

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

**Agenda**

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

- I. Approval of July 14, 2020 Finance, Audit, and Human Resources Committee Minutes.....1-28
- II. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed .....29-59
- III. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards .....60-68
- IV. Review and Recommend Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Fall 2020 Semester.....69-79
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XVII.	Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment .....	225-226
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**Approval of July 14, 2020 Finance, Audit, and Human Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of July 14, 2020 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, July 14, 2020 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, July 14, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Ms. Rose Benavidez presiding.

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

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

Members absent: Mr. Roy de León,

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Daniel Ramirez, Ms. Lisa Guerra, Mr. Ken Lyons, Ms. Alina Cantu, and Mr. Andrew Fish.

**Approval of June 9, 2020 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 9, 2020 were approved as written. The motion carried.

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

**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 would be requested at the July 28, 2020 Board meeting.

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

Mr. Paul R. Rodriguez asked for clarification of Item #12, which was for the renewal of the creative services agreement. He advised that he would like to see a justification for the marketing expenses in the presentation to the Board. With that, he supported a Committee recommendation for approval of this item.

Mr. Paul R. Rodriguez noted that the Financial Advisory Services Agreement renewal proposed under #14 was for an agreement that had not been competitively solicited since the College's formation. While such solicitation was not legally required, he suggested that it could benefit the College to learn what other firms might response to a solicitation.

Mrs. Mary Elizondo advised that there were other related services provided under separate agreements, and she agreed to present a summary of all related services and agreements, as well as an administrative recommendation on the proposed solicitation, at the July 28, 2020 Regular Board Meeting.

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, rejection of proposal, purchases, renewals, and interlocal agreement as listed below:

**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:

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

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

<b>Vendors (City, State)</b>		
<b>Lily's Little Kids Daycare Center</b> (Palmview, TX)	<b>Building My Future Learning Center</b> (Pharr, TX)	<b>Campanitas Day Care</b> (Pharr, TX)
<b>Kids Academy Daycare</b> (Pharr, TX)	<b>Kids Academy Daycare Center #2</b> (Pharr, TX)	<b>Royal Education Center</b> (Pharr, TX)
<b>Betty's Day Care, LLC.</b> (Rio Grande City, TX)	<b>Kami's Cuddling Center</b> (Rio Grande City, TX)	<b>Learning Zone</b> (Rio Grande City, TX)
<b>Learning Zone II</b> (Rio Grande City, TX)	<b>Little Stars Learning Center, LLC.</b> (Rio Grande City, TX)	<b>El Shaddai International Christian Day Care Center</b> (Weslaco, TX)
<b>Mid-Valley Early Childhood Education Center</b> (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	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/ Edinburg, TX)	\$1,285.28
B	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$2,997.60
C	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,221.27
D	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$68,060.32
<b>Furniture Total</b>		<b>\$73,564.47</b>

- 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)
<b>Affordable Attic III LP</b> (McAllen, TX/Harlingen, TX)	<b>Affordable Attic V LP</b> (Mission, TX/Harlingen, TX)
<b>Affordable Attic IX LP</b> (McAllen, TX/Harlingen, TX)	<b>Move It Management</b> (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

Period	Amount
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
<b>Total for 5 years</b>	<b>\$4,074,974.00</b>

**19) Support Services Technology (Emergency Purchase):** ratification of an emergency purchase for support services technology would 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 was \$6,721,814.06.

Upon further discussion, the Committee discussed excluding item #14, for the renewal of the Financial Advisor Services Agreement, from the recommendation.

Mr. Paul R. Rodriguez amended his motion to recommend Board approval of the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement to exclude item #14 for the renewal of the Financial Advisor Services Agreement, and Mr. Rene Guajardo seconded the amendment. The motion carried as amended.

**The Finance, Audit, and Human Resources Committee returned to the posted agenda order:**

#### **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.

Enclosed Documents – The Bond Refunding Transaction Summary Presentation was provided in the packet for Committee's information and review.

The Finance, Audit, and Human Resources Committee postponed the planned presentation and requested that the information be provided to the full Board of Trustees. No action was taken.

**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 would be requested at the July 28, 2020 Board meeting.

Purpose - The basic purpose of the student insurances were 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, attended 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, were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval 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. The motion carried.

**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** would be requested at the July 28, 2020 Board meeting.

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

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

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

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

- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$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:

	<b>Liability Exposure</b>
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 was **\$972,775**. The total recommended award to TASB was **\$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 were 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, &

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

Mr. Gary Gurwitz requested that Mr. Cabaza verify that the proposals were based on adequate solicitations and fairly represented the current market. He also asked for clarification of the coverage terms of the proposed cybersecurity insurance policy.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval 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).

### **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 would be requested at the July 28, 2020 Board meeting.

Purpose – The Automotive Program in the Division of Technology and Fixed Asset/Inventory Department requested 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 were 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 would be contacted and they would pick up the vehicles.

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

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the July 14, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the 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. The motion carried.

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

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

Purpose - The proposed revisions to the policy were 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 revisions to the policy were 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 was provided in the packet for the Committee’s review and information.

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

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees without a Committee recommendation. No formal action was taken.

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

The Finance, Audit, and Human Resources Committee was asked to review the following proposed schedule and recommend amendment or approval as appropriate.

The Board would 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 was as follows:

<u><b>Weekday</b></u>	<u><b>Date</b></u>	<u><b>Meeting Time</b></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 were generally scheduled for the second Tuesday of each month, and were proposed for a starting time of 5:30 p.m. There may be some deviation based upon scheduling conflicts, and any adjustments would be communicated with as much early notification as practical.

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

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule. The motion carried.

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

The Committee 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 the Committee's information and review.

This was a preliminary plan for the next fiscal year that included 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.

<b>State Appropriations</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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
<b>Total State Appropriation</b>	<b>\$48,445,377</b>	<b>\$49,658,019</b>	<b>\$1,212,642</b>

- 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.

<b>Tuition</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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)
<b>Total Tuition</b>	<b>\$37,736,025</b>	<b>\$29,785,423</b>	<b>\$(7,950,602)</b>

- 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.

<b>Fees</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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.

<b>Other Revenues</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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	-
<b>Total Other Revenues</b>	<b>\$8,515,643</b>	<b>\$6,457,324</b>	<b>\$(2,058,319)</b>

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

<b>M&amp;O Property Taxes</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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.

<b>Carryover Allocations</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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
<b>Total Carryover Allocations</b>	<b>\$6,455,238</b>	<b>\$10,005,908</b>	<b>\$3,550,670</b>

**Expenditures:**

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

	<b>Changes to FY 2021 Salary Budget</b>	<b>Amount</b>
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)
	<b>Total</b>	<b>\$(9,397,012)</b>

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 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, was available to 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 address any questions by the committee.

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees without a Committee recommendation. No formal action was taken.

### **Review and Recommend Action on Proposed Employee Pay Plan for FY 2020 – 2021**

Approval of the Proposed Employee Pay Plan for FY 2020 - 2021 would be requested at the July 28, 2020 Board meeting.

Purpose - The Proposed Employee Pay Plan for FY 2020 - 2021 for all employee groups was provided for the Committee's review and consideration. The Employee Pay Plan included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2020 - 2021.

Background – The Proposed Salary Pay Plan was 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 was included under separate cover for the Committee's review and information.

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

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees without a Committee recommendation. No formal action was taken.

### **Review and Recommend Action on Proposed Staffing Plan for FY 2020 – 2021**

Approval of the Proposed Staffing Plan for FY 2020 - 2021 would be requested at the July 28, 2020 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2020 – 2021 for all employee groups was provided for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 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 were 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 was reflected in the appropriate department and listed on the Staffing Plan and was 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 was included under separate cover for the Committee's review and information.

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

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees without a Committee recommendation. No formal action was taken.

### **Discussion and Action as Necessary on Transportation Services Plan for Fiscal Year 2020 - 2021**

Approval of transportation services plan for Fiscal Year 2020 – 2021 would be requested at the July 28, 2020 Board meeting.

Purpose – Approval of the transportation services plan for Fiscal Year 2020 – 2021 was requested.

Justification – A transportation services plan was needed to determine operations for Fiscal Year 2020 – 2021. A decline in ridership was 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 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 was 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 recommended an operation plan for the transportation services consisting of:

- All routes would be suspended.
- The College would not enter into a contract with the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2020 - 2021.
- Staffing would be significantly reduced and duties would be modified, as necessary, to include special transportation needs.

- Currently furloughed employees would be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College would continue to monitor the situation for any adjustments needed in the operation plan and would 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 reviewed the information being presented.

South Texas College Acting Chief of Police for the Department of Public Safety, Ruben Suarez, and Transportation Services Manager, Alina O. Cantu, attended the Committee Meeting to address any questions by the committee.

Ms. Rose Benavidez expressed concerns about the proposed cancellation of all routes that help students in outlying communities reach facilities in other areas of the District, and asked administration to provide additional details and cost analysis at the Board meeting.

The Finance, Audit, and Human Resources Committee deferred action on this item, asking that it be presented to the Board of Trustees without a Committee recommendation. No formal action was taken.

### **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 would 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 were 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 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 was 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 recommended an operation plan for the food services department consisting of:

- Hours and days of operation would be reduced.
- Limited menu options would be provided.
- Staffing would be reduced and modified, as necessary, including implementing a reduced flexible workweek schedule.
- Currently furloughed employees would be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College would continue to monitor the situation and would adjust the operation plan as necessary.

An operating loss was 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 reviewed the information presented.

The Vice President for Finance and Administrative Services, Mary Elizondo, attended the Committee Meeting to address any questions by the committee.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the food services operation plan for Fiscal Year 2020 - 2021 as presented. The motion carried.

### **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 would 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 were 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 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 recommended an operation plan for the Child Development Center consisting of:

- A reduced and modified staffing schedule would be developed.
- Currently furloughed employees would be advised of possible adjustment to their employment status, pending final approval by the Board of Trustees.

