

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, February 11, 2020 @ 5:30 p.m.

Agenda

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

- I. Approval of January 14, 2020 Finance, Audit, and Human Resources Committee Minutes.....1-10
- II. Review and Action as Necessary on Purchases, Renewal, and Interlocal Agreement.....11-28
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 - A. Buenos Aires Windpower, LLC
 - B. Monte Cristo Windpower, LLC
 - C. La Joya Windpower, LLC
 - D. West Willacy Windpower, LLC (Monte Alto)

**Approval of January 14, 2020 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 14, 2020 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, January 14, 2020 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 14, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:41 p.m. with Mr. Roy de León presiding.

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

Other Trustees Present: Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Ms. Myriam Lopez, Mrs. Becky Cavazos, Dr. Jesus Campos, Ms. Olivia De La Rosa, Mr. Mike Carranza, Mr. Daniel Ramirez, Mr. Khalil Abdullah, Mr. Lucio Gonzalez, Ms. Monica Perez, Mr. Patricio Gonzales, Mr. Robert Pena, and Mr. Andrew Fish.

Executive Session:

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 5:42 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 6:11 p.m. No action was taken in Executive Session

The Finance, Audit, and Human Resources Committee considered the following item out of the posted agenda order:

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

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

The Finance, Audit, and Human Resources Committee reviewed an update on the Terra-Gen Development Company, LLC, Tax Abatement Agreements.

On May 30, 2019, the Board of Trustees authorized an offer to Terra-Gen with the following terms:

- 50% tax abatement for each of the four projects for a period not to exceed ten years
- A lump sum payment to the College of \$30,000 per project for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

On November 6, 2019, Terra-Gen accepted the terms as authorized by the Board on May 30, 2019. The Terra-Gen letter was provided in the packet for the Committee's reference.

Terra-Gen requested revisions to the Agreements that were approved by the Board of Trustees on November 26, 2019 regarding the date of payments of the scholarships as follows:

Terms	Project	Current Agreement Approved on 11/26/19	Revisions Requested by Terra-Gen
Scholarship Contribution Due Date	a. Buenos Aires Windpower, LLC b. Monte Cristo Windpower, LLC c. La Joya Windpower, LLC d. West Willacy Windpower, LLC	Payable at execution of the tax abatement agreement. November 26, 2019 November 26, 2019 November 26, 2019 November 26, 2019	Payable at commencement of construction. June 30, 2021 June 30, 2021 December 30, 2020 December 30, 2020

Enclosed Documents – The Terra-Gen Development Company, LLC Tax Abatement Acceptance Letter and the tax abatement agreement pages with requested revisions for the four projects were provided in the packet for the Committee's information and review.

No action was taken.

Approval of December 3, 2019 Finance, Audit, and Human Resources Committee Minutes

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 3, 2019 were approved as written. The motion carried.

Review and Action as Necessary on Renewal Agreement with Access Esperanza Clinics on Outpatient Clinic at the Mid Valley Campus

Approval of renewal agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services will be requested at the January 28, 2020 Board meeting.

Purpose – The Access Esperanza Clinics at the Mid Valley Campus provided students, faculty, and staff easy access to healthcare education, affordable, and high-quality preventive health care at no cost or at very low cost.

Justification – The outpatient clinic at the Mid Valley Campus offered preventive health care services for the Mid Valley students, 18 years of age and older, which were convenient for easy student access for health services and a healthy lifestyle. The clinic also serve faculty and staff, in addition to students.

Students, faculty, and staff had access to following services:

- health screening services, testing, and basic management for diabetes, high cholesterol, and high blood pressure
- urinary tract infection testing and treatment
- cancer screening exams both men and women
- HIV screening test
- sexually transmitted infections testing and treatment
- pregnancy testing and educational instruction
- health care education
- community referral for complex medical treatment and social services

Current Terms

- The clinic was available to all South Texas College students 18 years of age and older, and was open one day per week, unless the demand is greater. Students below the age of 18 were referred to another clinic as appropriate. The clinic also served faculty and staff, in addition to students.
- Access Esperanza Clinics covered all clinical and staffing costs and operated the clinic. South Texas College promoted the clinic's availability and provided two adjacent classrooms as the clinic site.
- The clinic used classrooms 211 and 213 at the Mid Valley Campus Nursing and Allied Health Building B and was charged a monthly facility use rate of \$0.50 per square foot. The charge was based on two classrooms of 672 square feet each, for a total monthly charge of \$672.00 and a total annual charge of \$8,064.00. The Nursing and Allied Health Building B is located in the North West corner of the campus.

Renewal Terms Requested by Access Esperanza Clinics

Access Esperanza Clinics did not request any changes to the lease agreement.

The goal of Access Esperanza Clinics was to serve 200 students, but only 48 students received services during both Spring and Fall 2019. Access Esperanza Clinics noted several concerns among students, including problems finding the clinic locations, which were set apart on the campus from their classrooms. Other students reported privacy concerns, stating that they do not want to be seen by their peers when visiting the clinic. Additionally, they have postponed clinics where only one or two students were on the schedule, or advised those students to visit the Weslaco Clinic instead. Access Esperanza Clinics reported an increase in STC students visiting the Weslaco clinic across town from the campus.

Working with Mid Valley Campus administration, Access Esperanza Clinics increased promotions focused on wellness and diabetes screening. Clinic staff conducted campus outreach, including classroom presentations and participation at campus events, and partnered with student groups.

In an effort to increase participation, Access Esperanza Clinics was ready to commit to another year, and requested the continuation of the following outreach and awareness efforts for Spring 2020:

- Host an open house the first week of classes
- Co-host an event with Student Engagement (brand awareness)
- Update clinic flyers to focus more on diabetes testing and management services

- Give presentations to the student leadership and the Student Ambassador groups and encourage members to distribute clinic flyers
- Promote clinic on campus TV screens
- Promote clinic to students, faculty, and staff at the Pecan campus
- Give more class presentations (core classes)

Background - The Board awarded the contract to enter into an agreement with Access Esperanza Clinics at the September 19, 2017 Board of Trustees meeting for one year with a yearly review and renewal of services. The renewal period will be for February 1, 2020 to January 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/19/17	2/01/18 – 1/31/19	
Renewal	01/29/19		2/01/19 – 1/31/20
Renewal	01/28/20		2/01/20 – 1/31/21

Reviewers – The renewal agreement with Access Esperanza Clinics was reviewed by Mary Elizondo, Vice President for Finance and Administrative Services, Purchasing Department staff, and previously by South Texas College's legal counsel.

Enclosed Documents – The items below were provided in the packet for the Committee's information and review:

1. Draft Lease Agreement prepared by administration from South Texas College
2. Exhibit A - STC Facility Use Charges Schedule
3. Exhibit B - Collaboration Letter from Access Esperanza Clinics
4. Exhibit C – Exhibit to the Agreement
5. Exhibit D – Statement of Confidentiality Acknowledgment Statement

Patricio Gonzales, Chief Executive Officer (CEO) from Access Esperanza Clinics, attended the January 14, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources committee recommended Board approval of renewal of the agreement with Access Esperanza Clinics on outpatient clinic at the Mid Valley Campus starting on February 1, 2020 to January 31, 2021, with a yearly review and renewal of services as presented. The motion carried.

Review and Recommend Action on Award of Proposal, Purchases, and Renewal

Approval of the following award of proposal, purchases and renewal will be requested at the January 28, 2020 Board meeting.

The Director of Purchasing reviewed each item, including the procurement procedures and evaluation of all responses, and recommended approval as follows.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, purchases, and renewal as listed below:

A. Award of Proposal

- 1) Business Skills Training Services:** award the proposal for business skills training services for the period beginning February 1, 2020 through January 31, 2021 with two one-year options to renew. The vendors are as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX) (New)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent, Student, Business, and Etiquette. Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville TX)	\$300 per hour Minimum - Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Service, etc.

B. Purchases and Renewal (B-a. Non-Instructional Item)

- 2) Content Marketing Services (Purchase):** purchase content marketing services from **Aperture Content Marketing (ACM)** (Oak Park, MI), a sole source vendor, at a total amount of \$84,693.66;

B. Purchases and Renewal (B-b. Technology Items)

- 3) Computers, Laptops, and Tablets (Purchase):** purchase computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved

vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$69,767.98;

- 4) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$364,733.15;
- 5) **Red Hat Licenses Maintenance and Support Agreement (Renewal):** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2020 through February 26, 2021, at a total amount of \$82,962.06.

