

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 14, 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.”

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- II. Discussion and Action as Necessary on the Issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020 30-45
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Approval of June 9, 2020 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 9, 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, June 9, 2020 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, June 9, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30p.m. with Mr. Roy de León presiding.

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

Other Trustees Present: Mr. Gary Gurwitz and Dr. Alejo Salinas, Jr.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Becky Cavazos, Mrs. Myriam Lopez, Mr. Lucio Gonzalez, and Mr. Andrew Fish.

**Approval of May 12, 2020 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee approved the Minutes for the Finance, Audit, and Human Resources Committee Meetings of May 12, 2020 as written. The motion carried.

**Review and Action as Necessary on Award of Proposals, Purchases, and
Renewals**

Approval of the following award of proposals, purchases, and renewals will be requested at the June 23, 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. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, and renewals as listed below:

A. Award of Proposals

- 1) Grounds Maintenance (Award):** award the proposal for grounds maintenance to **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections, and an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping, and an estimated amount of \$40,000.00 for sprinkler system repairs, a total estimated amount of \$663,035.84;
- 2) Network Cabling and Equipment Installation Services (Award):** award the proposal for network cabling and equipment installation services for the period beginning July 26, 2020 through July 25, 2021 with two one-year options to renew, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **BridgeNet Communications** (Donna, TX)
 - **Network Cabling Services, Inc.** (Houston, TX)
 - **Telepro Communications** (Mission, TX)
- 3) Travel Services (Award):** award the proposals for travel services to **Echo Travel** (Edinburg, TX) (New), for the period beginning July 1, 2020 through June 30, 2021 with two one-year options to renew, at a service fee of \$25.00 per airline ticket;

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

- 4) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2020 through August 17, 2021, at an estimated amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:
 - Primary: **Gulf Coast Paper, Co.** (Brownsville, TX)
 - Secondary: **Rio Paper & Supply, LLC.** (Pharr, TX)
- 5) Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00;
- 6) Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (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)

Vendor (City, State)	Vendor (City, State)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX)
Fastenal Company (McAllen, TX)	Ferguson Enterprise (Pharr, TX)
Industrial 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 Pena/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)

- 7) **Mass Notification System Agreement (Renewal):** renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$51,076.30;
- 8) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC. (Dublin, OH)	Health Care Logistics, Inc. (Circleville, OH)
Henry Schein, Inc. (Irmo, SC)	Medline Industries (Northfield, IL)
Pocket Nurse Enterprises, Inc./ dba Pocket Nurse (Monaca, PA)	QuadMed (Jacksonville, FL)

- 9) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Bio Corporation (Alexandria, MN)	Carolina Biological Supply, Company (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	Flinn Scientific, Inc. (Batavia, IL)
Jameco Electronics (Belmont, CA)	Midsci (Valley Park, MO)
Nebraska Scientific (Omaha, NE)	PASCO Scientific (Roseville, CA)

Vendor (City, State)	Vendor (City, State)
VWR International, LLC. (Radner, PA)	

10) Temporary Personnel Services (Renewal): renew the temporary personnel services contracts for the period beginning June 29, 2020 through June 28, 2021, at an estimated amount of \$575,000.00, which is based on prior year expenditures. The vendors are as follows:

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

11) Vehicle Maintenance and Repair Services (Renewal): renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2020 through May 28, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

- 12) Directory Services and Support Agreement (Purchase):** purchase directory services and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approve vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$11,340.40;
- 13) Oracle Database Licenses (Purchase):** purchase oracle database licenses from **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$168,851.43;
- 14) Server Hardware Equipment (Purchase):** purchase server hardware equipment from **Netsync Network Solutions** (Redwood Shores, CA), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$154,087.30;

- 15)Cisco Tetration Software License Agreement (Renewal):** renew the Cisco tetration software license agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 20, 2021, at a total amount of \$43,056.00;
- 16)Cisco Umbrella Software License Agreement (Renewal):** renew the Cisco umbrella software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 1, 2020 through June 30, 2021, at a total amount of \$41,769.48.

Recommend Action - The total for all award of proposals, purchases, and renewals was \$2,653,216.75.

The motion carried.

Review and Action as Necessary on Proposed Revisions to Policies:

- a. **Policy #3680: Students with or Potentially Exposed to Contagious/ Communicable Diseases**
- b. **Policy #4400: Contagious / Communicable Diseases**

Approval to revise the following two policies will be requested at the June 23, 2020 Board meeting.

- *Policy #3680: Students with or Potentially Exposed to Contagious / Communicable Diseases*
 - This policy applied specifically to students.
- *Policy #4400: Contagious / Communicable Diseases*
 - This policy applied specifically to employees.

Purpose – The proposed policy revisions were necessary to update these policies to provide clear guidance for students and employees who either have, or have potentially been exposed to, a contagious /communicable disease such as COVID-19.

Background – On May 26, 2020, administration requested Board approval of revisions to Policy #3680 and Policy #4400 to provide clear guidance for the development of procedures in response to cases of COVID-19 infection, potential exposure to COVID-19, or suspected cases of COVID-19 in the absence of confirming test results.

The Board approved and adopted the proposed revisions to Policy #3680 and Policy #4400, but noted that the policies were not consistent in their definitions of contagious / communicable diseases, and were not clearly enforceable as written. The Board asked that these policies be brought back with additional revisions to address these concerns.

Administration reviewed recent Centers for Disease Control guidance and recommendations by legal counsel, including relevant portions of the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Administration proposed the following revisions for the Board's consideration and adoption:

- The proposed revisions to Policy #3680: *Students with or Potentially Exposed to Contagious / Communicable Diseases*:
 - Add a new purpose to clarify the establishment of guidelines and confidentiality procedures;
 - Update the definition of contagious/communicable diseases to be consistent with Policy #4400;
 - Support the College's right to determine when a person may be prohibited from College facilities, programs, functions, and campus activities due to a communicable disease;
 - Provide guidelines for students with suspected/potential exposure and outlines procedures for Student Code of Conduct violations; and
 - Outline the responsibilities of faculty and staff in reporting students suspected to have a contagious / communicable disease, while protecting the student's privacy rights.

- The proposed revisions to Policy #4400: *Contagious / Communicable Diseases*:
 - Support the College's right to determine when a person may be prohibited from College facilities, programs, functions, and campus activities due to a communicable disease;
 - Clarify guidelines for employees with suspected/potential exposure and outlines provisions for symptomatic cases, positive test results, or potential exposure;
 - Outline the responsibilities of faculty and staff in reporting students, employees, or others suspected to have a contagious / communicable disease, while protecting the student's privacy rights.

Reviewers – The revised policies were reviewed by staff and administration.

Enclosed Documents - The revised policies were provided in the packet for the Committee's review and information. The additions to the policies were highlighted in yellow, and deletions were marked in red strikethrough.

The proposed policies were proposed to give COVID-19 positive or potentially exposed students and employees clear guidance on how to respond to the illness before returning to the College.

The Finance, Audit, and Human Resources Committee members raised issues with the proposed revisions, including the recommendation that content related to participation in

clinical, simulation, or laboratory programs be removed from the policies and established in a separate policy entirely.

Administration agreed to present revisions to Policies #3681 and #4400 and a proposed new policy to the Board.

No action was taken by the Committee.

Review of Traditional Student Enrollment Projection Models for Summer 2020, Fall 2020, and Spring 2021

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, reviewed traditional student enrollment projections for Summer 2020, Fall 2020, and Spring 2021.

These enrollment projections were based upon current information. Adjustments would be made as new information, guidelines and best practices become available.

Summer 2020 Assumptions:

- Estimated enrollment decrease of 25%
- Staff/faculty allowed on campus
- Services primarily provided via phone, online and email
- Students have limited on-campus access to services
- Majority of courses converted to online format with some limited hybrid courses
- Students have limited on-campus access to labs and learning support services while keeping social distancing
- Unknown impact of CARES student support federal funding

Fall 2020 Assumptions:

- Estimated enrollment decrease of 25%
- Limited access to campuses for students/public while keeping social distancing
- Staff/faculty allowed on campuses to provide services while keeping social distancing
- Majority of courses provided in a hybrid or online format
- Students have limited access to labs while keeping social distancing
- Limited services provided via phone, online and email
- Unknown impact of CARES student support federal funding.

Spring 2021 Assumptions:

- Estimated enrollment decrease of 10%

- Full access to all campuses by students/public
- Regular course schedules with face-to-face, hybrid and online courses offered
- Students have full access to services and labs
- All faculty and staff are on campus

These traditional student enrollment projections were presented for the Committee's information and to provide context for the following discussion of the preliminary budget summary for FY 2020 – 2021.

No action was requested.

Review and Discussion of Fiscal Measures Developed in Response to the Impact of COVID-19

At the onset of the COVID-19 pandemic, the potential impact on the College, its employees, and students became abundantly apparent.

Immediately, administration began the process of identifying measures to mitigate the fiscal impact. The Review of Fiscal Measures Developed in Response to the Impact of COVID-19 reflects the planning and activities taken, whether completed, in progress, or planned, to maintain fiscal stability.

Administration outlined a number of fiscal measures taken and/or proposed to help the College continue to operate and maintain fiscal stability during the current COVID-19 pandemic and throughout the aftermath. Several of these measures were specifically discussed with the Board of Trustees. An aggregate list was provided for review and discussion with the Finance, Audit, and Human Resources Committee at the June 9, 2020 meeting.

Within the packet, administration outlined a series of measures staged for implementation May 1, June 1, July 1, and September 1, 2020. Administration would continue to monitor the impact of COVID-19 on enrollment, additional needs of the students and communities served by the College, and the College's revenue and expenditure forecasts.

The information was for the Board and Committee's review and reflected the serious attention undertaken to minimize the fiscal impact on employees and students.

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

Discussion and Action as Necessary on the Waiver of Electronic Distance Learning/VCT Course Fee for Dual Credit Students Enrolled in Distance Education Online Courses for Fall 2020

Approval of the waiver of the Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Distance Education online courses for Fall 2020 will be requested at the June 23, 2020 Board meeting.

Purpose – To waive the Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Distance Education online courses for Fall 2020.

Previously Approved Dual Credit Waiver for Summer 2020

On April 16, 2020, the Board authorized the waiver of Electronic Distance Learning / VCT Course Fee for Dual Credit students enrolled in Summer 2020 dual credit “S” section courses, in response to a request from school district partners. This waiver was approved to help maintain dual credit enrollment through the Summer, while partnering school districts responded to the COVID-19 pandemic through online enrollment, and had not budgeted for the additional fee that would have otherwise been imposed by South Texas College.

Proposed Waiver for Dual Credit Students – Fall 2020

Dual credit “S” section courses are typically held in a traditional, face-to-face setting. Online sections are only used to meet dual credit program demand when there are no alternatives for a traditional setting. Prior to the COVID-19 pandemic, school districts developed their budgets for Fall 2020 assuming academic courses would be in a traditional format (face-to-face), and they did not budget additional funding for online course fees.

With the current COVID-19 pandemic, school district partners are assessing their educational course delivery based on the guidelines provided by the Texas Education Agency (TEA). As the situation has continued to develop and based on TEA guidance, many of our school district partners are now planning on moving away from face-to-face courses for the Fall semester to more online course delivery. Since the Electronic Distance Learning/VCT Course Fee is not waived for dual credit students, school district partners or dual credit students would have to pay the fee, unless it is waived by the Board of Trustees of South Texas College.

The College Administration recognized the challenges faced by partnering school district, and further recognized that a decrease in dual credit enrollment for Fall 2020 would significantly impact contact hour reporting for the base year funding and, consequently, state appropriations for the next biennium.

If our school district partners were not able to fund the additional costs for online courses, this could lead to a significant reduction in contact hours generated by dual credit courses for Fall 2020.

Dr. Shirley Reed, President, and Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships attended the Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee requested an estimate of the uncollected revenue that might be waived as a result of this action. Administration agreed to provide this estimate at the Board meeting on June 23, 2020.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval to waive the Electronic Distance Learning/VCT Course Fee for dual credit “S” section courses for Fall 2020 only on the Tuition and Fees Schedule for Dual Credit Students Sponsored by Partnering School Districts for FY 2019 – 2020 as presented. The motion carried.

Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to FY 2019 - 2020 Approved Budget

The packet included the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with comparison to the FY 2019 - 2020 approved budget for your information and review.

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State appropriations were expected to increase \$1,097,712 in FY 2021. The projected increase was mainly due to the increase in the Higher Education Group Insurance (HEGI) revenue being partially offset by the decrease in state contact hour appropriation revenue and other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The decrease in state contact hour appropriation revenue was due to the expected 10% reduction in general revenue appropriation requested by the State of Texas. The increase in other state appropriation revenue for HEGI was due to the additional funding that would be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020. The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.

State Appropriations	FY 2020	FY 2021	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
Other State Appropriation-ORP	575,785	508,227	(67,558)

State Appropriations	FY 2020	FY 2021	Increase/ (Decrease)
Other State Appropriation-TRS	2,367,977	2,090,137	(277,840)
Other State Appropriation-HEGI-Year 2	3,329,554	6,159,713	2,830,159
Other State Appropriation-HEGI-Year 1(Reimbursement)	-	2,830,159	2,830,159
Total State Appropriation	\$48,445,377	\$49,543,089	\$1,097,712

- Tuition for FY 2021 was based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections included the Board approved increase of \$5 per semester credit hour for the Fire Science differential tuition rate and the increase of \$10 per semester credit hour for the Drama differential tuition rate. The FY 2021 tuition revenue projection also included the Board approved addition of differential tuitions for the Law Enforcement program at \$10 per semester credit hour and the Welding program at \$15 per semester credit hour. In total, tuition revenue was projected to decrease approximately \$7,809,779 in FY 2021.

Tuition	FY 2020	FY 2021	Increase/ (Decrease)
Academic & Differential Tuition-Net TPEG	\$34,539,495	\$26,696,844	\$(7,842,651)
Continuing Ed/ATCP/ITED-Net TPEG	3,196,530	3,229,402	32,872
Total Tuition	\$37,736,025	\$29,926,246	\$(7,809,779)

- Fees for FY 2021 were based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections included the Board approved waiver of the Electronic Distance Learning Fee for traditional students for the Fall 2020 term, increase of \$1 per semester credit hour for the Information Technology Fee and the increase of \$2 per semester credit hour for the Learning Support Fee. The FY 2021 fee revenue projection also included the Board approved increase of \$5 for the TSI Assessment Exams, increased rates for the TCOLE Licensing Examination fees, Fire Academy, and Police Academy, and the addition of the Welding Certification fee, Information Technology Certification fee, and the American Welding Society Certification Testing fee. The projections indicated a decrease in fees revenue of approximately \$5,522,581 in FY 2021.

Fees	FY 2020	FY 2021	Increase/ (Decrease)
Total Fees	\$28,870,091	\$23,347,510	\$(5,522,581)

- Other revenue was expected to decrease \$2,050,907 in FY 2021. The projected decrease was mainly due to decreased revenue in the Dual Credit Cost

Reimbursement, Dual Credit Academy Participation Fee, and interest. The Dual Credit Academy Participation Fee revenue projection decrease was due to the degree plan changes that have negatively impacted enrollment.

Other Revenues	FY 2020	FY 2021	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,454,217	\$4,008,795	\$(445,422)
Dual Credit Academy Participation Fee	454,250	408,825	(45,425)
Interest	2,750,000	1,200,000	(1,550,000)
Administrative Costs and Shuttle System Contribution	783,914	777,274	(6,640)
Testing Commissions	8,520	5,100	(3,420)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
Total Other Revenues	\$8,515,643	\$6,464,736	\$(2,050,907)

- M&O Property Tax revenue for FY 2021 was expected to decrease \$2,401,153, due to an anticipated decrease in tax collections.

M&O Property Taxes	FY 2020	FY 2021	Increase/ (Decrease)
Total M&O Property Taxes	\$51,707,955	\$49,306,802	\$(2,401,153)

- Carryover Allocations was projected to increase \$30,376 in FY 2021. The increase resulted from the decrease of \$1,186,000 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 \$642 in the Developmental Studies Book Royalties carryover, the increase of \$186,217 in the Contingency Fund carryover, the increase of \$702,794 in the Capital Purchases carryover, and the increase of \$328,007 in the Waived Fee Allocation.

Carryover Allocations	FY 2020	FY 2021	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing, Professional, and Workforce Education	450,000	450,000	-
Capital Purchases	-	702,794	702,794
Contingency Fund	1,813,783	2,000,000	186,217
Developmental Studies Book Royalties	5,455	4,813	(642)
M&O Tax Bond Program 2013 - FFE	1,186,000	-	(1,186,000)
Waived Fee Allocation	-	328,007	328,007
Total Carryover Allocations	\$6,455,238	\$6,485,614	\$30,376

Expenditures:

- The Salary expenditures budget was proposed to decrease by \$12,325,864 in FY 2021 as follows:

	Changes to FY 2021 Salary Budget	Amount
1.	Net Salary Budget Increase for Critical New Non-Faculty Positions	\$139,312
2.	Changes to Position Salaries due to Vacancies and New Hires during Fiscal Year 2020	83,192
3.	Position Reductions due to Revenue Decrease	(12,548,368)
	Total	\$(12,325,864)

No across the board annual salary increases for faculty and staff were recommended.

The division position reductions of \$12,548,368 resulted from the not filling vacant positions, reducing instructional salary pools, and eliminating non-faculty filled positions.

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 2021 was proposed to decrease by \$2,879,082 due to the decrease in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2021 was proposed to decrease by \$2,716,835 based on the needs of the College’s departments and the division reductions due to decreased revenues.
- The Travel expenditures budget for FY 2021 was proposed to decrease by \$196,506. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 was proposed to decrease by \$1,368,204.
 - ⇒ The capital budget was proposed to decrease by \$182,204 based on the needs of the College’s departments.
 - ⇒ In addition, the capital budget was proposed to decrease 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 2021 was proposed to increase by \$2,830,159. The increase was primarily due to the addition of the HEGI Reserve in the

amount of \$2,830,159. The HEGI reserve was contingent on the receipt of the additional funding that would be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to the FY 2019 - 2020 approved budget was provided in the packet for the Committee’s review and information. In order to balance the unrestricted fund budget with the reduction in revenues, the College would continue to monitor trends, update projections, and reduce expenditures.

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 Unrestricted Projected Budget for FY 2020 – 2021 at the June 9, 2020 Finance, Audit, and Human Resources Committee meeting and addressed questions asked by the Committee.

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

Discussion and Action as Necessary on Proposed Auxiliary Budget Amendment for FY 2019 – 2020

Approval of a proposed budget amendment for FY 2019 – 2020 will be requested at the June 23, 2020 Board Meeting.

The proposed budget amendment was necessary to reduce the Auxiliary fund revenue and expenditure budgets due to the decrease in commission revenues, ceased operations related to the COVID-19 pandemic, and the waiver of the Student Activity Fee for the Summer 2020 term. The proposed budget amendment was also needed to allocate \$100,000.00 from the Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund to support student enrollment in the Fall 2020 semester as approved by the Board on May 26, 2020. The budget amendment was proposed as follows:

1. Budget Amendment – Adjust the Auxiliary Fund Revenues and Expenditures Budgets

Classification	Increase/(Decrease)
Revenues	
Bookstore	\$ (176,826.60)
Food Services	(526,919.47)
Mid-Valley Child Care & Development Center	(173,821.48)

Classification	Increase/(Decrease)
Vending Machines	(35,988.54)
Student Activity Fee	(198,570.00)
Fund Balance Allocation – Micro Grant Scholarships	100,000.00
Total Revenue Reduction	\$ (1,012,126.09)
Expenditures	
Salaries	\$ (354,479.85)
Benefits	(88,509.88)
Operating	(627,359.71)
Travel	(41,776.65)
Institutional Scholarships	100,000.00
Total Expenditures Reduction	\$ (1,012,126.09)

A. Auxiliary Revenue Budget Reduction

- The Auxiliary Fund revenue budget would be reduced by \$1,012,126.09, from \$4,891,952.00 to \$3,879,825.91. The revenue budget would be adjusted as follows:
 - The Bookstore revenue budget would be reduced by \$176,826.60 from \$490,000 to \$313,173.40. The revenue reduction was necessary because of the negative impact the COVID-19 pandemic was having on the sales volume of Barnes & Noble, the College’s contracted bookstore.
 - The Food Services revenue budget would be reduced by \$526,919.47, from \$1,160,838.00 to \$633,918.53. The revenue reduction was necessary because all food service operations have ceased since March 23, 2020 in response to the COVID-19 pandemic.
 - The Mid-Valley Child Care & Development Center revenue budget would be reduced by \$173,821.48 from \$364,475.00 to \$190,653.52. The revenue reduction was necessary because the Childcare Center operations have ceased since March 23, 2020 in response to the COVID-19 pandemic.
 - The Vending Machines revenue budget would be reduced by \$35,988.54 from \$155,000 to \$119,011.46. The revenue reduction was necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.
 - The Student Activity Fee revenue budget would be reduced by \$198,570.00 from \$1,651,835.00 to \$1,453,265.00. The revenue reduction was necessary since the College is waiving the Student Activity Fee for the Summer 2020 term due to the COVID-19 pandemic resulting in employees working from home and students not being on campus.
 - The Fund Balance – Micro Grant Scholarship revenue budget would be added to the Auxiliary Fund revenue budget in the amount of \$100,000.00. The addition of the revenue was needed to fund the Micro Grant Scholarships that would be awarded by the College for the Fall 2020 semester and approved by the Board on May 26, 2020.

B. Salary Expense Budget Reduction

- The salary expense budget would be decreased by \$354,479.85, from \$1,580,163.00 to \$1,225,683.15.

Salary Expenditures	FY 2020 Original Budget	FY 2020 Amended Budget	Increase/ (Decrease)
Food Services	\$480,753.00	\$225,915.12	\$(254,837.88)
Mid-Valley Child Care & Development Center	211,269.00	111,627.03	(99,641.97)
Auxiliary Business Operations	40,000.00	40,000.00	-
Student Activities & Wellness	848,141.00	848,141.00	-
Total Salaries	\$1,580,163.00	\$1,225,683.15	\$(354,479.85)

C. Benefits Budget Reduction

- The benefits expense budget would be decreased by \$88,509.88, from \$482,723.00 to \$394,213.12.

Benefit Expenditures	FY 2020 Original Budget	FY 2020 Amended Budget	Increase/ (Decrease)
Food Services	\$123,322.00	\$77,305.47	\$(46,016.53)
Mid-Valley Child Care & Development Center	92,958.00	50,464.65	(42,493.35)
Auxiliary Business Operations	12,000.00	12,000.00	-
Student Activities & Wellness	254,443.00	254,443.00	-
Total Benefits	\$482,723.00	\$394,213.12	\$(88,509.88)

D. Operating Budget Reduction

- The operating expense budget would be decreased by \$627,359.71, from \$2,732,966.00 to \$2,105,606.29.

Operating Expenditures	FY 2020 Original Budget	FY 2020 Amended Budget	Increase/ (Decrease)
Food Services	\$551,763.00	\$329,955.74	\$(221,807.26)
Mid-Valley Child Care & Development Center	58,248.00	27,180.69	(31,067.31)
Student Activities & Wellness	469,251.00	307,581.00	(161,670.00)
General Conferences	135,000.00	135,000.00	-
Non Public Fund	744,149.00	744,149.00	-
Non Self-Sustaining Organizations	609,700.00	396,884.86	(212,815.14)
Professional Development Conferences	80,000.00	80,000.00	-
Self-Sustaining Conferences	84,855.00	84,855.00	-
Total Operating	\$2,732,966.00	\$2,105,606.29	\$(627,359.71)

E. Travel Budget Reduction

- The travel expense budget would be decreased by \$41,776.65, from \$87,600.00 to \$45,823.35.

Travel Expenditures	FY 2020 Original Budget	FY 2020 Amended Budget	Increase/ (Decrease)
Food Services	\$5,000.00	\$742.20	\$(4,257.80)
Mid-Valley Child Care & Development Center	2,000.00	1,381.15	(618.85)
Student Activities & Wellness	80,000.00	43,100.00	(36,900.00)
General Conferences	-	-	-
Non Public Fund	-	-	-
Non Self-Sustaining Organizations	-	-	-
Professional Development Conferences	-	-	-
Self-Sustaining Conferences	600.00	600.00	-
Total Travel	\$87,600.00	\$45,823.35	\$(41,776.65)

F. Institutional Scholarship Budget Increase

- The scholarship expense budget would be increased by \$100,000.00 from \$8,500.00 to \$108,500.00.

Institutional Expenditures	Scholarship	FY 2020 Original Budget	FY 2020 Amended Budget	Increase/ (Decrease)
Non Organizations	Self-Sustaining	\$8,500.00	\$108,500.00	\$100,000.00
Total Institutional Scholarship		\$8,500.00	\$108,500.00	\$100,000.00

The budget amendment was provided in the packet for your information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services presented the Proposed Budget Amendment for FY 2019 – 2020.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2019 - 2020, as presented. The motion carried.

Review and Discussion of Preliminary Summary of Auxiliary Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to FY 2019 - 2020 Approved Budget

The Committee packet included the Preliminary Summary of Auxiliary Projected Revenues and Expenditures for FY 2020 - 2021 with comparison to the FY 2019 - 2020 approved budget for your information and review.

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

Revenues:

- Food Services revenues were projected to decrease from the FY 2019 - 2020 level by \$913,650. The decrease was due to the expected decline in food sales as a result of less students on all campuses related to the COVID-19 pandemic.
- The Student Activity Fee revenue was projected to decrease from the FY 2019 - 2020 level by \$379,545. The decrease was due to the projected decrease in traditional student enrollment due to the COVID-19 pandemic.
- The Mid-Valley Child Care & Development Center revenue was projected to decrease from the FY 2019 – 2020 level by \$269,148. The decrease was due to the expected decline in number of children attending the center as a result of less students on campus related to the COVID-19 pandemic.
- Bookstore revenue was projected to decrease from the FY 2019 - 2020 level by \$90,000. The decrease was due to the impact the COVID-19 pandemic was having on the ability of Barnes & Noble to maintain textbook sales to students.

- Vending Machine revenue was projected to decrease from the FY 2019 - 2020 level by \$35,000. The decrease was due to the decline in use of the vending machines as a result of less students on campus related to the COVID-19 pandemic.
- Interest Income revenue was projected to decrease from the FY 2019 - 2020 level by \$12,000. The decrease was due to the decline in interest rates.
- Student Copier revenue was projected to decrease from the FY 2019 - 2020 level by \$200. The decrease was due to the decline in use of the copier machines as a result of the projected decline in students on campus.
- The General Conferences revenue, Non-Public Fund revenue, Professional Development Conferences revenue, and Self-Sustaining Conferences revenue are projected to remain at their FY 2019 - 2020 level.
- Carryover Allocations were projected to increase \$100,000 in FY 2020 - 2021. The increase resulted from the increase of \$100,000 in the Micro Grant Scholarships that are funded from fund balance for the Spring 2021 Term.

Expenditures:

- The Salary expenditures budget for FY 2020 - 2021 was proposed to increase from FY 2019 - 2020 level by \$4,859. The increase was due to staffing changes in the Student Activities & Wellness organization.

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 - 2021 was proposed to increase from the FY 2019 - 2020 level by \$2,557 due to the increase in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2020 - 2021 was proposed to decrease from the FY 2019 - 2020 level by \$459,161 due to decreases in Food Services, Mid-Valley Child Care & Development Center, Student Activities & Wellness, and Non Self-Sustaining organizations.
- The Travel expenditures budget for FY 2020 - 2021 was proposed to decrease from the FY 2019 - 2020 level by \$65,000 due to the decrease in the Student Activities & Wellness travel expenditures.

- The Institutional Scholarships expenditure budget for FY 2020 - 2021 was proposed to increase from the FY 2019 - 2020 level by \$100,000 due to the Micro Grant Scholarships carryover funded from fund balance.

The Preliminary Summary of Auxiliary Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to the FY 2019 - 2020 approved budget was provided in the packet for the Committee's review and information. In order to balance the auxiliary fund budget with the reduction in revenues, the College would continue to monitor trends, update projections and reduce expenditures.

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 Auxiliary Projected Budget for FY 2020 – 2021 at the June 9, 2020 Finance, Audit, and Human Resources Committee meeting and addressed questions asked by the Committee.

Mr. Rodriguez noted for the record that this was the first time VP Elizondo presented a preliminary budget that had not balanced.

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

Discussion and Action as Necessary on Staffing Plan Revisions for FY 2020 – 2021

- a. Critical New Non-Faculty Positions
- b. Reclassifications of Non-Faculty Positions
- c. Deletion of Vacant Faculty and Non-Faculty Positions

Approval of Staffing Plan Revisions for FY 2020 – 2021 will be requested at the June 23, 2020 Board meeting.

Purpose – To discuss staffing plan revisions for FY 2020 – 2021, which included the approval of Critical New Non-Faculty Positions, the Reclassifications of Non-Faculty Positions, and the Deletion of Vacant Faculty and Non-Faculty Positions.

Justification – Administration reviewed the staffing plan revisions for FY 2020 – 2021 with staff, which include the critical new non-faculty staffing positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and non-faculty positions, and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions for FY 2020 – 2021 were as follows:

a. Critical New Non-Faculty Positions

Five (5) critical new non-faculty positions were proposed for FY 2020 – 2021 to accommodate the expansion in functional units to include new areas of activities and focus on an effort to improve student success and maintain efficient operations. In addition, the proposed critical new non-faculty positions would assist in developing and implementing new initiatives.