The College would continue to monitor the situation and would adjust the operation plan as necessary. During the 2020 & 2021 academic year the Child Development Center would be completing the current CCAMPIS grant cycle and a determination would 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, and Assistant Professor of Child Development, Ms. Veronica Rodriguez, attended the Committee Meeting to address any questions by the committee.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the Mid-Valley Campus Child Development Center operation plan for Fiscal Year 2020 - 2021 as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:29 p.m.

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

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Mr. Roy de León

**Review and Discussion of Mission Economic Development Authority (MEDA)  
Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on  
Funds Distributed**

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed is being presented.

Purpose – Mr. Keith Moore from Edward Jones will present on the status of the MEDA Scholarship Fund Trust, including an overview of the agreement, the annual obligated amount of distribution, the annual net income, and the anticipated annual earnings.

Justification – The report being presented will provide a brief review and update of the MEDA Scholarship Fund to the College Board of Trustees.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to the Edward Jones representative, the amount distributed to the college in the past fiscal years, including for FY 2020, has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

Reviewers – The Vice President for Finance and Administrative Services, Business Office staff, and Student Financial Services staff have reviewed the information being presented. The information on the provision stipulating the distribution amount to South Texas College has been reviewed.

Enclosed Documents – A copy of the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee follow in the packet for the Committee's information and review.

**MEDA Scholarship Fund Trust**

The table below is a recap of the market value activity for the period of October 1, 2012 through December 31, 2019.

<b>Market Value-October 1, 2012</b>	<b>\$3,484,781.73</b>
<b>Additions:</b>	
Income	545,042.14
Additions <sup>(1)</sup>	287,340.83
Security transfers	15,666.85
Other receipts	2,771.08
Change in market value	1,498,249.98
<b>Reductions:</b>	
Disbursements to STC	(1,257,238.84)
Other Disbursements <sup>(2)</sup>	(307,422.77)
<b>Market Value-December 31, 2019</b>	<b>\$3,974,391.37</b>

(1) Other additions include insurance proceeds and capital gain distributions.

(2) Other disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

Based on the trust agreement, which provides for a 5% annual payout, the distributions paid to the College have been as follows:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
<b>Total Distributions Received</b>	<b>\$1,455,958.41</b>

The net income of the Trust for the years of 2012 to 2019 is as follows:

<b>Net Income</b>				
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Additions:</b>				
Interest/Dividends	\$13,376.82	\$71,158.57	\$78,879.43	\$74,656.43
<b>Reductions:</b>				
Distributions	-	-	-	-
Published Fee Collected <sup>(1)</sup>	(5,014.57)	(15,908.84)	(16,582.31)	(16,416.96)
Administrative Expenses	-	(300.00)	(300.00)	(300.00)
Transfer Within Account	-	-	-	-
<b>Total Net Income</b>	<b>\$ 8,362.25</b>	<b>\$54,949.73</b>	<b>\$61,997.12</b>	<b>\$57,939.47</b>

<b>Net Income</b>				
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Additions:</b>				
Interest/Dividends	\$72,162.17	\$72,575.37	\$79,005.78	\$83,227.57
<b>Reductions:</b>				
Distributions	-	(1.39)	(2.46)	(11.46)
Published Fee Collected <sup>(1)</sup>	(15,956.01)	(16,473.47)	(16,673.51)	(16,570.02)
Administrative Expenses	(300.00)	(300.00)	(300.00)	(300.00)
Transfer Within Account	-	-	-	(422,848.23)
<b>Total Net Income</b>	<b>\$55,906.16</b>	<b>\$55,800.51</b>	<b>\$62,029.81</b>	<b>(356,502.14)</b>

(1) Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

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

## **Mission E.D.A. Scholarship Fund Endowment Agreement**

This Mission E.D.A. Scholarship Fund Endowment Agreement ("Agreement") is hereby established and agreed to by and between the Mission Economic Development Authority, Inc. ("MEDA") and South Texas College ("STC") (each of MEDA and STC is sometimes herein referred to as a "Party," and collectively, they are sometimes referred to as the "Parties") to promote economic development for the region by increasing the educational attainment and/or work skill levels for students from the City of Mission who are pursuing programs of study at STC.

### **Part 1. The Fund.**

MEDA has established and funded a trust known as The MEDA Scholarship Fund Trust Agreement dated August 1, 2012 (the "Trust"), of which Edwards Jones Trust Company is the initial sole Trustee (hereinafter Edward Jones Trust Company, together with any other successor Trustee(s), is described as the "Trustee"). The Trust will be funded with assets exceeding the value of \$3,000,000.00.

The Trust is to be managed and administered by the Trustee according to the terms set out in the Trust.

### **Part 2. Purpose; Uses of Distributions from the Trust.**

The purpose of the Trust is to manage and distribute funds to STC for the purpose of awarding and distributing scholarships under this Agreement to students of STC who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas. As such, the Trust provides that income and certain portions of the corpus of the Trust may be distributed to STC from the Trust to use to provide scholarships under this Agreement and for the alternative use as provided in Part 4 of this Agreement.

### **Part 3. The Scholarships**

STC, through its established and to be established scholarship award protocols and committees, will use distributions from the Trust to provide scholarships to selected students for tuition, books, and/or fees according to the purposes of the Trust and the eligibility criteria established in this Agreement.

A. Each scholarship provided for shall be a commitment by STC to provide at least a two semesters, and maximum of four semesters, scholarship subject to all eligibility criteria being met and maintained. Prior receipt of scholarship funds under this Agreement shall not be a bar to receipt of future scholarship funds under this Agreement. The Scholarship Committee (as defined below) shall establish the payment/reimbursement requirements and schedule for scholarship monies to enable the scholarship monies to be used for their intended purposes and goals and to enable monitoring by STC of compliance with the eligibility criteria for

continuation. Any unused scholarship funds upon which a student defaults may be carried forward by STC and included in the scholarships awarded in a future award period. The scholarships shall begin to be awarded beginning no later than STC's Fall Semester of 2013.

B. Each scholarship shall be for an amount of no less than the amount of two semesters' tuition, and no more than the sum of four semesters' tuition, plus anticipated college fees and textbook costs and educationally related expenses.

C. **Criteria for Eligibility.** In order to be considered for a scholarship, an applicant must:

- Be a Permanent Resident of the City of Mission (as defined below) at the time of application for the scholarship and for two or more consecutive years previously, as well as during the STC semester(s) for which the scholarship is given.
- Have completed one semester (full or part time) at STC with a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale.
- Any student or potential student shall be eligible for a scholarship regardless of high school performance. However, the scholarships are intended to benefit either students who excelled in high school (or are excelling at STC) or those whom the Scholarship Committee (as defined below) believes need financial assistance in overcoming financial and life difficulties and who are likely to become a productive employed or employing member of the Mission Area business and industrial community.
- Be a U.S. citizen or a legal permanent resident with a permanent resident card or passport stamped I-551.

D. **Need.** While STC may impose a "need" standard of evaluation if it deems appropriate, financial "need" shall not be a requirement to the award of any scholarship.

E. **Criteria for Maintaining Scholarship.** Each committed scholarship award shall continue for the duration of the scholarship period so long as the recipient:

- Maintains a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale each semester.
- Maintains an enrollment at least two semesters each year and completes a minimum of 12 credit hours per year (the "year" being measured from the start date of the semester for which a scholarship is awarded).
- Remains in good standing with STC with respect to financial, academic, disciplinary, and honor code matters.
- Maintain his/her residence within the city limits of the City of Mission.

F. **Summer Enrollment.** Summer enrollment by any scholarship recipient is not required, but scholarships for summer enrollment shall be permitted and encouraged.

**G. Revocation.** STC shall revoke any scholarship if the recipient fails to meet the required criteria.

**H. Resident.** For purposes of this Agreement, "Permanent Resident of the City of Mission" shall be considered a person who has maintained a domicile within the City of Mission (or a in the event of a minor, during the minority a person whose parents, legal guardian, managing or possessory conservator) to which the person intends to return after any temporary absence, within the city limits of the City of Mission. STC shall be entitled, as a condition to considering any scholarship application, to require proof of the required residency of a type satisfactory to STC.

**I. Categories of Scholarships.** The scholarships shall be available to any category of student, whether Community College, Associate, Undergraduate, Graduate, Technical, Certificate, or Vocational Studies students of STC.

**J. Precatory Language.** While this desire to STC is advisory only, MEDA hopes that the Scholarship Committee (as defined below) will attempt to apply at least one-half of the scholarship funds to assist students in non-academic courses of study, such as technical, vocational, and certificate courses of study and learning.

**K. Scholarship Committee.** STC will establish a scholarship committee (which may consist of another committee which handles other scholarships) to administer the scholarship awards under this Agreement, either by year or by semester, as STC deems most advantageous to the students (such committee referred to herein as the "Scholarship Committee"). The Scholarship Committee's duties will include establishment of procedures for the award of the scholarship funds, including, but not limited to the application process, official forms, deadline information, number of recipients, selection process, etc.

**L. Community Representatives on Committee.** Mission Economic Development Corporation (an affiliate of the City of Mission) and the Mission City Council shall each be invited by STC to designate one member to serve on the Scholarship Committee during each scholarship award period. If no designation is made by either or both groups, the non-designating group need not be represented on the Scholarship Committee.

**M. Recruiting Applicants.** Each year STC may utilize up to \$5,000.00 of the distributions from the Trust each year to advertise the availability of the scholarships under this Agreement, to educate potential applicants about the scholarships, and to recruit qualified persons to apply for the scholarships.

#### **Part 4. Permitted Alternative Use of Funds**

**A.** Until January 1, 2018, STC and the City Council of the City of Mission may, by joint or separate resolutions (but both entities must pass identical resolutions) provided to the

Trustee, direct the Trustee to distribute the remaining funds in the Trust (leaving sufficient amounts to comply with scholarships to which STC has committed the funds and in order pay debts and expenses of the Trust) to STC to construct and/or operate an Educational Facility (as defined below) within the City of Mission or its urban extra-territorial jurisdiction. The Trust's funds so distributed by the Trustee as detailed in this Part 4 shall be used by STC for such restricted purpose, and this restriction shall be enforceable against STC by the City Council of the City of Mission.