Recommend Action - The total for all award of proposal, purchases, and renewal is \$602,156.85.

The motion carried.

Discussion and Action as Necessary on External Auditor Services

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2020 will be requested at the January 28, 2020 Board meeting.

Purpose – The external auditor services contract renewal was requested to perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller requested the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The third renewal period would be for the fiscal year ending August 31, 2020 for the audit of Fiscal Year 2019 - 2020.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/2017	4/25/17- 12/31/17	4 – one year options	9/01/16 – 8/31/17
1 st Renewal	2/27/2018		1/1/18 – 12/31/18	9/01/17 – 8/31/18

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
2 nd Renewal	1/29/2019		1/1/19 – 12/31/19	9/01/18 – 8/31/19
3 rd Renewal	1/28/2020		1/1/20 – 12/31/20	9/01/19 – 8/31/20

The total amount paid in FY 2018 and FY 2019, was \$141,000 and \$138,000, respectively.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address any questions by the Trustees.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2019 - 2020 budget and FY 2020 - 2021 pending Board approval of the budget.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommend Board approval to renew the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$140,000.00 for the fiscal year ending August 31, 2020 as presented. The motion carried.

Review and Discussion of Internal Audit Report in the Area of Financial Aid

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Financial Aid.

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

Mr. Abdullah identified his primary audit objective, which was a review of the College's internal controls on state issues awards. He reported that there were no issues with the internal controls.

The second audit objective was to follow up on management responses to a prior audit. The most recent audit verified that management's response was appropriate, including the implementation of effective controls and updated written procedures.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Report in the Area of Financial Aid, 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 6:23 p.m.

I certify that the foregoing are the true and correct Minutes of the January 14, 2020 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León

Review and Recommend Action on Purchases, Renewal, and Interlocal Agreement

Approval of the following purchases, renewal, and interlocal agreement will be requested at the February 25, 2020 Board meeting.

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

A. Purchases and Renewal

a. Non-Instructional Items

b. Technology Items

B. Interlocal Agreement

A. Purchases and Renewal (A-a. Non – Instructional Items)

1) Furniture (Purchase)

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendors, at a total amount of \$122,653.23.

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$4,976.00
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,592.19
E	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$11,109.16
Furniture Total		\$122,653.23

The purchases can be summarized as follows:

- Exemplis Corporation/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Faculty/Staff Chairs for the Department of Resource Development Management and Compliance
 - 5 Faculty/Staff Chairs for the Culinary Arts Program
 - ⇒ Technology Campus
 - 3 Faculty/Staff Chairs for the Custodial Department

- The Hon Company/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Storage Cabinets for the World Language Program
 - 5 Bookcases for the Culinary Arts Program
 - 1 Faculty/Staff Desk for the Medical Health Services Management Program
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Storage Cabinet for the Learning Commons and Open Labs
 - ⇒ Starr County Campus
 - 1 Storage Cabinet for the Centers for Learning Excellence
- Krueger International, Inc./Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Tables for Learning Commons and Open Labs
 - 5 Faculty and Staff Desks and 5 Chairs for the Culinary Arts Program
 - 3 Cubicle Workstations for Information Technology
 - 4 Chairs and 1 Table for Pecan Building Annex Lounge
 - ⇒ Starr County Campus
 - 22 Chairs and 40 Tables for Centers for Learning Excellence
 - 8 Chairs and 2 Tables for the Custodial Department
 - ⇒ Technology Campus
 - 8 Computer Tables for the Architectural & Engineering Design Technology Program
 - 1 Faculty/Staff Desk for the Custodial Department
- National Office Furniture/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Regional Center for Public Safety Excellence
 - 1 Table for the Learning Commons and Open Labs
 - ⇒ Starr County Campus
 - 1 Table for the Centers for Learning Excellence
- Versteel/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Starr County Campus
 - 20 Tables for the Centers for Learning Excellence

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Architectural & Engineering Design Technology, Centers for Learning Excellence, Custodial, Information Technology, Learning Commons and Open Labs, Medical Health Services Management, New Furniture, Pecan Building H Cafeteria Reno – FFE, Resource Development, Management and Compliance and World Language Department.

2) LED Lamps (Purchase)

Purchases LED lamps from **Crawford Electric Supply** (Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,950.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase of four hundred and eighty (480) LED lamp retrofit kits and two hundred and fifty (250) LED emergency lamp retrofit kits, which will replace fluorescent lamps at Pecan, Technology, and Mid Valley campuses.

Justification and Benefit – As part of one of the 2020 projects, Facilities Operations and Maintenance would like to continue replacing fluorescent lamps with LED retrofit lamps at various campuses. This will be the third phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have long lives, and improve safety since LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment.

Funds for this expenditure are budgeted in the District Wide Interior LED Lighting Upgrade budget for FY 2019 – 2020.

3) Network Cabling Services for Building Renovation Projects (Renewal)

Renew the network cabling services for building renovation projects for the period beginning March 27, 2020 through March 26, 2021 at an estimated amount of \$232,000.00. The vendors are as follows:

- **BridgeNet Communications (Donna, TX)**
- **Telepro Communications (Mission, TX)**

Purpose – Information Technology (IT) and Facilities Planning and Construction are requesting networking cabling services for building renovation projects throughout the district. The renovation projects are listed below:

- Pecan Campus
 - ⇒ Building H Renovation
 - ⇒ Building M Office and Work Space Renovation
 - ⇒ Building G Physical Science Classroom Conversions
- Mid Valley Campus
 - ⇒ Student Services Renovation
 - ⇒ Conversion of Cafeteria to Supplemental Instruction
- Nursing and Allied Health Campus
 - ⇒ Building A Student Services Renovations
 - ⇒ Building A Cabling Infrastructure
- Starr County Campus
 - ⇒ Student Services Renovations

Justification and Benefit – The various renovation projects are scheduled for the upcoming year and due to the scope of work during the building renovations data drops and network cabling will need to be replaced or added. The new data drops and network cabling will enhance the network/internet services in the building scheduled for renovation or upgrade.

Background – The Board awarded the contract for network cabling services for building renovation projects at the March 26, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins March 27, 2020 through March 26, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/26/19	3/27/19 – 3/26/20	2 – one-year options
1 st Renewal	2/25/20		3/27/20 – 3/26/21

Funds for this expenditure are budgeted in various Construction – Renovation Project budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

4) Risk Management Consultant Services (Renewal)

Renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$19,500.00.

Purpose – The Office of Accountability and Risk Management is requesting to renew the contract for risk management consultant services for the annual review and recommendations concerning the College’s insurances.

Justification and Benefit – The risk management services consultant will assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

Background – The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for a one-year period with four one-year annual renewals. The third renewal period begins May 1, 2020 through April 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/01/17 – 4/30/18	4 – one-year options
1 st Renewal	2/06/18		5/01/18 – 4/30/19
2 nd Renewal	2/26/19		5/01/19 – 4/30/20
3 rd Renewal	2/25/20		5/01/20 – 4/30/21

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 Insurance budget for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

A. Purchases and Renewal (A-b. Technology Items)

5) Datacenter Brocade Switches (Purchase)

Purchase datacenter brocade switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$69,237.10.

Purpose – Information Technology is requesting to purchase two (2) datacenter switches to replace existing end of life and end of support datacenter switches. The brocade switches provide data connectivity to support storage for Banner applications and databases that support students, faculty, and staff district wide.

Justification and Benefit – These switches will provide critical data connectivity for email, Banner, and Jagnet applications.

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

6) Firewall Equipment (Purchase)

Purchase firewall equipment from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$478,837.00 with an initial payment of \$250,000.00 and four (4) annual payments of \$57,209.25. Significant savings will be realized by the college by accepting this multi-year agreement.

Purpose – Information Technology is requesting to purchase two (2) datacenter firewall devices to replace existing end of life firewalls. The firewall devices provide a secure layer of protection to the colleges' network. The firewall devices provide critical visibility when monitoring internet connectivity and also protect server applications such as Banner and Jagnet against external threats.

Justification and Benefit – The current firewalls have reached their end of life, out of warranty, and will no longer be supported. These devices will provide critical protection to the College's network, servers, and applications such as Banner and Jagnet. The new firewalls will stop external threats by providing policy-based visibility and control over applications, users, and threats.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2019 – 2020. In the event that funding is unavailable for the four (4) subsequent years, the DIR contract allows the college to be released from this obligation with a ninety (90) days' notice. The college has the option to either return the equipment or pay the remaining balance.