A proposed net increase in salary budget of \$139,312 is being requested for a total of five (5) critical new non-faculty positions. Salary budget for the critical new non-faculty positions total \$204,187, however funding in the amount of \$64,875, for three (3) of these critical new non-faculty positions has been identified from salary pools and vacant positions that would not be filled, as follows:

Funding	Amount
Salary Budget for Proposed Critical New Non-Faculty Positions	\$204,187
Less -- Funding from Vacant and Pool Positions	(64,875)
Net Salary Budget Increase for Critical New Non-Faculty Positions	\$139,312

The budget increase for the critical new non-faculty positions would be funded from the learning support fee increase.

b. Reclassifications of Non-Faculty Positions

Reclassifications of Non-Faculty Positions for FY 2020 - 2021 are proposed due to the expansion of work duties or redistribution of work that has increased the accountability of the position or that have increased the complexity of fulfilling responsibilities.

Proposed reclassifications of positions result in a title, classification, pay grade change, and/or possible salary adjustments, and a fund source change and are necessary due to the following:

- a department is being restructured and the duties of the positions are increased or shifted;
- there would be or has been a significant and sustained changes(s) to the position;
- when the college is unable to recruit qualified applicants for the position because of its current classification.

Reclassifications of positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of thirteen (13) reclassifications are being requested resulting in title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$704,278 has been identified from vacant positions and salary pools, resulting in no impact to the budget as follows:

Funding	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions	\$704,278
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(704,278)
Net Salary Budget Increase for Reclassifications of Positions	\$0

c. Deletion of Vacant Faculty and Non-Faculty Positions

The budget of the deleted vacant faculty and non-faculty positions would fund the instructional pools and reclassifications of non-faculty positions.

Administration has reviewed with staff the need for the deletion of vacant faculty and non-faculty positions for FY 2020 - 2021 and supports the recommendations.

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

A total of seventeen (17) vacant faculty related positions are proposed to be deleted. The funds budgeted for these positions would be transferred to fund instructional salary pools for all academic divisions. The instructional pools are used to fund adjunct faculty, lecturers, and special assignment stipends. There is no impact on budget.

A total of thirteen (13) vacant staff positions are proposed to be deleted and salary pools are proposed to be reduced to fund the salary adjustments for the reclassified positions. There is no impact on budget.

The proposed critical new non-faculty positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and staff positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A listing of the proposed critical new non-faculty positions, the reclassifications of non-faculty positions, and the deletion of vacant faculty and non-faculty positions for FY 2020 - 2021 follow in the packet for the Committee’s information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services were present at the Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the Staffing Plan Revisions for FY 2020 – 2021 as presented. The motion carried.

Review and Recommend Action as Necessary on Criteria and Timeline for Bank Depository Services Request for Proposals

Approval of criteria used to evaluate bank depository services proposals and the timeline for awarding the bank depository services contract will be requested at the June 23, 2020 Board meeting.

Purpose – The current bank depository services would expire on August 31, 2020. Approval to award a financial institution the contract for bank depository services was needed in order to provide banking services to the College. These services included safekeeping of College funds, a system consisting of checks and electronic payments to students, employees and vendors, and credit for funds received by the College.

Justification – Depository banks offer the College banking services which includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay. At the May 26, 2020, Board meeting, the Board rejected all proposals and requested revisions to the evaluation criteria used to evaluate the bank depository services proposals and which would be included in the Request for Proposals (RFP).

Background – The current contract for Bank Depository Services was awarded to BBVA Compass at the July 29, 2014, Board meeting for the period ending August 31, 2016, with two (2) two-year renewal options. The first two-year renewal term was Board approved on April 28, 2016 and the second two-year renewal term was approved on May 29, 2018.

The College advertised a Request for Proposal (RFP) for the period of September 1, 2020 to August 31, 2022, on January 19, 2020 and January 26, 2020. During the Board of Trustees meeting held on May 26, 2020, the Board rejected all proposals that were received and requested a new RFP be issued with revised criteria.

The Evaluation Committee, Purchasing Staff, and Legal Counsel developed a proposed criteria based on the Texas Education Code (TEC) Chapter 45: School District Funds Section 45.207 Award of Contract.

Per TEC the following criteria shall be considered:

- 1) the interest rate bid or proposed on time deposits
- 2) charges for keeping district accounts, records, and reports and furnishing checks

- 3) the ability of the bank submitting the bid or proposal to provide the necessary services and perform the duties as school district depository
- 4) any other matter that in the judgment of the board of trustees would be to the best interest of the school district

As such, the proposed criteria were as follows:

- 1) the interest rate bid or proposed on time deposits
- 2) charges for keeping district accounts, records, and reports and furnishing checks
- 3) The Respondent's ability to perform and provide the required and requested services
- 4) The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties

Factors were identified and proposed for each of the four criterion.

The revised criteria was reviewed by Legal Counsel and Mary Elizondo, Vice President for Finance and Administrative Services, and were presented at the June 9, 2020 Finance, Audit, and Human Resources Committee, VP Elizondo attended the meeting to address any questions by the Committee.

Enclosed Documents – The proposed RFP criteria and timeline were provided in the packet for Committee's information and review.

Mr. Roy de León and Mr. Gary Gurwitz abstained from the discussion and action on this agenda item.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval to revise the criteria used to evaluate the bank depository services proposals and the timeline for awarding the bank depository services contract as presented. The motion carried.

Review and Recommend Action on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments

Approval to re-verify the allocated cost quarterly payments agreement with the Hidalgo County Appraisal District, as described below, will be requested at the June 23, 2020 Board meeting.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, requested re-verification of the agreement for the allocated cost quarterly payments due from South Texas College.

Justification – The agreement for the allocated cost quarterly payments required approval from the governing body and the chief appraiser as stipulated in Texas Property Tax Code Section 6.06(e), which states in part that:

“Unless the governing body of a unit and the chief appraiser agree to a different method of payments, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect...”

The Hidalgo County Appraisal District (HCAD) performs property valuation assessments for taxes imposed during the tax year. Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties. Each year the Chief Appraiser prepares a proposed budget for the operations of the appraisal district for the following fiscal year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that would be allocated to each taxing unit.

Background – In 1982, the taxing units and former chief appraiser agreed to modify the provisions of Texas Property Tax Code Section 6.06(e) and agreed to establish four equal payments as follows:

1 st Quarter – Invoices mailed January 2nd	Due on February 2nd
2 nd Quarter – Invoices mailed March 10th	Due on April 10th
3 rd Quarter – Invoices mailed June 10th	Due on July 10th
4 th Quarter – Invoices mailed September 10th	Due on October 10th

Due to the passage of time, the Hidalgo County Appraisal District Chief Appraiser requested to continue with the modified schedule set forth and was requesting to re-verify the agreement for the allocated cost quarterly payments.

Enclosed Documents – The Agreement for the Allocation Quarterly Payments was provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the re-verification of the agreement for the allocated cost quarterly payments as presented. The motion carried.

Review and Recommend Action to Revise Proposed Projects for Internal Audits for FY 2019 – 2020

Approval to revise the Proposed Projects for Internal Auditor for FY 2019 – 2020 would be requested at the June 23, 2020 Board meeting.

While the Board approved the Proposed Projects for the Internal Auditor for FY 2019 – 2020 in July 23, 2019, an additional project was proposed to be added based on new Board interest related to the administration of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Additionally, the Clery Act, Title IX, and Violence against Women Act (VAWA) was split into two projects:

- Clery Act and Violence Against Women Act (VAWA) audit
- Title IX audit

Also, two consulting engagements were requested from management and were added to the project load during the fall semester.

Purpose – Revisions to the Board approved list of projects for the Internal Auditor were necessary to include new engagements or remove engagements as priorities change during a fiscal year and to address new risks presented to the College as they become apparent.

Justification – **IIA Standard 2010.C1** – “The chief audit executive should consider accepting proposed consulting engagements based on the engagement’s potential to improve management risks, add value, and improve the organization’s operations. Accepted engagements must be included in the plan.” Additionally, the **Audit Charter** states “The Internal Auditor would review and adjust the plan, as necessary, in response to changes in the College’s risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan would be communicated to senior management and the Board.”

The proposed new engagement for FY 2019 – 2020 is as follows:

1. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

Other proposed revisions include:

2. Splitting the Clery Act, Title IX, and Violence Against Women (VAWA) into:
 - the Clery Act and Violence Against Women (VAWA) audit and
 - the Title IX audit;
3. Adding consulting engagement - Child and Adult Care Food Program CACFP – Application Process;
4. Adding consulting engagement – State Auditor’s Office – Catch the Next Compliant: 20-0044

Background – The Board of Trustees approved the Proposed Projects for the Internal Auditor for FY 2019 – 2020 on July 23, 2019.

The following list includes the revised project list for the Internal Auditor for FY 2019 – 2020:

Revised Projects for Internal Auditor for FY 2019 – 2020

1. Fraud Survey
2. Financial Aid – Third Party Programs
3. Banner Computer System Security and Access
4. Clery Act and Violence Against Women Act*
5. Travel
6. 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. Office of Internal Audit – Quality Assurance and Improvement Program – Internal Assessment
13. Title IX*
14. Child and Adult Care Food Program CACFP – Application Process
15. State Auditor's Office – Catch the Next Compliant: 20-0044
16. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

**Approved as Single Audit Project, and Split into Two Projects*

Enclosed Documents – The Revised Projects, including current status, for the Internal Auditor for FY 2019 – 2020 follows in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to the Proposed Projects for Internal Auditor for FY 2019 – 2020 as presented.

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 7:43 p.m.

I certify that the foregoing are the true and correct Minutes of the June 9, 2020 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León

Discussion and Action as Necessary on the Issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020

On March 31, 2020, the Board approved the College and Hilltop Securities Inc., the College's Financial Advisor, to compile proposed bond refunding parameters to present at the April 28, 2020 Board Meeting.

On April 28, 2020, the Board of Trustees authorized the Order 2020-011 Authorizing the Issuance, with the parameters presented, Sale and Delivery of South Texas College District Limited Tax Refunding Bonds, in One or More Taxable Series; Delegating Certain Authority to the Chairperson of the Board of Trustees of the College District, the President of the College and the Vice President for Finance and Administrative Services Pursuant to the Provisions of Texas Government Code, Sections 1207.007 and 1207.008; Levying a Continuing Direct Annual Ad Valorem Tax; Authorizing the Refunding of Certain Outstanding Bonds; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, Execution of an Escrow and Trust Agreement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented.

On July 1, 2020, South Texas College issued a total of \$41,194,693.20 in Limited Ad Valorem Tax Refunding Bonds, to refinance the limited ad valorem bonds previously issued in 2014 and resulted in interest cost savings of \$3,609,453.36. The transaction produced total savings of \$4,437,048.06 to taxpayers and net present value savings of \$3,609,453.36 with an overall true interest cost of 2.19% which will provide a reduction in ad valorem taxes to the residents of Hidalgo and Starr Counties.

The 2020 Refunding Bonds received strong ratings from two major rating agencies. The rating agencies acknowledged the College's strong financial position. This combined with the current historically low interest rate environment allowed the College the opportunity to save millions of dollars in interest costs.

The Refunding Bonds, Taxable Series 2020, were rated "Aa2" and "AA" by Moody's and Standard and Poor's, respectively.

Moody's noted in their rating assessment that the *Aa2 rating is supported by a large tax base in South Texas with stable student enrollment, a strong financial position effectively steered by a seasoned management team, and manageable debt and pension burdens.*

Standard & Poor's noted that their AA rating *reflects our opinion the College's deep and diverse property tax base, which benefits from growth spurred by international trade; strong finances with stable overall operations and very strong reserves; and good financial management policies and practices.*

Hilltop Securities Inc., served as Financial Advisor. The J. Ramirez Law Firm served as Bond Counsel. Underwriters were Estrada Hinojosa as Senior Manager with Raymond James and as Co-Managers. Underwriter's Counsels were Orrick, Herrington & Sutcliffe LLP and The Perez Law Firm, PLLC.

Mr. Cris Vela from Hilltop Securities Inc. will provide a presentation on the issuance of the South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020.

Enclosed Documents – The Bond Refunding Transaction Summary Presentation follows in the packet for Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee take action as necessary on the issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2020 as presented.



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Transaction Summary



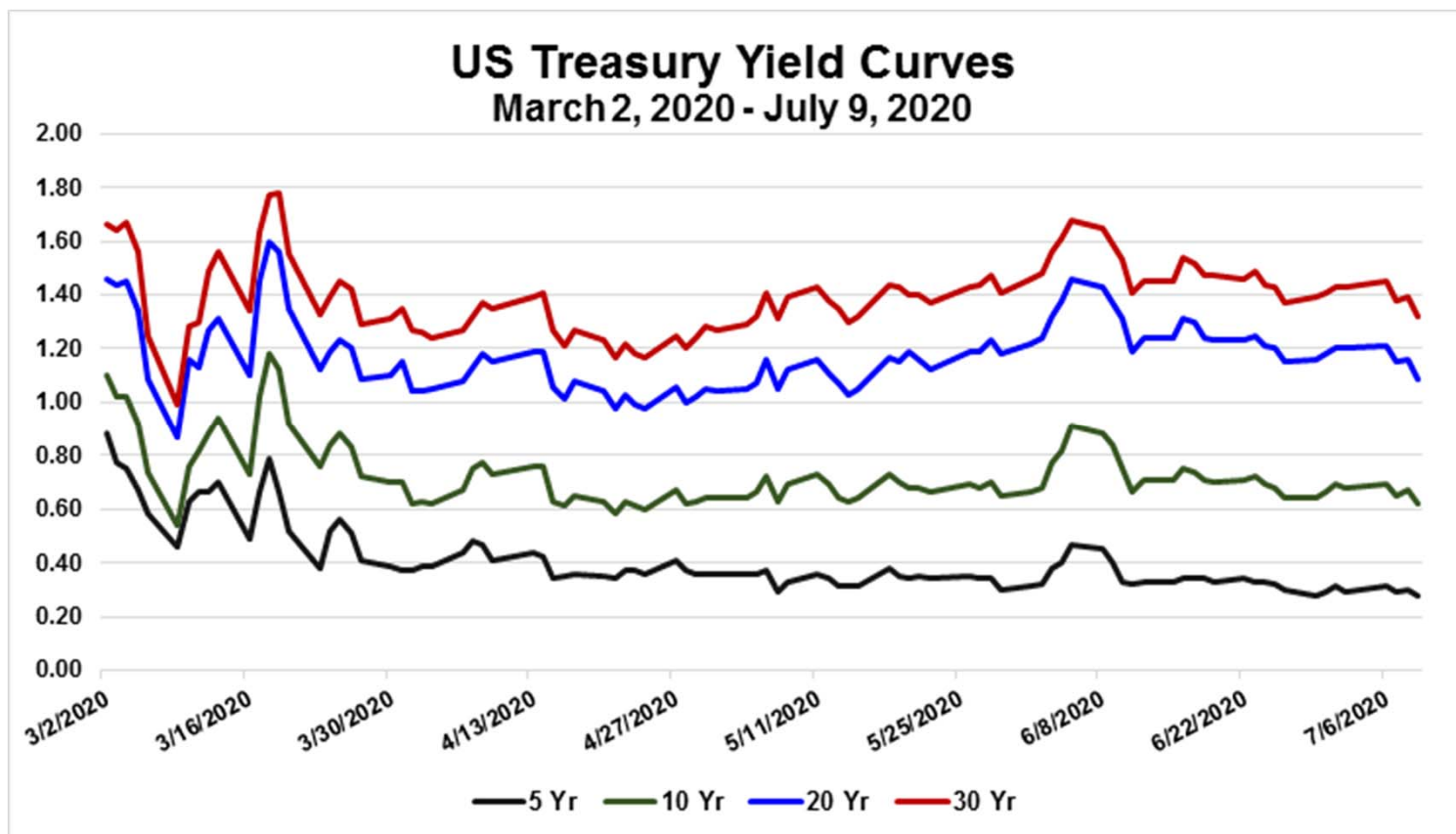
South Texas College

July 14, 2020

Market Update

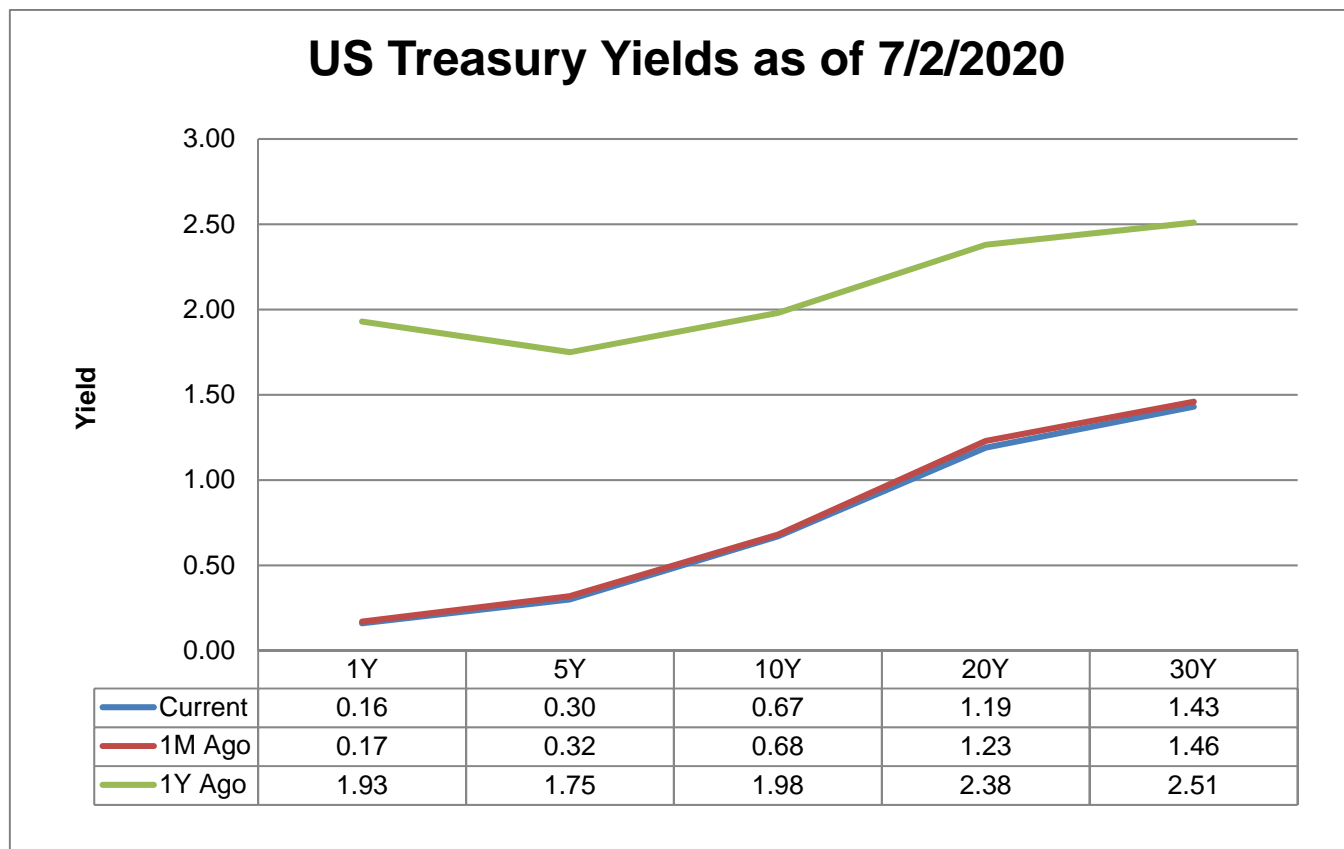


US Treasury Yield Curves March 2, 2020 through July 9, 2020



- Treasury rates were important since the refunding was a taxable refunding as required by Federal Tax law for advanced refundings
- Taxable municipal bonds are priced as a spread to treasury rates

US Treasury Yield as of July 2, 2020



- Treasury yields have declined significantly over the past year

Ratings and Commentary



Credit Ratings and Commentary



“Aa2”/Stable Outlook - Affirmed

Moody's noted in their rating assessment that *the Aa2 rating is supported by a large tax base in South Texas with stable student enrollment, a strong financial position effectively steered by a seasoned management team, and manageable debt and pension burdens.*



“AA”/Stable Outlook - Affirmed

Standard & Poor's noted that their AA rating *reflects our opinion of the College's deep and diverse property tax base, which benefits from growth spurred by international trade; strong finances with stable overall operations and very strong reserves; and good financial management policies and practices.*

Summary of Bonds for Refunded



Summary of Bonds Refunded

Limited Tax Bonds, Series 2014

Original Principal Amount	\$53,750,000
Callable Principal	\$41,195,000
Callable Maturities	2024-2034
Coupons	5.00%
Call Date	8/15/2023

Date	Principal	Interest Rate	Call Date
8/15/2024	\$2,900,000	5.000%	8/15/2023
8/15/2025	3,045,000	5.000%	8/15/2023
8/15/2026	3,195,000	5.000%	8/15/2023
8/15/2027	3,355,000	5.000%	8/15/2023
8/15/2028	3,525,000	5.000%	8/15/2023
8/15/2029	3,700,000	5.000%	8/15/2023
8/15/2030	3,885,000	5.000%	8/15/2023
8/15/2031	4,080,000	5.000%	8/15/2023
8/15/2032	4,285,000	5.000%	8/15/2023
8/15/2033	4,500,000	5.000%	8/15/2023
8/15/2034	4,725,000	5.000%	8/15/2023
	<u>\$41,195,000</u>		

Refunding Results



Refunding Summary

SAVINGS FOR SERIES 2014 BONDS

South Texas College

Limited Tax Refunding Bonds, Taxable Series 2020

Date	Prior Debt Service	Refunding Debt Service	Projected Savings
8/31/2020	\$ 2,642,000	\$ 2,642,000	\$ -
8/31/2021	4,959,500	4,955,152	4,348
8/31/2022	4,959,250	4,958,350	900
8/31/2023	4,957,750	4,953,850	3,900
8/31/2024	4,959,750	4,957,100	2,650
8/31/2025	4,959,750	4,517,350	442,400
8/31/2026	4,957,500	4,517,350	440,150
8/31/2027	4,957,750	4,515,100	442,650
8/31/2028	4,960,000	4,515,100	444,900
8/31/2029	4,958,750	4,516,850	441,900
8/31/2030	4,958,750	4,514,850	443,900
8/31/2031	4,959,500	4,518,850	440,650
8/31/2032	4,960,500	4,518,400	442,100
8/31/2033	4,961,250	4,519,350	441,900
8/31/2034	4,961,250	4,516,550	444,700
	\$72,073,250	\$67,636,202	\$4,437,048

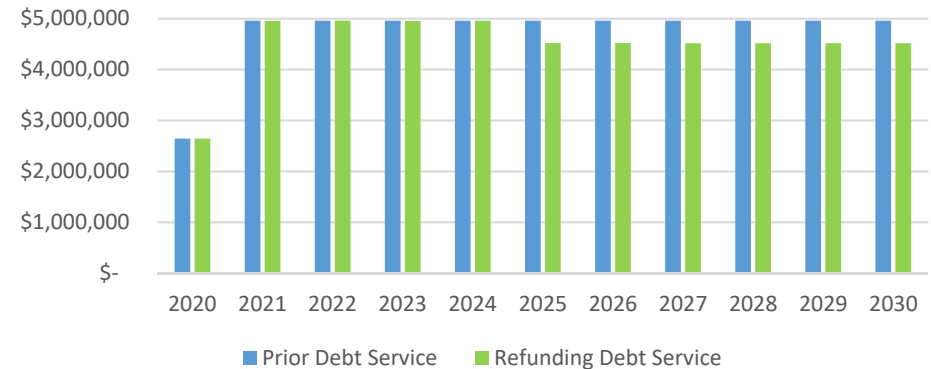
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Limited Tax

Refunding Bonds, Taxable Series 2020

Refunding Par Amount	\$41,194,693
Gross Savings	\$4,437,048
Average Annual Savings (2025-2034)	\$442,525
Net Present Value Savings	\$3,611,626
Present Value Benefit (%)	8.77%
True Interest Cost	2.20%
Negative Arbitrage	\$2,336,492
Neg Arb as a % of NPV Savings	64.69%

Debt Service Comparison



How Market Volatility has Impacted Projected and Actual Savings

Series 2014 Limited Tax Refunding Bonds, Series 2020 Actual	
Gross Savings	\$4,437,048
Net Present Value Savings	\$3,611,626
Net Present Value Savings as a %	8.77%
Negative Arbitrage	\$2,336,491
Negative Arbitrage / Net PV Savings	64.69%
True Interest Cost	2.20%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of April 20	
Gross Savings	\$2,741,705
Net Present Value Savings	\$2,303,632
Net Present Value Savings as a %	5.59%
Negative Arbitrage	\$2,762,321
Negative Arbitrage / Net PV Savings	1.20%
True Interest Cost	2.53%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 24	
Gross Savings	\$707,010
Net Present Value Savings	\$602,066
Net Present Value Savings as a %	1.46%
Negative Arbitrage	\$3,344,257
Negative Arbitrage / Net PV Savings	555.46%
True Interest Cost	2.97%
Series 2014 Proposed and Projected Limited Tax Refunding Bonds, Series 2020 as of March 17	
Gross Savings	\$4,748,419
Net Present Value Savings	\$4,085,530
Net Present Value Savings as a %	9.92%
Negative Arbitrage	\$2,169,178
Negative Arbitrage / Net PV Savings	53.09%
True Interest Cost	2.08%

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Debt Service and Projected Tax Rate Analysis Post Refunding

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South Texas College								
Debt Service and Projected Tax Rate Analysis Post Refunding								
FYE	Assessed Valuation ⁽¹⁾	Estimated AV Growth ⁽²⁾	Existing Tax Supported Debt Service	\$41,194,693 Limited Tax Refunding Bonds, Taxable Series 2020			Projected Tax Supported Debt Service	Estimated I&S Tax Rate ⁽³⁾
				Principal	Interest	Total		
2020	\$ 40,256,755,406	0.00%	\$ 13,728,356				\$ 13,728,356	\$ 0.0333
2021	40,256,755,406	0.00%	11,668,856	\$ 240,000	\$ 1,815,402	\$ 2,055,402	13,724,258	0.0359
2022	40,256,755,406	0.00%	11,668,956	360,000	1,698,850	2,058,850	13,727,806	0.0359
2023	40,256,755,406	0.00%	11,663,156	375,000	1,680,850	2,055,850	13,719,006	0.0359
2024	40,256,755,406	0.00%	8,766,206	3,295,000	1,662,100	4,957,100	13,723,306	0.0359
2025	40,256,755,406	0.00%	6,989,706	2,759,693	1,757,657	4,517,350	11,507,056	0.0301
2026	40,256,755,406	0.00%	6,987,956	3,145,000	1,372,350	4,517,350	11,505,306	0.0301
2027	40,256,755,406	0.00%	6,990,956	3,300,000	1,215,100	4,515,100	11,506,056	0.0301
2028	40,256,755,406	0.00%	6,987,956	3,465,000	1,050,100	4,515,100	11,503,056	0.0301
2029	40,256,755,406	0.00%	6,988,706	3,640,000	876,850	4,516,850	11,505,556	0.0301
2030	40,256,755,406	0.00%	6,991,000	3,820,000	694,850	4,514,850	11,505,850	0.0301
2031	40,256,755,406	0.00%	6,989,750	4,015,000	503,850	4,518,850	11,508,600	0.0301
2032	40,256,755,406	0.00%	6,985,500	4,135,000	383,400	4,518,400	11,503,900	0.0301
2033	40,256,755,406	0.00%	6,987,750	4,260,000	259,350	4,519,350	11,507,100	0.0301
2034	40,256,755,406	0.00%	6,995,500	4,385,000	131,550	4,516,550	11,512,050	0.0301
2035	40,256,755,406	0.00%	6,777,750				6,777,750	0.0177
2036	40,256,755,406	0.00%	-				-	-
			\$ 134,168,062	\$ 41,194,693	\$ 15,102,259	\$ 56,296,952	\$ 190,465,014	

Notes:
 (1) Certified Values provided by Hidalgo and Starr County Appraisal Districts.
 (2) Assumes no growth in Taxable Assessed Valuation.
 (3) Assumed Tax Collection Rate of: 95.00%

Summary



Refunding Summary

- STC's advanced refunding transaction achieved significant debt service savings in what has been a volatile market over the past several months
- We want to express our appreciation to Dr. Reed, Ms. Elizondo and the STC Team for all their assistance in making this a successful transaction
- We thank Bond Counsel, J. Ramirez Law Firm, for their efforts
- The Underwriting Syndicate led by Estrada Hinojosa performed well
 - Raymond James and Jefferies served as Co-Managers
- Underwriter's Counsels were Orrick, Herrington & Sutcliffe LLP and The Perez Law Firm, PLLC
- Hilltop Securities thanks the College for the honor of serving as its Financial Advisor since the College was created; we are grateful and appreciative of our long-term relationship

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Review and Recommend Action on Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance

Approval to award the proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance will be requested at the July 28, 2020 Board meeting.

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

- Student / Faculty Medical Professional Liability Insurance - provides coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty.
- 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 insurance policies that provide the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, will attend the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommends the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2020 through August 26, 2021. The premium is \$23,700 which is \$10 per student. The recommendation is based on 2,370 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.** The carrier and rate per student remain unchanged from the current year.
- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2020 through August 26, 2021. The student accident insurance limit is \$25,000. **This is a voluntary product paid by participating students, so there is no cost to the College.** The carrier remains unchanged from the current year.
- **Workforce Training Programs Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2020 through August 26, 2021. 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 514 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students, so there is no cost to the College.** The carrier and premium remain unchanged from the current year.

Background - The request for proposals was advertised on May 6 and May 13, 2020 and issued to six (6) vendors. Two (2) responses were received on May 22, 2020 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

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

Enclosed Documents - The recommendations provided by Mr. Raul Cabaza, III, 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 July 28, 2020 Board meeting, to award the proposals for Student / Faculty Medical Professional Liability Insurance (\$23,700), Voluntary Student Accident Insurance (at no cost to the College), and Workforce Training Programs Student Accident Insurance (at no cost to the College), for the period of August 26, 2020 through August 26, 2021, at a total cost of \$23,700 as presented.