B. STC and the City Council of the City of Mission must pass the resolutions and submit to the Trustee their resolution(s) in writing at least 6 months prior to being entitled to the monies from the Trust. Thus, the latest date any such distribution can be made based upon timely resolution and request is July 1, 2018.

C. An "Educational Facility" is defined as a secondary or post-secondary school to educate students to cause them to be able to earn a degree or to provide them training in a technical or vocational field to teach them work force skills.

#### **Part 5. General Terms**

A. **Account For Funds.** In order to administer the funds distributed from the Trust to STC, STC shall establish a separate restricted account for the receipt and distribution of such funds under this Agreement.

B. **MEDA represents and acknowledges that:**

- (a) MEDA understands that applicable federal and state tax regulations may restrict the ability of family members of a scholarship recipient and other persons to provide direct financial support to their choice of students through this scholarship for the purpose of obtaining or creating a tax credit; and
- (b) The Scholarship program provided for in this Agreement is for general scholarships over which STC has full discretion subject to the conditions of this Agreement.

C. **STC represents:**

- (a) STC will not provide scholarships from the funds dedicated to this scholarship program except in accordance with the terms and requirements of this Agreement;
- (b) The scholarships administered under this Agreement serve STC's benevolent and charitable purposes and the provision of the scholarships is a bona fide program operated by STC; and

- (c) **STC will provide to the Trustee, upon request, information required to be provided by the Trustee in determining that any distribution to STC from the Trust is a "Qualifying Distribution" as defined in Section 4942 of the Internal Revenue Code of 1986, as amended.**

**D. Non-Discrimination.** No applicant for, or recipient of, any scholarship funds or benefits under this Agreement shall be subject, directly or indirectly, to discrimination on the basis of race, sex, color, national origin, religion, age, disability, veteran status, or any other illegal basis with respect to any provision of this Agreement.

**E. No Act Contrary to Law.** MEDA and STC acknowledge and agree that nothing in this Agreement shall be construed so as to require the commission of any act contrary to the law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance, administrative, executive, or judicial regulation, order or degree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision(s) of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time(s) such conflict(s) exist.

**F. Counterparts.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. Delivery by facsimile or other electronic transmission of an executed counterpart of this Agreement shall bind the Party making such delivery effective as of the time of such delivery, and such Party shall deliver the originally executed counterpart as soon as possible thereafter.

**[The remainder of this page is intentionally left blank; signature page follows.]**

This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

**Mission Economic Development Authority, Inc.**

By: 

Robert J. Goodwin, Chairman and  
Member of Board of Directors



Pat Townsend, Jr., Member of Board of Directors



Ben Olivarez, Member of Board of Directors



David Heflin, Member of Board of Directors

\_\_\_\_\_  
Geoff Hall, Member of Board of Directors

**South Texas College**

By: 

Dr. Shirley Reed, President

Received and Acknowledged by:

**EDWARD JONES TRUST COMPANY**

Signature:  

Printed Name: Kevin J. Huonker

A Member of the Edward Jones Trust  
Company Acceptance Committee

GHG: 1361098.3

This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

**Mission Economic Development Authority, Inc.**

By: \_\_\_\_\_  
Robert J. Goodwin, Chairman and  
Member of Board of Directors

\_\_\_\_\_  
Pat Townsend, Jr., Member of Board of Directors

\_\_\_\_\_  
Ben Olivarez, Member of Board of Directors

\_\_\_\_\_  
David Heflin, Member of Board of Directors

D.L. Hall  
\_\_\_\_\_  
Geoff Hall, Member of Board of Directors

South Texas College

By: Shirley Reed  
Dr. Shirley Reed, President

Received and Acknowledged by:

**EDWARD JONES TRUST COMPANY**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

A Member of the Edward Jones Trust  
Company Acceptance Committee

GHG: 1361098.3

**MEDA SCHOLARSHIP FUND TRUST AGREEMENT**  
**AND AGREEMENT OF TRUSTEE**

By this trust agreement Mission Economic Development Authority, Inc. ("MEDA"), as Trustor, hereby establishes this MEDA SCHOLARSHIP FUND TRUST ("the Trust"), and Edward Jones Trust Company hereby agrees to accept the assets contributed by MEDA and to serve as the initial sole trustee.

**PURPOSE**

1. The purpose of the Trust is to manage and distribute funds to South Texas College, or its successor in interest, for the purpose of awarding and distributing scholarships under the Mission E.D.A. Scholarship Fund Endowment Agreement effective August 1, 2012 ("Scholarship Endowment") to students of South Texas College who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas.

**TRUSTEE**

2. The trustee of the Trust shall be Edward Jones Trust Company, or its successor in interest (hereinafter, together with any other successor Trustee(s), described as the "Trustee"). No bond or other security is required of the Trustee.

**BENEFICIARY**

3. The initial sole beneficiary of the Trust is South Texas College, or its successor in interest (hereinafter called the "STC Beneficiary"), and the STC Beneficiary shall remain the sole beneficiary of the Trust so long as the STC Beneficiary is and remains an organization to which contributions may be made for the purposes set out in Section 170(c) of the Internal Revenue Code of 1986, as amended (hereinafter, the "Code"). Distributions from the Trust to the STC Beneficiary

shall be for the restricted purpose set forth in Paragraph 1 and shall be made in accordance with the provisions of Paragraph 5 and Paragraph 6.

#### **TRUST ESTATE**

4. The Trust shall be funded with any and all assets contributed to it by MEDA. On or before August 8, 2012, MEDA shall contribute all of its assets remaining after the payment of MEDA's outstanding obligations and expenses which shall constitute the initial corpus of the Trust. The trust estate shall be comprised of this initial corpus together with all other assets transferred to the Trust by MEDA, as well as any income earned from such corpus.

#### **DISTRIBUTIONS TO STC BENEFICIARY**

5. For Scholarships. Subject to the provisions of Paragraph 6, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary such amounts of the Trust's net income and corpus at such times and in such amounts as directed by the STC Beneficiary; provided that the total amount of distributions directed by the STC Beneficiary to be distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year, and all such distributions shall be made to the STC Beneficiary for the restricted purpose of awarding and distributing scholarships under the Scholarship Endowment to students of South Texas College who reside in the City of Mission, Texas. Notwithstanding the foregoing, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary at least the minimum amount required to avoid subjecting the Trust to tax under Section 4942 of the Code. The Trustee shall verify that each

distribution made pursuant to this Paragraph 5 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

6. For A Mission Area Educational Facility. Notwithstanding the provisions of Paragraph 5, the Trustee shall distribute the remaining assets of the Trust, less sufficient amounts to fund any distributions to the STC Beneficiary necessary for scholarships to which the STC Beneficiary has committed the funds pursuant to Paragraph 5, and further less debts and expenses of the Trust, to the STC Beneficiary for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the STC Beneficiary and the City Council of the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee. If the Trustee receives any such joint resolution or separate, identical resolutions on or before January 1, 2018, the Trustee shall distribute such assets less the permitted reserves within six (6) months of the receipt of such resolution(s). In no event shall the Trustee have a continuing obligation to confirm the proper use of the distributed funds by the STC Beneficiary, however, the Trustee shall verify that any distribution made pursuant to this Paragraph 6 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

#### **SPENDTHRIFT PROVISION**

7. To the fullest extent allowed by law, no property (whether income or corpus) of the Trust shall be subject to encumbrance by the Trustor or any beneficiary hereof, or to attachment by or the interference or control of any creditor or assignee of the Trustor or any beneficiary hereof, and it may not be taken or reached by any legal or equitable process in satisfaction of any debt or liability of the Trustor or any beneficiary hereof.

### **TERMINATION**

8. If, at any time, the assets of the Trust have a fair market value of less than Five Hundred Thousand Dollars (\$500,000), and the Trustee, in the Trustee's discretion, shall determine that the size of the Trust does not warrant the cost of administering the same in trust or would be otherwise impractical, the Trustee, in full discharge of the Trustee's duties, without formal court accounting, may terminate the Trust. Upon termination of the Trust due to its size, or upon termination or dissolution of the Trust for any other reason, the Trustee shall distribute, free from trust, all of the then remaining trust estate to the STC Beneficiary, for the restricted purpose set forth Paragraph 1.

9. Notwithstanding anything herein the contrary, if, at any time, the STC Beneficiary ceases to exist or to qualify as an organization to which contributions may be made for the purposes set out in Section 170(c) of the Code, the Trustee shall distribute the remaining assets of the Trust to one or more charitable organizations qualified under Sections 501(c)(3), 2055 and 170(a) of the Code that the Trustee believes, in its sole and absolute discretion, will fulfill MEDA's general charitable intent of providing education to students who reside in the City of Mission, Texas. All determinations made by the Trustee under this Paragraph 9 are final and binding on all parties.

### **IRREVOCABILITY; AMENDMENT**

10. This Trust shall not be revoked, altered, or amended by any person or party. Notwithstanding the foregoing, the Trust may be amended, altered or modified at any time or from time to time, by the Trustee by a signed and acknowledged written instrument, for the sole purpose of assuring qualification of the Trust as an organization described in Section 501(c)(3) of the Code, contributions to which are deductible as charitable contributions for Federal income, gift, and estate

tax purposes. Any amendment of the provisions of this Paragraph 10 shall be valid only if and to the extent that such amendment further restricts the power to amend the Trust. All instruments amending the Trust shall be kept with the records of the Trust.