7) Network Servers (Purchase)

Purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$95,057.76.

Purpose – Information Technology is requesting to purchase six (6) servers and four (4) 10G network cards to replace existing devices that have reached its end of life and can no longer meet the intended needs. The servers and network cards will be installed at the Pecan Campus Building M Data Center to support many software applications.

Justification and Benefit – The servers will provide business continuity to applications used by students, faculty, and staff such as the Department of Public Safety surveillance system,

Jagnet, and Banner applications and databases. These servers will replace hardware that is out of warranty and no longer supported.

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

B. Interlocal Agreement

8) Facility Usage Interlocal Agreement (Lease/Rental)

Lease/Rental facility usage interlocal agreement with **City of Mission – Mission Event Center** (Mission, TX), for the date of June 12, 2020, at an estimated amount of \$3,375.00.

Purpose – The Office of Professional Development is requesting lease/rental of facilities for a South Texas College professional development event.

Justification and Benefit – The facility usage interlocal agreement is for the South Texas College Office of Professional Development Spring Professional Development event for STC staff. The event is as follows:

Date	Location	Event	Amount
6/12/20	Mission Event Center	South Texas Leadership Academy for Staff (STLA)	\$3,375.00

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

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 25, 2020 Board meeting the purchases, renewal, and interlocal agreement will as listed below:

A. Purchases and Renewal

a. Non-Instructional Items

b. Technology Items

B. Interlocal Agreement

A. Purchases and Renewal (A-a. Non-Instructional Items)

- 1) Furniture (Purchase): purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, at a total amount of \$122,653.23.

#	Vendor	Amount
A	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$4,976.00

#	Vendor	Amount
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$2,592.19
E	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$11,109.16
Furniture Total		\$122,653.23

- 2) **LED Lamps (Purchase):** purchase LED lamps from **Crawford Electric Supply** (Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,950.00;
- 3) **Network Cabling Services for Building Renovation Projects (Renewal):** renew the network cabling services for building renovation projects for the period beginning March 27, 2020 through March 26, 2021 at an estimated amount of \$232,000.00. The vendors are as follows:
 - **BridgeNet Communications (Donna, TX)**
 - **Telepro Communications (Mission, TX)**
- 4) **Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$19,500.00;

A. Purchases and Renewal (A-b. Technology Items)

- 5) **Datacenter Brocade Switches (Purchase):** purchase datacenter brocade switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$69,237.10;
- 6) **Firewall Equipment (Purchase):** purchase firewall equipment from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$478,837.00 with an initial payment of \$250,000.00 and four (4) annual payments of \$57,209.25. Significant savings will be realized by the college by accepting this multi-year agreement;
- 7) **Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$95,057.76;

B. Interlocal Agreement

- 8) **Facility Usage Interlocal Agreement (Lease/Rental):** lease/rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the date of June 12, 2020, at an estimated amount of \$3,375.00.

Recommend Action - The total for all purchases, renewal, and interlocal agreement is \$1,130,610.09.

SOUTH TEXAS COLLEGE
1. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 25, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$929.20	Resource Development, Mgmt, and Compliance - Virginia Champion
					Faculty/Staff Chairs for the department of Resource Development, Management and Compliance.
2	5	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$2,323.00	Pecan Bldg H Cafeteria Reno-FFE - Dr. Shirley A. Reed
					Faculty/Staff Chairs for the renovated Culinary Arts Kitchen at the Pecan Campus
3	3	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$1,393.80	Custodial Department - Luis Silva
					Faculty/Staff Chairs for the Custodial Department
4	1	Delivery, Assembly, Installation, Inspection, and Removal of Debris	\$330.00	\$330.00	
		Exemplis Corporation Total		\$4,976.00	
The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	HSC2472 Storage Cabinet 24Dx36Wx72H	\$498.96	\$997.92	World Language Program - Delia Magdaleno
					Storage Cabinets will be used in the labs to store equipment
2	1	HSC2472 Storage Cabinet 24Dx36Wx72H	\$498.96	\$498.96	Centers for Learning Excellence - Lynell Williams
					Storage Cabinet will used at the Starr County Campus Center for Learning Excellence
3	5	HS72ABC Bookcase 5-Shelf 12 5/8D x 34 1/2W x 71H	\$205.38	\$1,026.90	Pecan Bldg H Cafeteria Reno-FFE - Dr. Shirley A. Reed
					Bookcases for the renovated Culinary Arts Kitchen at the Pecan Campus
4	1	H38291R 30Dx66W 2R Desk with Lock Single Pedestal	\$684.20	\$684.20	Medical Health Services Mgmt Program - Hilaire Saint Pierre
					Faculty/Staff Desk is requested for the Program Secretary
5	1	HSC2472 Storage Cabinet 24D x 36W x 72H	\$523.74	\$523.74	Learning Commons and Open Labs - Lelia Salinas
					Storage Cabinet will be used at the Learning Commons & Open Labs at the Regional Center for Public Safety Excellence
6	1	Delivery, Assembly, Installation, Inspection, and Removal of Debris	\$610.00	\$610.00	
		The Hon Company Total		\$4,341.72	
Krueger International, Inc. / Gateway Printing & Office Supply, Inc. (Sourcewell)					
1	6	WBWS2472-74P Worktable with power	\$882.24	\$5,293.44	Architectural & Engineering Design Technology Program - Sara Lozano
	6	WZ.T6RECP.1 Workzone receptacle	\$13.44	\$80.64	Desks are for the computer labs at the Technology Campus
	6	WZ.T6RECP.4I Workzone receptacle	\$13.44	\$80.64	
	6	WZ.T6SC18 Table to table jumper	\$62.88	\$377.28	
	2	WBWD2472-74P Worktable with power	\$882.24	\$1,764.48	
	2	WZ.TRECP.1 Workzone receptacle	\$13.44	\$26.88	
	2	WZ.T6RECP.4I Workzone receptacle	\$13.44	\$26.88	
	2	WZ.T6SC18 Workzone table to table jumper	\$62.88	\$125.76	

SOUTH TEXAS COLLEGE
1. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 25, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
2	2	S19233130 Custom Workup Rectangular Table, electric features,	\$1,175.04	\$2,350.08	Learning Commons and Open Labs - Lelia Salinas
					Tables will be used at the Learning Commons & Open Labs
					at the Pecan Campus
3	10	Torsion Pedestal Base Armless Chair	\$333.12	\$3,331.20	Centers for Learning Excellence - Lynell Williams
	6	Hurry Up 20 x 60 Nesting Table	\$667.68	\$4,006.08	Tables and Chairs will be used at the
	1	Barron Table 30 x 60 Fixed Leg	\$658.56	\$658.56	Starr County Campus Center for Learning Excellence
	3	Pirouette 30 x 60 Nesting Table	\$579.84	\$1,739.52	
	10	Workzone 24 x 72 Computer Lab Table	\$528.00	\$5,280.00	
4	12	Torsion Pedestal Base Armless Chair	\$333.12	\$3,997.44	Centers for Learning Excellence - Lynell Williams
	2	Custom 24x36 workup Elec. Ht. Adjust. Table	\$1,175.04	\$2,350.08	Tables and Chairs will be used at the
	1	Set Up Charge	\$50.00	\$50.00	Starr County Campus Center for Learning Excellence
	3	Workzone 24x36 table, no power	\$357.12	\$1,071.36	
	15	Workzone 24x72 table, no power	\$436.80	\$6,552.00	
5	5	RAPWAUS Rapture Four Leg Arm Chairs	\$253.46	\$1,267.30	Pecan Bldg. H Cafeteria Reno-FFE - Dr. Shirley A. Reed
	5	7D/D3066-74P-F Desk, Full Modesty Panel,74P Edge,30x66"W	\$726.74	\$3,633.70	Faculty/Staff Desks for the renovated
	5	7D/R2448-74P-F Desk,Return,Full Modesty Panel,74P Edge,24x48"W	\$528.38	\$2,641.90	Culinary Arts Kitchen at the Pecan Campus
	5	S7P/1530WBBF Files Supporting Ped-Box/Box/File-30" Nominal	\$530.70	\$2,653.50	
	5	S7P/1524WFFFiles Supporting Ped-File/File-24" Nominal Depth	\$460.52	\$2,302.60	
6	8	U3W12048 Unite 120 Deg 3-Way Corner,48"H	\$188.64	\$1,509.12	Information Technology - Alicia Gomez
	1	U4W9048 Unite 4-Way "X" Intersection,48"H	\$71.52	\$71.52	Modular Workstations will be installed at the Pecan Campus Bldg M
	40	UCANTST.L Unite Standard Cantilever Bracket, Left	\$13.92	\$556.80	for the Information Technology staff
	16	UCANTST.R Unite Standard Cantilever Bracket, Right	\$13.92	\$222.72	
	16	UEOR48 Unite End-Of-Run Condition,48"H	\$28.32	\$453.12	
	8	UET6PJINL Unite Inline Panel Jumper,6 Circuit,12"L	\$24.96	\$199.68	
	16	UET6PJINT Unite Intersection Panel Jumper,6 Circuit,15-1/2"L	\$27.84	\$445.44	
	4	UET6RBFU Unite Base Infeed w/Bezel, Standard Base,6 Circuit	\$77.76	\$311.04	
	24	UET6RRC.1 Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 1	\$14.40	\$345.60	
	20	UET6RRC.2 Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 2	\$14.40	\$288.00	
	12	UET6RRC.4I Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 4	\$14.40	\$172.80	
	12	UET6RRC.5I Unite 15 Amp Duplex Receptacle w/Bezel,Racewy,6 Circuit,Cir 5	\$14.40	\$172.80	
	4	UET6WW.24 Unite Rigid Wireway,10-Wire System,6 Circuit,24"W Panel	\$48.96	\$195.84	
	24	UET6WW.48 Unite Rigid Wireway,10-Wire System,6 Circuit,48"W Panel	\$57.60	\$1,382.40	
	24	ULP24MBBF U-Series Mobile Pedestal, Box/Box/File,24" Nominal Depth	\$204.48	\$4,907.52	
	6	UMFR2448 Unite Mono Fabric Panel, Standard Base Raceway,24Wx48"H	\$190.56	\$1,143.36	
	24	UMFR4848 Unite Mono Fabric Panel, Standard Base Raceway,48Wx48"H	\$294.24	\$7,061.76	
	14	UPSLO2429 Unite Support Leg, Panel Mounted,Open,24x27-3/4"H	\$96.48	\$1,350.72	