**South Texas College
2020 Student Insurance RFP #19-20-1052**

Insurance Premium Summary					
Description	Recommended Carrier	Basis	Premium	Basis	Limit
Voluntary Student Accident Insurance	Ameritas Life Insurance Corp.	Primary	\$75 school time / \$160 24 Hour Basis		
Workforce Training Programs Student Accident	Ameritas Life Insurance Corp.	Excess	\$ 2,700	514 Participants	\$ 25,000
Professional Liability	C.N.A. American Casualty Company	Expiring Limit	\$ 23,700	2370 Students	\$1MM/\$5MM
Professional Liability	C.N.A. American Casualty Company	Option with Increased Limit	\$ 29,179	2370 Students	\$2MM/\$5MM

SHEPARD WALTON KING
INSURANCE GROUP
Bob Shepard • Raul Cabaza III • Chris Graham • Josh Fields • Cynthia Cabaza

June 4, 2020

Ms. Mary Elizondo
Vice President for Finance & Administrative Services
South Texas College
PO Box 9701
McAllen, TX 78501

Re: Medical Professional Liability RFP #19-20-1052

Dear Ms. Elizondo:

One proposal was received for Medical Professional Liability Insurance. The marketplace for such coverage is specialized and is cost effective when it is offered by national purchasing groups.

There are more than one million nurses, therapists and allied professionals insured in this program and it offers professional liability insurance to students, the faculty who instruct and supervise them, and the school.

Affinity Insurance Services, Inc. offered terms through American Casualty Company of Reading PA, Rated XV by A.M. Best. The following options based on 2,370 students were offered:

Limits:	Premium:	Cost per Student:
\$1,000,000/\$5,000,000.	\$23,700	\$10.00
\$2,000,000/\$5,000,000.	\$29,179	\$12.31

Coverage Highlights:

- Defense Costs (Legal Representation) – Outside the Liability Limits
- Zero Deductible

Recommendation: Purchase of coverage for the year August 26, 2020 to August 26, 2021 at an annual premium of \$23,700.00 from American Casualty Company of Reading PA. The limit of insurance is \$1,000,000 per occurrence/\$5,000,000 aggregate. The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs.

Sincerely,



Raul Cabaza III, CIC
President

SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052

Student/Faculty Medical Professional Liability			
	<i>Current Program</i>	Recommended Program	Alternate Increased Limits
Proposer:	<i>Affinity Ins Services</i>	Affinity Ins Services	Affinity Ins Services
Carrier:	<i>American Casualty Company of Reading PA (C.N.A.)</i>	American Casualty Company of Reading PA (C.N.A.)	American Casualty Company of Reading PA (C.N.A.)
A.M. Best Rating	<i>A XV</i>	A XV	A XV
Coverage Form:	<i>Occurrence</i>	Occurrence	Occurrence
Limit Per Occurrence:	<i>\$1,000,000</i>	\$1,000,000	\$2,000,000
Aggregate Limit:	<i>\$5,000,000</i>	\$5,000,000	\$5,000,000
Defense Costs:	<i>Outside the Limits</i>	Outside the Limits	Outside the Limits
Deductible:	<i>None</i>	None	None
Annual Premium:	<i>\$22,968</i>	\$23,700	\$29,179
Rate per Student:	<i>2,296 students/ Approx. \$10. per participant</i>	2,370 students/\$10. per participant	2,370 students/Approx. \$12.31 per participant

SHEPARD WALTON KING
INSURANCE GROUP

June 5, 2020

Ms. Mary G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

Re: Voluntary Student Accident Insurance RFP# 19-20-1052

Ms. Elizondo:

Proposals were advertised on May 6th and 13th, with the RFP emailed to six vendors. One response was received for the Voluntary Student Accident Insurance.

Student Assurance Services proposed placement of coverage through Ameritas Life Insurance Corp. on a primary basis for school time or alternately on a 24-hour basis. The annual premium is \$75 per insured person for school time coverage and \$160.00 for a 24-hour basis. The dental insurance coverage is \$8 additional premium. The premium is charged for the school year or by semester and the limit of insurance is \$25,000.

Recommendation:

We recommend Student Assurance Services, Inc. representing Ameritas Life Insurance Corp. for the year August 26, 2020 through August 26, 2021. This is a voluntary product purchased by the student and there is no cost to the college.

Submitted by



Raul Cabaza, III
Licensed Risk Manager

SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052

Voluntary Student Accident Insurance		
	<i>Current Program</i>	Proposed
Proposer:	<i>Student Assurance Services, Inc.</i>	Student Assurance Services, Inc.
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	A XIV	A XIV
Limits:	<i>\$25,000 Maximum Medical Benefit</i>	\$25,000 Maximum Medical Benefit
Type of Policy:	<i>Primary Basis - will pay benefits regardless of Other Valid Coverage.</i>	Primary Basis - will pay benefits regardless of Other Valid Coverage.
2000 packets for registration	<i>Yes</i>	Yes
School Time Rate (Annual Cost)	<i>\$75 per student</i>	\$75 per student
24-Hour Basis (Annual Cost)	<i>\$160 per student</i>	\$160 per student
Cost for extended dental - \$5,000 Limit	<i>\$8 Stand Alone covg. - Not available</i>	\$8 Stand Alone covg. - Not available
All school sponsored activities?	<i>Yes</i>	Yes

SHEPARD WALTON KING
INSURANCE GROUP

June 4, 2020

Ms. Mary Elizondo
Vice President for Finance and Administrative Services
South Texas College
PO Box 9701
McAllen, Texas 78501

RE: Workforce Training Programs Student Accident Insurance RFP# 19-20-1052

Dear Ms. Elizondo:

One proposal was received for Workforce Training Program-Student Accident Insurance.

Student Assurance Services proposed placement through Ameritas Life Insurance Corp. with an Accident and Medical Limit of \$25,000. The premium is based on 514 students. The students are enrolled in Continuing Education Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building trades with the cost being covered by cash paying students.

Recommendation:

Student Assurance Services proposed Ameritas Life Insurance Corp for the year August 26, 2020 through August 26, 2021. The annual premium is \$2700.

Sincerely,



Raul Cabaza, III
Licensed Risk Manager

**SOUTH TEXAS COLLEGE
2020 Student Insurance RFP #19-20-1052**

Workforce Training Programs - Student Accident Insurance		
	<i>Current Program</i>	Renewal Program
Proposer:	<i>Student Assurance Services</i>	Student Assurance Services
Carrier:	<i>Ameritas Life Insurance Corp.</i>	Ameritas Life Insurance Corp.
A.M. Best Rating	<i>A XIV</i>	A XIV
WTS - Trade Students - Group Premium:	\$2,700	\$2,700
Basis - # of Participants	589	514
Schedule of Benefits - Accidental Medical		
<i>See Attached Form GA-2200Ed. 11-16 (TX)</i>		

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

Approval to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2020 through August 31, 2021 at a total cost of **\$1,456,177** will be requested at the July 28, 2020 Board meeting.

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, will attend the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommends 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 **\$935,956**. The policy offers a 5% named storm deductible, a 5% all other wind/hail deductible (applied per building with a \$100,000 minimum deductible per building), and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance is included with a deductible of \$100,000 or \$500,000 per occurrence.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 29.5%.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to Traveler's Casualty & Surety Company of America (Montalvo) at a cost of **\$8,378**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 11.9%.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

- ⇒ 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.

School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$209,839**. The program offers a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement Liability with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, and \$0 for Employee Benefits Liability. Law Enforcement Liability deductible depends on if allegations are under General Liability or Professional Liability. The Automobile Liability limit is \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.

- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 6.8%.

- **Workers Compensation Insurance**

- ⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$273,563**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ Premium is increasing by 38%.

- **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 includes the following limits:

- \$1,000,000 Each occurrence
- \$2,000,000 General aggregate
- \$2,000,000 Products-completed operations aggregate
- \$1,000,000 Personal and advertising injury
- \$1,000,000 Damage to premises rented to South Texas College
- \$ 25,000 Medical expenses (any one person)

⇒ The carrier and premium remain unchanged from the current year.

- **Cyber Liability Insurance**

- ⇒ Cyber Liability Insurance to Beazley Insurance Company (Montalvo) at a total cost of **\$20,240**.
- ⇒ The carrier remains unchanged from the current year.
- ⇒ The premium is increasing by 1.4%.

The total recommended award to Montalvo is **\$972,775**. The total recommended award to TASB is **\$483,402**.

Background - The request for proposals for these insurances was advertised on May 11, 2020 and May 18, 2020 and issued to seven (7) vendors. Three (3) responses were received on June 5, 2020 and were reviewed by Mr. Raul Cabaza, III, Risk Management Consultant. In addition, responses were reviewed by Frank Jason Gutierrez, Director of Accountability, Risk & Compliance, Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2020 - 2021, pending Board approval of the budget.

Reviewers – This item was evaluated and recommendations were 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 recommendations and spreadsheets provided by Mr. Raul Cabaza, III, 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 July 28, 2020 Board meeting, to award the proposals for Property / Inland Marine / Boiler & Machinery (\$935,956), Crime (\$8,378), School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile (\$209,839), Workers Compensation (\$273,563), Foreign Liability (\$8,201), and Cyber Liability (\$20,240) Insurance for the period September 1, 2020 through August 31, 2021 at a total cost of \$1,456,177, resulting in a total award of \$972,775 to Montalvo Insurance Agency and \$483,402 to Texas Association of School Boards (TASB).

**SOUTH TEXAS COLLEGE
PROPERTY AND CASUALTY INSURANCE - PROJECT NO. 20-21-1001
INSURANCE PREMIUM SUMMARY**

Risk Management Consultant Evaluation

COVERAGE PREMIUMS	1 Proposed Texas Association of School Boards	2 Proposed Montalvo Insurance Agency	3 Proposed Acrisure, LLC. /dba Carlisle Insurance Agency, Inc.
Address of Proposers:	P O Box 301	208 S Texas Blvd	500 N Water St Ste 900
	Austin, TX 78767	Weslaco, TX 78596	Corpus Christi, TX 78401
	800-482-7276	956-968-5521	361-884-2775
	Adrian Pena	Ramon Montalvo	Chase Carlisle

PROPERTY / INLAND MARINE AND BOILER AND MACHINERY			
Hartford (\$200M Loss Limit - 5% Wind/Hail Deductible)			
Property including Inland Marine	No Quote	\$ 908,939.00	No Quote
Terrorism Risk Insurance Act		\$ 27,017.00	
Boiler and Machinery		Included	
Sub-Total		\$ 935,956.00	
Amrisc (\$200M Loss Limit - 5% Wind/Hail Deductible)			
Property	No Quote	\$ 819,813.75	No Quote
Terrorism Risk Insurance Act (Including Tax / Fees)		\$ 40,427.10	
Boiler and Machinery (C.N.A.)		\$ 14,310.00	
Sub-Total		\$ 874,550.85	
Amrisc (\$200M Loss Limit - 3% Wind/Hail Deductible)			
Property	No Quote	\$ 966,813.75	No Quote
Terrorism Risk Insurance Act (Including Tax/Fees)		\$ 47,777.10	
Boiler & Machinery (C.N.A.)		\$ 14,310.00	
Sub-Total		\$ 1,028,900.85	
Excess Property (Options excluding Terrorism)			
\$50M excess of \$200M (Hartford)		\$ 68,460.00	
\$100M excess of \$200M (Hartford)		\$ 115,710.00	
\$150M excess of \$200M (Hartford)		\$ 157,710.00	
Excess additional premium to add Terrorism		\$ 26,250.00	

CRIME			
\$50,000 Retention	No Quote	\$ 7,488.00	No Quote
\$35,000 Retention	No Quote	\$ 8,378.00	No Quote

CASUALTY			
School Leaders Errors and Omissions	\$159,813.00	No Quote	\$151,403.00
General Liability	Included in School Leaders E&O	No Quote	\$36,109.00
Law Enforcement	Included in School Leaders E&O	No Quote	Included in General Liability
Automobile	\$50,026.00	No Quote	\$62,336.00
Casualty Sub-Total	\$ 209,839.00	\$ -	\$ 249,848.00
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs		

WORKERS COMPENSATION			
Workers' Compensation - Out-of-Network	\$ 273,563.00	No Quote	\$ 296,065.00
Workers' Compensation - In-Network	No Quote	No Quote	\$ 260,848.00
Dividend Eligible	No		Yes
Subject to:	**Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs		
Total Casualty and Workers Compensation**	\$ 483,402.00		\$ 545,913.00

FOREIGN LIABILITY			
Foreign Liability	No Quote	\$ 8,201.00	No Quote

CYBER LIABILITY			
Cyber Liability - \$2M (Beazley) with \$2M Legal, Forensic and Public Relations/Crisis Management	No Quote	\$ 20,240.00	No Quote

TOTAL AWARD AMOUNT BY VENDOR	\$ 483,402.00	\$ 972,775.00	\$ -
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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: **Property/Inland Marine and Boiler & Machinery Insurance**
Effective September 1, 2020

Dear Ms. Elizondo:

Three proposals for the Property/Inland Marine/Boiler & Machinery Insurance were received, all from Montalvo Insurance. The first through Hartford Fire Insurance Company at premium of \$923,956.

Two quotes were received from Amrisc Insurance which were coupled with the Boiler & Machinery quote through Continental Casualty Company (C.N.A.). The Amrisc property premium at 5% wind/hail deductible is \$860,240.85 including TRIA with C.N.A. Boiler and Machinery premium of \$14,310 for total premium of \$874,550.85. An alternate 3% Wind/Hail Deductible is available for an additional premium of \$154,350. Including TRIA. The boiler & machinery is subject to a \$100,000,000 policy limit with the property subject to a \$200,000,000 policy limit.

The renewal quotes reflect a number of restrictions in coverage from expiring, the most notable or which are:

- Addition of loss limit of \$200,000,000 compared to expiring policy limit of \$516,741,252.
- Named Storm Deductible increased from 2% to 5% (option through Amrisc for 3% deductible)
- All Other Wind/Hail Deductible increased from 1% to 5% (option through Amrisc for 3% deductible)

The application of the wind/hail % deductibles varies between the two quotes.

- Hartford deductible is applied per building with a \$100,000 minimum deductible per building.
- Amrisc deductible is applied per location with a \$100,000 minimum deductible per occurrence.

The following difference in valuation applies:

- Amrisc quote has an actual cash valuation clause for roof coverings if originally installed or last fully replaced prior to 2008.
- Hartford quote has replacement cost.

Underwriters have advised the commercial property segment continues to be challenged by record breaking, year over year natural catastrophes including wildfires in the west, hurricane loss in the South & SE, and increased severity & frequency of wind/ hail events & flooding through Midwest, & throughout Texas – in turn this line of business is feeling substantial restricting. Pair these events with rising inflation in property construction costs and increased losses due to non-weather-related losses across the property line and it leads to changes needed from a terms & conditions standpoint as well as funding/ pricing.

It is the position of STC to purchase admitted vs surplus insurance when an admitted carrier presents a quote;

therefore, the admitted Hartford Fire Insurance Company quote is being recommended in lieu of the lower non-admitted quote through Amrisc.

We recommend purchase of the Hartford Fire Insurance Company property insurance quote including inland marine of \$935,956. through Montalvo Insurance for the period of September 1, 2020 through August 31, 2021.

Submitted by:

A handwritten signature in black ink that reads "Raul Cabaza, III". The signature is written in a cursive style with a prominent loop at the end.

Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures

**SOUTH TEXAS COLLEGE
PROPERTY / INLAND MARINE AND BIOLER AND MACHINERY
PROJECT NO. 20-21-1001**

Proposer	Current Program	Option #1	Option #2
	Montalvo Insurance Agency	Proposed Montalvo Insurance Agency	Proposed Montalvo Insurance Agency
PROPERTY			
Insurance Company	Hartford Fire Insurance, Co.	Hartford Fire Insurance, Co.	Amrisc (see List of Carriers)
A.M. Best Rating	A+ XV	A+ XV	See List of Carriers
Admitted/Non-Admitted	Admitted	Admitted	Non-Admitted
Blanket / Scheduled	Blanket	Blanket	Scheduled
Total Insured Values			
Building Limit:	\$ 415,529,308	\$ 436,890,027	\$ 433,292,914
Business Personal Property incl EDP	\$ 64,657,477	\$ 67,941,692	\$ 65,893,627
Other			\$ 6,422,328
Business Income	\$ 36,554,470	\$ 33,921,272	\$ 33,921,272
Sub-Total	\$ 516,741,255	\$ 538,752,991	\$ 539,530,141
Contractors Equipment	\$ 762,816	\$ 777,160	Included above
Fine Arts of Others (Max: \$10K item)	SPICE endorsement includes \$50,000 coverage	SPICE endorsement includes \$50,000 coverage	
Total Insured Values	\$ 517,504,071	\$ 539,530,151	\$ 539,530,141
Co-Insurance	No Co-Insurance	No Co-Insurance	Waived
Policy Limit / Loss Limit	\$516,741,252	\$200,000,000	\$200,000,000
Sub-Limits			
Earthquake/Earth Movement - Annual Aggregate	\$ 50,000,000	See Location Level Details-Quote	\$ 50,000,000
Flood Annual Aggregate (Excl Zones A & V)			\$ 25,000,000
-Zone B Annual Aggregate	\$ 5,000,000	\$ 5,000,000	See Below
-Zones B, X-Shaded & X500		X Zones not specified	\$ 5,000,000
-Zone C Annual Aggregate	\$ 25,000,000	\$ 10,000,000	Not Specified
-Zones A&V	Excluded	Excluded	Excluded
	*603 N Coyote Dr, La Joya, TX 78560-4141	*Excluded -603 N Coyote Dr, La Joya, TX 78560-4141	
Deductibles:			
Wind/Hail Deductibles	2% per building min. \$100,000 to apply per building	5% Windstorm or Hail Deductible applies	5% Windstorm or Hail deductible applies per occurrence per location (\$100,000 minimum)
Type Deductible	Named Storm	All Wind/Hail	All Wind/Hail
All Other Wind/Hail	1% per building min. \$50,000 to apply per building	Same as above	Same as above
All Other Perils	\$ 100,000	\$ 100,000	\$ 100,000
Earth Movement	\$ 100,000	\$ 100,000	\$ 100,000
Fine Arts / Contractor's Equipment	\$ 2,500	\$ 2,500	Not Specified
Flood Deductibles	See Location Level Details-Quote	See Location Level Details-Quote	\$ 100,000
-Zone C	\$ 50,000	\$ 100,000	
-Zone B	\$ 500,000	\$ 500,000	See Below
-Zone B, X500 or X-shaded			Maximum NFIP, whether purchased or not plus \$100,000 per occurrence
Valuation	Replacement Cost	Replacement Cost	Replacement Cost, except ACV for Roof Coverings if originally installed or last fully replaced prior to 2008.
Property including Inland Marine	\$ 714,000	\$ 899,677	\$ 819,813.75
Inland Marine	\$ 9,000	\$ 9,262	Included
TRIA	Included	\$ 27,017	\$ 40,427.10
Sub-Total	\$ 723,000	\$ 935,956	\$ 860,240.85

**SOUTH TEXAS COLLEGE
PROPERTY / INLAND MARINE AND BIOLER AND MACHINERY
PROJECT NO. 20-21-1001**

Proposer	Current Program	Option #1	Option #2
	Montalvo Insurance Agency	Proposed Montalvo Insurance Agency	Proposed Montalvo Insurance Agency
Property Option at 3% W/H Deductible, min. \$100,000.		No Quote	\$ 966,813.75
Inland Marine			Included
TRIA			\$ 47,777.10
Sub-Total			\$ 1,014,590.85
EXCESS PROPERTY		Arrowhead	
Participating Insurance Companies		QBE Specialty Insurance, Co. -A XV	
		Princeton Excess & Surplus Lines -A XV	
		General Security Indemn. Co. of Arizona -A+ XV	
		Starstone Specialty Insurance, Co. -A-XI	
		Steadfast Ins. Co. -A+ XV	
Admitted / Non-Admitted		Non-Admitted	
Limit of Insurance		See Limit Options Below	
Excess of		\$ 200,000,000	
Wind/Hail Deductible		5%	
\$50M Limit		\$ 68,460	
\$100M Limit		\$ 115,710	
\$150M Limit		\$ 157,710	
Add Terrorism		\$ 26,250	
BOILER & MACHINERY			
Insurance Company		Hartford Fire Insurance Co.	Continental Casualty Company
A.M. Best Rating		A+ XV	A XV
Admitted/Non-Admitted		Admitted	Admitted
Limit of Insurance		\$ 100,000,000	\$ 100,000,000
Deductible		\$ 100,000	\$ 100,000
Premium:		Included in Property	\$ 14,310
Sub-Total		\$ 935,956	\$ 874,550.85
3% Wind/Hail Option		Not Available	\$ 1,028,900.85

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SHEPARD WALTON KING
INSURANCE GROUP

June 18, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Effective September 1, 2020

Dear Ms. Elizondo:

Only one proposal for crime insurance was received. It was from Montalvo Insurance Agency through Travelers Casualty & Surety Company of America at premium of \$7,488.

Current retention level is \$50,000. An inquiry was made regarding reducing the current deductible and Travelers advised the lowest deductible available would be \$35,000 at premium of \$8,378.

Limits remain as per expiring. A quote was requested to increase the Social Engineering Limit from \$500,000 to \$1,000,000., however, the \$500,000 limit is the maximum available through Travelers.

We recommend purchase of Travelers Casualty & Surety Company of America proposal through Montalvo Insurance Agency for the period September 1, 2020 through August 31, 2021 at an annual premium of \$8,378 at the lower \$35,000 retention.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 20-21-1001**

Proposer	Current Program Montalvo Insurance Agency	Proposed Montalvo Insurance Agency
Insurance Company	Travelers Casualty & Surety Company of America	Travelers Casualty & Surety Company of America
A.M. Best Rating	A++ XV	A++ XV
Admitted / Non-Admitted	Admitted	Admitted
Employee Theft (Dishonesty)	\$ 1,000,000	\$ 1,000,000
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000
Theft, Disappearance & Destruction (Inside & Outside Premises)	\$ 1,000,000	\$ 1,000,000
Money Order & Counterfeit Currency	\$ 1,000,000	\$ 1,000,000
Computer Fraud	\$ 1,000,000	\$ 1,000,000
Funds Transfer Fraud	\$ 1,000,000	\$ 1,000,000
Claims Expense (\$0 Ded.)	\$ 5,000	\$ 5,000
Retention	\$ 50,000	\$ 50,000
Social Engineering Limit	\$ 500,000	\$ 500,000
		Maximum Limit Available
Retention	\$ 20,000	\$ 20,000
Premium	\$ 7,488	\$ 7,488
Option \$35,000 Retention		\$ 8,378

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance Effective September 1, 2020

Dear Ms. Elizondo:

In response to the RFP, two proposals were received for these coverages.

Texas Association of School Boards offered renewal terms for School Leaders E&O including General Liability and Law Enforcement at premium of \$159,813 and Automobile at premium of \$50,026 for combined casualty premium of \$209,839. The proposal is contingent upon concurrent participation in Auto, Liability and Workers' Compensation programs through TASB.

Carlisle Insurance offered terms through Property Casualty Alliance of Texas (PCAT) for School Leaders E&O at premium of \$151,403., General Liability including Law Enforcement at \$36,109 and Automobile coverage at \$62,336 for combined casualty premium of \$249,848.

Please note differences in the retention under the School Leaders Errors & Omissions. The TASB quoted retention is \$50,000. as per expiring, with PCAT retention of \$25,000.

We recommend purchase of School Leaders E&O, General Liability, Law Enforcement Liability, Automobile from TASB Risk Management Fund for the policy period September 1, 2020 through August 31, 2021 at an annual premium of \$209,839.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCE
PROJECT NO. 20-21-1001**

Proposers	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
	Texas Association of School Boards	Texas Association of School Boards	Acrisure, LLC./ dba Carlisle Insurance Agency, Inc.
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Property Casualty Alliance of Texas
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	Not Applicable
Admitted / Non-Admitted	Not Applicable	Not Applicable	Not Applicable
SCHOOL LEADERS E&O			
Policy Form	Claims Made	Claims Made	Claims Made
Retroactive Date	Not Applicable	Not Applicable	9/1/2015
Limit (Annual Aggregate)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
-Defense Outside Limit	Outside Limit	Outside Limit	Outside Limit
Retentions:	\$ 50,000	\$ 50,000	\$ 25,000
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	Duty to Defend
Defense Coverage Breach of Employment Contract	Yes, See proposal clarification	Yes, See proposal clarification	Yes
Coverage Sexual Misconduct - Employment Practice Claims Only	Defense & Damages	Yes	Yes
Coverage Sexual Misconduct - Other than Employment	Defense & Damages	Yes	Yes
Defense for Individuals w/Disabilities suits	Yes	Yes	Yes
Coverage Discrimination of race or national origin	Yes	Yes	Yes
Adm. Hearings - ADR, Spec. Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level.	Not Covered. Coverage may be provided when a claim proceeds to court level.	Yes
Proposed Policy Non-Assessable		No	Yes
Defense coverage for Breach of Contract-Other than Employment Contract		No	No
Coverage for liability resulting from wrongful acts of consultants and independent contractors		No	No
Punitive and Exemplary Coverage		No	Yes
Personal Injury from an Employment Claim		Yes	Yes
Back-Wages covered		No	No
PREMIUM:	\$ 148,791	\$ 159,813	\$ 151,403
GENERAL LIABILITY			
Limits:			
- General Aggregate	Not Applicable	Not Applicable	\$ 1,000,000
- Products/Completed Ops Agg	Property Damage to products or work is excluded	Property Damage to products or work is excluded	\$ 1,000,000
- Personal & Advertising Injury	Included	Included	\$ 1,000,000
- Each Occurrence	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Deductible:	\$ -	\$ -	\$ 1,000
Coverage for Allegations Sexual Abuse or Molestation	See School Leaders E&O	See School Leaders E&O	See School Leaders E&O
Employee Benefits Liability	\$ 100,000	\$ 100,000	\$ 1,000,000
-Policy Form	Occurrence	Occurrence	Claims Made
-Retro Date	N/A	N/A	9/1/20
-Deductible	\$ -	\$ -	\$ 1,000
Premium	Included School Leaders E&O	Included School Leaders E&O	\$ 36,109

**SOUTH TEXAS COLLEGE
SCHOOL LEADERS, ERRORS AND OMISSIONS, GENERAL LIABILITY,
LAW ENFORCEMENT, AND AUTOMOBILE INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
Proposers	Texas Association of School Boards	Texas Association of School Boards	Acrisure, LLC./ dba Carlisle Insurance Agency, Inc.
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Property Casualty Alliance of Texas
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	Not Applicable
Admitted / Non-Admitted	Not Applicable	Not Applicable	Not Applicable
LAW ENFORCEMENT			
Limit of Liability	Included under GL or Professional Legal Liability depending on allegations	Included under GL or Professional Legal Liability depending on allegations	\$ 1,000,000
Policy Form	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability	Occurrence
Retro Date	Not Applicable	Not Applicable	Not Applicable
Deductible	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability	\$ 5,000
Premium	Included School Leaders E&O	Included School Leaders E&O	Included under General Liab.
AUTOMOBILE			
# Units	96	104	104
Liability Limits:	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000
Liability Deductible	\$ 1,000	\$ 1,000	\$ 1,000
Physical Damage:	ACV	ACV	ACV
- Comprehensive Deductible	\$ 1,000	\$ 1,000	\$ 1,000
- Collision Deductible	\$ 1,000	\$ 1,000	\$ 1,000
- Hired Car Physical Damage Limit	\$ 50,000	\$ 50,000	\$ 100,000
Premium	\$ 47,643	\$ 50,026	\$ 62,336
TOTAL PREMIUMS:	\$ 196,434	\$ 209,839	\$ 249,848
Subject to:	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2020

Dear Ms. Elizondo:

Two proposals were received for Workers Compensation, one from TASB Risk Management Fund at premium of \$273,563 and one from Carlisle Insurance through Texas Mutual Insurance at in-network premium of \$260,848.

TASB does not offer coverage for volunteers, which is offered under the Texas Mutual quote. The TASB quote is contingent upon participation in the Auto, Liability and Workers Compensation programs.

The Texas Mutual in-network quote requires notification of employees of your participation in the network and requires they use in-network physicians.

We recommend purchase of the Workers' Compensation Coverage from TASB Risk Management Fund for the period September 1, 2020 to August 31, 2021 for an estimated annual premium of \$273,563 subject to final audit.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
WORKERS COMPENSATION INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>	<u>Proposed</u>
Proposers:	Texas Association of School Boards	Texas Association of School Boards	Acrisure, LLC./ dba Carlisle Insurance
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Texas Mutual Insurance
A.M. Best Rating	Not Applicable	Not Applicable	A XV
Admitted / Non-Admitted	Not Applicable	Not Applicable	Admitted
Employers Liability	Not Offered	Not Offered	\$1M/\$1M/\$1M
Payroll Classifications			
- 8810 Clerical	\$ 17,392,823	\$ 12,224,040	\$ 12,224,040
- 8868 Professionals	\$ 85,191,208	\$ 86,930,005	\$ 86,930,005
- 9101 All Other	\$ 4,497,936	\$ 10,279,277	\$ 10,279,277
Total Gross Payroll:	\$ 107,081,967	\$ 109,433,322	\$ 109,433,322
- 8868 Volunteer Instructors ⁽¹⁾	Not Covered	Not Covered	Included
Estimated Premium - Out-of-Network	\$ 198,298	\$ 273,563	\$ 296,065
Estimated Premium - In-Network			\$ 260,848
		Coverage contingent upon concurrent participation in funds Auto, Liability and Worker's Compensation Programs	

⁽¹⁾ Note: Accurate records of Volunteers' hours and days worked should be kept in order to verify a claim when it occurs.