#### **PROVISIONS CONCERNING QUALIFICATION AS CHARITABLE TRUST**

11. Income or corpus derived from contributions to the Trust shall be distributed by the Trustee for use solely within the United States or its possessions. No part of the net earnings of the trust estate of the Trust shall inure to, or be payable to or for the benefit of, any private shareholder or individual other than as legitimate objects of exempt purposes, and no substantial part of the activities of the Trust shall be the carrying on of propaganda, or otherwise attempting to influence legislation. No part of the activities of the Trust shall be the participation or intervention in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this trust agreement, the Trustee shall not conduct any activities on behalf of the Trust which are not permitted to be conducted: (i) by an organization exempt from federal taxes pursuant to Section 501(c)(3) of the Code; or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the administration of the Trust, the Trustee shall not exercise any power or authority granted by the provisions of this trust agreement in any manner or for any purpose whatsoever which may not be exercised by an organization described in Section 501(c)(3) of the Code. Notwithstanding any other provisions of this trust agreement, (i) the Trustee shall make distributions each taxable year at such time and in such manner as not to subject the Trust, any foundation manager, or disqualified person to the tax on undistributed income imposed by Section 4942 of the Code; (ii) no Trustee, foundation manager, or disqualified person shall engage in any act of self-dealing as defined in Section 4941(d) of the Code; (iii) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain any excess business holdings as defined in Section

4943(c) of the Code which would subject the Trust to tax under Section 4943 of the Code; (iv) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain or make any investment which would result in tax liability under Section 4944 of the Code; and (v) no Trustee, foundation manager, or disqualified person shall cause the Trust to make any taxable expenditures as defined in Section 4945(d) of the Code.

12. The Trustee shall take such action as shall be necessary and appropriate to qualify the Trust as an organization defined in Section 501(c)(3) of the Code, including, but not limited to, completing and filing all forms and supporting documents which are necessary to meet such definition, within the required deadlines, including any extensions thereto, and the expenses of the Trustee in completing all such filings, forms, and supporting documents, including but not limited to reasonable attorneys' fees, shall be paid from the assets of the Trust. All actions of the Trustee made pursuant to the authority conferred upon the Trustee by the provisions of this trust agreement shall be final and binding upon each and every person or entity who may have an interest in the Trust.

13. The Trustee shall have all of the authority and powers and be subject to all of the provisions of the Trust applicable to the Trustee to the extent that such authority, power, or provision will not (i) disqualify the Trust from qualifying as a Section 501(c)(3) organization, or (ii) subject the Trustee, any foundation manager, or a disqualified person to any excise tax imposed under Sections 4941, 4942, 4943, 4944, or 4945 of the Code.

#### **INVESTMENT AUTHORITY**

14. The Trustee shall invest the trust estate in accordance with the standards set forth in Texas Property Code Chapter 113 ("Texas Trust Code"), as amended (or any subsequent applicable law), and the Trustee may also invest all or any part of the trust estate in one or more common trust

funds now or hereafter established by the Trustee pursuant to Texas Property Code § 113.171 and § 113.172. Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to Sections 456.1-101 to 456.11-1106 of the Revised Missouri Statutes, as amended from time to time (“Missouri Uniform Trust Code”) shall apply to the administration of the Trust.

### **ADMINISTRATION**

15. The Trustee shall be authorized and empowered:

(a) To exercise all of the powers now or hereafter granted to trustees of express trusts by the Texas Trust Code or any corresponding statute, except in any instance in which the Texas Trust Code, or such other statutory provision, may conflict with the express provisions of this trust agreement, in which case the provisions of this trust agreement shall control.

(b) To adjust, compromise, abandon, sue on or defend, and otherwise deal with and settle all claims in favor of or against the Trust.

(c) To engage and retain consultants, attorneys, accountants, or similar advisors at any time when it may be reasonably necessary to do so in order to provide for the prudent management and preservation of the Trust.

(d) To continue to act as Trustee of the Trust regardless of any change of name of the Trustee and regardless of any reorganization, merger or consolidation of the Trustee.

Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to the Missouri Uniform Trust Code, shall apply to the administration of the Trust.

### **COMPENSATION AND EXPENSES**

16. At any time Edward Jones Trust Company is serving as a Trustee of the Trust, Edward Jones Trust Company shall be compensated:

(a) In accordance with its schedule of rates as published from time to time and as in effect at the time such compensation becomes payable;

(b) Without diminution of any fees that it or any Affiliate (as defined in Paragraph 21(a) below) may receive from mutual funds or money market funds in which the Trust has invested or any financial instrument or investment vehicle in which the trust estate is invested. Such fees may include, but are not limited to, payments for investment advisory or management services and administrative and sub-accounting services, as well as brokerage fees and commissions and payments for other expenses of the funds or investments; and

(c) Without diminution of payments to any Affiliates for services rendered to the Trust.

Any Trustee other than Edward Jones Trust Company shall be entitled to receive for such Trustee's services hereunder reasonable compensation which shall be determined in accordance with Texas law and prevailing standards. The courts of the state having jurisdiction over the administration of the Trust, as determined pursuant to Paragraph 22 herein, shall have the power and authority to review the compensation of any Trustee, and such Court may take any action with respect to such fees as the Court may deem appropriate pursuant to the laws of the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein.

#### **GENERAL PROVISIONS REGARDING TRUSTEE**

17. No successor Trustee hereunder shall be required to audit or approve accounts received from a prior trustee nor shall any such Trustee be liable for the actions of a prior Trustee. Prior to delivering the trust assets to a successor Trustee or prior to making any partial or complete distribution of corpus under this trust agreement (other than a distribution authorized pursuant to Paragraph 5 and which does not result in a termination of the Trust) the Trustee (1) may request an approval of the Trustee's accounts and a release and discharge from all beneficiaries that have an interest in the distribution, and if such approval, release and discharge is not granted, may request court settlement of such accounts; or (2) may request court settlement of such accounts. All of the

Trustee's fees and expenses (including attorneys' fees) attributable to court approval of such accounts shall be paid by the Trust to the extent that the accounts are approved.

18. The Trustee shall keep books of account respecting the Trust and all transactions involving the Trust, and shall furnish to the STC Beneficiary, at least annually, statements showing receipts and disbursements of income and corpus of the Trust, and a list of assets held in the Trust.

19. No person or entity dealing with the Trustee hereunder shall be obligated to see to the application of any money or property paid or delivered to the Trustee, and no such person or entity shall be obligated to inquire into the expediency or propriety of any transaction of the authority of the Trustee to enter into and consummate the same upon such terms as the Trustee may deem reasonably appropriate.

20. The Trustee may resign at any time by a signed and acknowledged written notice delivered to the STC Beneficiary. The STC Beneficiary shall appoint a successor Qualified Corporate Trustee by delivering a signed and acknowledged written appointment to such successor Trustee and to the resigning Trustee within ninety (90) days of the STC Beneficiary's receipt of said notice. If the STC Beneficiary fails to appoint a Qualified Corporate Trustee within said ninety (90) day period, the Trustee, at the expense of the Trust, may secure the appointment of a Qualified Corporate Trustee as a successor Trustee by a court in the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein. For purposes of this Paragraph, a "Qualified Corporate Trustee" shall be a national trust company qualified to provide fiduciary services throughout the United States and having at least One Billion Dollars (\$1,000,000,000.00) of assets under management and capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000.00).

## **SPECIAL PROVISIONS GOVERNING THE ADMINISTRATION OF THE TRUST**

### **WHEN EDWARD JONES TRUST COMPANY IS SERVING AS TRUSTEE**

21. Edward Jones Trust Company is a subsidiary of the Jones Financial Companies, L.L.L.P., a Missouri limited liability limited partnership, domiciled in the State of Missouri. While Edward Jones Trust Company is serving as a Trustee hereunder, the following additional provisions shall apply, and to the extent of any inconsistency between the following provisions and the other provisions of this document, the provisions set forth in this Paragraph 21 shall control as follows:

(a) Permitted Activities. Edward Jones Trust Company and any subsidiary or affiliate of the Jones Financial Companies, L.L.L.P. (hereinafter referred to collectively as an "Affiliate") may deal between such trust estate and themselves or any other Affiliate in any principal or agency transaction, either party acting in any capacity, in buying, selling, pledging, leasing, and exchanging assets, in furnishing or receiving goods, services, or facilities, and in borrowing or lending funds or participating in other extensions of credit when, in their discretion, such transaction shall be in the best interests of the beneficiaries of the trust. The foregoing shall apply regardless of any compensation, gain, or profit derived by any Affiliate acting in any capacity in connection with any such transaction. Any Affiliate may furnish services to any trust estate created in this trust agreement in any capacity as may be necessary or desirable in the Trustee's sole discretion for the proper management, protection and sale or other disposition of any part of the trust estate, and may receive customary and reasonable compensation for services in any such capacity without reduction for any compensation paid to Edward Jones Trust Company for its services as Trustee. Edward Jones Trust Company may, from time to time, hold or invest assets in mutual funds, money market funds, annuities or other investments. The fund management companies and their affiliates engaged in operating and distributing such funds or investments receive various commissions or fees for their services as described in the respective funds' prospectus, and such commissions or fees are separate from and will not affect the fees due Edward Jones Trust Company. A portion of such fees received by the fund management companies and their affiliates may, in turn, be paid to Edward Jones Trust Company or its Affiliates, including but not limited to the Edward Jones brokerage firm, for administrative, recordkeeping or shareholder services as and to the extent authorized by Rule 12b-1 under the Investment Company Act of 1940, as amended, or otherwise approved by the fund and its directors. Additionally, Edward Jones Trust Company, or its Affiliates, including but not limited to the Edward Jones brokerage firm, may receive certain payments known as "revenue sharing" from certain mutual fund management companies. Such payments may be based on the average asset values or the sales of fund shares during an applicable period. To the extent the above described fees or payments arise from assets held by Edward Jones Trust Company, they may be retained by or credited to the firm without reducing the amount of fees payable to Edward Jones Trust Company by the accounts

holding such investments. In the event that any person employed by Edward Jones Trust Company or any Affiliate shall also be acting as an officer or director of any corporation in which the trust may own stock or other securities or as an officer or director of any affiliate of such corporation or may be a candidate for election as such officer or director, such person may act as such officer or director and receive compensation therefor in the same manner as if he or she were not employed by Edward Jones Trust Company or Affiliate, and shall not be disqualified from voting for his or her election to such officer or for membership on the board of directors by reason of such employment or by reason of receiving compensation for such employment.