SOUTH TEXAS COLLEGE
1. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 25, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
	14	UPSLO2429 Unite Support Leg, Panel Mounted,Open,24x27-3/4"H	\$96.48	\$1,350.72	
	16	USPLPL Unite Splice Plate, For 24 & 30" Deep Worksurfaces	\$3.36	\$53.76	
	24	UWIC12024484824-74P Unite 90D End Corner Worksurface,74P Edge,24x48x24"W	\$473.76	\$11,370.24	
	8	UWR2424-74P Unite Rectangular Worksurface,74P Edge,24x24"W	\$104.16	\$833.28	
7	8	MSP Maestro stack chair polypropylene	\$96.86	\$774.88	Custodial Department - Luis Silva
	2	BR4F-74P Barron fixed leg 48" round table	\$919.88	\$1,839.76	Tables and Chairs will be used at the Technology Campus Bldg B
8	4	MSP Maestro stack chair polypropylene	\$96.86	\$387.44	New Furniture - Rick De La Garza
	1	BR4F-74P Barron fixed leg 48" round table	\$919.88	\$919.88	Tables and Chairs to be used at the Pecan Campus Annex-Lounge
9	1	RAPWAUS Rapture four-leg arm chair	\$253.46	\$253.46	Custodial Department - Luis Silva
	1	7D/D3072-74P-F 6FT desk (No return)	\$731.96	\$731.96	Faculty/Staff Desk will be used at the Technology Campus Bldg B
	1	S7P/1530WBBF 700 series files supporting ped box	\$530.70	\$530.70	
	1	S7P/1524WFF 700 series files supporting ped file	\$460.52	\$460.52	
10	1	Delivery, Assembly, Installation, Inspection, and Removal of Debris	\$7,676.00	\$7,676.00	
		Krueger International, Inc. Total		\$99,634.16	
National Office Furniture / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	1	CBV2448ABES Base Support For 24Dx48W	\$ 895.95	\$ 895.95	Centers for Learning Excellence - Lynell Williams
	1	WW2448WSSDL Waveworks 24Dx48W Surface Rectangular	\$ 143.55	\$ 143.55	Table will be used at the Starr Cnty Campus Ctr for Learning Excellence
2	1	CBV2448ABES Base Support, for 24DX48W Top, Adjustable Height	\$ 1,118.25	\$ 1,118.25	Learning Commons and Open Labs - Lelia Salinas
	1	WW2448WSSDL Waveworks, 24DX48W, Surface, Rectangular	\$ 178.65	\$ 178.65	Table will be used at the Learning Commons & Open Labs at the Regional Center for Public Safety Excellence
3	1	Delivery, Assembly, Installation, Inspection, and Removal of Debris	\$ 255.79	\$ 255.79	
		National Office Furniture Total		\$ 2,592.19	
Versteel / Gateway Printing and Office Supply, Inc. (NCPA)					
1	8	WAW2 3060VIFX Wavelink W2, 30x60 Vibe, Table	\$ 467.72	\$ 3,741.76	Centers for Learning Excellence - Lynell Williams
	8	Wavelink W2 30x60 Vibe Fixed Table	\$ 530.20	\$ 4,241.60	Tables will be used at Starr Cnty Campus Ctr for Learning Excellence
2	4	Wavelink W2 30x60 Vibe Fixed Table	\$ 530.20	\$ 2,120.80	Centers for Learning Excellence - Lynell Williams
					Tables will be used at Starr Cnty Campus Ctr for Learning Excellence
3	1	Delivery, Assembly, Installation, Inspection, and Removal of Debris	\$ 1,005.00	\$ 1,005.00	
		Versteel Total		\$ 11,109.16	
		Furniture Total		\$122,653.23	

SOUTH TEXAS COLLEGE
2. LED LAMPS

NAME			Crawford Electric Supply	
ADDRESS			1105 Business Park Dr	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-519-1422	
FAX			956-519-1455	
CONTACT			Alfonso Cerda	
#	Qty	Description	Unit Price	Extension
1	480	Lance 24-30 WLED-UNIV-35-BRTR1 2x4 LED Retrokit 30 Watt 35K	\$ 108.25	\$ 51,960.00
2	250	Lance 24-30 WLED-UNIV-35-BRTR1-FI/ILB CP05 2x4 LED Retrofit Kit w/Emer 30 Watt 35K	\$ 231.96	\$ 57,990.00
TOTAL AMOUNT			\$ 109,950.00	



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

January 14, 2020

BridgeNet Communications
Attn: Marco Ramirez, Manager
1314 Stites Rd.
Donna, TX 78537

Dear Mr. Ramirez:

On March 26, 2019, South Texas College awarded a contract to BridgeNet Communications for Network Cabling Services for Building Renovation Projects. 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 March 27, 2020 through March 26, 2021.

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 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 March 26, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Marco Ramirez

Date: 23 Jan 20



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

January 14, 2020

Telepro Communications
Attn: Daniel Backhause, Sr. Project Estimator
12005 N. Bryan Rd.
Mission, TX 78573

Dear Mr. Backhaus:

On March 26, 2019, South Texas College awarded a contract to Telepro Communications for Network Cabling Services for Building Renovation Projects. 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 March 27, 2020 through March 26, 2021.

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 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 March 26, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Daniel Backhaus

Date: 1/23/2020

NO BACKUP FOR

4. Risk Management Consultant Services (Renewal)

SOUTH TEXAS COLLEGE
5. DATACENTER BROCADE SWITCHES

NAME			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Becky Reinis	
#	Qty	Description	Unit Price	Extension
1	2	Connectrix DC Switches 32G DS-6620R-B 24P/48P 32GB RTF 24SFP Switch	\$ 12,901.30	\$ 25,802.60
2	2	C13 Power Cord Pair NEMA5-15P Plugs 2MTR	\$ -	\$ -
3	2	DS-6620B 32G 12PORT 32G SFP Upgrade Kit	\$ 5,821.40	\$ 11,642.80
4	1	Pro-Support 4HR/MC Hardware Support (3 years)	\$ 5,616.70	\$ 5,616.70
5	1	Sannav MP Base 3 Years 600 Ports, No DIR	\$ 22,182.20	\$ 22,182.20
6	1	Pro-Support 4HR/MC Hardware Support (3 years)	\$ 3,992.80	\$ 3,992.80
TOTAL AMOUNT			\$ 69,237.10	