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SHEPARD WALTON KING
INSURANCE GROUP

June 17, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Foreign Liability Coverage Effective September 1, 2020

Dear Ms. Elizondo:

Only one proposal for foreign liability insurance was received. It was from Montalvo Insurance Agency through Ace American Insurance Company at premium of \$8,201.

Due to employee foreign travel and territory restrictions under the domestic policies, we recommend the purchase of a Foreign Liability Insurance Policy.

We recommend purchase of the Foreign Liability Insurance Coverage from Ace American Insurance through Montalvo Insurance Agency for the period from September 1, 2020 to August 31, 2021 for an annual premium of \$8,201.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager
Enclosures
AO

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 20-21-1001**

	<u>Current Program</u>	<u>Proposed</u>
Proposer:	Montalvo Insurance Agency	Montalvo Insurance Agency
Insurance Company	Ace American Insurance, Co.	Ace American Insurance, Co.
A.M. Best	A++ XV	A++ XV
Admitted / Non-Admitted	Admitted	Admitted
General Liability		
Each Occurrence	\$ 1,000,000	\$ 1,000,000
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products/Co. Ops Aggregate	\$ 2,000,000	\$ 2,000,000
Damage to Premises Rented to You Limit (any one premises)	\$ 1,000,000	\$ 1,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Medical Expense Limit	\$ 25,000	\$ 25,000
Employee Benefits Liability (\$1,000 Deductible)	\$ 1,000,000	\$ 1,000,000
Automobile Liability - Contingent	\$ 1,000,000	\$ 1,000,000
Total Premium	\$ 8,201	\$ 8,201

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SHEPARD WALTON KING
INSURANCE GROUP

June 22, 2020

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Cyber Liability Effective September 1, 2020

Dear Ms. Elizondo:

One proposal was received for the Cyber Coverage from Montalvo Insurance through Beazley Insurance Company at premium of \$20,240.

Under the Beazley proposal, both notifications and the first party forensic expenses limit are outside the policy aggregate limit and the quote includes \$250,000 sub-limits for eCrime coverage.

We recommend purchase of Cyber coverage through Montalvo Insurance with Beazley Insurance Company for the policy period September 1, 2020 through August 31, 2021 at an annual premium of \$20,240.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager

Enclosures
AO

**SOUTH TEXAS COLLEGE
CYBER LIABILITY
PROJECT NO. 20-21-1001**

Proposer	Current Program Montalvo Insurance	Proposed Montalvo Insurance
Insurance Company	Beazley Insurance Company	Beazley Insurance Company
A.M. Best Rating	A XIV	A XIV
Admitted / Non-Admitted	Admitted	Admitted
Breach Response	In addition to Policy Aggregate Limit of Liability	In addition to Policy Aggregate Limit of Liability
Notified Individuals - # of individuals	1,000,000	1,000,000
Legal, Forensic & Public Relations/Crisis Management	\$ 2,000,000	\$ 2,000,000
Policy Aggregate Limit of Liability	\$ 2,000,000	\$ 2,000,000
Additional Breach Response Limit	\$ 2,000,000	\$ 2,000,000
First Party Loss		
Business Interruption Loss (resulting from Security Breach / System Failure)	\$ 2,000,000	\$ 2,000,000
Dependent Business Loss (resulting from dependent Security Breach/System Failure)	\$ 1,000,000	\$ 1,000,000
Cyber Extortion Loss	\$ 2,000,000	\$ 2,000,000
Data Recovery Costs	\$ 2,000,000	\$ 2,000,000
Liability Coverages:		
Data & Network Liability	\$ 2,000,000	\$ 2,000,000
Regulatory Defense & Penalties	\$ 2,000,000	\$ 2,000,000
Payment Card Liabilities & Costs	\$ 2,000,000	\$ 2,000,000
Media Liability	\$ 2,000,000	\$ 2,000,000
eCrime Coverages:		
Fraudulent Instruction*	\$ 250,000	\$ 250,000
Funds Transfer Fraud	\$ 250,000	\$ 250,000
Telephone Fraud	\$ 250,000	\$ 250,000
Criminal Reward	\$ 50,000	\$ 50,000
Retentions:		
Legal, Forensic & Public Relations/Crisis Management	\$ 10,000	\$ 10,000
Legal	\$ 5,000	\$ 5,000
Each Incident, Claim or Loss	\$ 10,000	\$ 10,000
Notified Individuals Threshold	100	100
Waiting Period	8 Hours	8 Hours
Retroactive Date	Full Prior Acts	Full Prior Acts
Continuity Date	Policy Inception	Policy Inception
Endorsements:		
Reputational Loss	\$ 1,000,000	\$ 1,000,000
Computer Hardware Replacement Costs	\$ 500,000	\$ 500,000
Cyptojacking Endorsement	\$ 250,000	\$ 250,000
Invoice Manipulation Coverage	\$ 100,000	\$ 100,000
Premium:	\$ 19,970	\$ 20,240
Alternate quote with Ecrime limits of \$500,000		Max. available \$250,000

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**SOUTH TEXAS COLLEGE
PROPERTY/INLAND MARINE AND BOILER AND MACHINERY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CRIME INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CASUALTY AND WORKERS COMPENSATION INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Acrisure, LLC./dba Carlisle Insurance		TASB Risk Management Fund	
ADDRESS		500 N Water St Ste 900		12007 Research Blvd	
CITY/STATE/ZIP		Corpus Christi, TX 78401		Austin, TX 78759	
PHONE		361-884-2775		800-482-7276	
FAX		361-884-3470		512-467-3645	
CONTACT		Chase Carlisle		Dubravka H. Romano	
1	The purchase price. (up to 60 points)	55	56.5	60	59.5
		58		59	
		58		59	
		55		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7	7	7.25
		7		7	
		7		8	
		7		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	12.5	12	12.75
		12		12	
		12		14	
		13		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	13	11.75	12	12.5
		11		12	
		10		13	
		13		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.5	3	3
		2		3	
		2		3	
		3		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		90.25		95	
RANKING		2		1	

**SOUTH TEXAS COLLEGE
FOREIGN LIABILITY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

**SOUTH TEXAS COLLEGE
CYBER LIABILITY INSURANCE
PROJECT NO. 20-21-1001
EVALUATION SUMMARY**

VENDOR		Montalvo Insurance Agency	
ADDRESS		208 S Texas Blvd	
CITY/STATE/ZIP		Weslaco, TX 78596	
PHONE		956-968-5521	
FAX		956-969-9198	
CONTACT		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	7
		7	
		7	
		7	
3	The quality of the vendor's goods and/or services. (up to 14 points)	12	12
		12	
		11	
		13	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	12	12.25
		12	
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.75
		2	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		94	
RANKING		1	

Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement

Approval of the following award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement will be requested at the July 28, 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. Award of Proposals**
- B. Rejection of Proposal**
- C. Purchases and Renewals**
 - a. Non-Instructional Items**
 - b. Technology Items**
- D. Interlocal Agreement**

A. Award of Proposals

1) Books and Educational Materials (Award)

Award the proposal for books and educational materials for the period beginning August 27, 2020 through August 26, 2021 with two one-year options to renew, at an estimated amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ambassador Education Solutions (Melville, NY) (New)	Barnes & Noble Booksellers, Inc. (New York, NY)
Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Hertz-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Equipment Company/ dba Lakeshore Learning Materials (Carson, CA)
Wolters Kluwer (Philadelphia, PA)	

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to purchase books and educational materials for qualifying students in career and technical education programs.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2020, Spring 2020, and Summer 2020 semesters. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on May 6, 2020 and May 13, 2020 and issued to twelve (12) vendors. Nine (9) responses were received on May 28, 2020 and reviewed by the PASS Program, Continuing Education, and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2019 – 2020 and FY 2020 - 2021, pending Board approval of the budget.

2) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2020 through August 31, 2021, at an estimated Carl Perkins Grant amount of \$105,500.00 with the following forty-nine (49) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	New Generation Child Care Center (Alamo, TX)	Kid’s First Child Care Center, Inc. #2 (Alton, TX)
Early Start Child Care Development Center (Donna, TX)	Garza’s Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)
Alma’s Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Amando, Inc./ dba Genesis Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)	The Children’s College Learning Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future Learning Center #2 (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	Play, Learn, Construct & Conserve Child Care (La Joya, TX)	All Star Academy Early Learning Center (McAllen, TX)
Brackenridge Children’s Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Building My Future Academy (McAllen TX)
Covenant Christian Academy (McAllen, TX)	Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Magic Child Development Daycare (McAllen, TX)
Mommyland Bilingual Academy (McAllen, TX)	Tony’s Playhouse Discovery Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey’s Little Bee’s Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)

Vendors (City, State)		
Precious Moments (Mission, TX)	Children’s Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)
Lily’s Little Kids Daycare Center (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Royal Education Center (Pharr, TX)
Betty’s Day Care, LLC. (Rio Grande City, TX)	Kami’s Cuddling Center (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)	EI Shaddai International Christian Day Care Center (Weslaco, TX)
Mid-Valley Early Childhood Education Center (Weslaco, TX)		

Purpose – The Providing Academic Support to Students (PASS) Program is requesting childcare centers for the students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Justification and Benefit – The career and technical education program students that meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements are as follows: a cumulative 2.7 GPA or higher and full-time status is required for the Fall, Spring, and Summer semesters (no internet classes). The vendors that submitted all documents required with appropriate signatures and also provided their current and active center license met the vendor qualifications. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on May 27, 2020 and June 3, 2020 and issued to four hundred twenty-five (425) vendors. Forty-nine (49) responses were received on June 19, 2020 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2020 - 2021, pending Board approval of the budget.

3) Collection Agency Services (Award)

Award the proposal for collection agency services for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- Primary: **S & S Recovery, Inc.** (Memphis, TN)
- Secondary: **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
Key 2 Recovery, Inc. (Hamilton, OH) (New)

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

Justification and Benefit – The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with waiver reimbursement guidelines. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

Vendor	Contract Percentages
S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for the second placement ⇒ 20% for all subsequent referrals, and ⇒ 30% for litigation and judgement placements
Immediate Credit Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 25% for the second placement ⇒ 25% for all subsequent referrals, and ⇒ 28% for litigation and judgement placements
Key 2 Recovery, Inc.	Will charge the student a rate of ⇒ 18% for first placement ⇒ 22% for the second placement, and ⇒ 22% for all subsequent referrals

Background – Proposals documents were advertised on May 13, 2020 and May 20, 2020 and issued to fifteen (15) vendors. Six (6) responses were received on May 29, 2020 and reviewed by the Business Office and Purchasing Department.

4) Truck Driver/Bus Driver Training (Award)

Award the proposal for truck driver/bus driver training to **STVT-AAI Education, Inc./ dba Anacora Corporate Training** (Hurst, TX) (New), for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at a 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination.

Purpose – Continuing, Professional and Workforce Education is requesting truck driver/bus driver training which will provide hands-on skill development and instruction in preparation for the Commercial Driver’s License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver’s License Exam which requires a

minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for student in Hidalgo and Starr counties. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on May 6, 2020 and May 13, 2020 and issued to nine (9) vendors. Two (2) responses were received on May 22, 2020 and reviewed by Continuing Education and the Purchasing Department.

B. Rejection of Proposal

5) Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I (Reject)
Reject the two (2) proposals that were received for the Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I, due to the project being postponed. This project may possibly be considered at a later date.

C. Purchases and Renewals

(C-a. Non – Instructional Items)

6) Air Condition Filters (Purchase)

Purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

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

Justification and Benefit – The air condition filters are needed to maintain air quality in the buildings and to keep the systems clean and running properly. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 – 2021, pending Board approval of the budget.

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

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

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

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 – 2021, pending Board approval of the budget.

8) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

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

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2020 – 2021, pending Board approval of the budget.

9) Furniture (Purchase)

Purchase furniture from Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$73,564.47.

#	Vendor	Amount
A	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/ Edinburg, TX)	\$1,285.28
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,997.60
C	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,221.27
D	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,060.32
Furniture Total		\$73,564.47

The purchases can be summarized as follows:

- Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 4 Shelving Units for Student Services

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 6 Faculty/Staff Chairs for Student Services
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 1 Bookcase and 3 Vertical Filing Cabinets for Student Services
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 3 Lobby Seating Benches, 6 Computer Tables, 9 Chairs, 4 Stools, 2 Faculty/Staff Desks, and 11 Computer Lab Chairs for Student Services
 - ⇒ Nursing and Allied Health Campus
 - 60 Chairs and 2 Tables for the Division of Nursing and Allied Health
 - ⇒ Starr County Campus
 - 12 Chairs and 13 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Learning Commons and Open Labs, Mid Valley Student Services Renovation FFE, and New Furniture.

10)Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger, Inc./dba Grainger** (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$100,000.00, which is based on prior year expenditures.

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

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2020 – 2021, pending Board approval of the budget.

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

Renew the commercial card services (accounts payable card) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card account which can be used to purchase goods and services from those merchants that accept cards as a method of payment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

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

Background – The contract for commercial cards services for the period beginning April 1, 2013 was approved at the March 26, 2013 Board of Trustees meeting.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from 4/1/2013 through 5/31/2020 is \$470,257.84.

Fiscal Year	Rebate Amount
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$102,205.64
FY 2020	\$67,840.94

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

12)Creative Agency Services (Renewal)

Renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2020 through August 31, 2021, at an estimated annual amount of \$1,098,999.00. This will include approximately \$83,000 in research, \$108,000 in production and creative services, \$874,999 media buying, media buying strategy, and campaign implementation, and \$33,000 in administrative and travel fees.

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

Justification and Benefit – South Texas College is seeing an ever-increasing competitive environment at a time of increasingly stretched resources, National demographic changes, unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional age college students, requires very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for creative agency services at the July 24, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period beginning September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 8/31/19	2 – one year options
1 st Renewal	6/25/19		9/1/19 – 8/31/20
2 nd Renewal	7/28/20		9/1/20 – 8/31/21

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 Public Relations and Marketing budget for FY 2020 - 2021, pending Board approval of the budget.

13) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$95,000.00, which is based on prior year expenditures.

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

Justification and Benefit – The elevator maintenance contract includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by South Texas College - Facilities Maintenance as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2020 – 2021, pending Board approval of the budget.

14) Financial Advisor Services Agreement (Renewal)

Renew the financial advisor services agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2020 through August 31, 2021. The cost of issuance for the financial advisor services is noted on the fee schedule below:

Appendix A										
Base	Fee	Any	Issue	\$4,500						
Plus	\$7.50	per	\$1,000	Up to	\$ 500,000	or	\$ 8,250	for	\$ 500,000	Bonds
Plus	6.50	per	\$1,000	Next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	\$1,000	Next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	\$1,000	Next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	\$1,000	Next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	\$1,000	Next	10,000,000					
The above charges shall be multiplied by 1.25 times for the completion of an applications to a federal or state governmental agency or for the issuance of revenue bonds, reflecting the additional services required.										
Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.										

Purpose – The Business Office is requesting to renew the agreement for services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance, and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.

Justification and Benefit – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009, so that it may coincide with the College’s fiscal year end. On February 26, 2013, the Board of Trustees approved the First Amendment to Financial Advisory Agreement, which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On June 25, 2019, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2019 and ending August 31, 2020 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the original 2016 agreement date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

The expense for the services provided by the financial advisor (Hilltop Securities, Inc.) is netted against the bond proceeds received at time of bond issuance are expensed under the Bond Series, Unexpended Plant Fund appropriate budget year.

15) Professional Recruitment Services (Renewal)

Renew the professional recruitment services contracts for the period beginning September 1, 2020 through August 31, 2021, 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 as needed to fill current and anticipated vacancies for various mid to high level management positions and/or difficult to recruit specialized positions as needed.

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. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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 last renewal period begins September 1, 2020 and ends August 31, 2021.

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
2 nd Renewal	7/28/20		9/1/20 – 8/31/21

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 2020 – 2021, pending Board approval of the budget.

16) Rental of Storage Facilities (Renewal)

Renew the rental of storage facilities contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$30,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Affordable Attic III LP (McAllen, TX/ Harlingen, TX)	Affordable Attic V LP (Mission, TX/ Harlingen, TX)
Affordable Attic IX LP (McAllen, TX/ Harlingen, TX)	Move It Management (Mission, TX/Dallas, TX)

Purpose – The rental of storage facilities is used by various departments for the storage of student catalogs, tabloids, documents, event tables, equipment, and graduation items.

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. The College currently has thirteen (13) storage units under contract. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contracts for the rental of storage facilities at the July 24, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 1, 2020 and ends July 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/24/18	8/1/18 – 7/31/19	2 – one year options
1 st Renewal	7/23/19		8/1/19 – 7/31/20
2 nd Renewal	7/28/20		8/1/20 – 7/31/21

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 department budgets for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

(C-b. Technology Items)

17)Computers, Laptops, Tablets, Monitors, and Printers (Purchase)

Purchase of computers, laptops, tablets, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen), at a total amount of \$194,226.59.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 20 Computers for Learning Commons and Open Labs

- Student Printers
 - ⇒ 3 Printers for Learning Commons and Open Labs
 - ⇒ 6 Printers Paper Trays for Learning Commons and Open Labs

- Student Grant Laptops
 - ⇒ 40 Laptops for Career and Technical Education Students
 - ⇒ 20 Laptops for the Rio South Texas ECDF Online Training

- Staff Computers
 - ⇒ 5 Computers for Office Administration Program
 - ⇒ 1 Computer for Resource Development, Management, and Compliance
 - ⇒ 1 Computer for Educational Technology
 - ⇒ 1 Computer for Criminal Justice Program

- Staff Laptops
 - ⇒ 3 Laptops for Psychological Science Program
 - ⇒ 1 Laptop for Finance and Administrative Services
 - ⇒ 3 Laptops for Educational Technology
 - ⇒ 1 Laptop for Office of Institutional Equity
 - ⇒ 4 Laptops for Business Office
 - ⇒ 2 Laptops for Purchasing Department
 - ⇒ 3 Laptops for Facilities Planning and Construction
 - ⇒ 2 Laptops for Accreditation Office
 - ⇒ 4 Laptops for Student Affairs
 - ⇒ 10 Laptops for Advising Office
 - ⇒ 1 Laptop for Distance Education Instructional Technology
 - ⇒ 6 Laptops for Career and Employer Services

- Staff Tablet
 - ⇒ 1 Tablet for Distance Learning

- Staff Monitors
 - ⇒ 10 Monitors for Learning Commons and Open Labs

- Faculty Laptops
 - ⇒ 1 Laptop for Physics Program
 - ⇒ 9 Laptops for Criminal Justice Program
 - ⇒ 6 Laptops for English Program
 - ⇒ 2 Laptops for Architectural and Engineering Design Technology Program

- Faculty Tablet
 ⇒ 1 Tablet for Drama Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2019 - 2020 as follows: Learning Commons and Open Labs, Office Administration Program, Resource Development, Management and Compliance, Educational Technology, Maintenance, and Replacement, Criminal Justice Program, Psychological Science Program, Finance and Administrative Services, Office of Institutional Equity, Business Office, Facilities Planning and Construction, Purchasing Department, Accreditation, Student Affairs, Advising Office, Distance Education, Instructional Technology, Career and Employer Services, Distance Learning, Physics Program, English Program, Drama Program, Architectural and Engineering Design Technology Program, Carl Perkins Basic Grant, and Rio South Texas EDCF Grant.

18) Course Management and Hosting Services (Renewal)

Renew the course management, hosting, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool contracts with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2020 through September 29, 2021	\$881,651.00
September 30, 2021 through September 29, 2022	\$787,067.00
September 30, 2022 through September 29, 2023	\$794,504.00
September 30, 2023 through September 29, 2024	\$802,015.00
September 30, 2024 through September 29, 2025	\$809,737.00
Total for 5 years	\$4,074,974.00

Purpose – Distance Education is requesting to renew the course management and hosting and collaborative services for five (5) years to secure reduced pricing. Due to added expenses in this term’s renewal, the request is to renew for five (5) years. Extensive additional storage created an expense of \$276,000 due for the 2019 - 2020 service year. If the College renews the contract for usual three years, Blackboard will discount that cost to \$136,000. However, a five-year renewal will lower the overall fee for this storage to \$91,000, a discounted savings of \$185,000.00 to our current debt obligation.

In addition, this contract consolidates all Blackboard services that have previously been billed separately, such as the 24/7 Help Desk services, Outcomes and Pyramid data reporting services, the Ally Accessibility checker, and the EesySoft communication tool. This also enables the Training and Management options to support conference registrations, faculty professional development, and continuing education classes without adding academic costs or storage fees. Furthermore, this quote provides for additional storage in support of the increased use of Blackboard services at this time.

Justification and Benefit – The course management provides South Texas College students and faculty with the virtual environment through which online courses are taught and service is provided for the College’s online campus (eSTC). The hosting services agreements will

provide South Texas College with the technical services needed to keep up with the growth and success of the online campus (eSTC), in addition to supporting the College's Instructional Continuity Plan.

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which includes meet, share, and learn in real time. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are, and will be, budgeted in the Distance Learning budget for the FY 2020 – 2021, FY 2021 – 2022, FY 2022 – 2023, FY 2023 – 2024, and FY 2024 – 2025, pending board approval of the respective budgets.

19)Support Services Technology (Emergency Purchase)

Ratification of an emergency purchase for support services technology will be requested at the July 28, 2020 Board meeting.

After review and approval from the Board Chairman and College President, the emergency purchase of fifty (50) laptops was completed on July 2, 2020. The support staff technology was purchased through **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,050.00.

Purpose – Information Technology requested to purchase fifty (50) laptops with docking stations for key support staff, so that they can perform essential duties from their home office as needed due to the COVID-19 pandemic. These laptops will be assigned to key support staff in various departments throughout the College, the support staff member will be selected by the Division Vice Presidents.

Justification and Benefit – Due to COVID-19, there are essential areas throughout the College that must continue operating without interrupts or delays. Those staff members selected will now only have one computing device that will allow them to work at the College or from home. The docking station will allow for their laptop to be connected to monitors while working in the office. The staff member can also continue their work if relocated to a different area or office within the College.

Funds for this expenditure are budgeted in the Information Technology Project Management, Risk, and Security budget for FY 2019 – 2020.

This was an emergency purchase that was reviewed by the College President with the Board Chairman for consideration and is being presented to the Board of Trustees for ratification.

D. Interlocal Agreement

20)Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$17,500.00.

Purpose – The Office of Professional Development is requesting to renew the professional development services in the area of software and database storage for tracking faculty and staff current or past trainings, academics, workshops, meetings, conferences, and participants. This system has been used by South Texas College since 2016 not only for workshop creation, but also for workshop registrations, evaluations, certifications, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reporting for all instructional programs and support services.

Justification and Benefit –The system is to provide professional development services (workshops and trainings) to South Texas College faculty and staff in the areas of software and database development. Faculty and staff are able to print their participation certificates as needed and upload additional internal or external trainings required and information is stored in one central location for Academic Continuity or classification purposes. It also stores training evaluations, attendance logs, and contact information for presenters and participants. This software will also assist over thirty (30) programs and departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. For example, one of the Office of Professional and Organizational Development objectives in the Institutional Effectiveness Plan is to leverage the online professional development system whereby 40% of all instructional programs and support services at South Texas College will be using the system at least once a month to communicate scheduled meetings and/or professional development. This objective also meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Office of Professional Development budget for FY 2020 – 2021, pending Board approval of the budget.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 28, 2020 Board meeting the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement as listed below:

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

A. Award of Proposals

- 1) Books and Educational Materials (Award):** award the proposal for books and educational materials for the period beginning August 27, 2020 through August 26,

2021 with two one-year options to renew, at an estimated amount of \$500,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ambassador Education Solutions (Melville, NY) (New)	Barnes & Noble Booksellers, Inc. (New York, NY)
Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Hertz-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Kamico Instructional Media, Inc. (Salado, TX)
Kaplan Early Learning Company (Lewisville, NC)	Lakeshore Equipment Company/ dba Lakeshore Learning Materials (Carson, CA)
Wolters Kluwer (Philadelphia, PA)	

- 2) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$105,500.00 with the following forty-nine (49) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	New Generation Child Care Center (Alamo, TX)	Kid’s First Child Care Center, Inc. #2 (Alton, TX)
Early Start Child Care Development Center (Donna, TX)	Garza’s Childcare and Development Center (Donna, TX)	Stepping Stones Day Care II (Donna, TX)
Alma’s Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Amando, Inc./ dba Genesis Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Learning Path Day School (Edinburg, TX)	The Children’s College Learning Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)	Building My Future Learning Center #2 (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	Play, Learn, Construct & Conserve Child Care (La Joya, TX)	All Star Academy Early Learning Center (McAllen, TX)
Brackenridge Children’s Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Building My Future Academy (McAllen TX)
Covenant Christian Academy (McAllen, TX)	Easter Seals Child Development Center (McAllen, TX)	Kids Cloud Academy (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Magic Child Development Daycare (McAllen, TX)

Vendors (City, State)		
Mommyland Bilingual Academy (McAllen, TX)	Tony’s Playhouse Discovery Center (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)
Honey’s Little Bee’s Learning Center (Mission, TX)	Kidz Crusade Academy, LLC. (Mission, TX)	Little Crayons Institute, LLC. (Mission, TX)
Precious Moments (Mission, TX)	Children’s Garden Daycare (Palmview, TX)	Fisher Kids Academy (Palmview, TX)
Lily’s Little Kids Daycare Center (Palmview, TX)	Building My Future Learning Center (Pharr, TX)	Campanitas Day Care (Pharr, TX)
Kids Academy Daycare (Pharr, TX)	Kids Academy Daycare Center #2 (Pharr, TX)	Royal Education Center (Pharr, TX)
Betty’s Day Care, LLC. (Rio Grande City, TX)	Kami’s Cuddling Center (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)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Mid-Valley Early Childhood Education Center (Weslaco, TX)		

3) Collection Agency Services (Award): award the proposal for collection agency services for the beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, and staff. The vendors are as follows:

- a. Primary: **S & S Recovery, Inc.** (Memphis, TN)
- b. Secondary: **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)
Key 2 Recovery, Inc. (Hamilton, OH)

4) Truck Driver/Bus Driver Training (Award): award the proposal for truck driver/bus driver training to **STVT-AAI Education, Inc./dba Anacora Corporate Training** (Hurst, TX) (New), for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at a 18% commission to the College retained from each student’s tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver combination;

B. Rejection of Proposal

5) Nursing and Allied Health Building A Analog to Digital Upgrade Phase I (Reject): reject the two (2) proposals that were received for the Nursing and Allied Health Building A - Analog to Digital Upgrade Phase I, due to the project being postponed. This project may possibly be considered at a later date;

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

- 6) Air Condition Filters (Purchase):** purchase and installation of air condition filters from **Joe W. Fly Company, Inc.** (Dallas, TX)/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$145,000.00, which is based on prior year expenditures;
- 7) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 8) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 9) Furniture (Purchase):** purchase furniture from Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$73,564.47.

#	Vendor	Amount
A	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/ Edinburg, TX)	\$1,285.28
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,997.60
C	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$1,221.27
D	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,060.32
Furniture Total		\$73,564.47

- 10)Parts and Supplies (Purchase):** purchase parts and supplies from **W.W. Grainger, Inc./dba Grainger** (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$100,000.00, which is based on prior year expenditures;
- 11)Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2021, at no charge to the College;
- 12)Creative Agency Services (Renewal):** renew the creative agency services contract with **Interact Communications** (La Crosse, WI), for the period beginning September 1, 2020 through August 31, 2021, at an estimated annual amount of \$1,098,999.00. This will include approximately \$83,000 in research, \$108,000 in production and

creative services, \$874,999 media buying, media buying strategy, and campaign implementation, and \$33,000 in administrative and travel fees;

- 13) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$95,000.00;
- 14) Financial Advisor Services Agreement (Renewal):** renew the financial advisor services agreement with **Hilltop Securities, Inc.** (San Antonio, TX), for the period beginning September 1, 2020 through August 31, 2021; The expense for the services provided by the financial advisor (Hilltop Securities, Inc.) is netted against the bond proceeds received at time of bond issuance are expensed under the Bond Series, Unexpended Plant Fund appropriate budget year;
- 15) Professional Recruitment Services (Renewal):** renew the professional services contracts for the period beginning September 1, 2020 through August 31, 2021, 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)
- 16) Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2020 through July 31, 2021, at an estimated amount of \$30,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Affordable Attic III LP (McAllen, TX/ Harlingen, TX)	Affordable Attic V LP (Mission, TX/ Harlingen, TX)
Affordable Attic IX LP (McAllen, TX/ Harlingen, TX)	Move It Management (Mission, TX/ Dallas, TX)

C. Purchases and Renewals (C-b. Technology Items)

- 17) Computers, Laptops, Tablets, Monitors, and Printers (Purchase):** purchase of computers, laptops, tablets, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen), at a total amount of \$194,226.59;
- 18) Course Management and Hosting Services (Renewal):** renew the course management, hosting, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool contracts with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2020 through September 29, 2021	\$881,651.00
September 30, 2021 through September 29, 2022	\$787,067.00
September 30, 2022 through September 29, 2023	\$794,504.00
September 30, 2023 through September 29, 2024	\$802,015.00
September 30, 2024 through September 29, 2025	\$809,737.00
Total for 5 years	\$4,074,974.00

19)Support Services Technology (Emergency Purchase): ratification of an emergency purchase for support services technology will be requested at the July 28, 2020 Board meeting. After review and approval from the Board Chairman and College President, the emergency purchase of fifty (50) laptops was completed on July 2, 2020. The support staff technology was purchased through **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,050.00;

D. Interlocal Agreement

20)Professional Development Services (Interlocal Agreement/Renewal): renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$17,500.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$6,721,814.06.