(b) Powers Regarding Affiliates. Edward Jones Trust Company shall have the following specific powers as to the trust estate and may exercise the same in its sole discretion without court order or approval: (i) to engage the services of any Affiliate, and, without limiting the generality of this authorization, the services of Edward Jones, its main operating subsidiary, with respect to the following matters: (A) to manage or advise on the investments of any trust estate created hereunder; (B) to invest the assets of any trust estate in any financial instrument or investment vehicle sold, managed, advised, or currently distributed, underwritten or issued by any Affiliate, including but not limited to money market funds, mutual funds, and certificates of deposit; provided, however that such investment is a qualified investment for a corporate fiduciary under Missouri law; (C) to act as a broker or dealer to execute transactions and to provide other services with respect to any trust estate, including the purchase of any stocks, bonds or other securities, insurance, annuities and any other financial instruments or investment vehicles currently distributed, underwritten or issued by any Affiliate; (D) to perform trust operations, custody and recordkeeping functions on behalf of Edward Jones Trust Company; and (E) to pay for services rendered by any Affiliate from the assets of the trust estate as an expense of trust administration, without diminution of any payment that Edward Jones Trust Company may receive as Trustee, and recognizing that Edward Jones Trust Company may also receive credit or other compensation from any Affiliate for services Edward Jones Trust Company may perform, and may exchange services with any Affiliate; (ii) to cause or permit all or any part of any trust estate to be held, maintained or managed in accounts or deposits administered in any jurisdiction inside or outside the United States of America, and to hold any trust property in the name of its nominee or nominee of any Affiliate; and (iii) to submit to binding arbitration, at its discretion, any claim or dispute that may arise with respect to administration of the trust by Edward Jones Trust Company or any related actions of any Affiliate.

(c) Appointment of Special Trustee. Edward Jones Trust Company is authorized to appoint a person or qualified corporation at any time to act as special Trustee (the "Special Trustee") for the administration of property with respect to which Edward Jones Trust Company shall make the determination, in its discretion, that it is not eligible to act or cannot administer in a practicable manner. This provision is not intended to relieve Edward Jones Trust Company for its obligation to oversee and be responsible for such investments. Edward Jones Trust Company may at any time revoke such appointment. So long as any such appointment is in effect, any power or authority that would be exercisable by Edward Jones

Trust Company with respect to the assets to be administered by the Special Trustee may be exercised by the Special Trustee with the same force and effect as if Edward Jones Trust Company had itself taken such action in the absence of any such restriction or limitation. The Special Trustee shall act without bond or security and need not account to any court. The Special Trustee may receive and retain customary and reasonable compensation for services in such capacity in addition to the compensation to which Edward Jones Trust Company is entitled under this trust agreement.

(d) Nonpublic Information; No Duty to Act. Edward Jones Trust Company shall be under no duty and shall not be liable to any beneficiary for failure to buy, sell or engage in any transaction directly or indirectly involving securities concerning which Edward Jones Trust Company, in its corporate capacity or otherwise, may have acquired any information which has not been disclosed to the public. In this regard, information required by any Affiliate shall not be imputed to Edward Jones Trust Company.

(e) Acceptance of Certain Trust Property and Indemnification for Environmental Expenses. Except as otherwise specifically agreed to by Edward Jones Trust Company, it shall not be deemed to have accepted title to, and shall not act or be obligated to act in any way as a fiduciary with respect to, any real property, including any real property owned or operated by a sole proprietorship, general or limited partnership, limited liability company, or closely held corporation or any interest in any such business enterprise, which is or may become an asset of the trust until (i) an appropriate environmental audit is performed at the expense of the trust to determine that conditions at such real property or operations conducted by such business enterprise are in compliance with state and federal environmental laws and regulations affecting such real property or such business enterprise and (ii) Edward Jones Trust Company has accepted such property as an asset of the trust by a separate writing delivered to the STC Beneficiary. In all events, Edward Jones Trust Company may decline to accept title to or act in any way as a fiduciary as to any such property which it has determined is or thereafter may be in violation of any such environmental law or regulation but accept appointment as a Trustee as to all other trust property. After its qualification, Edward Jones Trust Company shall have the right to reject any property proposed to be transferred to the trust.

Edward Jones Trust Company shall be held harmless from and shall be indemnified from the trust estate for any liability or expense, including reasonable attorneys' fees, incurred as a result of any violation, actual or alleged, of any environmental law or regulation with respect to any property which Edward Jones Trust Company has actually or allegedly accepted.

Edward Jones Trust Company is expressly authorized to take such remedial action as it in its sole and absolute discretion deems appropriate to prevent, abate, remove or otherwise respond to any actual, threatened or alleged violation of, or otherwise comply with, any environmental law or regulation, or federal, state or local agency or Court order, affecting any such property. Edward Jones Trust Company may employ agents, consultants or legal counsel to assist or perform such action. All costs and expenses incurred by Edward Jones Trust Company in connection with such action shall be paid by the Trust. Edward Jones

Trust Company also may establish reasonable reserves for the payment of anticipated environmental expenses.

Edward Jones Trust Company shall not be liable to the beneficiaries or to any other person for any loss or diminution in the value of the trust resulting from any actual, threatened or alleged violation of any such environmental law or regulation affecting any such property or for the payment of any expense of remediation thereof unless Edward Jones Trust Company contributed thereto by its willful misconduct or gross negligence.

(f) Notice of Trust Assets Required. While serving as a Trustee hereunder, Edward Jones Trust Company shall have a duty to administer only those assets of the trust of which it has received written notification of the ownership of such assets by the trust.

(g) Investment Representative. Trustor authorizes the Edward Jones investment representative through whom Trustor conducted investment transactions prior to the transfer to the Trust to review, from time to time, all documents and records related to the trust and investments made thereunder. Upon receipt of a written notification from the STC Beneficiary, the Trustee may provide the Edward Jones investment representative through whom such beneficiary conducts investment transactions to review, from time to time, all documents and records related to such beneficiary's trust estate and investments made thereunder.

### **GOVERNING LAW**

22. This trust agreement, its validity, construction and any questions concerning its amendment or revocation shall be governed by the laws of the State of Texas. The administration of the Trust is to be governed in all respects by the laws of the state in which the Trust is then being administered, based on the location of the principal office of the Trustee then having custody of the Trust's assets and records, which state's courts shall have nonexclusive jurisdiction over the administration of the Trust with respect to any period during which it was being administered in that state. The foregoing shall apply even though the situs of some trust assets or the home or principal place of MEDA or the STC Beneficiary may at some time or times be elsewhere.

### **INVALIDITY OF PROVISIONS**

23. In the event any provision of this trust agreement is held to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this trust agreement,

and this trust agreement shall be construed and enforced as if said illegal or invalid provisions had not been included herein.

#### **INCEPTION**

24. This Trust shall become effective upon: (i) the transfer of money and/or property to the Trustee, and (ii) the Trustee's acceptance of the Trust which shall be evidenced by the signature below of the appropriate officer of the Trustee.

**[The remainder of this page is intentionally left blank; signature page follows.]**



This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**Trustor:**

**Mission Economic Development Authority, Inc.**  
By and through its Board of Directors

By: \_\_\_\_\_  
Robert J. Goodwin, Chairman and  
Member of Board of Directors

\_\_\_\_\_  
Pat Townsend, Jr., Member of Board of Directors

\_\_\_\_\_  
Ben Olivarez, Member of Board of Directors

\_\_\_\_\_  
David Heflin, Member of Board of Directors

\_\_\_\_\_  
  
Geoff Hall, Member of Board of Directors

Consented to, and Appointment Accepted, by Trustee:

**EDWARD JONES TRUST COMPANY**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
A Member of the Edward Jones Trust  
Company Acceptance Committee

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STATE OF TEXAS

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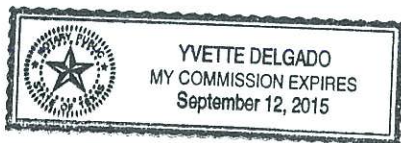
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Robert J. Goodwin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he is the Chairman of the Mission Economic Development Authority, Inc. (MEDA), and he is the authorized representative of MEDA and that he executed the same as the act of MEDA for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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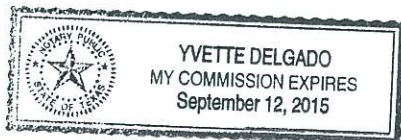
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Pat Townsend, Jr., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public, State of Texas

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STATE OF TEXAS

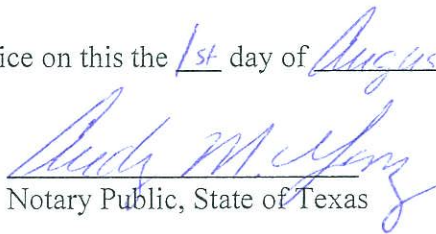
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COUNTY OF ~~HIDALGO~~ MEDINA

BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



  
Notary Public, State of Texas

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STATE OF TEXAS

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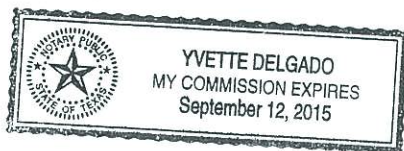
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared David Heflin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

STATE OF MISSOURI  
COUNTY OF ST. LOUIS

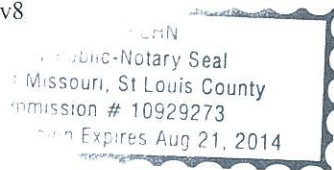
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**BEFORE ME**, the undersigned authority, on this day personally appeared Kevin J. Hunkler on behalf of Edward Jones Trust Company, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said Edward Jones Trust Company, Trustee, that he executed the same as the act of such Edward Jones Trust Company with trust powers for the purposes and consideration therein expressed, and in the capacity therein stated.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on the 6<sup>th</sup> day of August, 2012.