SOUTH TEXAS COLLEGE
6. FIREWALL EQUIPMENT

NAME			SHI Government Solutions	
ADDRESS			1301 So Mo-Pac Expway Ste 375	
CITY/STATE/ZIP			Austin, TX 78746	
PHONE			512-914-3884	
CONTACT			Valerie Soja	
#	Qty	Description	Unit Price	Extension
1	2	Palo Alto Networks PA-5250 with redundant AC power supplies Part#: PAN-PA-5250-AC	\$ 60,144.00	\$ 120,288.00
2	2	Palo Alto Networks PA-5200 4-post rack mount kit. Part#: PAN-PA-5200-RACK4	\$ 78.00	\$ 156.00
3	2	Threat prevention subscription 5-year prepaid for device in an HA pair, PA-5250 Part#: PAN-PA-5250-TP-5YR-HA2	\$ 43,120.00	\$ 86,240.00
4	2	WildFire Subscription 5-year prepaid for device in an HA pair, PA-5250 Part#: PAN-PA-5250-WF-5YR-HA2	\$ 43,120.00	\$ 86,240.00
5	1	4-Hour Premium support 5-year prepaid, PA-5250 Part#: PAN-SVC-4HR-5250-5YR	\$ 89,760.00	\$ 89,760.00
6	1	4-Hour Premium support 5-year prepaid, PA-5250 Part#: PAN-SVC-4HR-5250-5YR	\$ 89,760.00	\$ 89,760.00
7	4	Palo Alto Networks Ignite USA Conference 2020 1 Ticket Part#: PAN-IGNITE-2020-1TIX	\$ 1,345.00	\$ 5,380.00
8	1	QSFP28 from factor, 100Gb active optical cable with 2 transceivers and 10m of cable permanently bonded as an assembly. Part#: PAN-QSFP28-AOC-10M	\$ 1,013.00	\$ 1,013.00
TOTAL AMOUNT			\$ 478,837.00	

SOUTH TEXAS COLLEGE
7. NETWORK SERVERS

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
CONTACT			Emy Blakeney	
#	Qty	Description	Unit Price	Extension
1	2	PowerEdge R740 Server	\$ 12,606.50	\$ 25,213.00
2	4	Intel X520 DP 10 Gb DA/SFP+, +I350 DP 1Gb Ethernet, Network Daughter Card, Curskit	\$ 292.19	\$ 1,168.76
3	4	PowerEdge R740XD Server Fully Configurable	\$ 17,169.00	\$ 68,676.00
TOTAL AMOUNT			\$ 95,057.76	

SOUTH TEXAS COLLEGE
8. FACILITY USAGE INTERLOCAL AGREEMENT

NAME			City of Mission / Mission Event Center	
ADDRESS			200 N Shary Rd	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-584-4321	
CONTACT			Fatima Garcia	
#	Qty	Description	Unit Price	Extension
1	1	Facility Lease for the South Texas Leadership Academy for Staff (STLA) Date: 6/12/20	\$ 3,375.00	\$ 3,375.00
TOTAL AMOUNT			\$ 3,375.00	

Discussion and Action as Necessary on Policy #4212: Employment and Supervisory Relationship of Close Relatives

Policy #4212: *Employment and Supervisory Relationship of Close Relatives* was presented at the November 12, 2019 Finance, Audit, and Human Resources Committee meeting. Dr. Alejo Salinas, Jr. noted that he had thoughts on the proposed new policy and would like additional time to consider them. The Committee agreed that they could recommend Board approval of the policy as presented, while recognizing that the Board might make future additional revisions as the Board determines appropriate.

While the Board approved new Policy #4212: Employment and Supervisory Relationship of Close Relatives on November 26, 2019, administration was asked to bring this policy back to the Committee for further review. The policy is now presented for the Committee's review and feedback to administration. Any recommended revisions will be incorporated into a new proposal for consideration by the Board as appropriate.

Purpose – To review Policy #4212: *Employment and Supervisory Relationship of Close Relatives* that focuses on the relevant issues on employment of close relatives.

Justification – The current policy attempts to cover two separate issues.

1. the employment of relatives within a prohibited degree of relationship; and
2. the employment of closed relatives in positions at the College such as that one relative would supervise, directly or indirectly, another relative.

Background – South Texas College adopted Policy 4211: *Nepotism* on November 9, 1995.

On November 26, 2019, the Board of Trustees approved the deletion of Policy 4211: *Nepotism*, which addressed nepotism for employees and Board Members. Administration recommended that Policy 4211 be replaced with 2 policies addressing Board and Employees separately. The creation of the two new policies focus on the relevant issues as proposed by the Office of Human Resources. This process was undertaken with the guidance of STC Legal Counsel for personnel issues, Mr. Jose Guerrero. The Office of Human Resources created Policy #4212: *Employment and Supervisory Relationship of Close Relatives* to address the issue of nepotism as it relates to the employment of close relatives. Administration created a separate Policy #1512: *Nepotism: Public Officials* to address the legal issue of nepotism as it relates to the employment of relatives within a prohibited degree of relationship to public officials. The policy also addressed the employment of any person related to public officials when the salary, fees, or compensation of the employee is paid from public funds or fees of office. The two new policies were approved by the Board of Trustees on November 26, 2019.

Reviewers – The policy was reviewed by staff, the President's Cabinet, Planning and Development Council Staff, President's Administrative Staff, and/or by South Texas College legal counsel, Mr. Jesus Ramirez and Mr. Jose Guerrero, legal counsel for personnel issues.

Enclosed Documents - The policy follows in the packet for the Committee's review and information.

The Committee is asked to review and provide feedback on this policy. Any feedback would be incorporated into a final proposal for the Board's consideration at the February 25, 2020 Board Meeting, if needed.

MANUAL OF POLICY

Title	Employment and Supervisory Relationship of Close Relatives	4212
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order Dated November 26, 2019	

I. Purpose

The purpose of this policy is to provide provisions regarding prohibition of certain employment relationships between close relatives.

II. Policy

A. Employment of Close Relatives

Close relatives are persons related to each other within the third degree of consanguinity (blood relatives) or second degree of affinity (relatives by marriage), as computed under the civil law method. Close relatives shall not be employed by the College in the following employment relationships:

1. When one relative would be responsible for directly or indirectly supervising, evaluating, or auditing the work of another relative.
2. When one relative would be directly or indirectly responsible for institutional decisions that could result in a direct employment benefit to the close relative. A direct employment benefit includes, but is not limited to, initial employment or assignment, employee evaluation, salary, course or work assignments, leave of absence, or approval of employee actions.
3. When one relative would have direct or indirect authority over the terms or conditions of employment of another close relative.

B. Disclosure of Close Relatives

1. Initial Hiring

Individuals applying for employment with the College, shall be required to disclose in the application for employment all of the individual's close relatives employed by the College.

2. Employee Reassignment, Transfers:

An employee who is being assigned, reassigned, transferred, or promoted to any position shall be required, prior to being assigned, reassigned, transferred, or promoted to disclose in writing all of the individual's close relatives employed by the College to the Director of Human Resources.

3. Existing Employment Relationships:

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become close relatives shall notify the Director of Human Resources within three (3) business days of having become close relatives to determine whether or not the employment relationship is in violation of this policy.

MANUAL OF POLICY

Title	Employment and Supervisory Relationship of Close Relatives	4212
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

C. Administration and Enforcement of Policy

The Director of Human Resources shall be primarily responsible for administration and enforcement of this policy.

No person may be employed, and no employee may be transferred, assigned, reassigned, or promoted to a position which would result in an employment relationship that violates this policy. Any employment relationship which is in violation of this policy shall be terminated.

If the violation results from an applicant's or an employee's failure to disclose a close relative relationship, the applicant or employee shall be disqualified from employment or assignment to the position and shall be subject to termination from employment with the College.

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become close relatives resulting in the employment relationship being in violation of this policy shall be disqualified from continued employment with the College. These employees have option of correcting the violation by one of the employees resigning his or her position within the days stipulated in Policy 4922 Separation of Employment and Re-Employment.

Any employee who exercises authority to recommend or to approve the hiring of an individual or the assignment, reassignment, transfer, or promotion of an employee shall exercise due diligence to ensure that such hiring, assignment, reassignment, transfer or promotion does not result in an employment relationship that violates this policy. Failure to exercise due diligence shall subject the employee to sanctions, including, termination of employment.

The provisions of this Policy shall be cumulative to the provisions of Policy 4216 Harassment, Discrimination, and Sexual Misconduct which prohibits certain employee consensual relationships.

III. Definitions

Close relatives – shall mean persons related to each other within the third degree of consanguinity (blood relatives) or second degree of affinity (relatives by marriage), as computed under the civil law method.