**SOUTH TEXAS COLLEGE
1. BOOKS AND EDUCATIONAL MATERIALS
PROJECT NO. 19-20-1055**

VENDOR	Ambassador Education Solutions	Barnes & Noble Booksellers, Inc.	Barnes & Noble College Booksellers, LLC.	Complete Book & Media Supply, LLC.	Hertz-New Method, Inc./ dba Perma-Bound Books	Kamico Instructional Media, Inc.	Kaplan Early Learning Company	Lakeshore Equipment Company/ dba Lakeshore Learning Materials	Wolters Kluwer Medical	
ADDRESS	445 Broad Hollow Rd Ste 206	122 Fifth Ave	120 Mountain View Blvd	1200 Toro Grande Dr Ste 200	617 E Vandalia Rd	P O Box 1143	1310 Lewisville-Clemmons Rd	2695 E Dominguez St	2001 Market St	
CITY/STATE/ZIP	Melville, NY 11747	New York, NY 10011	Basking Ridge, NJ 07920	Cedar Park, TX 78613	Jacksonville, IL 62650	Salado, TX 76571	Lewisville, NC 27023	Carson, CA 90895	Philadelphia, PA 19103	
PHONE	631-770-1044	212-352-3769	908-991-2665	800-986-1775	800-637-6581	254-947-7283	800-334-2014	800-421-5354	602-284-5596	
FAX	631-770-1015		956-872-7285	512-616-0410	800-551-1169	254-947-7284	336-712-2243	310-537-4261	301-223-2470	
CONTACT	Kristen White	Tracy Vidakovich	Kim Otte	Kendall Montiegel	Carol Foster	Jeremy McCray	Elizabeth Patterson	Rafael Muro	Tom Kayo	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1	Books - Discount	Ambassador's Cost at a less than 35% discount from publisher's list price/Ambassador's Cost at a 35% or more discount from publisher's list price*	0% - 35%		5% - 50% Some titles are "net" priced. Discount structure will remain the same but list prices are subject to increase.	3%	0-20% Depending on item and quantity	15% Discount applied to current catalog pricing in effect at time order is placed. Exclusions apply as statement in proposal.	5%	30%
2	Books - Mark Up	17% / 20%								
3	Other Educational Materials - % Discount	12% - 25% School discount to Publisher List Price (Catalog Price) at various publisher discount %'s.	0% - 35%		5% - 50% Some titles are "net" priced. Discount structure will remain the same but list prices are subject to increase.	0%	0 - 20% Depending on item and quantity	15% Discount applied to current catalog pricing in effect at time order is placed. Exclusions apply as statement in proposal.	5%	25%
4	Other Educational Materials - % Mark Up	25%								
5	Online Ordering	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	Average Time to Fill Orders	5-7 Business Days	7-14 Business Days	1 Day	5-15 Working Days	30 Days	2-4 Days	2-3 Business Days	7-10 Business Days	2 Days
7	Shipping Charges	Shipping charges based on volume, weight size, and destination. No markup on shipping costs.	Free shipping unless a rush shipment is requested or title quantity is over 1,000.	Free Shipping	Orders \$50 and above free freight. Orders below will have an \$8.50 shipping charge. Please contact us for expedited shipping requests.	Free Shipping	Free Shipping	Free if order is \$300 or more. Free shipping excludes truck items, next day air, 2nd day air, and K-Truck delivery services. Orders under \$300 will be charged \$5.00 or 15% of order value, whichever is greater. Items shipped by truck will be charged \$62.50 or 15% of order value, whichever is greater	Free shipping on orders over \$500, please estimate freight charges at 15% of the subtotal with a minimum freight charge of \$6.99	Free Shipping

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

**SOUTH TEXAS COLLEGE
2. CHILDCARE SERVICES
PROJECT NO. 20-21-1002**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
1	Felis O. Arrambide	Blessings Learning Academy of Alamo		401 E Business 83	Alamo, TX	78516	781-2325
2	Melina Lerma	New Generation Child Care Center		750 N Alamo Rd	Alamo, TX	78516	781-3745
3	Sylvia Salamanca	Kid'z First Child Care Center, Inc. #2		122 S Alton Blvd	Alton, TX	78573	581-7030
4	Maria S. Perez	Early Start Child Care Development Center		403 N D. Salinas Blvd	Donna, TX	78537	464-4340
5	Diana T. Garza	Garza's Childcare and Development Center	P O Box 1074 Donna, TX 78537	104 E Roberts Ave	Donna, TX	78537	464-4025
6	Estela Ochoa	Stepping Stones Day Care II		5753 N FM 493	Donna, TX	78537	464-4786
7	Alma Sonia Salazar	Alma's Daycare Center		4511 S Veterans Blvd	Edinburg, TX	78542	380-4079
8	Maria L. Pecina	Brighter Future Learning Center		223 Conquest Blvd	Edinburg, TX	78539	383-4221
9	Maria Oralia Rodriguez	Amando, Inc./ dba Genesis Learning Center		4106 S Raul Longoria	Edinburg, TX	78539	787-9611
10	Marcos Lopez	Little U Learning Center		603 N Jackson Rd	Edinburg, TX	78541	292-0131
11	Benjamin Perez	Learning Path Day School		3103 W Alberta Rd	Edinburg, TX	78539	631-2508
12	Yvonne Morales-Garza	The Children's College Learning Center		5117 S Jackson Rd	Edinburg, TX	78539	624-5227
13	Jennifer Perez	The Learning Journey Day School		2602 Cornerstone Blvd	Edinburg, TX	78539	664-2107
14	Marisela Cavazos	VIP Learning Center		2021 E University Dr	Edinburg, TX	78542	316-1155
15	Patricia Martinez	Building My Future Learning Center #2		2500 E Dicker Rd	Hidalgo, TX	78557	540-7411
16	Miriam Marentes	Little Explorers Education Center		124 N 1st St	Hidalgo, TX	78557	800-5404
17	Luis E. Montemayor	Play, Learn, Construct & Conserve Child Care		824 E Expressway 83	La Joya, TX	78560	585-5993
18	Theresa Fasci	All Star Academy Early Learning Center		2800 Zinnia Ave	McAllen, TX	78504	686-0800
19	Jackeline Guillou	Brackenridge Children's Center, LLC.		10 South 27th St	McAllen, TX	78501	630-3647
20	Lorena Canales	Bright Beginnings		3800 N 23rd St	McAllen, TX	78501	618-2355
21	Patricia Martinez	Building My Future Academy		2000 S McColl Rd Ste Q	McAllen, TX	78503	800-4888
22	Diana Bivens	Covenant Christian Academy		4201 N Ware Rd	McAllen, TX	78504	686-7886
23	Patricia Rosenlund	Easter Seals Child Development Center	P O Box 489 McAllen, TX 78501	1217 W Houston Ave	McAllen, TX	78501	631-9171
24	Felix Valle	Kids Cloud Academy		2711 S 23rd St	McAllen, TX	78503	627-0977
25	Martha O. Guillon	Little Shining Stars Daycare, Inc.		6620 N 23rd	McAllen, TX	78504	668-7008
26	Erik Humphrey	Loving Angels Child Development Center, LLC.		3615 N Ware Rd	McAllen, TX	78501	618-1090
27	Graciela Luna	Magic Child Development Daycare		3016 Nyssa Ave	McAllen, TX	78504	821-1822
28	Itzel Hernandez	Mommyland Bilingual Academy		4200 Pecan Blvd	McAllen, TX	78501	800-4226
29	Evon Ibarra	Tony's Playhouse Discovery Center		1929 W Pecan	McAllen, TX	78501	971-8669
30	Sylvia Caratachea	Bright Beginnings Learning Center		1721 E Griffin Parkway	Mission, TX	78574	271-4479
31	Maria Gomez	Honey's Little Bee's Learning Center		2900 W 45th St Ste D/E	Mission, TX	78574	424-0889
32	Monica Garcia	Kidz Crusade Academy, LLC.	2407 Brock St Ste 18	Shary Rd & 495	Mission, TX	78572	584-7474
33	Elvia Isabel Lopez	Little Crayons Institute, LLC.	1640 E Griffin Pkwy	W Mile 5 Rd	Mission, TX	78572	424-1299
34	Martha Alicia Garcia	Martha Alicia Garcia / Precious Moments		3705 N Palm Leaf Circle	Mission, TX	78574	905-0430

**SOUTH TEXAS COLLEGE
2. CHILDCARE SERVICES
PROJECT NO. 20-21-1002**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
35	Maria Rodriguez	Children's Garden Daycare		1840 W Veteran's Blvd	Palmview, TX	78572	598-8878
36	Maria Silvia Perez	Fisher Kids Academy		742 S Bentsen Palm Dr	Palmview, TX	78572	581-0043
37	Lydia Zuniga	Lily's Little Kids Daycare Center		953 W Palm Vista Dr	Palmview, TX	78572	585-3911
38	Patricia Martinez	Building My Future Learning Center		6807 S Jackson Rd.	Pharr, TX	78577	502-5360
39	Felicitas Bazan	Campanitas Day Care		8011-A Cisne	Pharr, TX	78577	782-5221
40	San Juanita Gonzalez	Kids Academy Daycare		5510 N Cage Ste I	Pharr, TX	78577	223-2543
41	San Juanita Gonzalez	Kids Academy Daycare Center #2		202 S Veterans Blvd	Pharr, TX	78577	223-2615
42	Reyna Canto	Royal Education Center		2001 S Jackson Rd	Pharr, TX	78577	666-9011
43	Maria T. Huerta	Betty's Day Care, LLC.		212 N Texas St	Rio Grande City, TX	78582	263-1440
44	Roxana Mascorro	Kami's Cuddling Center		4206 E Juarez St	Rio Grande City, TX	78582	487-4859
45	Isabel Garza	Learning Zone	4201 E Juarez St Rio Grande City, TX	3561 W Hwy 83	Rio Grande City, TX	78582	488-1260
46	Isabel Garza	Learning Zone II	4201 E Juarez St Rio Grande City, TX	307 N FM 3167 Ste A	Rio Grande City, TX	78582	488-9194
47	Maria Y. Longoria	Little Stars Learning Center, LLC.		304 N Mariposa Dr	Rio Grande City, TX	78582	487-8013
48	Dr. Richard L. Hill	El Shaddai International Christian Day Care Ctr		723 S Airport Dr	Weslaco, TX	78596	968-8814
49	Mariano Gutierrez	Mid-Valley Early Childhood Education Center		405 S Nebraska Ave	Weslaco, TX	78596	968-3844

The Director of Purchasing has reviewed all the responses received.

**SOUTH TEXAS COLLEGE
3. COLLECTION AGENCY SERVICES
PROJECT NO. 19-20-1051**

		Secondary	Secondary	Primary			
NAME		Continental Service Group, Inc./dba ConServe	General Revenue Corporation	Immediate Credit Recovery, Inc.	Key 2 Recovery, Inc.	S & S Recovery, Inc.	Williams & Fudge, Inc.
ADDRESS		200 CrossKeys Office Park	4660 Duke Dr Ste 200	6 Neptune Rd Ste 110	201 N Brookwood Ave	4210 Altruria Rd Ste 131	300 Chatham Ave
CITY/STATE/ZIP		Fairport, NY 14450	Mason, OH 45040	Poughkeepsie, NY 12601	Hamilton, OH 45013	Memphis, TN 38135	Rock Hill, SC 29730
PHONE		800-724-7500	513-605-7512	845-298-0700	888-402-5392	800-467-1144	800-849-9791
FAX		585-421-1028	800-234-5035	845-297-2226	513-874-3037	901-386-2904	803-324-7003
CONTACT		Richard N. Klein	Zenon Butts	Lynn Reynolds	Justin Kailer	John Welborn	Christopher P. Ruh
First Referral Collection Cost %		20%	17%	20%	18%	20%	19%
Second Referral Collection Cost %		20%	19%	25%	22%	20%	20%
All Subsequent Referrals		20%	19%	25%	22%	20%	20%
Litigation Accounts Cost %		24%	30%	28%		30%	
1.A	Years In Business	35	39	30	10	35	34
1.C	Number of Employees	431	115	384	31	32	325
1.D	Sales Volume	\$ 62,249,652.00	\$58.33 million	\$ 94,771,796.00	\$ 2,500,000.00	\$ 54,352,117.00	\$ 45,321,695.00
1.E	Default on Loan Agreement?	No	No	No	No	No	No
1.H	Pending Litigation	Yes	Yes	Yes	No	No	No
1.I	Belong to ACA or other organizations?	ACA, NACUBO, COHEAO,CCBOA, NCMA	ACA International, COHEAO, NACUBO	ACA International, COHEAO, NACUBO,TACCBO	Yes	ACA, COHEAO, NACUBO,TACCBO	ACA, COHEAO
1.J	References	Lone Star College System Rice Univ. Texas A&M Univ. Texas Tech Univ. UT Arlington	St. Mary's Univ - San Antonio Texas A&M - San Antonio Texas A & M - Texarkana UTRGV UT - Medical Branch Galveston	UT El Paso Georgia State Univ University of New Mexico Western Illinois University University of California, Davis	Texas A&M Univ. Howard Payne Univ. Alamo CC System St. Edward's Univ. Southwestern Assemblies of God Southwestern Univ. Southern Careers Institute	Rice University Texas Woman's University Texas Tech University El Paso CC San Jacinto College	Abilene Christian Univ. Angelo State Univ. Baylor Univ. Collin College Our Lady of the Lake Univ.
1.L	Certified Historically Underutilized Business	No	No	Yes	No	No	No
1.M	Unable to agree to any of the terms and conditions of this RFP?	Yes 1. Upon termination would like to continue receiving collection fees on paying accounts. 2. Reimbursement of NSF transactions after 6 months	No	No	No	No	No

**SOUTH TEXAS COLLEGE
3. COLLECTION AGENCY SERVICES
PROJECT NO. 19-20-1051**

				Secondary	Secondary	Primary		
NAME		Continental Service Group, Inc./dba ConServe	General Revenue Corporation	Immediate Credit Recovery, Inc.	Key 2 Recovery, Inc.	S & S Recovery, Inc.	Williams & Fudge, Inc.	
ADDRESS		200 CrossKeys Office Park	4660 Duke Dr Ste 200	6 Neptune Rd Ste 110	201 N Brookwood Ave	4210 Altruria Rd Ste 131	300 Chatham Ave	
CITY/STATE/ZIP		Fairport, NY 14450	Mason, OH 45040	Poughkeepsie, NY 12601	Hamilton, OH 45013	Memphis, TN 38135	Rock Hill, SC 29730	
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FAX		585-421-1028	800-234-5035	845-297-2226	513-874-3037	901-386-2904	803-324-7003	
CONTACT		Richard N. Klein	Zenon Butts	Lynn Reynolds	Justin Kailer	John Welborn	Christopher P. Ruh	
2.A	Clients in Higher Education	814 clients	98% higher education; 2% tax collections; Collection credentials in 50 States; 33 Tx institutions; Texas ADAD License	118 College/Universities in 24 states. Average length of contracts is 13 years; Tx licensed	Currently serves over 250 colleges and universities primarily in the Midwest and South regions.	All in Higher Education 100% of portfolio is education related debt.	All in Higher Education 100% of portfolio is education related debt.	
2.B	Percentage of accounts that are Student Loan Accounts	77%	79%	96.0%	96%	100%	100%	
2.C	Value of Student loans placed 2014 - 2019	2014: \$65,349,004 2015: \$217,228,675 2016: \$265,565,964 2017: \$315,291,925 2018: \$301,853,994 2019: \$289,207,994	2014: \$767,887,272 2015: \$607,970,235 2016: \$635,206,345 2017: \$581,74,785 2018: \$521,375,951 2019: \$526,201,184	2014: \$83,101,716 2015: \$118,071,362 2016: \$80,918,900 2017: \$112,178,872 2018: \$94,355,289 2019: \$90,361,504	2014: \$63,910,184 2015: \$95,807,680 2016: \$63,671,237 2017: \$130,446,968 2018: \$101,367,186 2019: \$92,844,355	2014: \$37,504,364 2015: \$38,142,038 2016: \$40,657,672 2017: \$41,576,972 2018: \$43,266,574 2019: \$57,135,211	2014: \$1,391,948,911 2015: \$1,421,963,947 2016: \$1,337,415,341 2017: \$1,477,892,185 2018: \$1,383,793,950 2019: \$1,139,389,199	
2D/ 2P	Recovery Rate	First Referrals 25% Second Referral 6%	First Referrals - 8% Second Referrals - 4%	First Referrals - 35.8% Second Referrals - 25.85% Third Referrals - % Institutional Loans 1st- 24.67% Institutional Loans 1st- 18.01%	<i>They accept old accounts which may affect the recovery rates:</i> First Referrals: Installments/Institutional Loans: 8.88%; Title IV: 22.65%; Tuition Loans and Student Receivables: 19.40%	First Referrals - 23.1% Second Referrals - 22.4% Third Referrals - 11.05%	Federal Perkins 1st: 50.22% Federal Perkins 2nd: 18.19% Institutional Loans 1st: 20.57% Institutional Loans 2nd: 7.07% Community College 1st: 20.52% Community College 2nd: 7.51% Private/Alternative Loans 1st: 12.72% Private/Alternative Loans 2nd: 3.14% Proprietary School AR 1st: 7.29% Proprietary School AR 2nd: 2.78%	
2.G	Red Flag Rules?	Yes, Attachment 7	Yes: Page 35	Yes Appendix C	Identity Theft Policy	Yes	Yes	
2.H	PCI DSS Compliance?	Yes, Attachment 8	Yes: Page 39	Yes Appendix D	Yes	Yes	Yes	
2.K	Collector to Supervisor Ratio	10:1	10:1	10:1	5:1	5:1	18:1	
2.O	How soon is debtor contacted after account is placed?	Within 24 hours	Within 48 hours	Day 1	Within 24 hours	Within 72 hours	Within 24 hours	
2.Q	Is Skip Tracing done?	Yes	Yes	Yes	Yes	Yes	Yes	

**SOUTH TEXAS COLLEGE
3. COLLECTION AGENCY SERVICES
PROJECT NO. 19-20-1051**

				Secondary	Secondary	Primary		
NAME		Continental Service Group, Inc./dba ConServe	General Revenue Corporation	Immediate Credit Recovery, Inc.	Key 2 Recovery, Inc.	S & S Recovery, Inc.	Williams & Fudge, Inc.	
ADDRESS		200 CrossKeys Office Park	4660 Duke Dr Ste 200	6 Neptune Rd Ste 110	201 N Brookwood Ave	4210 Altruria Rd Ste 131	300 Chatham Ave	
CITY/STATE/ZIP		Fairport, NY 14450	Mason, OH 45040	Poughkeepsie, NY 12601	Hamilton, OH 45013	Memphis, TN 38135	Rock Hill, SC 29730	
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FAX		585-421-1028	800-234-5035	845-297-2226	513-874-3037	901-386-2904	803-324-7003	
CONTACT		Richard N. Klein	Zenon Butts	Lynn Reynolds	Justin Kailer	John Welborn	Christopher P. Ruh	
2.R	AICPA SAS 70 Audit?	AICPA SSAE 18 audit which is the successor to SAS70	No but follows own compliance environment that is superior to SSAE16 (formerly SAS70)	SSAE 18 replaced SAS70 - SOC1 Type 1 assessment	No	Yes, SSAE 18	Statements on Standards for Attestation Engagements No. 16 (SSAE 16) - Resulting in a Service Organization Control (SOC) 1 report. Provided in RFP	
2.S	Additional Services valuable to STC:	ConServe University - Complementary Training for your Staff Complimentary One Letter service program-	Client Webinar training, regulatory updates	Client Training & Collection Consulting Services	Quick Connect - message to borrowers for tuition payment due dates, drop/add deadlines, registration, delinquency notices, and payment due date Debt Counseling - Contract with: Trinity Debt Management 800-793-9049 - financial literacy advice and counseling free of charge to students placed for collection. Free copy of a book - <i>The Do It Yourself Guide to Financial Success</i>	On-site training, regulatory update sessions, and performance reviews.	Student Loans & Receivables Conference free of charge Webinars One-day regional workshops Monthly newsletters	
2.T	Pre-Collection Services Fees	One Letter Service: Complimentary for accts that are less than 180 days past due Enhanced Letter Service: \$7.50 per account placed	Pre-Collection Services free of charge	Pre-Collection Serviced for 1st time placements free of charge	Pre-Collection Service on 1st referral accts free of charge	Pre-Collection Services for 1st time placements free of charge; Enhanced pre-collection services \$5 - \$10/ account	Early out program at no additional cost	
F	Code of Ethics for Collectors	Employee Code of Conduct, Business Ethics Award Recipient, BBB Torch Award for Ethics	ACA International Code of Ethics and Professional Responsibility	Collector's pledge and code of conduct	Fair Credit Reporting Act, FDCPA Policy, FERPA and Gramm-Leach Bliley	Full compliance with the Fair Debt Collection Practices Act, as well as all state and federal laws	ACA PPMS, annual audits, SSAE 16 Certification, Compliance Attestation Examination of the Title IV Student Financial Assistance Program	
N	Accept Credit Cards? Which?	Yes, Visa, Master Card, and Discover	Yes, Visa, Master Card, and Discover	Yes, Visa, Master Card, and Discover	Yes, all major credit cards	Yes, Visa, Master Card, and American Express	Yes, Visa, Master Card, and Discover	
O	Frequency of working an Account	Debt counselors will follow the contact strategy schedule assigned to each account until a debt resolution arrangement is reached		Communication practices adhere to FDCPA, TCPA, and other stringent state and local regulations.	Follows up daily on broken promises, late payments, missed payments and non-responsive accounts.	Every 3 Days	Every day for the first 3 days and then every 7 days thereafter	

**SOUTH TEXAS COLLEGE
3. COLLECTION AGENCY SERVICES
PROJECT NO. 19-20-1051**

		Secondary	Secondary	Secondary	Secondary	Primary	
NAME		Continental Service Group, Inc./dba ConServe	General Revenue Corporation	Immediate Credit Recovery, Inc.	Key 2 Recovery, Inc.	S & S Recovery, Inc.	Williams & Fudge, Inc.
ADDRESS		200 CrossKeys Office Park	4660 Duke Dr Ste 200	6 Neptune Rd Ste 110	201 N Brookwood Ave	4210 Altruria Rd Ste 131	300 Chatham Ave
CITY/STATE/ZIP		Fairport, NY 14450	Mason, OH 45040	Poughkeepsie, NY 12601	Hamilton, OH 45013	Memphis, TN 38135	Rock Hill, SC 29730
PHONE		800-724-7500	513-605-7512	845-298-0700	888-402-5392	800-467-1144	800-849-9791
FAX		585-421-1028	800-234-5035	845-297-2226	513-874-3037	901-386-2904	803-324-7003
CONTACT		Richard N. Klein	Zenon Butts	Lynn Reynolds	Justin Kailer	John Welborn	Christopher P. Ruh
P	Reimburse Contractor for NSF	Yes	No	No	No	No	No
Financial Rating							
1	Experience in Representing Clients in Higher Education	Federal Perkins/NDSL/NSL/HSPL/ICL Loans, Institutional Student Loans, Student Tuition Receivables, Other Student Receivables.	Approximately 1,000 campus clients (both state-supported and private), Emergency Student Loans, Installment Agreements, institutional loans and tuition receivables, miscellaneous accounts receivables and other fees and unpaid accounts, Nursing Student Loan (NSL) Program, Health Professional Student Loans (HPSL), Perkins Loans	Collected for approximately 400 colleges and universities nationwide. Perkins, institutional loans, emergency loans, tuition accounts, sundry accounts, bookstore accounts, commercial grants and contract accounts	Returned Title IV funds International Students Older Student Receivables - built reputation on collecting older accounts that other agencies have deemed uncollectible.	Full Service collection company. Provided collection services for Federal Perkins/National Direct Student Loans (NDSL) since 1985, Pell Grants, Tuition Accounts, Student Loans, Institutional Loans, A/R Loans, Nursing Loans, Health Professional Loans, Health Care Services, Non-Sufficient Funds	First collection agency to implement the Professional Practices Management System (PPMS) through ACA International. Never lost a client due to client service or recovery concerns. TECH LOCK Certified, PCI-DSS Certified
2	Form Letters?	Yes	Yes	Yes		Yes	Yes
3	Safeguards for Compliance	ACA International Teleseminars/Webinars, regulatory updates, Debt Counselor compliance audit, PPMS audits, one-on-one coaching sessions, refresher courses	Friendly and ethical treatment of debtors in compliance with federal, state, and client rules and regulations. FDCPA training and test for all collector trainees, taken annually. Random call monitoring.	ACA Certifications and intense training for all staff, compliance with federal and state statutes, FDCPA Compliance	ACA International Teleseminars/Webinars, Texas BUCS, The Community College Business Officers, and Coalition of Higher Education Assistance Organizations (COHEAO)	FDCPA Certified, borrower-friendly collection associates, all trained in Red Flag Rules, Telephone Consumer Protection Act, Fair Credit Reporting Act, FERPA, Civil Relief Act, HIPPA, Gramm-Leach - Bliley Act, and ACA.	FDCPA Certified, Oral essay and computerized test required from all new employees
4	Report bad debt accounts?		Yes	Yes		Yes	Yes
5	Report Samples?	Yes	Yes	Yes	No	Yes	No
6	Collection Letters?	Yes	Yes	Yes	No	Yes	No
TOTAL EVALUATION POINTS		76.49	79.16	84.68	87.81	90.66	81.12
RANKING		6	5	3	2	1	4

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

SOUTH TEXAS COLLEGE
3. COLLECTION AGENCY SERVICES
PROJECT NO. 19-20-1051 -- EVALUATION SUMMARY

		Secondary		Secondary		Primary							
VENDOR		Continental Service Group, Inc./dba ConServe		General Revenue Corporation		Immediate Credit Recovery, Inc.		Key 2 Recovery, Inc.		S & S Recovery, Inc.		Williams & Fudge, Inc.	
ADDRESS		200 CrossKeys Office Park		4660 Duke Dr Ste 200		6 Neptune Rd Ste 110		201 N Brookwood Ave		4210 Altruria Rd Ste 131		300 Chatham Ave	
CITY/STATE/ZIP		Fairport, NY 14450		Mason, OH 45040-8466		Poughkeepsie, NY 12601		Hamilton, OH 45013		Memphis, TN 38135		Rock Hill, SC 29730	
PHONE		800-724-7500		513-605-7512		845-298-0700		888-402-5392		800-467-1144		800-849-9791	
FAX		585-421-1028		800-234-5035		845-297-2226		513-874-3037		901-386-2904		803-324-7003	
CONTACT		Richard N. Klein		Zenon Butts		Lynn Reynolds		Justin Kailer		John Welborn		Christopher P. Ruh	
1	The purchase price for collection services (as a percentage of collected proceeds). (up to 40 points)	36	36	40	40	32.2	32.2	36.15	36.15	36	36	36.89	36.89
		36		40		32.2		36.15		36		36.89	
		36		40		32.2		36.15		36		36.89	
2	The reputation of the respondent and of the respondent's goods or services. (up to 16 points)	12.5	12.66	14	14	13	13.66	14	13	15.5	15	12.45	13.91
		11.5		14		14		12		14		15.3	
		14		14		14		13		15.5		14	
3	The quality of the respondent's goods and/or services. (up to 15 points)	8	10.33	10	8.66	14	13.33	13	13.33	13	14	10	10.83
		11		6		12		14		14		10.5	
		12		10		14		13		15		12	
4	The extent to which the vendor's goods and/or services meet STC's needs. (up to 15 points)	7	8.5	7	6.5	13	13.16	13	13.33	14	14	8	9.83
		11.5		5.5		12.5		14		13		9.5	
		7		7		14		13		15		12	
5	The respondent's past relationship with the College. (up to 3 points)	2	2	2	2	3	3	2	2	3	3	2	2
		2		2		3		2		3		2	
		2		2		3		2		3		2	
6	The impact on the ability of STC to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	1	1	0	0	0	0	0	0
		0		0		1		0		0		0	
		0		0		1		0		0		0	
7	The total long-term cost to STC to acquire the respondent's goods or services. (up to 5 points)	5	5	5	5	5	5	5	5	5	5	5	5
		5		5		5		5		5		5	
		5		5		5		5		5		5	
8	Whether the respondent or the respondent's ultimate parent company or majority owner: 1) has its principal place of business in Texas; or 2) employs at least 500 persons in Texas. (up to 5 points).	1	2	3	3	4	3.33	5	5	4	3.66	2	2.66
		2		3		2		5		4		2	
		3		3		4		5		3		4	
TOTAL EVALUATION POINTS		76.49		79.16		84.68		87.81		90.66		81.12	
RANKING		6		5		3		2		1		4	

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

SOUTH TEXAS COLLEGE
4. TRUCK DRIVER / BUS DRIVER TRAINING
PROJECT NO. 19-20-1054

VENDOR		Community Truck Driving School, LLC.	STVT-AAI Education, Inc./ dba Ancora Corporate Training
ADDRESS		1611 Chisholm Trail Ste 470	8701 Bedford Euless Rd Ste 400
CITY/STATE/ZIP		Round Rock, TX 78681	Hurst, TX 76053
PHONE		512-814-0102	910-599-3433
CONTACT		Eldon R. Featherston, Jr.	Natalie Williams
#	Description	Proposed	Proposed
Truck Driver Training Tuition and Fees per Student			
1	Percentage to be Retained by STC 18%	\$4,956.00 Tuition \$892.08 18%	\$5,000.00 Tuition \$160.00 Fees \$900.00 18%
2	Percentage to be Retained by STC 20%	\$5,040.00 Tuition \$1,008.00 20%	\$5,000.00 Tuition \$160.00 Fees \$1,000 20%
3	Percentage to be Retained by STC 22%	\$5,124.00 Tuition \$1,127.28 22%	\$5,000.00 Tuition \$160.00 Fees \$1,100 22%
Bus Driver Training Tuition and Fees per Student			
4	Percentage to be Retained by STC 18%	\$3,540.00 Tuition \$637.20 18%	\$2,800.00 Tuition \$160.00 Fees \$504.00 18%
5	Percentage to be Retained by STC 20%	\$3,600.00 Tuition \$720.00 20%	\$2,800.00 Tuition \$160.00 Fees \$560.00 20%
6	Percentage to be Retained by STC 22%	\$3,660.00 Tuition \$805.20 22%	\$2,800.00 Tuition \$160.00 Fees \$616.00 22%
TOTAL EVALUATION POINTS		90	94
RANKING		2	1