  
Notary Public, State of Missouri

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## **Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards**

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to City of Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College administration has prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration has also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 505 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Summer 2020, resulting in a total of 1,456 scholarship awards to those 505 students, totaling \$946,400.00.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 505 students, 78.8% (398 students) have either graduated or are still enrolled, while the remaining 21.2% (107 students) are not enrolled in Summer 2020 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, will present an update on the revenue and distribution of the scholarship funds. Additional data will be provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles are provided to demonstrate the impact that the availability of these funds has in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$383,358.41 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Fall 2020.

The MEDA Scholarship is advertised to eligible students through the College's scholarship website, the Mission CISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- STC Social Media Accounts
- Texas Border Business
- Rio Grande Guardian
- Mission CISD
- 710 KURV
- Telemundo 40
- The Monitor
- Progress Times
- Direct Mail
- Email

Enclosed Documents – The PowerPoint presenting student demographic information follow in the packet for the Committee's information and review.

The two Summary of Activity Reports have been reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

This information is provided to the Finance, Audit, and Human Resources Committee for review and discussion, and feedback to staff, and no action is requested at this time.

# MEDA Update

Mike Carranza  
Interim Dean of Enrollment Services  
July 14, 2020

1

## MEDA Merit Scholarship

### Eligibility/Continued Eligibility:

- Permanent resident of the City of Mission
- Maintain a 2.5 cumulative GPA each semester
- Enroll in at least two semesters each year
- Complete a minimum of 12 credit hours per year
- Remain in Good Standing with STC with respect to financial, academic, and student disciplinary

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## MEDA Scholarship Programs

### Student Scholarship

- **Part-Time Student Scholarship:** Enrolled for a minimum of **6** credit hours during each semester for a maximum of **8** semesters.
- **Three Quarter Time Scholarship:** Enrollment for a minimum of **9** credit hours during each semester for a maximum of **5** semesters
- **Full-Time Scholarship:** Enrolled for a minimum of **12** credit hours during each semester for a maximum of **4** semesters.

### Scholarships awards based on enrollment (Maximum \$3,200.00)

- 12 credit hours- \$800 9 credit hours- \$600 6 credit hours- \$400

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## MEDA Funds Received

Month Disbursement Received	Disbursements Received
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
May 2017	\$180,511.68
May 2018	\$193,928.47
June 2019	\$174,239.09
May 2020	\$198,719.57
<b>Total Funds Received</b>	<b>\$1,455,958.41</b>

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## MEDA Scholarship Fund Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
<b>MEDA Funds Received</b>		<b>\$1,455,958.41</b>			
2013-2014	47	\$64,200.00	2013-2014	0 Students	(\$0.00)
2014-2015	96	\$113,000.00	2014-2015	0 Students	(\$0.00)
2015-2016	97	\$130,000.00	2015-2016	0 Students	(\$0.00)
2016-2017	151	\$156,800.00	2016-2017	0 Students	(\$0.00)
2017-2018	143	\$184,600.00	2017-2018	1 Student	(\$400.00)
2018-2019	146	\$158,000.00	2018-2019	33 Students	(\$41,600.00)
2019-2020	119	\$139,800.00	2019-2020	47 Students	(\$84,200.00)
<b>Disbursed</b>		<b>(\$946,400.00)</b>		<b>81 Students</b>	<b>(\$126,200.00)</b>
<b>Cash Balance</b>		<b>\$509,558.41</b>			
<b>Funds Designated</b>	<b>81</b>	<b>(\$126,200.00)</b>			
<b>Available Balance</b>		<b>\$383,358.41</b>			

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## Total Aid Awarded To Mission Students

Award Year	MEDA	Other Aid	Total
2013-2014 (47 students)	\$64,200.00	\$224,031.79	<b>\$288,231.79</b>
2014-2015 (96 students)	\$113,000.00	\$433,448.29	<b>\$546,448.29</b>
2015-2016 (97 students)	\$130,000.00	\$452,340.60	<b>\$582,340.60</b>
2016-2017 (151 students)	\$156,800.00	\$684,229.11	<b>\$841,029.11</b>
2017-2018 (143 students)	\$184,600.00	\$663,462.88	<b>\$848,062.88</b>
2018-2019 (146 students)	\$158,000.00	\$399,863.00	<b>\$533,763.00</b>
2019-2020 (119 students)	\$139,800.00		
<b>Disbursed</b>	<b>\$946,400.00</b>	<b>\$2,857,375.67</b>	<b>\$3,803,775.67</b>

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## MEDA Scholarship Impact

- 505 Mission Students have benefited from the MEDA scholarship since the start of the program in Fall 2013
- 398 (78.8%) students have either Graduated and/or are still enrolled
- 107 (21.2%) students are not enrolled for Summer 2020 and have not yet graduated

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## 2019-2020 MEDA Recipients in a Bachelor's Program

Major	Male	Female
Organizational Leadership	3	7
Computer Information Technology	5	0
Medical & Health Services	1	2
Technology Management	3	1
Total	12	10

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## 2019-2020 MEDA Recipients by Division

Major	Male	Female
Nursing and Allied Health	3	15
Liberal Arts and Social Sciences	12	26
Business and Technology	12	12
Math and Science	6	10
Total	33	63

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## 70 MEDA Recipients Currently Enrolled

Currently Enrolled for Summer 2020		
	Male	Female
AA	5	13
AAS	6	9
AAT	0	4
AS	4	7
Bachelors	8	9
Certificate	1	3
Undeclared	0	1
Total	24	46

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## MEDA Student Profile (505)

### Fall 2013 – Spring 2020

Age	Men	Women
18 to 20	33	47
21 to 25	70	106
26 to 30	36	52
31 to 35	23	36
36 to 40	14	21
41 to 45	7	26
46 to 50	6	12
51 to 55	2	5
56- to 60	5	4
	<b>196</b>	<b>309</b>

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## Academic Standing (505)

### Fall 2013 – Spring 2020

GPA	Male	Female
0 to 2.0	3	3
2.0 to 2.599	8	16
2.6 to 2.99	49	59
3.0 to 3.599	94	142
3.6 to 3.99	34	57
4.0	8	32
	<b>196</b>	<b>309</b>

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## Forms of Communication

STC Scholarship website  
STC Social Media Accounts  
Texas Border Business  
Rio Grande Guardian  
Mission CISD  
Progress Times

710 KURV  
Telemundo 40  
The Monitor  
Direct mail  
Email

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## Questions

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**Review and Recommend Action as Necessary on Interlocal Agreement for  
Transportation Services between South Texas College and the Lower Rio Grande  
Valley Development Council for Fall 2020 Semester**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, will be requested at the August 25, 2020 Board meeting.

Background – The Interlocal Agreement for the Jag Express Intercampus Transportation Services was approved on August 27, 2019 for the period of September 1, 2019 through August 31, 2020.

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

In addition, the services include the Circulator (Yellow) routes operated by the College. The Circulator route provides transportation between the College's Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

At the August 6, 2020 Special Board meeting, the Board of Trustees approved the Fall 2020 semester transportation services plan, which includes the following:

- 1) The LRGVDC will fund all the costs for the Green Line and Purple Line.
- 2) CARES Act Funds carried over from FY 2020 and federal/state grant contributions received for the LRGVDC will be used to defray the cost of the Yellow Line.

The estimated Fall 2020 Semester costs by transportation routes are as follows:

Transportation Routes	LRGVDC	South Texas College		
	Operating Cost for System	Operating Cost for System	CARES Act & Grant Contribution	Net Cost
Starr (Green)	\$195,121	\$-	\$-	\$-
Mid Valley (Purple)	63,019	-	-	-
Circulator (Yellow)	-	99,547	76,244	23,303
Total	\$258,140	\$99,547	\$76,244	\$23,304

The CARES Act and Federal/State Grant Contributions in the amount of \$76,244 represents (1) funding for operating expenses, such as fuel, and salaries and benefits from bus drivers and other transportation staff, and (2) expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection. The CARES Act funding covers 100% of the above expenses until exhausted. The Federal/State Funds received from the LRGVDC will reimburse (1) and (2).

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

**Funding Source** - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2020 - 2021.

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

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

Ms. Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC), and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 11, 2020 Finance and Human Resources committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 25, 2020 Board meeting, the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period of September 1, 2020 through December 31, 2020, as presented.

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

**I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2020**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

**RECITALS**

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

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

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

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

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

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

LRGVDC shall have the following responsibilities:

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

with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

### **III. ROLE OF COLLEGE**

The College shall have the following responsibilities:

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

### **IV. CONTRACT AMOUNT AND COMPENSATION**

#### **A. Expense Reimbursement and Payment**

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations, maintenance, expenses arising from operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for approximately \$51,935.00 (50 percent of the operation and 80 percent of the maintenance). Each report will be on College letterhead and approved and signed by an individual with the authority to request payment.

LRGVDC has allocated to the College a total of \$297,624 from the Corona Virus Aid, Relief, and Economic Security (CARES) Act funds. From January 20, 2020 until the CARES Act funding are expended. The College will submit monthly expenditure reimbursement vouchers and will be reimbursed at 100 percent for its operating and maintenance expenses. Each report will be on College letterhead and approved and signed by an individual with the authority to request payment. The CARES Act funding available after September 1, 2020 will be the remaining unexpended balance of the amount allocated of \$297,624.

As consideration for the services to be provided by LRGVDC under this agreement, the College contribution for LRGVDC will be waived for the Fall 2020 semester.

LRGVDC will request contributions from the City of Weslaco in the amount of \$14,936.96 and from the Economic Development Corporation of Weslaco in the amount of \$14,820.00 for the Fall 2020 semester.