Directly – shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then, employee A directly supervises employee B, and employee B directly supervises employees C, D, and E.

Indirectly – shall mean if employee A supervises employee B, and employee B supervises employees C, D, and E, then employee A indirectly supervises employees C, D, and E and any other employee being supervised by the chain of command under Employee B.

MANUAL OF POLICY

Title	Employment and Supervisory Relationship of Close Relatives	4212
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

Method of Computing Degree of Consanguinity and Affinity Relationship

The method of computing degrees of consanguinity and affinity relationship of individuals is the civil law method, as follows:

CONSANGUINITY (blood relatives)

- 1st degree of consanguinity: parents or children (includes adopted children)
- 2nd degree of consanguinity: brother, sister, grandparents, or grandchildren
- 3rd degree of consanguinity: great grandparents, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual.

There is no distinction between half-blood and full-blood relations. Half-blood relations fall within the same degree as those of the full blood.

AFFINITY (relatives by marriage)

- 1st degree of affinity: spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-son, step-daughter, step-mother, and step-father;
- 2nd degree of affinity: brother-in-law or sister-in-law (spouse's brother or sister; or brother or sister's spouse), spouse's grandparents, step-grandchildren; grandchildren's spouses.

IV. History

Origination Date Approved by Board	November 26, 2019
Date Reviewed and Approved by Board	November 26, 2019

Review and Recommend Action on Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020

Approval of Tuition and Fees Schedule for the Regional Center for Public Safety Excellence (RCPSE) for FY 2019 - 2020 will be requested at the February 25, 2020 Board meeting.

Purpose – To add a Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 for Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Justification – The new Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 will be used to offset costs and expenses related to offering Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Unlike law enforcement organizations, the College does not receive funds directly from federal, state, county, or municipal governments to cover continuing education activities at the Regional Center. Tuition, fees, and state contact hour funding will be limited for the Regional Center because much of the training will be tuition free and without contact hour reimbursement. As a result, it is necessary to charge tuition and fees to offset the costs associated with personnel and equipment.

The new Tuition and Fees Schedule rates are as follows:

Tuition:	Proposed Rate
Law Enforcement Courses (continuing education)	\$6.50 per contact hour, or variable tuition based on recovery of costs

Fees:	
• Firearms Scenario-Based Simulator Training	\$23 per student for 30 minutes
• Target Range Qualifier Simulator Training	\$18 per student for 30 minutes
• Driving Simulator Training	\$38 per student for 30 minutes
• Emergency Vehicle Operations Course (EVOC)	\$100 per agency per day or \$18 per agency per hour
• Skills Pad	\$25 per agency per hour
• Classroom w/Technology	\$114 per day beyond 3 days of consecutive usage

The proposed tuition and fees to be approved by the Board will allow the RCPSE to offer Continuing Education Law Enforcement Courses, Simulation Training, and use of the facility to the law enforcement community with sufficient revenue to offset personnel and equipment costs.

Reviewers – The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 has been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the February 25, 2020 Board meeting, the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented.

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

	Board Approved FY 2017-2018	Board Approved FY 2018-2019	PROPOSED for FY 2019-2020
Continuing Education Law Enforcement Courses			\$6.50 per contact hour, or variable tuition based on recovery of costs
Fees: <ul style="list-style-type: none"> Firearms Scenario-Based Simulator Training (per student for 30 minutes) Target Range Qualifier Simulator Training (per student for 30 minutes) Driving Simulator Training (per student for 30 minutes) Emergency Vehicle Operations Course (EVOC) (per agency) Skills Pad (per agency per hour) Classroom w/Technology (per day beyond 3 days of consecutive usage) 			23.00 100.00 per day or 18.00 per hour 25.00 114.00

Review and Recommend Action to Issue a Request for Proposals for a Faculty Cost and Productivity Study

Approval to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study will be requested at the February 25, 2020 Board meeting.

Purpose – The College is seeking to solicit for proposals from qualified professional individuals and organizations for a Faculty Cost and Productivity Study. This study will analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results will be incorporated into future operations.

This study will also provide the College with an opportunity to evaluate and strengthen existing metrics and measures utilized to manage faculty costs and increase productivity.

Justification – This study is to provide a comprehensive Faculty Cost and Productivity Study. The study will strengthen the College's instruction structure and will provide valuable information for financial sustainability.

Background – In recent years, the enrollment at South Texas College has leveled off and, in some years, a slight decrease has been experienced for both traditional and dual credit programs. Faculty costs, however, have increased.

Various factors may be contributing to the enrollment fluctuations including increased competition across institutional types.

It is critical that the College aligns resources to meet changing enrollment patterns, which will benefit students and safeguard the future financial sustainability of the College. The strategies recommended by the proposed study will be implemented based on the College's mission and composition of its faculty and student body.

As Exhibit A reflects, the total faculty salary and benefits budget for FY 2020 is \$64,533,890, which represents 36.71% of the total budget amount of \$175,780,625. Exhibit B reflects the total faculty salary budget of \$50,695,485 and total faculty benefits budget of \$13,838,405, totaling \$64,533,890. Exhibit A and Exhibit B follow in the packet.

Scope of Work

The scope of work consists, at a minimum, of the items listed below deemed valuable in analyzing faculty costs and productivity. The analysis will be based on traditional and dual credit academic and career technical education programs excluding Continuing, Professional, and Workforce Education.

Scope of Work

Faculty Costs (excluding Continuing, Professional, and Workforce Education)

- Analysis of Costs – Faculty
 - ⇒ Analyze and compare the number of faculty and faculty costs between full-time faculty and part-time/adjunct faculty.
 - ⇒ Analyze faculty cost per class/student/student credit hours (SCH)/contact hours(C/H).
 - Analyze costs per student taught by part-time/adjunct.
 - Analyze costs per student taught by full-time faculty.
 - ⇒ Analyze faculty release time and cost.
 - ⇒ Review existing benchmarks and recommend new benchmarks as appropriate.
 - ⇒ Analyze number and cost of faculty overload assignments.
 - ⇒ Analyze number and cost of faculty stipend assignments and special assignments.
 - ⇒ Identify measures for cost control.
 - ⇒ Produce a cost efficiency model.
 - ⇒ Analyze and recommend allocation of resources to areas in need of improvement.

Productivity

- Student to Faculty Ratio Analysis
 - ⇒ Analyze and measure student credit hour (SCH) and contact hours (CH) production per faculty for optimal capacity level.
 - ⇒ Analyze and recommend alignment of workload and schedules with student demand.
- Teaching Loads Analysis
 - ⇒ Analyze and compare faculty teaching workloads by full-time faculty/overloads/part-time/adjunct assignments.
 - ⇒ analyze and compare number of classes, student enrollment, and student credit hour (SCH) between full-time faculty and part-time faculty.
 - ⇒ Analyze and recommend credit hour production targets per full-time and part-time/adjunct faculty.
 - ⇒ Analyze existing standards for teaching loads with other community college's standards.
 - ⇒ Analyze the total number of underutilized sections/courses (course enrollment) including review of course inventory.
 - ⇒ Analyze faculty workload expectations including teaching and other service assignments.
 - ⇒ Analyze and recommend benchmark for classroom size and fill rates for optimal instructional capacity.
- Release Time Analysis
 - ⇒ Analyze course release time.
 - ⇒ Analyze faculty with approved course release and teaching courses including overloads.

- Compliance to Board Policies and Procedures
 - ⇒ Review policies and procedures related to faculty assignments and make recommendations as appropriate.
 - ⇒ Analyze policies and procedures for faculty workloads and compare to peer institutions.

Other Deliverables

- Review and provide recommendations of the College's methodology of program cost analysis.
- Review data and benchmarks with peer community colleges that have been reviewed with South Texas College.
- Recommend strategies for maximizing efficiencies, effectiveness, and allocation of instructional resources.
- Recommend benchmarks, metrics, targets, policies, and procedures derived from the analysis of the data.
- Recommend other strategies and key performance indicators to manage costs and increase productivity.

Administration recommends advertising during the month of April 2020 and presenting for the Board committee to recommend approval in the May 2020 Board meeting.

The proposed timeline for the Request for Proposals (RFP) is as follows:

Description	Dates
RFP advertised:	April 8, 2020 and April 15, 2020
RFP due:	May 1, 2020
RFP evaluation:	May 4, 2020 through May 7, 2020
RFP awarded:	May 26, 2020
Study start date:	June 1, 2020
Study completion date:	January 4, 2021

Funding Source – Funds for this expenditure are funded in the Academic Affairs budget for FY 2019 - FY 2020.