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

**SOUTH TEXAS COLLEGE
4. TRUCK DRIVER/BUS DRIVER TRAINING
PROJECT NO. 19-20-1054
EVALUATION SUMMARY**

VENDOR		Community Truck Driving School, LLC.		STVT-AAI Education, Inc./ dba Ancora Corporate Training	
ADDRESS		1611 Chisholm Trail Ste 470		8701 Bedford Eules Rd Ste 400	
CITY/STATE/ZIP		Round Rock, TX 78681		Hurst, TX 76053	
PHONE		512-814-0102		910-599-3433	
CONTACT		Eldon R. Featherston Jr		Natalie Williams	
1	The purchase price. (up to 40 points)	37.59	37.59	40	40
		37.59		40	
		37.59		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	16	16	16	16.66
		16		17	
		16		17	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	17	16	17
		18		18	
		17		17	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	13	12.66	13	13.66
		12		14	
		13		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the college to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
TOTAL EVALUATION POINTS		90		94	
RANKING		2		1	

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

*The Proposal Criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE
4. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	40	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

NO BACKUP FOR

5. Nursing and Allied Health Building A Analog to Digital Upgrade Phase I (Reject)

SOUTH TEXAS COLLEGE
6. AIR CONDITION FILTERS

NAME			Joe W. Fly Company, Inc.	
ADDRESS			4820 Memphis St	
CITY/STATE/ZIP			Dallas, TX 75207	
LOCAL ADDRESS			2810 N Expway 77 Harlingen, TX 78552	
PHONE			214-634-2200	
CONTACT			Lori Gutierrez	
#	Qty	Description	Unit Price	Extension
1	1	Purchase and Installation of Air Conditioning Filters Period: 9/1/20 - 8/31/21	\$ 145,000.00	\$ 145,000.00
TOTAL AMOUNT			\$	145,000.00

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

NAME			Siemens Industry, Inc.	
ADDRESS			1000 Deerfield Parkway	
CITY/STATE/ZIP			Buffalo Grove, IL 60089	
LOCAL ADDRESS			2805 W Expway 83 La Feria, TX 78559	
PHONE			972-550-8486	
CONTACT			Terri Marroquin	
#	Qty	Description	Unit Price	Extension
1	1	Building Automation Control Equipment, Parts, and Equipment Maintenance Period: 9/1/20 - 8/31/21	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$	85,000.00

SOUTH TEXAS COLLEGE
8. CHILLER CHEMICALS AND MAINTENANCE

NAME			Kurita America, Inc.	
ADDRESS			12270 43rd St NE	
CITY/STATE/ZIP			St. Michael, MN 55376	
PHONE			817-796-7822	
CONTACT			Jim McCure	
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Chiller Chemicals and Maintenance Period: 9/1/20 - 8/31/21	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$	85,000.00

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JULY 28, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)					
1	4	1824KH Heavy Duty Plus Trakslider Top Shelf	\$ 27.34	\$ 109.36	Mid Valley Campus Student Srvs Reno FFE - Dr. Shirley A. Reed
	16	1824TH Unslotted Heavy Duty Plus Shelf 24"x18"D	\$ 27.34	\$ 437.44	Shelves will be used by Student Services Staff
	8	7620LO Open L Upright, 18"Dx 76 1/4"H	\$ 45.56	\$ 364.48	
	32	HR18- Heavy Duty Plus Shelf Reinforcement 18"	\$ 2.75	\$ 88.00	
	40	HS-2414 Heavy Duty Plus Shelf Support 24", 14"GA	\$ 4.15	\$ 166.00	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 120.00	\$ 120.00	
Datum Filing Systems, Inc. Total				\$ 1,285.28	
Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	6	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$2,787.60	Mid Valley Campus Student Srvs Reno FFE - Dr. Shirley A. Reed Faculty/Staff Chairs for the Student Services (Manual)
2	1	Labor to receive, inspect, deliver, install and remove debris	\$210.00	\$210.00	
Exemplis Corporation Total				\$2,997.60	
The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	1	HS72ABC Bookcase 5-Shelf 12 5/8D x 341/2W x 71H	\$229.24	\$229.24	Mid Valley Campus Student Srvs Reno FFE - Dr. Shirley A. Reed
	3	H314 Vertical File 4 Drawer Letter with Lock	\$289.01	\$867.03	Bookcase and File Cabinets for the Student Services Staff (Manual)
2	1	Labor to receive, inspect, deliver, install and remove debris	\$125.00	\$125.00	
The Hon Company Total				\$1,221.27	
Krueger International, Inc. / Gateway Printing & Office Supply, Inc. (Sourcewell)					
1	1	KI62/JR39 C4-Impress Task Chair with Arms	\$454.68	\$454.68	New Furniture - Rick De La Garza
	1	Upcharge Per Unit	\$36.25	\$36.25	Furniture needed to replace old and worn furniture in the student labs
	42	DN5300 Computer Lab Student Chairs-Doni Task	\$308.88	\$12,972.96	at the Nursing and Allied Health Campus Bldg A (R0107626)
2	1	KI62/JR39 C4-Impress Task Chair with Arms	\$488.36	\$488.36	New Furniture - Rick De La Garza
	1	Upcharge Per Unit	\$36.25	\$36.25	Furniture needed to replace old and worn furniture in the student labs
	18	DN5300 New Computer Lab Student Chair-Doni Task	\$331.76	\$5,971.68	at the Nursing and Allied Health Campus Bldg A (R0107641)
3	12	Torsion Pedestal Base Armless Chair	\$374.76	\$4,497.12	Learning Commons and Open Labs - Lelia Salinas
	2	WBW2472-74P WorkZone Basic Worksurface	\$530.82	\$1,061.64	Tables and Chairs that will be used by students and staff at the
	2	WBWD2436-74P WorkZone w/ Power Basic Worksurface	\$660.96	\$1,321.92	Starr County Campus - Center for Learning Excellence (R0107656)
	13	WBWD2472-74P WorkZone w/ Power Basic Worksurface	\$992.52	\$12,902.76	
	4	WZ.T6PI.29 WorkZone Floor Infeed	\$197.64	\$790.56	
	13	WZ.T6RECP.1 WorkZone Receptacle	\$15.12	\$196.56	
	12	WZ.T6RECP.2 WorkZone Receptacle	\$15.12	\$181.44	
	3	WZ.T6RECP.3 WorkZone Receptacle	\$15.12	\$45.36	
	9	WZ.T6SC18 Table to Table Jumper	\$70.74	\$636.66	

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JULY 28, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
4	1	TT5NAP/S4/IT1 Torsion Tandem-4-Seats,1 In-Line Tbl,No Arms, Mardi Grass	\$1,342.12	\$1,342.12	Mid Valley Campus Student Srvs Reno FFE - Dr. Shirley A. Reed
	1	TT5NAP/S4/IT1 Torsion Tandem-4-Seats,1 In-Line Tbl,No Arms,Nemo	\$1,342.12	\$1,342.12	Lobby Seating Benches, Computer Tables, Desks and Chairs for
	1	TT5NAP/S4/IT1 Torsion Tandem-4-Seats,1 In-Line Tbl,No Arms, Surf's Up	\$1,342.12	\$1,342.12	visitors, students, and staff at the Mid Valley Campus
	1	WBWD2436-74P WorkZone w/Power Basic Worksurface ,74P Edge,24x36"W	\$709.92	\$709.92	- Student Services (Manual)
	3	WBWD2472-74P WorkZone w/Power Basic Worksurface ,74P Edge,24x72"W	\$1,066.04	\$3,198.12	
	2	WZ.T6PI.29 WorkZone Floor Infeed for 29" Tall Table	\$212.28	\$424.56	
	7	WZ.T6RECP.1 WorkZone Receptacle,810 6-2-2 (1.12") 1	\$16.24	\$113.68	
	2	WZ.T6SC18 WorkZone 810 6-2-2 Table to Table Jumper (17.75 mesh)	\$75.98	\$151.96	
	5	RAPWAUS Rapture Four-Leg Arm Chair,Uph Seat/Poly Back	\$235.98	\$1,179.90	
	4	KI63/NA Impress Stool, Pedestal Base, No Arms, Upholstered	\$432.00	\$1,728.00	
	4	Upcharge per Unit:	\$36.25	\$145.00	
	1	7D/D3066-74P-F 700 Series Desk, Full Modesty Panel,74P Edge,30x66"W	\$676.62	\$676.62	
	1	7D/R2448-74P-F 700 Series Desk,Return,Full Modesty Panel,74P Edge,24x48"W	\$491.94	\$491.94	
	1	S7P/1530WBBF 700 Series Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$494.10	\$494.10	
	1	S7P/1524WFF 700 Series Files Supporting Ped-File/File-24" Nominal Depth	\$428.76	\$428.76	
	1	7D/D3048-74P-F 700 Series Desk,Full Modesty Panel,74P Edge,30x48"W	\$603.18	\$603.18	
	1	S7P/1530WBBF 700 Series Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$494.10	\$494.10	
	11	DN5300 Doni Task Armless Chair,Uph Seat/Back, Solid Color	\$308.88	\$3,397.68	
	1	PINR3060C-74P Pirouette, Nesting Collaborative,Rectangular,30x60",74P Edge	\$652.32	\$652.32	
	2	ITDV1724/E End Divider Screen,17"Hx24"W	\$123.12	\$246.24	
	3	ITDV1724/M74P Middle Divider Screen,74P Edge,17"Hx24"W	\$131.22	\$393.66	
	2	ITPS1772 InTandem Privacy Screen,Rect,17"Hx72"W	\$254.34	\$508.68	
	2	WBWD2472-74P WorkZone w/Power Basic Worksurface ,74P Edge,24x72"W	\$992.52	\$1,985.04	
	1	WZ.T6PI.29 WorkZone Floor Infeed for 29" Tall Table	\$197.64	\$197.64	
	2	WZ.T6RECP.1 WorkZone Receptacle,810 6-2-2 (1.12") 1	\$15.12	\$30.24	
	2	WZ.T6RECP.4I WorkZone Receptacle,810 6-2-2 (1.12") 4I	\$15.12	\$30.24	
	1	WZ.T6SC18 WorkZone 810 6-2-2 Table to Table Jumper (17.75 mesh)	\$70.74	\$70.74	
	4	MSP Maestro Stack Chair, Polypropylene	\$96.86	\$387.44	
5	1	Labor to receive, inspect, deliver, install and remove debris	\$6,525.00	\$3,700.00	
		Krueger International, Inc. Total		\$68,060.32	
		Furniture Total		\$ 73,564.47	

**SOUTH TEXAS COLLEGE
10. PARTS AND SUPPLIES**

NAME			W.W. Grainger, Inc./ dba Grainger	
ADDRESS			7950 Research Blvd	
CITY/STATE/ZIP			Austin, TX 78758	
LOCAL ADDRESS			921 E Pecan Blvd McAllen, TX	
PHONE			800-472-4643	
CONTACT			Robert Garcia	
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Parts and Supplies Period: 9/1/20 - 8/31/21	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$	100,000.00

**NO
BACKUP
FOR**

**11. Commercial Card
Services
(Accounts Payable
Card)
(Renewal)**



12

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 7, 2020

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

Dear Ms. Broom:

On June 25, 2019, South Texas College awarded a contract to Interact Communications for Creative Agency Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 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 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, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

SOUTH TEXAS COLLEGE
13. ELEVATOR MAINTENANCE AGREEMENT

NAME			Otis Elevator Company	
ADDRESS			14444 N Cockrell Hill Rd Ste 102	
CITY/STATE/ZIP			Dallas, TX 75211	
LOCAL ADDRESS				
PHONE			415-583-9526	
CONTACT			Brett Morris	
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Agreement - Renewal Period: 9/1/20 - 8/31/21	\$ 95,000.00	\$ 95,000.00
TOTAL AMOUNT			\$	95,000.00



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14

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

July 7, 2020

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

Dear Ms. Burger Entrekin:

On July 28, 2020, the South Texas College Board of Trustees approved the renewal of the contract with your firm to continue providing Financial Advisory Services. The renewal period covers the period from September 1, 2020 through August 31, 2021.

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

Sincerely,

Becky Cavazos
Director of Purchasing

Renewal of the contract is accepted through August 31, 2021 with no charge in terms and conditions.

Authorized Signature: _____

Name Printed: _____

Date: _____



Purchasing and Distribution Services
3201 W. Pecan Blvd., McAllen, TX 78501

15a

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

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

July 7, 2020

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

Dear Ms. Myers:

On August 27, 2019, 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 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 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, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



15b

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 7, 2020

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

Dear Mr. Pulliams:

On August 27, 2019, 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 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 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, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



15c
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 7, 2020

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

Dear Ms. Greenwood:

On August 27, 2019, 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2020 through August 31, 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 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,

A handwritten signature in blue ink that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through August 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



Purchasing and Distribution Services
3201 W. Pecan Blvd., McAllen, TX 78501

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

16a

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

May 5, 2020

Affordable Attic III, LP
Attn: Alicia Almazan
2805 South 77 Sunshine Strip
Harlingen, TX 78550

Dear Ms. Almazan:

On July 24, 2018, South Texas College awarded a contract to Affordable Attic III, LP for Rental of Storage Facilities. 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 August 1, 2020 through July 31, 2021 which includes a 4-5% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 July 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



Purchasing and Distribution Services
3201 W. Pecan Blvd., McAllen, TX 78501

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

16b

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

May 5, 2020

Affordable Attic V, LP
Attn: Ana Martinez
2805 South 77 Sunshine Strip
Harlingen, TX 78550

Dear Ms. Martinez:

On July 24, 2018, South Texas College awarded a contract to Affordable Attic V, LP for Rental of Storage Facilities. 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 August 1, 2020 through July 31, 2021 which includes 4-5% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 July 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



16c

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

May 5, 2020

Affordable Attic IX, LP
Attn: Nataly Muniz
2805 South 77 Sunshine Strip
Harlingen, TX 78550

Dear Ms. Muniz:

On July 24, 2018, South Texas College awarded a contract to Affordable Attic IX, LP for Rental of Storage Facilities. 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 August 1, 2020 through July 31, 2021 which includes a 4-5% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 July 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



16d

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

June 6, 2020

Move It Management, LLC
Attn: Timothy Springer
12655 North Central Expressway, Suite 925
Dallas, TX 75243

Dear Mr. Springer:

On July 24, 2018, South Texas College awarded a contract to Move It Management, LLC for Rental of Storage Facilities. 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 first renewal period will be from August 1, 2020 through July 31, 2021 which includes a 8% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 July 31, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

**SOUTH TEXAS COLLEGE
17. DISTRICT WIDE TECHNOLOGY REQUEST
APRIL 1, 2020 THROUGH JULY 6, 2020**

#	Month Requested	Qty	Description	Unit Price	Extension	Requesting Department
STUDENT COMPUTERS						
1	April	20	Precision 5540, i7-9850H, Intel Core Processor, 500GB Hard Drive, 8GB Memory, Warranty (R0107758)	\$ 2,081.74	\$ 41,634.80	Learning Commons and Open Labs - Lelia Salinas New systems for student lab
STUDENT COMPUTER TOTAL					\$ 41,634.80	
STUDENT PRINTERS						
2	April	3	HP LaserJet Printer Enterprise M609dn, LaserJet 2100 Sheet Paper Tray (6), 1 GB Memory 90-pin DDR3 DIMM, HP 3 Year Warranty 4hr 9x5 HW Support (R0107687)	\$ 1,960.00	\$ 5,880.00	Learning Commons and Open Labs - Lelia Salinas Replacement of out of warranty systems for student lab
3	April	6	HP Input Tray Feeder - Media Tray Feeder - 2100 Sheets In (R0107687)	\$ 779.00	\$ 4,674.00	Learning Commons and Open Labs - Lelia Salinas Replacement of out of warranty systems for student lab
STUDENT PRINTER TOTAL					\$ 10,554.00	
STUDENT COMPUTER/PRINTER TOTAL					\$ 52,188.80	
STUDENT GRANT LAPTOPS						
4	July	40	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty, Briefcase	\$ 849.53	\$ 33,981.20	Carl Perkins Basic Grant - Samantha Uriegas Laptops will be issued to students majoring in
5	July	20	Laptop Latitude 7540 CTO Base, Intel Core i7-9750H, 256GB Hard Drive, Battery, 8GB Memory, NVIDA N19E Graphic Card, Warranty, Briefcase	\$ 1,619.32	\$ 32,386.40	Rio South TX ECDF Grant - Carlos Margo Online Career and Technical Education Programs
STUDENT GRANT LAPTOP TOTAL					\$ 66,367.60	
STAFF COMPUTERS						
6	April	5	Precision 3630 Tower CTO Base, Intel Core i7-9700, 512 GB Hard Drive, 16GB Memory, Warranty (R0107526)	\$ 1,774.27	\$ 8,871.35	Office Administration Program - Iris Jasso Replacement of obsolete systems for dept staff
7	April	1	Computer 3070 MT BTX, i5-9500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22" (2) Monitors, Warranty (R0107818)	\$ 825.00	\$ 825.00	Resource Development Mgmt and Compliance - Virginia Champion New system for dept staff
8	April	1	Precision 3630 Tower CTO Base, Intel Core i7-9700, 512 GB Hard Drive, 16GB Memory, (2) Wireless Mouse, Warranty (R0107657)	\$ 1,697.79	\$ 1,697.79	Educ Tech Maintenance & Replacement - Maria Evans Replacement of out-of-warranty system for dept staff
9	May	1	Computer 3070 MT BTX, i5-9500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22" Monitor, Warranty (R018119)	\$ 705.00	\$ 705.00	Criminal Justice Program - James Blair Replacement of out-of-warranty system for dept staff
STAFF COMPUTER TOTAL					\$ 12,099.14	
STAFF LAPTOPS						
10	April	3	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0107843)	\$ 813.10	\$ 2,439.30	Psychological Science Program- Carlo Gonzalez Replacement of out-of-warranty systems for dept staff

SOUTH TEXAS COLLEGE
17. DISTRICT WIDE TECHNOLOGY REQUEST
APRIL 1, 2020 THROUGH JULY 6, 2020

#	Month Requested	Qty	Description	Unit Price	Extension	Requesting Department
11	April	1	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 1,175.51	Finance and Administrative Services - Mary Elizondo
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0107508)			New system for dept staff to work in the office or remotely
12	April	3	Latitude 7200 2-in 1 XCTO, i7-8665U Processor, 512 GB Hard Drive, 16GM	\$ 2,309.54	\$ 6,928.62	Educ Tech Maintenance & Replacement - Maria Evans
			Memory, Keyboard and Mouse, Pen, Adapter, Accessories, Warranty (R0107657)			Replacement of out-of-warranty systems for dept staff
13	April	1	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 1,175.51	Office of Institutional Equity - Lisa Guerra
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0108053)			New system for new dept staff
14	April	4	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 4,702.04	Business Office - Myriam Lopez
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0108071)			New systems for dept staff to work in the office or remotely
15	April	1	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 1,175.51	Facilities Planning and Construction - Rick De La Garza
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0108271)			New system for dept staff to work in the office or remotely
16	April	2	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 1,656.48	Facilities Planning and Construction - Rick De La Garza
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108272)			New systems for dept staff to work in the office or remotely
17	April	2	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 2,351.02	Purchasing Department - Becky Cavazos
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0108153)			New systems for dept staff to work in the office or remotely
18	May	2	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 1,656.48	Accreditation Office - Fernando Chapa
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108192)			New systems for dept staff to work in the office or remotely
19	June	4	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 3,312.96	Student Affairs - Pablo Hernandez
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108323)			New systems for dept staff to work in the office or remotely
20	June	10	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 813.07	\$ 8,130.70	Advising Office - Nancy Garcia
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108401)			New systems for dept staff to work in the office or remotely
21	June	1	Latitude 7200 2-in 1 XCTO, i7-8665U Processor, 512 GB Hard Drive, 16GB	\$ 1,831.49	\$ 1,831.49	Distance Education Instructional Technology - Rachel Sale
			Memory, Keyboard and Mouse, Pen, Adapter, Accessories, Warranty (R0108700)			New system for dept staff to work in the office or remotely
22	June	6	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 4,969.44	Career and Employer Services - Celinda Salinas
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108710)			New systems for dept staff to work in the office or remotely
			STAFF LAPTOP TOTAL		\$ 41,505.06	

SOUTH TEXAS COLLEGE
 17. DISTRICT WIDE TECHNOLOGY REQUEST
 APRIL 1, 2020 THROUGH JULY 6, 2020

#	Month Requested	Qty	Description	Unit Price	Extension	Requesting Department
STAFF TABLETS						
23	June	1	13-inch MacBook Air: 1.1GHz quad-core	\$ 1,448.00	\$ 1,448.00	Distance Education Instructional Technology - Rachel Sale
			4-Year AppleCare+ for Schools - MacBook Air (R0108283)			New system for dept staff
			STAFF TABLET TOTAL		\$ 1,448.00	
STAFF MONITORS						
24	April	10	Dell 24" Ultra Sharp Monitor - U2419H	\$ 189.09	\$ 1,890.90	Learning Commons and Open Labs - Lelia Salinas
			3 Years Advanced Exchange Service (R0107526)			New monitors for dept staff
			STAFF MONITOR TOTAL		\$ 1,890.90	
			STAFF COMPUTER/LAPTOP/TABLET/MONITOR TOTAL		\$ 56,943.10	
FACULTY LAPTOPS						
25	April	1	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$ 1,175.51	\$ 1,175.51	Physics Program - Ravindra Nandigam
			Battery, 8GB Memory, Active Pen, Power Companion, Warranty (R0108057)			New system for dept faculty to work in the office or remotely
26	April	3	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 2,484.72	Criminal Justice Program - James Blair
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108120)			New systems for dept faculty to work in the office or remotely
27	April	6	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 4,969.44	English Program - Richard Coronado
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108122)			New systems for dept faculty to work in the office or remotely
28	May	6	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$ 828.24	\$ 4,969.44	Criminal Justice Program - James Blair
			Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty (R0108256)			New systems for dept faculty to work in the office or remotely
29	June	2	Gaming Laptop G7 17-7790, 9th Generation IntelCore i7-9750H	\$ 1,649.99	\$ 3,299.98	Architectural and Engineering Design Tech Program - Laura Salas
			256GB Hard Drive, 16GB Memory, NVIDIA GeForce, Warranty (R0108933)			Replacement of slow working computers for dept faculty
			FACULTY LAPTOP TOTAL		\$ 16,899.09	
FACULTY TABLETS						
30	June	1	13 inch MacBook Pro- Space Gray	\$ 1,828.00	\$ 1,828.00	Drama Program - Joel Rodriguez
			AppleCare+ for 13 inch MacBook Pro (R0108350)			New system for dept faculty to work in the office or remotely
			FACULTY TABLET TOTAL		\$ 1,828.00	
			FACULTY LAPTOP/TABLET TOTAL		\$ 18,727.09	
APRIL-JUNE : STUDENT, STAFF, AND FACULTY COMPUTER/LAPTOP/TABLET/MONITOR/PRINTER TOTAL					\$ 194,226.59	

SOUTH TEXAS COLLEGE
18. COURSE MANAGEMENT AND HOSTING SERVICES

NAME			Blackboard, Inc.				
ADDRESS			650 Massachusetts Ave NW				
CITY/STATE/ZIP			Washington, DC 20001				
PHONE			405-812-6703				
CONTACT			Chris Burton				
#	Qty	Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	1	Learn Essentials Saas Advantage	\$ 452,636.00	\$ 457,162.00	\$ 461,734.00	\$ 466,351.00	\$ 471,015.00
2	1	Blackboard Collaborate	\$ 29,779.00	\$ 30,077.00	\$ 30,377.00	\$ 30,681.00	\$ 30,988.00
3	1	Blackboard Ally	\$ 45,450.00	\$ 45,905.00	\$ 46,364.00	\$ 46,827.00	\$ 47,295.00
4	1	Analytics for Learn (A4L)	\$ 28,968.00	\$ 29,257.00	\$ 29,550.00	\$ 29,845.00	\$ 30,144.00
5	1	Analytics Hosting	\$ 11,911.00	\$ 12,031.00	\$ 12,151.00	\$ 12,272.00	\$ 12,395.00
6	1	Pyramid A4L-ANNL	\$ 11,911.00	\$ 12,031.00	\$ 12,151.00	\$ 12,272.00	\$ 12,395.00
7	1	Blackboard Outcomes Assessments	\$ 17,867.00	\$ 18,046.00	\$ 18,226.00	\$ 18,409.00	\$ 18,593.00
8	1	Blackboard EesySoft	\$ 46,111.00	\$ 46,572.00	\$ 47,038.00	\$ 47,508.00	\$ 47,983.00
9	1	Blackboard Smartview Seats	\$ 2,273.00	\$ 2,295.00	\$ 2,318.00	\$ 2,341.00	\$ 2,365.00
10	1	Blackboard Helpdesk	\$ 15,034.00	\$ 15,184.00	\$ 15,336.00	\$ 15,489.00	\$ 15,644.00
11	1	Innovation Fund Learn Services	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
12	1	19/20 23TB Learn Storage (Overage)	\$ 91,080.00	\$ -	\$ -	\$ -	\$ -
13	1	9TB for Learn Storage	\$ 72,000.00	\$ 72,720.00	\$ 73,447.00	\$ 74,182.00	\$ 74,923.00
14	1	1 TB Collaborate Storage	\$ 2,500.00	\$ 2,525.00	\$ 2,550.00	\$ 2,576.00	\$ 2,602.00
15	1	Training and Development Manager	\$ 24,131.00	\$ 13,262.00	\$ 13,262.00	\$ 13,262.00	\$ 13,395.00
TOTAL ANNUAL AMOUNT			\$ 881,651.00	\$ 787,067.00	\$ 794,504.00	\$ 802,015.00	\$ 809,737.00
TOTAL 5 YR CONTRACT AMOUNT			\$4,074,974.00				

SOUTH TEXAS COLLEGE
19. SUPPORT SERVICES TECHNOLOGY

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	50	Dell Latitude 5410 - Laptop	\$ 813.00	\$ 40,650.00
2	50	Dell Thunderbolt Dock - WD19TB	\$ 206.00	\$ 10,300.00
3	50	Dell Optical Mouse - MS116	\$ 12.00	\$ 600.00
4	50	Dell KB216 Wired Keyboard	\$ 10.00	\$ 500.00
TOTAL AMOUNT			\$ 52,050.00	

SOUTH TEXAS COLLEGE
20. PROFESSIONAL DEVELOPMENT SERVICES

NAME			Region One Education Service Center	
ADDRESS			1900 W Schunior	
CITY/STATE/ZIP			Edinburg, TX 78541	
PHONE			956-984-6052	
CONTACT			Cornelio Gonzalez	
#	Qty	Description	Unit Price	Extension
1	1	Professional Development Services - Renewal (Software and Database Storage) Period: 9/1/20 - 8/31/21	\$ 17,500.00	\$ 17,500.00
TOTAL AMOUNT			\$ 17,500.00	

Review and Recommend Action on Disposal/Return of Automotive Technology Program Donated Vehicles

Approval on disposal/return of automotive technology program donated vehicles to General Motors will be requested at the July 28, 2020 Board meeting.

Purpose – The Automotive Program in the Division of Technology and Fixed Asset/Inventory Department are requesting approval for the disposal/return of seven (7) Ford Motors donated instructional vehicles as per Policy #5135: Disposal of Surplus Property.

Justification – After many years of use, the vehicles are no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The Ford Motors vehicle donation program requires that all donated vehicles that are no longer beneficial for student instruction be returned to Ford Motors at the time of disposal. When Ford Motors donates these vehicles to the College, it is with the understanding that the vehicles are strictly for student instruction and not to be driven on the road. In order for Ford Motors to assure that these vehicles will never be driven on the road, they require all instructional institutions to return the vehicles to Ford Motors. Ford Motors will be contacted and they will pick up the vehicles.

Enclosed Documents - A listing of the vehicles to be disposed/returned follows in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be present at the July 14, 2020 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 July 28, 2020 Board meeting, the disposal/return of automotive technology program donated vehicles to Ford Motors and for these assets to be removed from the College's fixed assets ledger as presented.

**SOUTH TEXAS COLLEGE
DISPOSAL OF AUTOMOTIVE TECHNOLOGY PROGRAM DONATED FORD VEHICLES
JULY 28, 2020**

#	Year	Make	Model	VIN	Silver Tag	Ptag	Original Value	Net Value	Origination Tag Date Net Value
1	2001	Ford	Windstar SE	2FMZA52411BA93169	000009786	000011097	\$ 15,705.00	\$ -	4/11/2005
2	2001	Ford	Windstar SE	2FMZA52491BB65137	32471	000011099	\$ 15,705.00	\$ -	4/11/2005
3	2003	Ford	Focus	1FAFP34P33W288117	0000009830	000011101	\$ 14,030.00	\$ -	4/11/2005
4	2004	Ford	Mustang	1FAFP404X4F132255	0000012243	000012505	\$ 18,345.00	\$ -	8/31/2005
5	2005	Ford	Mustang	1ZVFT84N155243863	15029	N00012879	\$ 27,395.00	\$ -	8/03/2006
6	2006	Ford	Marine	4M2YU56ZX6DJ08115	24063	N00012878	\$ 22,505.00	\$ -	8/03/2006
7	2009	Ford	Lincoln MKZ	3LNHM26T89R615540	18164	N00017790	\$ 37,015.00	\$ -	1/28/2010

Review and Action as Necessary to Revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct

Approval to revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct will be requested at the July 28, 2020 Board meeting.

Purpose - The proposed revisions to the policy are necessary to replace the current policy in order to comply with the new Title IX regulations issued by the Department of Education and with updates to Chapter 51 of the Texas Education Code.