#### **B. Match/In-Kind Report**

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

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

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation thirty (30) days

after the ending of each fiscal year quarter (November, February, May, and August). The report will contain the following supporting documentation:

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

## **V. TERM**

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

## **VI. TERMINATION**

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

The agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

## **VII. AMENDMENT**

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

The College's obligation to pay as consideration for the services to be provided by LRGVDC under this Interlocal Agreement is suspended by *force majeure* or unforeseeable circumstances, until an amendment is approved.

## **VIII. COOPERATION**

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

## **IX. NOTICES**

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

If to College: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501

Attention: Lt. Ruben Suarez, Acting Chief of Police

Phone: 956-872-2300

Email: rsuarez8@southtexascollege.edu

*With copy to:* South Texas College

3201 W. Pecan Blvd.

McAllen, TX 78501

Attention: Mary G. Elizondo, VP for Finance & Administrative Services

Phone: 956-872-3559

Email: marye@southtexascollege.edu

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

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

## **X. GENERAL PROVISIONS**

### **A. Special Provisions**

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

### **B. Circulator (Yellow) Transportation Routes**

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the

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

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

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

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

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

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

#### **D. Warranties**

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

#### **E. Capital**

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

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

**South Texas College**

**Lower Rio Grande Valley Development  
Council**

\_\_\_\_\_  
**Shirley A. Reed, M.B.A., Ed. D.**  
**President**

\_\_\_\_\_  
**Manuel Cruz**  
**Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## **EXHIBIT A**

### **COLLEGE'S BUSINESS DAYS AND HOURS OF SERVICE**

## **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 August 25, 2020 Board meeting.

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

### **A. Award of Proposals**

### **B. Purchases and Renewals**

#### **a. Non-Instructional Items**

#### **b. Technology Items**

### **A. Award of Proposals**

#### **1) Glass, Plexiglass, and Installation (Award)**

Award the proposal for glass, plexiglass, and installation for the period beginning August 26, 2020 through August 25, 2021 with two one-year options to renew, at an estimated amount of \$100,000.00. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (San Juan, TX)

Purpose – Facilities Operations and Maintenance is requesting to purchase glass, plexiglass, and installation as needed throughout the College district.

Justification and Benefit – The glass replacement and installation will be purchased by Facilities Operations and Maintenance for the day to day operation. It will be used to replace broken glass or for the installation of new windows through the district.

The plexiglass will be installed as needed in areas that serve faculty, staff, students, and visitors for health and safety due to the pandemic. This will provide a barrier for individuals and maintain social distancing in open workspaces. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposals documents were advertised on June 24, 2020 and July 1, 2020 and issued to thirteen (13) vendors. Six (6) responses were received on July 9, 2020 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Operations and Maintenance budget for FY 2020 - 2021, pending Board approval of the budget.

## 2) Library Materials (Award)

Award the proposal for library materials for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at an estimated amount of \$250,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)	Vendor (City/State)
<b>ABDO Publishing Company</b> (Edina, MN)	<b>Baker &amp; Taylor, LLC.</b> (Charlotte, NC)	<b>Bound to Stay Bound Books, Inc.</b> (Jacksonville, IL)
<b>Cengage Learning, Inc.</b> (Boston, MA)	<b>Central Programs, Inc./ dba Gumdrop Books</b> (Bethany, MO)	<b>Crabtree Publishing Company</b> (New York, NY)
<b>EBSCO Industries, Inc.</b> (Ipswich, MA)	<b>Ingram Library Services, LLC.</b> (La Vergne, TN)	<b>Lektro, Inc./ dba Escue &amp; Associates</b> (Robstown, TX)
<b>Midwest Library Service</b> (Bridgeton, MO)	<b>Midwest Tape, LLC.</b> (Holland, OH)	<b>Perma-Bound Books</b> (Jacksonville, IL)
<b>ProQuest, LLC.</b> (Ann Arbor, MI)	<b>Rittenhouse Book Distributors, Inc.</b> (King of Prussia, PA)	<b>Scholastic Library Publishing, Inc.</b> (Brookfield, CT)

Purpose – Library Services is requesting the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district wide.

Justification and Benefit – The library materials will include books, reference materials, ebooks, and other materials for all the College's academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on June 10, 2020 and June 17, 2020 and issued to sixty-eight (68) vendors. Fifteen (15) responses were received on June 25, 2020 and reviewed by Library Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2020 - 2021, pending Board approval of the budget.

## 3) Multifunction Copier Equipment and Service (Award)

Award the proposal for multifunction copier equipment and service to **Forged Technology Solutions, LLC.** (McAllen, TX) (New), for the period beginning October 1, 2020 through September 30, 2025 with two one-year options to renew, at an estimated annual amount of \$364,122.48 and a total contract amount of \$1,820,612.40. The current copier contracts annual amount is \$386,081.40 with a five (5) year total amount of \$1,930,407.00. This award would provide an annual savings of \$21,958.92 and an estimated five (5) year savings of \$109,794.60.

**Purpose** – The Purchasing Department is requesting to contract one hundred six (106) multifunction copiers and service to meet the copying, printing, scanning, and faxing needs throughout the College district.

**Justification and Benefit** – The multifunction copiers are used by faculty and staff for daily purchase orders, board packets, exams, booklets, contracts, rosters, floor plans, travel documentation, employment documents, spreadsheets, drawings, schedules, flyers, certificates, information pertaining to employment applications, relations, benefits, staffing, payroll, compensation, grant information, invoices, etc. The scanning feature is essential for the sharing of documents and it allows the College to save by reducing the purchase of paper. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

**Background** – Proposal documents were advertised on January 29, 2020 and February 5, 2020 and issued to twelve (12) vendors. Eight (8) responses were received on February 20, 2020 and reviewed by the Copy Center, Information Security, and Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2020 - 2021, pending Board approval of the budget.

#### **4) Office Supplies (Award)**

Award the proposal for office supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$300,000.00. The vendors are as follows:

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

**Purpose** – The Instructional Programs and Support Services Departments request to purchase office supplies which include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc. These supplies are purchased as needed throughout the fiscal year.

**Justification and Benefit** – The office supplies are needed for the day-to-day operation of the College's instructional programs and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

**Background** – Proposal documents were advertised on July 15, 2020 and July 22, 2020 and issued to eight (8) vendors. Four (4) responses were received on July 30, 2020 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2020 - 2021, pending Board approval of the budget.

### 5) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$114,000.00.

Purpose – The Office of Public Relations and Marketing is requesting services for printing of official stationary, business cards, and general purpose printing for the new fiscal year.  
**EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

- a. Printing Projects – At an estimated amount of \$14,000.00 to the following vendors in the amounts listed below:

Projects FY 2020 – 2021	Vendor	Amount
Official Stationary (Letterhead, Envelopes, and Second Sheet)	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)	\$10,000.00
Business Cards	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)	\$4,000.00

- b. General Purpose Printing – At an estimated amount of \$100,000.00 to the following four (4) vendors:

Vendor (City/State)	Vendor (City/State)
<b>Copy Plus, LLC.</b> (McAllen, TX)	<b>FedEx Office and Print Services, Inc.</b> (McAllen, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)

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

Background – Proposal documents were advertised on July 8, 2020 and July 15, 2020 and issued to six (6) vendors. Five (5) responses were received on July 23, 2020 and reviewed by Public Relations and Marketing and the Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing and various requesting department budgets for FY 2020 - 2021, pending Board approval of the budget.

**6) Purchase and Installation of Culinary Arts Equipment (Award)**

Award the proposal for purchase of culinary arts equipment to **Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply** (San Antonio, TX), at a total amount of \$79,087.00.

Purpose – The Culinary Arts Program and Facilities Planning and Construction are requesting the purchase and installation of culinary arts equipment for the newly renovated instructional kitchen at the Pecan Campus.

Justification and Benefit – The equipment will be used for student instruction in the various culinary arts courses. This program offers two (2) certificates and two (2) associate degrees. The students will have the opportunity to be trained on work place equipment, to develop and improve their skills, and be prepared for the food industry. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

This purchase includes the following items: electric kettle, 6-burner range, convection oven, two (2) 30-quart mixers, worktable, eight (8) 8-quart mixers, eight (8) mobile worktables, and a preparation sink.

Background – Proposal documents were advertised on July 1, 2020 and July 8, 2020 and issued to six (6) vendors. One (1) response was received on July 16, 2020 and reviewed by Facilities Planning and Construction, Culinary Arts Program, and Purchasing Department.

Funds for this expenditure are budgeted in the Pecan Campus – Student Activities Center Building H Renovations – Unexpended Construction budget for FY 2020 - 2021, pending Board approval of the budget.

**7) Purchase of Welding Supplies (Award)**

Award the proposal for purchase of welding supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$80,000.00. The vendors are as follow:

Vendor (City/State)	Vendor (City/State)
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>Alamo Iron Works</b> (Brownsville, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Matheson</b> (San Benito, TX)
<b>Praxair Distribution, Inc.</b> (Pharr, TX)	

Purpose – The Welding Program in the Division of Technology and the Continuing Professional and Workforce Education are requesting to purchase of welding gases and supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Education. The purchases will include various gases and classroom/lab supplies used by students for hands on

instruction in welding classes through the district. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on June 10, 2020 and June 17, 2020 and issued to eight (8) vendors. Five (5) responses were received on June 25, 2020 and reviewed by the Welding Program, Continuing Education, and Purchasing Department.

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2020 - 2021, pending Board approval of the budget.

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

**8) Furniture (Purchase)**

Purchase furniture from OMNIA Partners formerly the National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$222,375.99.