Enclosed Documents – Budgeted Expenditures by Classification for FY 2020 (Exhibit A) and Faculty Salary and Benefits Budget for FY 2020 (Exhibit B) follow in the packet for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the Request for Proposal for a Faculty Cost and Productivity Study and will respond to any questions or concerns at the meeting.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 25, 2020 Board meeting, to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented.

Exhibit A

Budgeted Expenditures by Classification for FY 2020

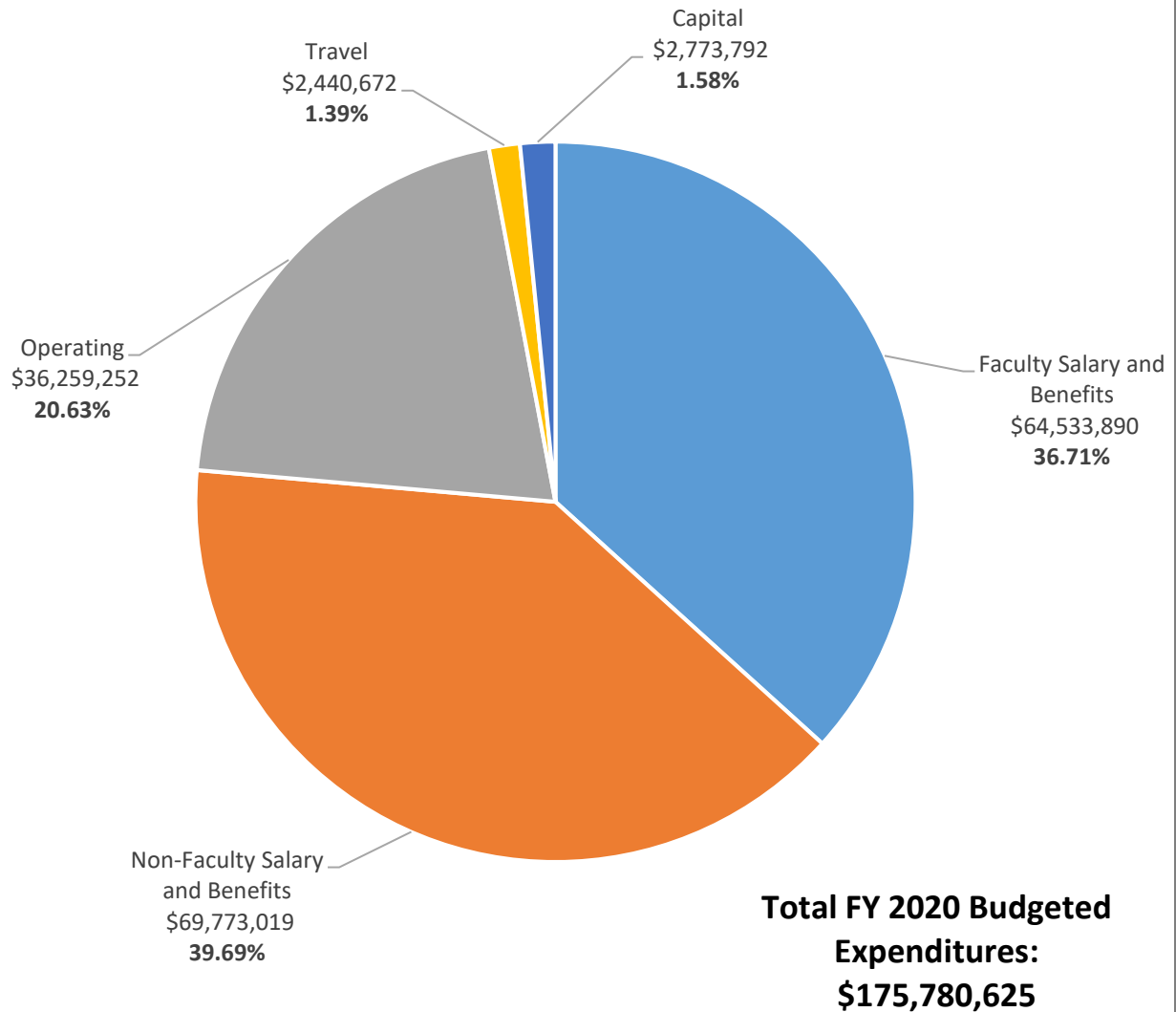
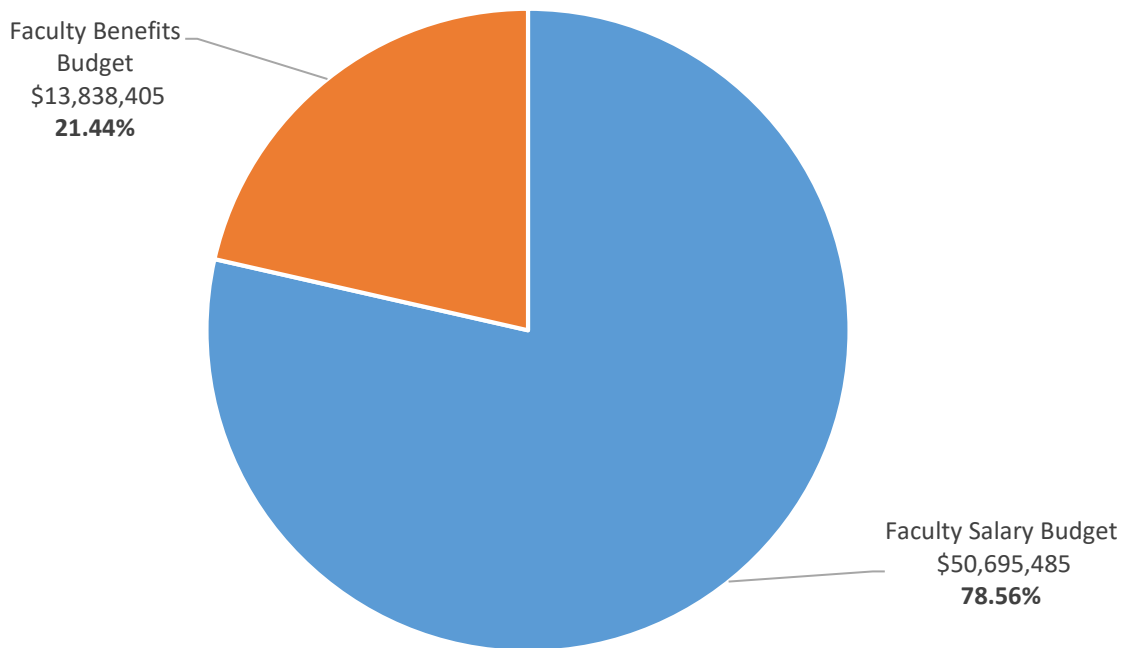


Exhibit B

Faculty Salary and Benefits Budget for FY 2020



**Faculty Salary and Benefits Budget
for FY 2020: \$64,533,890**

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 will be requested at the February 25, 2020 Board of Trustees meeting.

Purpose - The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

Justification - During calendar year 2019, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in

traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- **Search Conducted**

One of the traffic stops resulted in a search when the operator was observed driving left of center of roadway onto opposite direction of travel while the vehicle's tires screech and driver's door swung open at the Pecan Campus. The operator, who had been consuming alcohol, appeared tense and indicated that he was upset at his ex-wife, a South Texas College student, and was looking for her, over a change to the child support he had to pay. It was also revealed that operator had a previous arrest for assaulting a police officer. With the totality of the circumstances the operator and operator's vehicle were frisked for any weapons for the officer's safety. Operator was subsequently issued a criminal trespass warning preventing from coming onto any South Texas College properties. It was later learned the student was hiding from the operator. The operator was issued a citation for Transportation Code 521 no driver's license and Texas Transportation Code 545.056 Driving Left of Center of Roadway.

Another traffic stop resulted in a search when the operator was observed speeding on an adjacent street to the Pecan Campus. A strong odor of marijuana was emitting from the operator's vehicle. The operator admitted to possessing a small amount of cannabis inside a lunch bag on the back seat. The vehicle was searched and subsequently the operator was arrested for Health and Safety Code 481.134 Possession of Marijuana in Drug Free Zones and issued a citation for Health and Safety Code 481.125 Possession of a Drug Paraphernalia and Transportation Code 545.352 Speeding.

