135

World Languages, Humanities & Sign Language
(Delia Magdaleno)
Faculty 10;
Sections 169

Music
(William Buhidar)
Faculty 10;
Sections 112

Arts
(vacant)
Faculty 18;
Sections 130

Drama
(Joel J. Rodriguez)
Faculty 2;
Sections 21

Dance
IN DEVELOPMENT
(Chair – TBD)
Faculty: TBD
Sections TBD

**Division of Social & Behavioral Sciences
(Reclassification of Existing Dean Position)
Assistant Dean (1)
(Faculty Special Assignment)
Programs 9; Faculty 109; Sections 772**

Sociology/Social Work Anthropology
Rolando Longoria
Faculty 14;
Sections 94

Psychological Science
(Carlos Gonzalez)
Faculty 19;
Sections 137

Political Science
(Dr. Robert Ballinger)
Faculty 35;
Sections 243

Criminal Justice
(James Blair)
Faculty 19;
Sections 106

Education/College Success
(Rene Zuniga)
Faculty 12;
Sections 107

Child Development Early Childhood
(Veronica Rodriguez)
Faculty 4;
Sections 41

Kinesiology
(Dr. Rebecca de los Santos)
Faculty 6;
Sections 44

Departments/ Programs-
Division of Liberal Arts

Departments/Programs-
Division of Social & Behavioral Sciences

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

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

On June 27, 2019, Mr. Jesus Ramirez, South Texas College's Legal Counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, held a conference call with Mr. Robert Peña, President of Texas Energy, to discuss the terms of the proposed agreement with Terra-Gen Development Company, LLC.

As of publishing date of the Committee packet, the College has not received any additional updates or comments from Mr. Peña or Terra-Gen representatives.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 27, 2019 Board meeting, to take action as necessary regarding the Terra-Gen Development Company, LLC, Tax Abatement if needed.

Review and Recommend Acceptance of Internal Audit Annual Report for FY 2019

Acceptance of the Internal Audit Annual Report for FY 2019 will be requested at the August 27, 2019 Board meeting.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report for FY 2019 has been completed.”

Justification – The Internal Audit Annual Report for FY 2019 provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report for FY 2019 follows in the packet for the Committee’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, will be present at the August 13, 2019 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the committee.

The Internal Audit Annual Report for FY 2019 includes a summary of findings along with management’s planned corrective actions for the following completed audits: Time Keeping System Compliance; Fleet Fuel Card; AP Commercial Card Use; and Custodial Services Work Orders.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 27, 2019 Board meeting, the acceptance of the Internal Audit Annual Report for FY 2019 as presented.



**SOUTH TEXAS
COLLEGE**

Internal Audit Annual Report Fiscal Year 2019

Prepared by:
The Office of Internal Audits
Khalil M. Abdullah



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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The annual audit plan for the previous fiscal year;
- Detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report;
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its July meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2019

The Board of Trustees approved the internal audit plan for fiscal year 2019 on July 24, 2018. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. All audits that were not completed in FY 2019 were carried forward and included in the FY 2020 audit plan.

FY 2019 (Scheduled)

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



Office of Internal Audits
Fiscal Year 2019 Audit Plan

FY 2019 Audit Plan - Engagements	Status of Plan
Risk Based Audits	
Time Keeping System Compliance Audit	10/4/2018
Fleet Fuel Card Use	10/23/2018
AP Commercial Card Use	1/29/2019
Enrollmet Audit (Traditional & CE)	7/26/2018
Custodial Services	6/3/2019
Human Resources Processes - Faculty Crentials	In Process
Banner Computer System Security and Access Audit	In Process
Financial Aid - Third Party Programs Audit	In Process
Clery Act / Title IX / VAWA Audit	In Process
Travel	Moved to FY 2020
MOUs for Early College High School and Dual Credit	Moved to FY 2020
Blueprint Expectations for Early College High Schools	Moved to FY 2020
Science Lab Safety and Storage Compliance	Moved to FY 2020
Follow Up	
Time Keeping System Compliance Audit	10/31/2018
Enrollmet Audit (Traditional & CE)	11/7/2018
Custodial Services	7/11/2019
Other Audit Responsibilities and Special Projects	
Fraud Survey	9/30/2018
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc.)	Ongoing
Annual Financial Report [CAFR]	N/A
Misc. data analytics / fraud detection procedures	N/A
Align Office of Internal Audits with IIA Standards (QAIP)	N/A
Professional Development & Training (40 hrs.CPE)	Ongoing
Annual Risk Assessment & Risk Based Audit Plan Development	6/27/2019
Annual Report [Texas Govt. Code Sec. 2102.015]	8/13/2019
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audit's staff worked on one consulting engagement in FY 2019:

- Late submission and processing of Notice of Employment (NOEs) related to the HEAL2/i3 grant

IV. External Quality Assurance Review (Peer Review)

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The Office of Internal Audits is approaching completing its fourth year of operations. *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented assessment process completed by the CAE with independent external validation. The FY 2020 audit plan includes an engagement to complete a self-assessment, summarize the results, and present the information to the Board. The results of self-assessment to be completed in FY 2020 will subsequently be validated by a qualified, independent external assessor in FY 2021.

V. Summary of Findings and Management's Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
19-01	10/4/2018	Time Keeping System Compliance	12 out of 16 (75%) instances when a hard copy timecard was required to be completed, we found that the supervisor's failed to complete and maintain a signed hard copy timecard.	The Business Office will continue to offer TimeClock Plus trainings to all employees and supervisors of the College (the payroll and human resources team conducted 79 trainings college-wide through 2017 and 2018) and emphasized the requirement to retain a hard copy of employee timecards.	Fully Implemented
19-01	10/4/2018	Time Keeping System Compliance	Employees working in payroll held system access that was incompatible with their job responsibilities - Lack of separation of duties.	The Business Office and HR are in the process of conducting a comprehensive review of all employees' system access related to Finance and HR payroll forms.	Fully Implemented
19-02	10/23/2018	Fleet Fuel Card	No reported exceptions	No reported exceptions	N/A

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
19-03	1/29/2019	AP Commercial Card Use	No reported exceptions	No reported exceptions	N/A
19-04	6/6/2019	Custodial Services Work Orders	Management should est. record retention requirements for support documentation and ensure that all responsible employees are made aware of those requirements	Documentation will be uploaded to the dept. share drive. Related support documentation will be retained for a minimum for 3 years.	Fully Implemented

VI. Internal Audit Plan for Fiscal Year 2020

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2020. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On July 23, 2019 South Texas College's Board of Trustees approved the following projects for FY 2020.

FY 2020 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Banner Computer System Security and Access
4. Clery Act, Title IX, and Violence Against Women Act
5. Travel
6. Memorandum of Understanding (MOUs) for Early College High Schools and Dual Credit
7. Blueprint Expectations for Early College High Schools
8. Science Lab Safety and Storage Compliance
9. Human Resources Processes – Faculty Credentials
10. Contractor Adherence to Prevailing Wage Rate Determination
11. Faculty Overloads & Stipends
12. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment



Office of Internal Audits
Fiscal Year 2020 Audit Plan

FY 2020 Audit Plan - Engagements		
Risk Based Audits	Hours	Percent
Financial Aid - Third Party Programs	25	1%
Banner Computer System Security and Access	50	2%
Clery Act, Title IX, and Violence Against Women Act	60	2%
Travel	200	8%
MOUs for Early College High Schools and Dual Credit	200	8%
Blueprint Expectations for Early College High Schools	200	8%
Science Lab Safety and Storage Compliance	150	6%
Human Resources Processes - Faculty Credentials	200	8%
Contractor Adherence to Prevailing Wage Rate Determination	200	8%
Faculty Overloads & Stipends	200	8%
Office of Internal Audit - QAIP - Internal Assessment	200	8%
Subtotal	1685	70%
Other Audit Responsibilities and Special Projects	Hours	Percent
Fraud Survey	50	2%
Administration (e.g. set up activity, IA Protocols, Process swimlane, etc)	100	4%
Annual Financial Report [CAFR]	50	2%
Misc. data analytics / fraud detection procedures	25	1%
Professional Development & Training (40 hrs.CPE)	100	4%
Annual Risk Assessment & Risk Based Audit Plan Development	150	6%
Annual Report [Texas Govt. Code Sec. 2102.015]	50	2%
Follow-up on reported findings	100	4%
Unassigned/Unplanned/Mgmt. Special Requests	100	4%
Subtotal	725	30%
Total	2410	100%

VII. External Audit Services – Fiscal Year 2019

All external audit services that were procured or were ongoing in fiscal year 2019 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Veteran’s Affairs – Education Compliance Survey

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature’s General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- South Texas College solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College’s *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor’s Office and includes information on the State Auditor’s Office Fraud, Waste, and/or Abuse Hotline.