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

- To comply with Title IX regulations (effective August 14, 2020).
- To comply with the requirements of Chapter 51 of the Texas Education Code (“House Bill 1735” or Subchapter E-3, effective August 1, 2020).
- To assign responsibility as a campus-wide grievance officer for complaints concerning discrimination, harassment or retaliation to the Office of Institutional Equity.
- To update the position designated as the Title IX Coordinator from the Vice President for Finance and Administration to the Institutional Equity Officer and provide contact information for reporting as required by law.
- To notify the campus community about how to report discrimination, harassment or retaliation and how the College will respond to such reports as required by law.
- To remove unnecessary and duplicative language in order to streamline the policy.
- To incorporate language from other policies to consolidate language concerning discrimination, harassment or retaliation into fewer policies (e.g., Policy 4205 and 4206).
- To change the title from “Harassment, Discrimination, and Sexual Misconduct” to “Freedom from Discrimination, Harassment, and Retaliation – Including Sexual Misconduct.”

Background – South Texas College adopted Policy #4216: Harassment, Discrimination, and Sexual Misconduct on December 10, 2019. On August 1, 2020, portions of Subchapter E-3 of Chapter 51 of the Texas Education Code Texas (or “House Bill 1735”) takes effect and requires that institutions of higher education incorporate required language into their policies that address sexual harassment. Additionally, on August 14, 2020, the new Title IX regulations issued by the Department of Education on May 19, 2020 take effect and require an entirely new procedure for the resolution of grievances implicating sexual harassment governed by Title IX. The new Title IX regulations seek to eliminate conflict and bias within

grievance procedures and require strict divisions between those involved with the grievance resolution process. Parties involved with sexual harassment complaints – both victims and accused parties – are afforded additional rights to notice, procedure, and a live hearing for matters that cannot be resolved informally.

Reviewers – The revised policy has been drafted by the Office of Institutional Equity, reviewed by the Interim Director of Human Resources, the Vice President for Finance and Administration, and the President's Cabinet.

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

The additions to the policies are highlighted in yellow, and deletions are marked with a red strikethrough.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 28, 2020 Board meeting, to revise Policy #4216: Harassment, Discrimination, and Sexual Misconduct, and to change the title to Freedom from Discrimination, Harassment, and Retaliation – Including Sexual Misconduct as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title ~~Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct~~
Retaliation- Including Sexual Misconduct 4216

Legal Authority Approval of the Board of Trustees Page 1 of 31

Date Approved by Board As Amended by Board Minute Order Dated ~~December 10, 2019~~ *July 28, 2020*

I. Purpose

South Texas College ~~is committed to providing an environment that~~ respects the *equal* dignity and worth of every member of its community. *The College is dedicated to fostering an* ~~Members of the campus community are entitled to an educational, learning, and working environment free from~~ *discrimination*, ~~of harassment, discrimination, sexual misconduct, and retaliation~~ *and has developed this policy, accompanying grievance and disciplinary procedures, in order to ensure a prompt, fair, and equitable resolution for all parties involved.* ~~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, H.B. 699 84th Texas Legislature, H.B. 968 85th Texas Legislature, and S.B. 212 86th Texas Legislature.~~ *This policy applies to all types of discrimination covered in the College's Non-Discrimination Notice.*

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

II. *Policy on Non-Discrimination*

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 or tolerate any discrimination against any employee, applicant for employment, student, or applicant for admission* on the basis of race, color, national origin, *ethnicity*, religion, age, sex, sexual orientation, gender, gender identity, *gender expression, pregnancy, parental status*, disability~~ities~~, genetic information, or veteran status, *or any other protected category under* . ~~Discrimination is prohibited and the College will comply with all applicable local, state, and federal law. College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.~~

~~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,~~

~~Strikethrough denotes deletion~~

Italics denote addition

Italics denoted moved

MANUAL OF POLICY

Title **Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct Retaliation- Including Sexual Misconduct** 4216

Legal Authority Approval of the Board of Trustees Page 2 of 31

Date Approved by Board As Amended by Board Minute Order Dated ~~December 10, 2019~~ July 28, 2020

~~veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.~~

Any member of the College community whose acts deny, deprive, or limit any other member's access to employment or education programs or activities violates this policy. A violation of this policy by any person is subject to disciplinary action up to and including expulsion from the College or termination from employment.

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.~~

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Italics denote addition

Italics denoted moved

MANUAL OF POLICY

Title ***Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct Retaliation- Including Sexual Misconduct*** 4216

Legal Authority Approval of the Board of Trustees Page 3 of 31

Date Approved by Board As Amended by Board Minute Order Dated **December 10, 2019 July 28, 2020**

~~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.~~

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 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~~

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Italics denoted moved

MANUAL OF POLICY

Title **Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct Retaliation- Including Sexual Misconduct** 4216

Legal Authority Approval of the Board of Trustees Page 4 of 31

Date Approved by Board As Amended by Board Minute Order Dated **December 10, 2019 July 28, 2020**

~~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;~~
- ~~• 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~~

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Italics denote addition

Italics denoted moved

MANUAL OF POLICY

Title ***Freedom from Harassment, Discrimination, Harassment, and Sexual Misconduct Retaliation- Including Sexual Misconduct*** 4216

Legal Authority Approval of the Board of Trustees Page 5 of 31

Date Approved by Board As Amended by Board Minute Order Dated **December 10, 2019 July 28, 2020**

~~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.~~

~~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~~

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~~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.~~
- ~~• 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.~~

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~~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 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.~~

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~~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.~~

~~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~~

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- ~~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.~~
- ~~• 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.~~

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~~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. III. Policy of Discriminatory Harassment

Harassment can take many forms and can affect both educational and employment opportunities. Harassment is unwelcome, physical, verbal, or nonverbal conduct, and may include off-campus or online conduct. Some examples of harassment are: name-calling, graphic images, written statements, and other unwelcome conduct that may be humiliating, physically threatening or harmful. When such conduct substantially interferes with an individual's educational or employment access, benefits, or opportunities, it is a violation of

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this policy subject to disciplinary action or termination, unless it is determined to be constitutionally protected expression. The College reserves the right to address any offensive conduct with supportive measures, respectful conversation, education, remedial actions, or other informal resolutions, whenever appropriate and especially if a substantial in-program disruption has occurred.

IX. *IV. Policy on Disability Discrimination*

South Texas College is committed to full compliance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as well as other federal state laws and regulations concerning the rights of individuals with disabilities. This policy applies to individuals who have: 1) a known physical or mental impairment that substantially limits one or more major life activities, 2) a record of having such an impairment, or 3) been regarded as having such an impairment.

In order to ensure access to educational and employment opportunities, the College will make reasonable accommodations or modifications on a case-by-case basis to qualified students and employees upon request. Requests can be made as follows:

- *Students may call (956) 872-2173 to request a telephone or virtual appointment. To learn more about services provided by the College, students can visit South Texas College Student Disability Services at: <https://studentservices.southtexascollege.edu/counseling/disability.html>*
- *Employees should contact Human Resources by email at HR_Administrators@southtexascollege.edu or call (956) 872-_____.*
- *Vendors, contractors, or other guests of the College, should contact the Office of Institutional Equity by email at oie@southtexascollege.edu or call (956) 872-2379.*

Any person who interferes with the College's provision of disability services or accommodations to a qualified individual is in violation of this policy. To file a complaint concerning the disability services or accommodations provided by the College, you may file a complaint online as described further below or you may contact the Office of Institutional Equity by email at oie@southtexascollege.edu or call (956) 872-2379.

X. *V. Policy on Sexual Harassment*

South Texas College is committed to eradicating all forms of sex-based discrimination. In addition to sex-based discriminatory harassment subject to Section III above, sex-based discriminatory harassment may also include acts of sexual misconduct. Sexual misconduct can

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occur in any sex or gender configuration without regard to gender identity, gender expression or sexual orientation and this policy shall be applied without regard to such. This policy is made in accordance with federal and state laws and regulations (such as Title IX) to address the rights and responsibilities of the College and of all respective parties involved in incidents of sexual misconduct.

The following acts are covered by this policy and any person violating this policy is subject to disciplinary action up to and including expulsion from the College or termination from employment.

1. Sexual Harassment defined by Federal Law (Title IX) means:

- a) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- c) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act or VAWA).

2. Sexual Harassment defined by Texas State Law means unwelcome, sex-based verbal or physical conduct that:

- a) In the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
- b) In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
- c) Dating violence, sexual assault, or stalking (as defined by the Clery Act).

3. Sexual Assault

Sexual Assault means an offense that meets the definition of rape, fondling, incest or statutory rape as defined by the Clery Act.

4. Sexual Violence and Consent, Coercion, & Incapacitation

Sexual violence is a form of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

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Consent

Consent is knowing, voluntary, and clear permission, by word or action, to engage in mutually agreed upon sexual activity. It is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated and the activity should cease immediately or within a reasonable time. Resistance is a clear demonstration of non-consent as is knowing that the other person is incapacitated and unable to provide consent.

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. In Texas, the age of consent is 17. Sexual activity with someone without clear consent constitutes a violation of this policy.

Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes clear they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive and is a violation of this policy.

Incapacitation

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent. Incapacitation may be due to a person's use of drugs or alcohol; due to an intellectual, mental or physical disability; or due to their state of sleep or unconsciousness. A person who engages in sexual activity with someone whom the individual knows, or reasonably should know, is incapable of giving consent violates this policy. Intoxication of the individual alleged to have violated this policy is not a defense.

5. *Sexual Exploitation*

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Some examples of sexual exploitation include, but are not limited to:

- a) *Taking pictures, video or audio recordings of nudity, sexual activity, or in any other private activity.*
- b) *Disseminating pictures of a sexual nature without the photographed person's*

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- consent.
- c) *Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose their genitals or breasts.*
 - d) *Engaging in consensual sexual activity without informing the other person of a known sexually transmitted disease or infection.*
 - e) *Sexually-based intimidation, hazing and/or bullying.*

6. Policy on Consensual Relationships

The College prohibits employees in a supervisory and faculty 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. 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.

Employees in supervisory roles are 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.

7. Victim's Rights Statement

Victims, and all parties, have a right to a prompt and equitable resolution of reports of violations of this policy. South Texas College encourages victims of sexual harassment, sexual assault, dating violence, or stalking, to go to a hospital for treatment and preservation of evidence as soon as practicable after the incident.

XI. VI. Retaliation

It is prohibited for any person to take any adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be

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reported immediately.

XII. VII. 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.

XIII. VIII. Reporting

All members of the South Texas College community, including students, employees, applicants, vendors, guests and visitors are encouraged to report incidents of prohibited conduct, online, in person, by mail, by telephone, by electronic mail, or by any other means that results in receipt of the person's verbal or written report. Such a report may be made at any time and may be made anonymously. There is no time limit to file reports but the actions the College can take to resolve complaints may be limited if significant time has passed.

The following person has been designated to handle inquiries regarding these non-discrimination policies and/or laws:

*Lisa Y. Guerra, Esq.
Institutional Equity Officer, Title IX Coordinator
3201 W. Pecan Ave.
McAllen, TX 787501
(956) 872-2379
loe@southtexascollege.edu*

Online reports can be made at: <https://www.southtexascollege.edu/report/index.html>

[INSERT More on who Title IX Coordinators/Deputies are here.]

A. Mandatory Reporting of Sexual Harassment

All employees of South Texas College, unless subject to an exception described below, are hereby mandatory reporters for all actual or suspected instances of sexual harassment, and must promptly share with a Title IX Coordinator or their designee all known details of a report made to them in the course of their employment. The employee is required to report an incident regardless of the when or where the incident occurred.

When a mandatory reporter receives reports from a complainant, they must:

- 1. Advise the individual of the employee's obligation to report any information the individual reveals to the Title IX coordinator;*

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2. Explain to the individual of their option 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. Offer the individual the option to instead share this information with counselor, ombuds, clergy, victim's advocacy groups, medical providers, attorneys, or other resources who may provide higher levels of confidentiality.

NOTE: Pursuant to Texas state law, an offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown that the actor intended to conceal the incident that the actor was required to report. The College shall terminate the employment of an employee who has violated this section.

B. Exceptions to Mandatory Reporting

Counselors, ombuds, medical providers, or advisors (as described below in section IX. C.) are considered "confidential employees" as persons with whom students may speak confidentially concerning any matter, including sexual harassment, sexual assault, dating violence, or stalking.

This limitation, however, does not affect the employee's duty to report an incident under any other law – such as the Clery Act or relevant Texas state laws concerning health and safety. When making reports of incidents of sexual harassment, sexual assault, dating violence or stalking, the confidential employee shall state only the type of incident reported and may not include any information that would violate a student's expectation of privacy.

C. Actual Knowledge by College Required for Title IX Cases

Actual knowledge to the College means a report made to an "Official with Authority" to institute corrective measures on behalf of the College. The Title IX Coordinator is an official with such authority. Other Officials with Authority to institute corrective measures include: President, Vice-Presidents, Institutional Equity Officer, Human Resources Director, Dean of Students, and Director of Counseling.

D. Confidentiality

In addition to expectation of confidentiality as explained in section B above, pursuant to Texas state law, the identity of an alleged victim, a reporting party, or an alleged respondent, to an incident of sexual harassment, sexual assault, dating violence or stalking, is confidential and is not subject to disclosure unless waived in writing by the person. The identity may be disclosed only as permitted by the Family Educational Rights

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and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 C.F.R. part 99; or as required by law; or to carry out the purposes of 34 C.F.R. Part 106, including: persons tasked by the College to conduct the investigation, grievance proceeding arising under this policy; law enforcement officers who must conduct a criminal investigation of the report; or a health care provider in an emergency situation, as determined by the College.

E. Reporting to Law Enforcement

Nothing in this policy is intended to limit the right of any person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy. Complaints may also be filed with other local law enforcement authorities or with South Texas College's Department of Public Safety at (956) 872-4444 at or call 911 (for emergency services). Victims of a crime may choose to report the crime to law enforcement, and may request that the College assist with such reporting, but they are not required to do so.

Employees and students with existing protective or restraining orders are encouraged to provide a copy to the Department of Public Safety.

F. State and Federal Reporting

Complaints may also be filed with the following federal and state agencies. Nothing in this policy shall be construed as extending the time period provided by law for an employee to file any charge or complaint of discrimination with outside agencies.

For Students:

Office of Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
214-661-9600/TDD#: 1-800-521-2172
OCR.Dallas@ed.gov

Office for Civil Rights, National Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 241-3481
Fax: (202) 453-6012
OCR@ed.gov

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Or online at: <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>

For Employees:

U.S. Equal Employment Opportunity Commission
San Antonio EEOC Field Office
Legacy Oaks, Building A
5410 Fredericksburg Road, Ste. 200
San Antonio, TX 78229
Phone: (800) 669-4000

Online information available at: <https://www.eeoc.gov/how-file-charge-employment-discrimination>

Texas Workforce Commission
Civil Rights Division
101 E. 15th Street, Room 144-T
Austin, TX 78778-0001
(512) 463-2642

Online information available at: <https://www.twc.texas.gov/jobseekers/how-submit-employment-discrimination-complaint>

XIV. 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.~~

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~~

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~~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.~~

XV. 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>.~~

XVI. 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.~~

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~~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.~~

~~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	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	Laura Requena Interim Director of Human Resources	lrequena@southtexascollege.edu	(956) 872-3646
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 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~~

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~~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.~~

D. Confidential Employee

~~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 person to file a criminal complaint with the law enforcement authorities in conjunction with a complaint under this policy.~~

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~~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~~

~~XVII. 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.~~

~~XVIII. Failure to Report or Filing of False Complaints~~

~~Any person who knowingly and intentionally files a false complaint under this policy is subject~~

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~~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.~~

~~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.~~

XIX. 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.~~

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~~XX. 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.~~

~~XXI. 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.~~

~~XXII. 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 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.~~

~~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.~~

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XXIII. 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.~~

~~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~~

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~~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.~~

XXIV. IX. Grievance Resolution Process

A. Initial Assessment

Complaints will be received by the Office of Institutional Equity and categorized appropriately based on the alleged violations. Complaints will fall into the following categories:

- Sexual Misconduct or sex-based discrimination*
- Discriminatory Harassment (other than sex-based discrimination)*
- Student Conduct*
- Academic Freedom or constitutionally protected expression*
- Other non-discriminatory complaints (such as personal injury, workers' compensation or other incidents not based on discrimination or infringement of rights)*

Cases involving student conduct or those involving academic freedom or constitutionally protected expression are governed by the Student Code of Conduct and will be forwarded to the Office of Student Rights and Responsibilities. Procedures for such cases can be found at: [LINK] Cases involving employees that do not involve discrimination, harassment or retaliation will be forwarded to the Office of Human Resources and are subject to Policy #4904.

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All other cases, will be will be coordinated by the Institutional Equity Officer and will be resolved by Informal Resolution, Mediation, Informal Hearing, or, if requested by all parties in writing, a Live Hearing. Cases involving sexual misconduct in violation of section V above that are governed by Title IX will be coordinated by the Title IX Coordinator or a Deputy Title IX Coordinator and resolved by Informal Resolution or a Live Hearing. Title IX cases will be handled by staff who have received training in compliance with Title IX regulations.

B. Optional Risk Assessment & Emergency Removal

Upon receiving a report of an incident that may violate this policy, the Title IX Coordinator, the Office of Institutional Equity, or other Official with Authority, may refer a party for an individualized risk assessment by the College's Behavioral Intervention Team. If warranted, an Official with Authority may remove an individual who poses an immediate threat to the physical health or safety of others, either partially or entirely.

In such cases, the removed individual will be provided notice of the action. The notice will include the individual's right to request a meeting with a Title IX Coordinator or the Institutional Equity Officer to show cause why the action should not be taken or should be modified.

Violation of an emergency removal under this section is separate violation of this policy and will be grounds for disciplinary action up to and including expulsion from the College or termination from employment.

C. Supportive Measures

The College will offer supportive measures to protect victims of any form of sexual misconduct during the pendency of the grievance resolution process, including, but not limited to: protection from retaliation, emergency removal, interim no-contact orders, academic support (such as dropping courses without academic penalty), alternative work arrangements, campus safety escorts, referrals to counseling, community-based service providers, or any other action deemed appropriate. To the greatest extent practicable, referrals to counseling will be offered by a counselor who does not provide counseling to any other person involved in the incident.

D. Provision of Advisors

All parties have the right to an advisor of their choice in Title IX matters. Advisors may be allowed for other cases as well subject to these policies. Advisors may be attorneys, faculty member, staff member, family member, friend or any other support person. Parties who desire more than one

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Advisor must request so in advance and if more than one Advisor is allowed for one party, the other party will be allowed the same number of Advisors. No more than two Advisors per party will be allowed unless justification in writing is provided to the College. Parties may choose not to use an advisor in any stage of the grievance resolution process except that parties must have an advisor who must conduct cross-examination of other witnesses if a Live Hearing is conducted in a Title IX case. If no advisor is selected by a party before a Live Hearing, the Title IX Coordinator will appoint an advisor who will conduct the cross-examination.

Advisors must be willing and available to serve as an advisor. Advisors will be provided a Grievance Resolution Procedures packet (also available here: [LINK](#)) upon notice by the party to the Title IX Coordinator or Institutional Equity Officer of the parties' selection of advisor. Advisors who are otherwise mandatory reporters (as described in section VIII. A.) above will be temporarily exempt from mandatory reporting solely for the matter in which they serve as an advisor.

E. Formal, Signed Complaint Required for Title IX cases by Complainant or Title IX Coordinator

In cases of discrimination involving sex-based discrimination subject to the provisions of Title IX, a formal complaint signed by the Complainant is required for an Informal Resolution or to begin an investigation leading to a Live Hearing. A Complainant may withdraw a complaint at any time.

In Title IX cases where the College receives an anonymous report, where a Complainant withdraws their complaint, or where a Complainant refuses to further participate in the process, the Title IX Coordinator may sign a formal complaint commencing the grievance resolution process in order to ensure that matters which pose a threat to the educational, employment, or other opportunities provided by the College, are addressed.

F. Notice of Allegations and Investigation

Before commencement of the grievance resolution process, a "Notice of Allegations and Investigation" must be provided to a Respondent in a Title IX matter. Such notice may not be provided if the Complainant only seeks supportive measures without the filing of a formal complaint or if a Complainant withdraws their complaint prior to commencement of the grievance resolution process.

In non-Title IX cases, notice of alleged violations will be provided to the Respondent before disciplinary action or other sanctions are assessed.

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G. Informal Resolution

Upon receipt of a formal complaint for Title IX cases, or any time after receiving a report of a violation in all other cases, the Title IX Coordinator or Institutional Equity Officer may facilitate an informal resolution amenable to all parties involved as follows:

- 1. By providing supportive measures to the Complainant that remedy the situation;*
- 2. When the Respondent agrees to responsibility for a violation and accepts a sanction amenable to all parties;*
- 3. When a Complainant who is an employee selects to forward their complaint the Employee Complaint Procedure as outlined in Policy #4904; or*
- 4. When the parties agree to a mediation.*

All parties must voluntarily agree to the informal resolution in writing and no party will be pressured to participate. The parties may choose to stop the Informal Resolution process at any time and request another form of resolution, however, a Live Hearing is required for Title IX matters if an Informal Resolution cannot be reached. An Informal Hearing will be conducted for all other non-Title IX cases that are not resolved by other means.

H. Investigations

Investigations may involve: interviews with parties or witnesses; obtaining available, relevant evidence; or identifying sources of expert information, as necessary. Investigations will be conducted in accordance with all applicable laws, regulations and policies. Title IX cases will be investigated by investigators who have received training in compliance with Title IX regulations.

For Title IX cases, a 10-day review period will be provided to parties to review the investigation report and for the opportunity to provide additional feedback, evidence, or witnesses. After this 10-day period, the investigator will update the investigative report, if necessary, and will provide the parties with a final investigative report at least ten (10) days prior to a Live Hearing.

I. Hearings

Once an investigation is complete and if an Informal Resolution does not resolve the matter, the case will be referred for a hearing.

1. Policy applicable to all Hearings

Hearings conducted under this policy will be heard by a Hearing Office or a Panel of three (3) members determined at the discretion of the Title IX Coordinator or the Institutional Equity Officer.

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All hearings are subject to the preponderance of the evidence standard of proof.

2. Formal, Live Hearings for Title IX Cases

A formal hearing will occur no less than ten (10) business days from the conclusion of the investigation, unless all parties, advisors and staff involved agree to an expedited hearing. Title IX hearings must be live and must be recorded.

3. Informal Hearings

Informal Hearings will not be recorded and may only involve one party if the other party does not choose to attend. If both parties do not attend an informal hearing, the Hearing Officer or Panel will make a determination on all of the evidence available.

More information about the procedure for all hearings is available here: [LINK](#).

J. Notice of Outcome and Sanctions

1. For Title IX Hearings

Once a hearing has been conducted, the Hearing Officer or Panel members will deliberate and issue a finding of responsibility for each alleged violation in a written deliberation statement that will include the determination, rationale, the evidence relied upon in support of the determination, any evidence not relied upon, credibility assessments and recommendations for sanctions.

The written deliberation statement will then be shared with the Title IX Coordinator who will work with the Hearing Office to prepare a Notice of Outcome and applicable sanctions that will be provided to the Parties.

2. For non-Title IX Hearings

The Hearing Officer or Panel will deliberate and issue a finding of responsibility for each alleged violation, rationale for the decision, and recommended sanctions. The Hearing Officer or the Institutional Equity Officer will finalize the Notice of Outcome to be issued to the Parties.

3. Disciplinary Actions and Sanctions

For a list of sanctions that may be imposed upon responsible parties who are students, please refer to the Student Handbook/Code of Conduct or here: [LINK](#)

For a list of disciplinary actions that may be imposed upon responsible parties who are employees, please refer to the Employee Handbook or here: [LINK](#)

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K. Appeals

Parties may appeal the Notice of Outcome for any type of hearing within ten (10) business days of receipt of the Notice of Outcome. Appeals are limited to the following bases:

- 1. Procedural irregularity;*
- 2. New evidence that was not reasonably available at the time the determination was made; or*
- 3. A conflict of interest or bias on the part of any person involved with the administration of the hearing.*

XXV. X. Periodic Review of Policy

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

XXVI. History

Origination Date Approved by Board	May 26, 2015
Date Reviewed and Approved by Board	December 15, 2015 April 26, 2016 April 24, 2018 August 27, 2019 December 10, 2019 <i>July 28, 2020</i>

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I. Purpose

South Texas College respects the equal dignity and worth of every member of its community. The College is dedicated to fostering an environment free from discrimination, harassment, and retaliation and has developed this policy, and accompanying grievance and disciplinary procedures, in order to ensure a prompt, fair, and equitable resolution for all parties involved. This policy applies to all types of discrimination covered in the College's Non-Discrimination Notice.

II. Policy on Non-Discrimination

South Texas College does not discriminate or tolerate any discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Any member of the College community whose acts deny, deprive, or limit any other member's access to employment or education programs or activities violates this policy. A violation of this policy by any person is subject to disciplinary action up to and including expulsion from the College or termination from employment.

III. Policy on Discriminatory Harassment

Harassment can take many forms and can affect both educational and employment opportunities. Harassment is unwelcome, physical, verbal, or nonverbal conduct, and may include off-campus or online conduct. Some examples of harassment are: name-calling, graphic images, written statements, and other unwelcome conduct that may be humiliating, physically threatening or harmful. When such conduct substantially interferes with an individual's educational or employment access, benefits, or opportunities, it is a violation of this policy subject to disciplinary action or termination, unless it is determined to be constitutionally protected expression. The College reserves the right to address any offensive conduct with supportive measures, respectful conversation, education, remedial actions, or other informal resolutions, whenever appropriate and especially if a substantial in-program disruption has occurred.

IV. Policy on Disability Discrimination

South Texas College is committed to full compliance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as well as other federal state laws and regulations concerning the rights of individuals with disabilities. This policy applies to individuals who have: 1) a known physical or mental

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1. Sexual Harassment defined by Federal Law (Title IX) means:

- a) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- c) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act or VAWA).

2. Sexual Harassment defined by Texas State Law means unwelcome, sex-based verbal or physical conduct that:

- a) In the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
- b) In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.
- c) Dating violence, sexual assault, or stalking (as defined by the Clery Act).

3. Sexual Assault

Sexual Assault means an offense that meets the definition of rape, fondling, incest or statutory rape as defined by the Clery Act.

4. Sexual Violence and Consent, Coercion, & Incapacitation

Sexual violence is a form of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Consent

Consent is knowing, voluntary, and clear permission, by word or action, to engage in mutually agreed upon sexual activity. It is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent can be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated and the activity should cease

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e) Sexually-based intimidation, hazing and/or bullying.

6. Policy on Consensual Relationships

The College prohibits employees in supervisory roles 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. 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.

Employees in supervisory roles are 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.

7. Victim's Rights Statement

Victims, and all parties, have a right to a prompt and equitable resolution of reports of violations of this policy. South Texas College encourages victims of sexual harassment, sexual assault, dating violence, or stalking, to go to a hospital for treatment and preservation of evidence as soon as practicable after the incident.

VI. Retaliation

It is prohibited for any person to take any adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately.

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, and Retaliation - Including Sexual Misconduct** **4216**

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2. Explain to the individual of their option 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. Offer the individual the option to instead share this information with counselor, ombuds, clergy, victim's advocacy groups, medical providers, attorneys, or other resources who may provide higher levels of confidentiality.

NOTE: Pursuant to Texas state law, an offense for failure to report is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown that the actor intended to conceal the incident that the actor was required to report. The College shall terminate the employment of an employee who has violated this section.

B. Exceptions to Mandatory Reporting

Counselors, ombuds, medical providers, or advisors (as described below in section IX. C.) are considered "confidential employees" as persons with whom students may speak confidentially concerning any matter, including sexual harassment, sexual assault, dating violence, or stalking.

This limitation, however, does not affect the employee's duty to report an incident under any other law – such as the Clery Act or relevant Texas state laws concerning health and safety. When making reports of incidents of sexual harassment, sexual assault, dating violence or stalking, the confidential employee shall state only the type of incident reported and may not include any information that would violate a student's expectation of privacy.

C. Actual Knowledge by College Required for Title IX Cases

Actual knowledge to the College means a report made to an "Official with Authority" to institute corrective measures on behalf of the College. The Title IX Coordinator is an official with such authority. Other Officials with Authority to institute corrective measures include: President, Vice-Presidents, Institutional Equity Officer, Human Resources Director, Dean of Students, and Director of Counseling.

D. Confidentiality

In addition to expectation of confidentiality as explained in section B above, pursuant to Texas state law, the identity of an alleged victim, a reporting party, or an alleged respondent, to an incident of sexual harassment, sexual assault, dating violence or stalking, is confidential and is not subject to disclosure unless waived in writing by the person. The identity may be disclosed only as required by law, as permitted by the

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Or online at: <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>

For Employees:

U.S. Equal Employment Opportunity Commission
San Antonio EEOC Field Office
Legacy Oaks, Building A
5410 Fredericksburg Road, Ste. 200
San Antonio, TX 78229
Telephone: (800) 669-4000

Online information available at: <https://www.eeoc.gov/how-file-charge-employment-discrimination>

Texas Workforce Commission
Civil Rights Division
101 E. 15th Street, Room 144-T
Austin, TX 78778-0001
Telephone: (512) 463-2642

Online information available at: <https://www.twc.texas.gov/jobseekers/how-submit-employment-discrimination-complaint>

IX. Grievance Resolution Process

A. Initial Assessment

Complaints will be received by the Office of Institutional Equity and categorized appropriately based on the alleged violations. Complaints will fall into the following categories:

- Sexual Misconduct or sex-based discrimination
- Discriminatory Harassment (other than sex-based discrimination)
- Student Conduct
- Academic Freedom or constitutionally protected expression
- Other non-discriminatory complaints (such as personal injury, workers' compensation or other incidents not based on discrimination or infringement of rights)

Cases involving student conduct or those involving academic freedom or constitutionally protected expression are governed by the Student Code of Conduct and

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will be forwarded to the Office of Student Rights and Responsibilities. Procedures for such cases can be found at: [\[LINK\]](#) Cases involving employees that do not involve discrimination, harassment or retaliation will be forwarded to the Office of Human Resources and are subject to Policy #4904.