- **Street address or approximate location of the stop**

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

Description	Year 2018 Stops Conducted	Year 2019 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	90	226
Stops conducted on entering/ leaving campuses - driving infractions on college property	10	47
Total	100	273

In an effort to address safety concerns of moving traffic violations, South Texas College increased traffic stops during Year 2019. These traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Acting Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2018 Stops Conducted	Year 2019 Stops Conducted
Red Light	30	34
Speeding	31	109
Expired License Plates	4	16
Cell Phone Prohibited	1	-
Disregard Traffic Signal	1	3
Turned Where Prohibited	4	14
Reckless Driving	1	-
Unsafe Passing	2	-
Defective Equipment	5	19
No Visible License Plate	1	-
Failure to Stop/ Stop at Sign	3	42
Unsafe Lane Change	2	4
No Class M DL/No DL	1	7
Impeding Traffic	3	-
No Turn Signal	2	2
Failure to Yield	4	1
Driving Wrong Way	1	1
Excessive Acceleration	1	-
Improper Turn	-	9
Driving on Wrong Side	-	2
Cut Corner	-	1
Passing School Bus	-	1
Passing in No Passing Zone	-	1
Maintain Lane	-	2
Distracted Driving	-	1
Digging Out/Peeling Out	-	2
No Seat Belt		1
Verbal	3	1
Total	100	273

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety have reviewed the information being presented.

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2019 and the Comparative Analysis follow in the packet for the Committee's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

South Texas College Acting Chief of Police for the Department of Public Safety, Ruben Suarez, will be present at the Committee Meeting to respond to questions.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 25, 2020 Board meeting, acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 as presented.

Racial Profiling Report | Full

Reporting Date: 01/27/2020

Agency Name: South Texas College Department of Public Safety
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:

Phone: (956) 872-2589

Email: rsuarez8@southtexascollege.edu

Mailing Address:

2509 W. Pecan Blvd

McAllen, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - a.) the race or ethnicity of the individual detained;
 - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
 - a.) the Commission on Law Enforcement; and
 - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Ruben Suarez, Acting Chief of Police

Date: 01/27/2020

Total stops: 273

Gender

Female	147
Male	126

Race / Ethnicity

Black	2
Asian / Pacific Islander	1
Hispanic / Latino	247
White	23
Alaska Native / American	0

Was race or ethnicity known prior to stop?

Yes	0
No	273

Reason for stop?

Violation of law	0
Preexisting knowledge	0
Moving traffic violation	242
Vehicle traffic violation	31

Street address or approximate location of the stop

City street	226
US highway	0
County road	0
State highway	0
Private property or other	47

Was a search conducted?

Yes	2
No	271

Reason for Search?

consent	0
contraband	0
probable	2
inventory	0

ncident to arrest	0
Was Contraband discovered?	
Yes	1
No	1
Description of contraband	
Drugs	1
Currency	0
Weapons	0
Alcohol	0
Stolen property	0
Other	0
Result of the stop	
Verbal warning	2
Written warning	201
Citation	69
Written warning and arrest	0
Citation and arrest	1
Arrest	0
Arrest based on	
Violation of Penal Code	1
Violation of Traffic Law	0
Violation of City Ordinance	0
Outstanding Warrant	0
Was physical force resulting in bodily injury used during stop?	
Yes	0
No	273

Submitted electronically to the



The Texas Commission on Law
Enforcement

South Texas College Department of Public Safety

2019 Racial Profiling Report Comparative Analysis

The ethnicity of South Texas College students reflects the large population of Hispanics in the Rio Grande valley. In addition, all college police officers are Hispanic.

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
African	2	0.73%	African	126	0.38%
Asian	1	0.37%	Asian	246	0.74%
Caucasian	23	8.42%	Caucasian	759	2.30%
Hispanic	247	90.48%	Hispanic	31,439	95.21%
Middle Eastern	0	0.00%	Middle Eastern	0	0.00%
Native American	0	0.00%	Native American	23	0.07%
Other	0	0.00%	Other	461	1.39%
Total	273	100%	Total	33,054	100%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Acting Chief of Police for the South Texas College Department of Public Safety

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

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

Mary Elizondo will provide an update at the meeting on the Terra-Gen Development Company, LLC, Tax Abatement Agreements and will address any questions from the Committee.

Background - On May 30, 2019, the Board of Trustees authorized an offer to Terra-Gen with the following terms:

- 50% tax abatement for each of the four projects for a period not to exceed ten years
- A lump sum payment to the College of \$30,000 per project for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

On November 6, 2019, Terra-Gen accepted the terms as authorized by the Board on May 30, 2019. On November 26, 2019, Terra-Gen requested revisions to the Agreements that were approved by the Board of Trustees on November 26, 2019 regarding the date of payments of the scholarships as follows:

Terms	Project	Current Agreement Approved on 11/26/19	Revisions Requested by Terra-Gen
Scholarship Contribution Due Date		Payable at execution of the tax abatement agreement.	Payable at commencement of construction.
	a. Buenos Aires Windpower, LLC	November 26, 2019	June 30, 2021
	b. Monte Cristo Windpower, LLC	November 26, 2019	June 30, 2021
	c. La Joya Windpower, LLC	November 26, 2019	December 30, 2020
	d. West Willacy Windpower, LLC	November 26, 2019	December 30, 2020

On January 28, 2020, the Board of Trustees reviewed the requested revisions to the Agreements on the contribution to student scholarships submitted by Terra-Gen on their letter dated January 17, 2020. In that January 17th letter, Terra-Gen asked that the agreed-upon scholarship contributions of \$30,000 per project be payable upon commencement of each separate project, instead of payable upon execution of the agreements. The Board authorized Dr. Shirley A. Reed, College President, to move forward with reaching out to Terra-Gen with the options as listed below:

Option 1 – Terra-Gen Renewables Development can accept the agreements for each of the four projects as already approved by the Board; or,

Option 2 – Terra-Gen Renewables Development can accept the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.

Dr. Reed sent a certified letter identifying these options to Mr. Milton Howard, and copied Mr. Robert Peña, on January 31, 2020. The USPS confirmed delivery to Mr. Peña's office on Tuesday, February 4, 2020. Additionally, Dr. Reed emailed a copy of this letter to Mr. Peña on Friday, January 31, 2020. Terra-Gen was advised in the letter that they had ten business days to formally respond to accept either Option 1 or Option 2, and a failure to respond would be considered a rejection of the terms of each of the four agreements. Tuesday, February 18th is the 10th business day after the letter was delivered to Mr. Peña's office, and Terra-Gen will have until 5 p.m. that day to respond to the options outlined in the letter.

Enclosed Documents – The letter sent by South Texas College to Terra-Gen Development Company on Friday, January 31, 2020, LLC follows in the packet for the Committee's information and review.

As of publication date of the Finance, Audit, and Human Resources Committee packet, administration has not received a response from Terra-Gen.

It is requested that the Finance, Audit, and Human Resources Committee recommend action as necessary on Terra-Gen tax abatement agreements.



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368

January 31, 2020

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

Terra-Gen Renewables Development
c/o Milton R. Howard, Vice President
11455 El Camino Real, Suite 160
San Diego, CA 92130

Re: Tax Abatements – Monte Alto LLC; Buenas Aires LLC; Monte Cristo LLC; and La Joya LLC Wind Projects

Dear Mr. Howard,

On Tuesday, January 28, 2020, the South Texas College Board of Trustees reviewed your letter dated January 17, 2020, requesting further revision to the agreements as approved by the Board of Trustees on May 30, 2019. On November 26, 2019, the Board of Trustees reaffirmed the terms they previously approved, after receiving your letter dated November 6, 2019.

The agreements approved by the College included contributions of \$30,000 for each of the four projects, to be used by the College for student scholarships, and stipulated that they were payable upon execution of the agreements. You requested that these contributions instead be *"payable upon notice by the Owner of the Commencement of Construction."*

The South Texas College Board of Trustees has reviewed your request and given it serious consideration. They have proposed the following options:

Option 1 – Terra-Gen Renewables Development can accept the agreements for each of the four projects as already approved by the Board; or,

Option 2 – Terra-Gen Renewables Development can accept the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.

The Board of Trustees of South Texas College has provided ten business days from the date of your receipt of this letter for your formal written response accepting either Option 1 or Option 2 as described. Failure to accept either of the proposed options within ten business days will be considered a rejection of the terms of each of the four agreements.

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

South Texas College

CC: Mr. Robert Peña, Texas Energy Consultants

Mr. Jesus Ramirez, South Texas College Legal Counsel