All other cases, will be will be coordinated by the Institutional Equity Officer and will be resolved by Informal Resolution, Mediation, Informal Hearing, or, if requested by all parties in writing, a Live Hearing. Cases involving sexual misconduct in violation of section V above that are governed by Title IX will be coordinated by the Title IX Coordinator or a Deputy Title IX Coordinator and resolved by Informal Resolution or a Live Hearing. Title IX cases will be handled by staff who have received training in compliance with Title IX regulations.

B. Optional Risk Assessment & Emergency Removal

Upon receiving a report of an incident that may violate this policy, the Title IX Coordinator, the Office of Institutional Equity, or other Official with Authority, may refer a party for an individualized risk assessment by the College's Behavioral Intervention Team. If warranted, an Official with Authority may remove an individual who poses an immediate threat to the physical health or safety of others, either partially or entirely.

In such cases, the removed individual will be provided notice of the action. The notice will include the individual's right to request a meeting with a Title IX Coordinator or the Institutional Equity Officer to show cause why the action should not be taken or should be modified. Violation of an emergency removal under this section is separate violation of this policy and will be grounds for disciplinary action up to and including expulsion from the College or termination from employment.

C. Supportive Measures

The College will offer supportive measures to protect victims of any form of sexual misconduct during the pendency of the grievance resolution process, including, but not limited to: protection from retaliation, emergency removal, interim no-contact orders, academic support (such as dropping courses without academic penalty), alternative work arrangements, campus safety escorts, referrals to counseling, community-based service providers, or any other action deemed appropriate. To the greatest extent practicable, referrals to counseling will be offered by a counselor who does not provide counseling to any other person involved in the incident.

MANUAL OF POLICY

Title **Freedom from Discrimination, Harassment, and Retaliation - Including Sexual Misconduct** **4216**

Legal Authority **Approval of the Board of Trustees** **Page 12 of 14**

Date Approved by Board **As Amended by Board Minute Order Dated July 28, 2020**

filing of a formal complaint or if a Complainant withdraws their complaint prior to commencement of the grievance resolution process.

In non-Title IX cases, notice of alleged violations will be provided to the Respondent before disciplinary action or other sanctions are assessed.

G. Informal Resolution

Upon receipt of a formal complaint for Title IX cases, or any time after receiving a report of a violation in all other cases, the Title IX Coordinator or Institutional Equity Officer may facilitate an informal resolution amenable to all parties involved as follows:

1. By providing supportive measures to the Complainant that remedy the situation;
2. When the Respondent agrees to responsibility for a violation and accepts a sanction amenable to all parties; or
3. When the parties agree to a mediation.

All parties must voluntarily agree to the informal resolution in writing and no party will be pressured to participate. The parties may choose to stop the Informal Resolution process at any time and request another form of resolution, however, a Live Hearing is required for Title IX matters if an Informal Resolution cannot be reached. An Informal Hearing will be conducted for all other non-Title IX cases that are not resolved by other means.

H. Investigations

Investigations may involve: interviews with parties or witnesses; obtaining available, relevant evidence; or identifying sources of expert information, as necessary.

Investigations will be conducted in accordance with all applicable laws, regulations and policies. Title IX cases will be investigated by investigators who have received training in compliance with Title IX regulations.

For Title IX cases, a 10-day review period will be provided to parties to review the investigation report and for the opportunity to provide additional feedback, evidence, or witnesses. After this 10-day period, the investigator will update the investigative report, if necessary, and will provide the parties with a final investigative report at least ten (10) days prior to a Live Hearing.

Review and Recommend Action on Proposed FY 2020 - 2021 Committee Meeting Schedule

The Finance, Audit, and Human Resources Committee is 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 2020 - 2021 at the July 28, 2020 Regular Board Meeting.

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

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 8, 2020	5:30 p.m.
Tuesday	October 13, 2020	5:30 p.m.
Tuesday	November 10, 2020	5:30 p.m.
Tuesday	December 8, 2020	5:30 p.m.
Tuesday	January 12, 2021	5:30 p.m.
Tuesday	February 9, 2021	5:30 p.m.
Tuesday	March 9, 2021	5:30 p.m.
Tuesday	April 13, 2021	5:30 p.m.
Tuesday	May 11, 2021	5:30 p.m.
Tuesday	June 8, 2021	5:30 p.m.
Tuesday	July 13, 2021	5:30 p.m.
Tuesday	August 10, 2021	5:30 p.m.
Tuesday	September 14, 2021	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 a new 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.

The Finance, Audit, and Human Resources Committee is asked to recommend Board action as necessary regarding the proposed Committee meeting schedule, so that all Board members may enter the dates on their planning calendars.



Board Meeting Committee Meeting Calendar FY 2020 - 2021

September 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
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28	29	30	31			

April 2021						
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May 2021						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Review and Update of Preliminary Proposed FY 2020 – 2021 Unrestricted Budget

Enclosed is the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with comparison to the FY 2019 - 2020 approved budget for your information and review.

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

Revenues:

- State appropriations are expected to increase \$1,212,642 in FY 2021. The projected increase is mainly due to the increase in the Higher Education Group Insurance (HEGI) revenue and the Hazlewood Reimbursement revenue being partially offset by the decrease in state contact hour appropriation revenue and other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The decrease in state contact hour appropriation revenue is due to the expected 10% reduction in general revenue appropriation requested by the State of Texas. The increase in other state appropriation revenue for HEGI is due to the additional funding that will be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020. The increase in the Hazlewood Reimbursement is based on the projected amount the College will receive according to historical trend. The state contact hour appropriation revenue is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.

State Appropriations	FY 2020	FY 2021	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
Other State Appropriation-ORP	575,785	521,905	(53,880)
Other State Appropriation-TRS	2,367,977	2,146,389	(221,588)
Other State Appropriation-HEGI-Year 2	3,329,554	6,159,713	2,830,159
Other State Appropriation-HEGI-Year 1(Reimbursement)	-	2,830,159	2,830,159
Other State Appropriation-Hazlewood Reimbursement	-	45,000	45,000
Total State Appropriation	\$48,445,377	\$49,658,019	\$1,212,642

- Tuition for FY 2021 is based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections include the Board approved increase of \$5 per semester credit hour for the Fire Science differential tuition rate and the increase of \$10 per semester credit hour for the Drama differential tuition rate. The FY 2021 tuition revenue projection also includes the Board approved addition of differential tuitions for the Law Enforcement program at \$10 per semester credit hour and the Welding program at \$15 per semester credit hour. In total, tuition revenue is projected to decrease approximately \$7,950,602 in FY 2021.

Tuition	FY 2020	FY 2021	Increase/ (Decrease)
Academic & Differential Tuition-Net TPEG	\$34,539,495	\$26,696,844	\$(7,842,651)
Continuing Ed/ATCP/ITED-Net TPEG	3,196,530	3,088,579	(107,951)
Total Tuition	\$37,736,025	\$29,785,423	\$(7,950,602)

- Fees for FY 2021 are based on projected enrollment of 14,511 traditional students, a 25% decrease from Fall 2019, and 14,117 dual enrollment tuition free students for Fall 2020. The projections include the Board approved waiver of the Electronic Distance Learning Fee for traditional students for the Fall 2020 term, increase of \$1 per semester credit hour for the Information Technology Fee and the increase of \$2 per semester credit hour for the Learning Support Fee. The FY 2021 fee revenue projection also includes the Board approved increase of \$5 for the TSI Assessment Exams, increased rates for the TCOLE Licensing Examination fees, Fire Academy, and Police Academy, and the addition of the Welding Certification fee, Information Technology Certification fee, and the American Welding Society Certification Testing fee. The projections indicate a decrease in fees revenue of approximately \$5,522,581 in FY 2021.

Fees	FY 2020	FY 2021	Increase/ (Decrease)
Total Fees	\$28,870,091	\$23,347,510	\$(5,522,581)

- Other revenue is expected to decrease \$2,058,319 in FY 2021. The projected decrease is mainly due to decreased revenue in the Dual Credit Cost Reimbursement, Dual Credit Academy Participation Fee, and interest. The Dual Credit Academy Participation Fee revenue projection decrease is due to the degree plan changes that have negatively impacted enrollment.

Other Revenues	FY 2020	FY 2021	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,454,217	\$4,008,795	\$(445,422)
Dual Credit Academy Participation Fee	454,250	408,825	(45,425)
Interest	2,750,000	1,200,000	(1,550,000)
Administrative Costs and Shuttle System Contribution	783,914	769,862	(14,052)
Testing Commissions	8,520	5,100	(3,420)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
Total Other Revenues	\$8,515,643	\$6,457,324	\$(2,058,319)

- M&O Property Tax revenue for FY 2021 is expected to decrease \$2,401,153, due to an anticipated decrease in tax collections.

M&O Property Taxes	FY 2020	FY 2021	Increase/ (Decrease)
Total M&O Property Taxes	\$51,707,955	\$49,306,802	\$(2,401,153)

- Carryover Allocations is projected to increase \$3,550,670 in FY 2021. The increase is mainly due to the decreases in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the Developmental Studies Book Royalties carryover, and the Unexpended Construction Plant Fund transfer being offset by the increases for the Contingency Fund carryover, the Capital Purchases carryover, the Waived Fee Allocation, and the additional carryover allocations approved by the Board of Trustees on June 23, 2020.

Carryover Allocations	FY 2020	FY 2021	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$2,000,000	\$ (1,000,000)
Continuing, Professional, and Workforce Education	450,000	450,000	-
Capital Purchases	-	723,088	723,088
Contingency Fund	1,813,783	2,000,000	186,217
Developmental Studies Book Royalties	5,455	4,813	(642)
M&O Tax Bond Program 2013 - FFE	1,186,000	-	(1,186,000)
Waived Fee Allocation	-	328,007	328,007
Filled Positions	-	2,000,000	2,000,000
In Person-Hybrid Class Faculty Pay	-	1,500,000	1,500,000
Lecturer Positions	-	1,000,000	1,000,000
Total Carryover Allocations	\$6,455,238	\$10,005,908	\$3,550,670

Expenditures:

- The Salary expenditures budget is proposed to decrease by \$9,830,335 in FY 2021 as follows:

	Changes to FY 2021 Salary Budget	Amount
1.	Net Salary Budget Increase for Critical New Non-Faculty Positions	\$139,312
2.	Changes to Position Salaries due to Vacancies and New Hires during the Fiscal Year 2020	(9,887)
3.	New Pools Funded from Carryover Allocations	1,923,007
3.	Division Position Reductions due to Revenue Decrease	(11,902,541)
	Total	\$(9,397,012)

No across the Board annual salary increases for faculty and staff were recommended.

The division position reductions of \$11,902,541 results from the not filling of vacant positions and reducing instructional salary pools.

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 2021 is proposed to decrease by \$1,313,394 due to the decrease in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2021 is proposed to decrease by \$2,323,438 based on the needs of the College's departments and the division reductions due to decreased revenues.
- The Travel expenditures budget for FY 2021 is proposed to decrease by \$204,718. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 is proposed to decrease by \$1,327,617.
 - ⇒ The capital budget is proposed to decrease by \$141,617 based on the needs of the College's departments.
 - ⇒ In addition, the capital budget is proposed to decrease 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 2021 is proposed to increase by \$1,830,159. The increase is primarily due to the addition of the HEGI Reserve in the amount of \$2,830,159 and the \$1,000,000 reduction in the Transfer to Unexpended Plant Fund. The HEGI reserve is contingent on the receipt of the additional funding that will be requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2020 - 2021 with Comparison to the FY 2019 - 2020 approved budget follows in the packet for the Committee's review and information. In order to balance the unrestricted fund budget with the reduction in revenues, the College will continue to monitor trends, update projections and reduce expenditures.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Unrestricted Projected Budget for FY 2020 – 2021 at the July 14, 2020 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

South Texas College

Unrestricted Fund

Preliminary FY 2020 - 2021 (Next Year) Budget Summary with Comparison to FY 2019 - 2020 (Current Year)

As of July 14, 2020

Summary of Revenues	FY 2020 Budget (Approved)	FY '21 Budget (Proposed)*	% of Total Revenues	Difference FY 2020 Approved to FY 2021 Preliminary
State Contact Hour Appropriation	\$ 42,172,061	\$ 37,954,853	22.52%	\$ (4,217,208)
<i>Other State Appropriation-ORP</i>	575,785	521,905	0.31%	(53,880)
<i>Other State Appropriation-TRS</i>	2,367,977	2,146,389	1.27%	(221,588)
<i>Other State Appropriation-HEGI-Year 2</i>	3,329,554	6,159,713	3.65%	2,830,159
<i>Other State Appropriation-HEGI-Year 1 (Reimbursement)</i>	-	2,830,159	1.68%	2,830,159
<i>Other State Appropriation-Hazlewood Reimbursement</i>	-	45,000	0.03%	45,000
Other State Appropriations Subtotal	6,273,316	11,703,166	6.91%	5,429,850
Total State Appropriations	48,445,377	49,658,019	29.46%	1,212,642
<i>Academic & Differential Tuition-Net TPEG</i>	34,539,495	26,696,844	15.84%	(7,842,651)
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	3,196,530	3,088,579	1.83%	(107,951)
Total Tuition	37,736,025	29,785,423	17.67%	(7,950,602)
Total Fees	28,870,091	23,347,510	13.85%	(5,522,581)
Total Other Revenues	8,515,643	6,457,324	3.83%	(2,058,319)
Total M&O Property Taxes	51,707,955	49,306,802	29.25%	(2,401,153)
Total Carryover Allocations	6,455,238	10,005,908	5.94%	3,550,670
Total Revenues	\$ 181,730,329	\$ 168,560,986	100.00%	\$ (13,169,343)

Summary of Expenditures	FY 2020 Budget (Approved)	FY '21 Budget (Proposed)*	% of Total Expenditures	Difference FY 2020 Approved to FY 2021 Preliminary
Total Salaries	\$ 105,051,056	\$ 95,220,721	56.49%	\$ (9,830,335)
Total Benefits	29,255,853	27,942,459	16.55%	(1,313,394)
Total Operating	36,259,252	33,935,814	20.13%	(2,323,438)
Total Travel	2,440,672	2,235,954	1.33%	(204,718)
Total Capital Outlay	2,773,792	1,446,175	0.86%	(1,327,617)
Total Expenditures	\$ 175,780,625	\$ 160,781,123	95.36%	\$ (14,999,502)
Transfers & Reserves				
Transfer to Unexpended Plant Fund	3,000,000	2,000,000	1.19%	(1,000,000)
Transfer to Office of ITED	949,704	949,704	0.56%	-
Contingency Fund	2,000,000	2,000,000	1.19%	-
HEGI Reserve	-	2,830,159	1.68%	2,830,159
Total Transfers & Reserves	5,949,704	7,779,863	4.64%	1,830,159
Total Expenditures, Transfers and Reserves	\$ 181,730,329	\$ 168,560,986	100.00%	\$ (13,169,343)

Revenues over Expenditures	\$ -	\$ -		\$ -
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* Based on a 25% enrollment reduction for Fall, 10% enrollment reduction for Spring, and no enrollment reduction for Summer.



SOUTH TEXAS
COLLEGE

Preliminary Unrestricted Budget Summary for FY 2020 - 2021

JULY 14, 2020

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

FY 2021 Traditional and Dual Credit Enrollment Headcount Projection

Term	FY 2020 Traditional (Actual and Projected)	FY 2021 Traditional Projected	Enrollment Decrease (from FY 2020)	% Reduction
Fall	19,348	14,511	(4,837)	-25%
Spring	16,768	15,091	(1,677)	-10%
Summer*	7,071	7,071	-	-
Total	43,187	36,673	(6,514)	-15%

Term	FY 2020 Dual Credit (Actual and Projected)	FY 2021 Dual Credit Projected	Enrollment Decrease (from FY 2020)	% Reduction
Fall	13,304	14,117	813	6%
Spring	15,773	16,435	662	4%
Summer*	6,941	6,662	-279	-4%
Total	36,017	37,174	1,196	3%

* Projected - FY 2020 Summer Headcount

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Preliminary Unrestricted Revenues FY 2020 - 2021

Summary of Revenues	FY 2020 Budget (Approved)	FY 2021 Budget (Proposed)*	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	575,785	521,905	(53,880)
<i>Teacher Retirement System</i>	2,367,977	2,146,389	(221,588)
<i>Higher Education Group Insurance-Year 2</i>	3,329,554	6,159,713	2,830,159
<i>Higher Education Group Insurance-Year 1 (Reimbursement)</i>	-	2,830,159	2,830,159
<i>Hazlewood Reimbursement</i>	-	45,000	45,000
Other State Appropriations Subtotal	6,273,316	11,703,166	5,429,850
Total State Appropriations	48,445,377	49,658,019	1,212,642
Total Tuition	37,736,025	29,785,423	(7,950,602)
Total Fees	28,870,091	23,347,510	(5,522,581)
Total Other Revenues	8,515,643	6,457,324	(2,058,319)
Total M&O Property Taxes	51,707,955	49,306,802	(2,401,153)
Total Carryover Allocations	6,455,238	10,005,908	3,550,670
Total Revenues	\$181,730,329	\$168,560,986	\$(13,169,343)

* Based on a 25% enrollment reduction for Fall, 10% enrollment reduction for Spring, and no enrollment reduction for Summer.

Preliminary Unrestricted Expenditures FY 2020 - 2021

Summary of Expenditures	FY 2020 Budget (Approved)	FY 2021 Budget (Proposed)*	Increase/ (Decrease)
Total Salaries	\$105,051,056	\$95,220,721	\$(9,830,335)
Total Benefits	29,255,853	27,942,459	(1,313,394)
Total Operating	36,259,252	33,935,814	(2,323,438)
Total Travel	2,440,672	2,235,954	(204,718)
Total Capital Outlay	2,773,792	1,446,175	(1,327,617)
Total Expenditures	\$175,780,625	\$160,781,123	\$(14,999,502)
Transfers & Reserves			
Transfer to Plant Funds	3,000,000	2,000,000	(1,000,000)
Transfer to Office of ITED	949,704	949,704	-
Contingency Fund	2,000,000	2,000,000	-
HEGI Reserve	-	2,830,159	2,830,159
Total Transfers & Reserves	5,949,704	7,779,863	1,830,159
Total Expenditures, Transfers & Reserves	\$181,730,329	\$168,560,986	\$(13,169,343)
Revenues over Expenditures	\$-	\$-	\$-

* Based on a 25% enrollment reduction for Fall, 10% enrollment reduction for Spring, and no enrollment reduction for Summer.

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FY 2021 State Appropriation Changes

Appropriation Category	Revenue Increase/(Decrease)
State Contact Hour Appropriation	\$(4,217,208)
Other State Appropriation-Optional Retirement Program Increase Due to Eligible Employees	(53,880)
Other State Appropriation-Teacher Retirement System Increase Due to Eligible Employees	(221,588)
Other State Appropriation-Higher Education Employees Group Insurance Increase	2,830,159
Other State Appropriation-Higher Education Employees Group Insurance Increase Due to Supplement Request	2,830,159
Other State Appropriation-Hazlewood Reimbursement	45,000
Total State Appropriation Changes	\$1,212,642

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FY 2021 Tuition Changes

Tuition Category	Revenue Increase/(Decrease)
Academic Tuition Reduction Due to Enrollment Decrease	\$(7,161,777)
Differential Tuition Considering Enrollment Decrease, Rate Increases per Credit Hour and New Fees:	
Fire Science (\$5 Increase to \$10) Drama (\$10 Increase to \$20), and New - Law Enforcement (\$10) New - Welding (\$15)	(348,298)
Bachelor of Applied Science in Organizational Leadership Reduction Due Enrollment Decrease	(770,260)
Continuing, Professional, and Workforce Education (CPWE) Decrease	(114,841)
Texas Public Education Grants (TPEG)	444,574
Total Tuition Changes	\$(7,950,602)

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FY 2021 Fee Changes

Fee Category	Revenue Increase/(Decrease)
Fee Reduction Due to Enrollment Decrease and Waived Electronic Distance Learning Fee for Fall Term. Revenue projection also includes Fee Rate Increases: Information Technology Fee (\$1 Increase to \$31 per credit hour) Learning Support Fee (\$2 Increase to \$14 per credit hour) TSI Assessment Exam (\$5 Increase to \$15 per exam) Fire Academy Fee (\$331 Increase to \$1,060 per student/semester), and New Fees: TCOLE Licensing Examination (\$35 per exam) American Welding Society Certification Testing (\$250) Police Academy Fees (\$165 per student/course) Welding and Other Course Fees Certification (Recovery of Cost) Information Technology and Other Course Fees Certification (Recovery of Cost)	\$(5,522,581)
Total Fee Changes	\$(5,522,581)

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FY 2021 Other Revenue Changes

Other Revenue Category	Revenue Increase/(Decrease)
Dual Credit Enrollment Cost Reimbursement Reduction Due to Enrollment Decrease	\$(445,422)
Dual Credit Academy Participation Fee Reduction Due to Enrollment Decrease	(45,425)
Interest Reduction	(1,550,000)
Administrative Costs Reduction	(14,052)
Testing Commissions Reduction	(3,420)
Conferences-Continuing, Professional, and Workforce Education	-
Total Other Revenue Changes	\$(2,058,319)

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FY 2021 M&O Property Tax Changes

M&O Property Taxes	Revenue Increase/(Decrease)
M&O Tax Collections, Delinquent Tax, and Penalties and Interest*	\$(2,401,153)

* Based on a 5% revenue reduction.

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FY 2021 Carryover Allocations Revenue Changes

Carryover Allocation Category	Revenue Increase/(Decrease)
Unexpended Construction Plant Transfer	\$(1,000,000)
Contingency Fund Increase Due to Funded 100% from Fund Balance	186,217
Capital Purchases Increase Due to Funded 50% from Fund Balance	723,088
Developmental Studies Book Royalties	(642)
Prior Year M&O Tax Bond Program 2013-Supplies and Equipment Decrease Due to Utilization of Funds	(1,186,000)
Waived Fee Allocation	328,007
Maintain Filled Positions	2,000,000
In Person-Hybrid Class Faculty Pay	1,500,000
Lecturer Positions	1,000,000
Total Carryover Allocations Revenue Changes	\$3,550,670

FY 2021 Carryover Allocations Revenue Sources and Expenditures

Total Carryover Allocations Revenue	Total Expenditures
\$10,005,908	\$10,005,908
Carryover Allocations Revenue Sources	Expenditure Types
Contingency Fund	Contingency Reserve
Developmental Studies Book Royalties	Book Royalties - Developmental English
Unexpended Construction Plant Fund	Transfer - Building Fund
Continuing, Professional, and Workforce Education	Continuing, Professional, and Workforce Education
Capital Purchases	Capital Purchases for all Departments
Waived Fee Allocation	Distance Learning Department Expenditures
Maintain Filled Positions	Maintain Filled Positions
In Person-Hybrid Class Faculty Pay	Faculty Pay for In Person-Hybrid Classes
Lecturer Positions	Instructional Pools

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FY 2021 Expenditure Changes

Expenditure Category	Expenditure Increase/(Decrease)
Salary Decrease Due to Employment Changes, Division Reductions, and New Position Requests	\$(9,830,335)
Benefits Decrease Due to Decrease in Salary Budget	(1,313,394)
Operating Decrease Due to Requests from Financial Managers and Division Reductions	(2,323,438)
Travel Decrease Due to Requests from Financial Managers and Division Reductions	(204,718)
Capital	
<i>Decrease Due to Requests from Financial Managers</i>	<i>(141,617)</i>
<i>Decrease Due to Reduction of Equipment for New Bond Buildings Funded from Bond M&O Tax Revenue</i>	<i>(1,186,000)</i>
Total Capital Decrease	(1,327,617)
Total Expenditure Changes	\$(14,999,502)

FY 2021 Transfers & Reserves Changes

Transfers & Reserves Category	Expenditure Increase/(Decrease)
HEGI Reserve	\$2,830,159
Transfer to Unexpended Plant Fund	(1,000,000)
Total Transfers & Reserves Changes	\$1,830,159

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FY 2021 Revenues over Expenditures

Summary of Revenues and Expenditures	Budgeted Amount
Total Revenue	\$168,560,986
Total Expenditures, Transfers & Reserves	168,560,986
Revenues over Expenditures	\$ -

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Review and Recommend Action on Proposed Employee Pay Plan for FY 2020 – 2021

Approval of the Proposed Employee Pay Plan for FY 2020 - 2021 will be requested at the July 28, 2020 Board meeting.

Purpose - The Proposed Employee Pay Plan for FY 2020 - 2021 for all employee groups is presented for the Committee's review and consideration. The Employee Pay Plan includes 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 2020 - 2021.

Background – The Proposed Salary Pay Plan for FY 2020 – 2021 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. The critical new positions included within the Plan were reviewed and approved by the Board of Trustees in June 2020.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2020 - 2021 is 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, will be present at the 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 July 28, 2020 Board meeting, the Proposed Employee Pay Plan for FY 2020 - 2021, as presented.

Review and Recommend Action on Proposed Staffing Plan for FY 2020 – 2021

Approval of the Proposed Staffing Plan for FY 2020 - 2021 will be requested at the July 28, 2020 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2020 – 2021 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes 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 2020 - 2021.

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.

Critical New positions and Reclassifications of Non-Faculty positions are included within the Plan and were reviewed and approved by the Board of Trustees in June 2020.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2020 – 2021 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 2020 - 2021 is 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, will be present at the 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 July 28, 2020 Board meeting, the Proposed Staffing Plan for FY 2020 - 2021, as presented.

Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 - 2021

Approval of transportation services plan for Fiscal Year 2020 – 2021 will be requested at the July 28, 2020 Board meeting.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 is required.

Justification – A transportation services plan is needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership is expected due to social distancing protocols, shelter at home orders by governor and county judge, and less students on campus associated with the coronavirus pandemic.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to suspend the transportation services operation and considered the reduction in student enrollment in face-to-face classes occurring on campus, the health risks of population density, safety protocols, and the financial viability of the operations. An estimated 60% to 75% reduction of students on campus is anticipated due to the projected student enrollment decline and limiting the number of students in face-to-face classes required by safety protocols.

Based on these factors, Administration is recommending an operation plan for the transportation services consisting of suspending all routes and not entering into a contract with the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2020 - 2021. Staffing will be significantly reduced and duties will be modified, as necessary, to include special transportation needs. Currently furloughed employees will be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College will continue to monitor the situation for any adjustments needed in the operation plan and will consider other options for providing transportation in a cost-effective manner.

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.

South Texas College Acting Chief of Police for the Department of Public Safety, Ruben Suarez, will be present at the 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 July 28, 2020 Board meeting, the transportation services plan for Fiscal Year 2020 - 2021 as presented.

Discussion and Action as Necessary on Food Services Operation Plan for Fiscal Year 2020 - 2021

Approval of food services operation plan for Fiscal Year 2020 – 2021 will be requested at the July 28, 2020 Board meeting.

Purpose – Approval of the food services operation plan for Fiscal Year 2020 - 2021 to serve students and employees on campus on a daily basis.

Justification – Food services are needed for the beginning of the Fall semester to serve the students and employees on campus in a cost-effective manner.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to reopen the food services operation and considered the reduction in student enrollment in face-to-face classes occurring on campus, the health risks of population density, safety protocols, and the financial viability of the operations. An estimated 60% to 75% reduction of students on campus is anticipated due to the projected student enrollment decline and limiting the number of students in face-to-face classes required by safety protocols.

Based on these factors, Administration is recommending an operation plan for the food services department consisting of reduction in hours and days of operation and limited menu options. Staffing will be reduced and modified, as necessary, including implementing a reduced flexible workweek schedule. Currently furloughed employees will be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College will continue to monitor the situation and will adjust the operation plan as necessary.

An operating loss is anticipated at all cafeterias due to limited menu options, safety protocols, decline in catering sales due to social distancing, rotational staff schedules, and less students on campus.

Reviewers - The Vice President for Finance and Administrative Services has reviewed the information being presented.

The Vice President for Finance and Administrative Services, Mary Elizondo, will be present at the 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 July 28, 2020 Board meeting, the food services operation plan for Fiscal Year 2020 - 2021 as presented.

Discussion and Action as Necessary on Mid-Valley Campus Child Development Center Operation Plan for Fiscal Year 2020 - 2021

Approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 – 2021 will be requested at the July 28, 2020 Board meeting.

Purpose – Approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 to provide child care services and required practicum applied experience.

Justification – Child Development Center services are needed beginning August 1, 2020 in preparation for Fall 2020 semester to provide child care services for South Texas College students, faculty, staff, and the community as well as required practicum applied experience for specific majors.

Background – With the threat of the coronavirus continuing into the Fall and perhaps the Spring Semester, the College Administration has evaluated whether to reopen the Child Development Center operation and continue the Child Care Assistance Means Parents in School (CCAMPIS) grant received by the Center (the grant will expire in 2022), the health risks of reopening, safety protocols, and the financial viability of the operations.

Based on these factors and the need for services provided, Administration is recommending an operation plan for the Child Development Center consisting of reduced and modified staffing schedule. Currently furloughed employees will be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College will continue to monitor the situation and will adjust the operation plan as necessary. During the 2020 & 2021 academic year the Child Development Center will be completing the current CCAMPIS grant cycle and a determination will be made whether or not to apply for renewal.

Reviewers - The Interim Vice President for Academic Affairs and Executive Vice President for Educational Programming and Student Achievement reviewed the information being presented.

The Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, will be present at the 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 July 28, 2020 Board meeting, the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 as presented.