#	Vendor	Amount
A	<b>Allsteel, Inc. / Broussard Group</b> (Muscatine, IA/San Antonio, TX)	\$6,933.49
B	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$5,204.70
C	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA / Edinburg, TX)	\$13,988.80
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA / Edinburg, TX)	\$13,455.41
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$169,583.04
F	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$13,210.55
<b>Furniture Total</b>		<b>\$222,375.99</b>

The purchases can be summarized as follows:

- Allsteel, Inc. / Broussard Group (Muscatine, IA / San Antonio, TX)
  - ⇒ Starr County Campus
    - 10 Conference Chairs for the Division of Student Services
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 3 Shelving Units for the Division of Student Services
  - ⇒ Pecan Campus
    - 2 Shelving Units for the Institutional Effectives and Assessment and Research and Analytical Services
  - ⇒ Starr County Campus
    - 2 Shelving Units for the Division of Student Services

- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 2 Faculty/Staff Chairs for the Division of Student Services
  - ⇒ Pecan Campus
    - 16 Faculty/Staff Chairs for the Institutional Effectives and Assessment and Research and Analytical Services
    - 10 Faculty/Staff Chairs for the Facilities Planning and Construction
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 2 Vertical Files and 1 Bookcase for the Division of Student Services
  - ⇒ Pecan Campus
    - 18 Bookcases and 18 Vertical Files for the Institutional Effectives and Assessment and Research and Analytical Services
  - ⇒ Starr County Campus
    - 2 Bookcases and 2 Vertical Files for the Division of Student Services
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 32 Task Chairs for Learning Commons and Open Labs
  - ⇒ Nursing and Allied Health Campus
    - 16 Stools, 1 Faculty/Staff Desk, 6 Chairs, and 1 Table for the Division of Student Services
    - 6 Task Chairs for Learning Commons and Open Labs
  - ⇒ Pecan Campus
    - 8 Chairs, 29 Guest Chairs, 18 Faculty/Staff Desks, 9 Tables for Institutional Effectives and Assessment and Research and Analytical Services
    - 81 Task Chairs for Learning Commons and Open Labs
  - ⇒ Regional Center for Public Safety Excellence
    - 5 Task Chairs for Learning Commons and Open Labs
  - ⇒ Starr County Campus
    - 4 Chairs, 1 Lobby Area Bench, 5 Stools, 8 Chairs, and 2 Tables for the Division of Student Services
    - 37 Task Chairs for Learning Commons and Open Labs
  - ⇒ Technology Campus
    - 13 Task Chairs for Learning Commons and Open Labs
- National Office Furniture / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 2 Lobby Area Seating Sofas and 1 Table for the Division of Student Services
  - ⇒ Starr County Campus
    - 4 Lobby Area Seating Sofas and 2 Tables for the Division of Student Services

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Nursing and Allied Health Bldg A Student Services Renovation FFE, New Furniture, Starr Campus Bldg G Student Services Renovation – FFE, Learning Commons and Open Labs, and Pecan Campus Bldg M Renovation - FFE, pending Board approval of the budget.

**9) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)**

Purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), a TIPS Purchasing cooperative approved vendor, for the period beginning August 26, 2020 through August 25, 2021, at an estimated amount of \$50,000.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase services related to heating, ventilation, and air conditioning maintenance and repairs of the cooling towers.

Justification and Benefit – It will include ordering parts, repairs, and service of the cooling towers as needed. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2019 – 2020 and FY 2020 – 2021, pending Board approval of the budget.

**10) Promotional Items for Student Outreach (Renewal)**

Renew the promotional items for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00. The vendors are as follows:

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

Purpose – Public Relations and Marketing and College Connections (formerly Student Outreach) are requesting the purchase of promotional items for community awareness and various student events. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

Although the circumstances surrounding COVID-19 are currently limiting the College's physical engagements, new methods of engagement are being explored such as mail distribution and other services. The Public Relations and Marketing Department foresees the need to increase the College's engagement efforts after the pandemic to once again to meet enrollment goals.

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

- The Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the amount of \$35,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:

⇒ Increase the awareness of South Texas College, at K-12 schools and other community organizations through the distribution of promotional items as requested.

- ⇒ Promote a college-going culture by promoting the Junior Jaguar program to elementary students throughout the community.
  - ⇒ Promotional items are used in webinars, college and community fairs, conferences, festivals, presentations, and other community events to increase the participation of community at college booths and activities.
  - ⇒ Promote special recruitment events such as Ladies Night at the Technology Campus, the Lunch and Learn program, and registration round-ups.
  - ⇒ Promote enrollment into certificate, associate degree and bachelor programs at community events.
  - ⇒ Promote the Science, Technology, Engineering, and Mathematics (STEM) programs to the community.
  - ⇒ Increase participant engagement in Jerry the Jaguar appearances at parades and other community events, school visits, college activities, etc.
- The College Connections (formerly Student Outreach) purchases promotional items in the amount of \$35,000.00 for the following reasons:
    - ⇒ New Student Recruitment – College Connections recruits students from the two-county district that is comprised of over 77 high school sites with over 55,000 students in grades 9-12. Recruitment initiatives connect students to the college and prepare them for enrollment and transition. In 2018-2019, the College Connections' staff attended recruitment events; including high school visits, college bound events, and community events, which welcome over 4,170 prospective students to one of our five campuses. Promotional items are distributed at recruitment events, including college fairs, community events, presentations, financial aid drives, application drives, etc. Promotional items remain competitive with other college and university recruitment efforts and promotion.
    - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 5,000 students toured a South Texas College Campus in 2018-2019.
    - ⇒ Family Awareness – College Connections creates awareness for parents and families at parent nights and parent meetings at schools.
    - ⇒ Community Awareness – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. The information sessions increase communication in the community and increase access for parents and community members that may not be able to attend a session at the local high school or college campus. Support is provided to parents and students to complete the Apply Texas application and the Free Application for Federal Student Aid (FAFSA).

- ⇒ Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Ambassadors support recruiter efforts in partner schools and community events.
- ⇒ Recognition – College Connections hosts annual Counselors' Update to provide information on policy changes or college updates to our school partners. Community partners, high school counselors and administrators are invited and connected to the college. Counselors are provided a "Recruitment Tool Kit" to help them promote South Texas College to students and their families.
- ⇒ Elementary Schools – College Connections visits elementary schools in the two-county district to promote higher education. Promotional items are given to students, parents and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes "College begins in Kindergarten" and encourages the college knowledge conversation.
- ⇒ College Connections creates a college-going culture through college bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools are commissioned as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a "recruitment tool kit" to help them share the importance of higher education. Promotional items connect students to the institution and increase awareness of higher education and completion. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera (formerly named North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD; and R.T. Barrera, Roma ISD.

Background – The Board awarded the contract for promotional items for student outreach at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 <sup>st</sup> Renewal	6/25/19		9/1/19 – 8/31/20
2 <sup>nd</sup> Renewal	8/25/20		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 Public Relations and Marketing and College Connections budgets for FY 2020 - 2021 pending Board approval of the budget.

#### **11) Promotional T-Shirts for Student Outreach (Renewal)**

Renew the promotional t-shirts for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$58,000.00. The vendors are as follows:

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

Purpose – Public Relations and Marketing, Student Activities, and College Connections (formerly Student Outreach) are requesting the purchase of promotional t-shirts for various community events and to promote South Texas College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED**

Although the circumstances surrounding COVID-19 are currently limiting the College's physical engagements, new methods of engagement are being explored such as mail distribution and other services. The Public Relations and Marketing Department foresees the need to increase the College's engagement efforts after the pandemic to once again to meet enrollment goals.

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

- Public Relations and Marketing - \$13,000.00
  - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
  - ⇒ Youth t-shirts are distributed among elementary school students to promote a college going culture
  - ⇒ T-shirts are used to create awareness of South Texas College throughout community events and college mascot Jerry the Jaguar appearances
  - ⇒ During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
  - ⇒ T-shirts are used as door prizes and incentives for registration, college and career fairs, Registration Round-Ups, and other student recruitment efforts

- ⇒ T-shirts used during special campus events including the financial aid and employment fairs
- ⇒ T-shirts are used to promote community outreach and special programs including Veteran's Day and the Science Olympiad
- ⇒ T-shirts are used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics and cybersecurity
- Student Activities and Wellness - \$25,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ Community College day students visit at the Capital
  - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
  - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
  - ⇒ South Texas College Students care community/neighborhood volunteering day
  - ⇒ Early College High Schools Sports Tournament
  - ⇒ Various on campus High School visits
  - ⇒ Various visits to High Schools
  - ⇒ Various support to student Academic programs and related student travel
- College Connections (formerly Student Outreach) - \$20,000.00
  - ⇒ Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students and their families to South Texas College. In 2018-2019, the College Connections' staff attended over 400 recruitment events and hosted college bound events and welcomed over 7,100 prospective students to one of our 5 campuses. Shirts are an essential part of the college recruitment and connection process.
  - ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the college and are worn by students and the community.
  - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, Admissions, Advising, Financial Aid, and Registration. Shirts identify students as new Jaguars and builds college pride and spirit. In 2018-2019, College Connections hosted over 100 registration events.

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

Background – The Board awarded the contract for grounds maintenance at the December 4, 2018 Board of Trustees meeting for one year with two one-year option annual renewals. The last renewal period begins September 1, 2020 and ends August 31, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/4/18	11/27/18 – 8/31/19	2 – one year options
1 <sup>st</sup> Renewal	6/25/19		9/1/19 – 8/31/20
2 <sup>nd</sup> Renewal	8/25/20		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 requesting department budgets for FY 2020 – 2021, pending Board approval of the budget.

## **B. Purchases and Renewals (B-b. Technology Items)**

### **12)Banner Application Maintenance Agreement (Renewal)**

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$394,715.44.

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

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Banner Recruiting and Admission Performance, Ellucian Degree Works, Ellucian Degree Works Transfer Equivalency, Ellucian Mobile Platform Edition, Ellucian Intelligent Learning Platform, Financial Aid FM Need Analysis, Xtender Solutions, Application Xtender, AppWorx, Document Management Suite May09, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite. The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

### **13)Data Hosting and Maintenance Agreement (Renewal)**

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$246,497.00.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system.

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

for the equipment used by South Texas College staff. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**14)Email Security Software Licenses (Renewal)**

Renew the email security software licenses with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2020 through September 29, 2021, at a total amount of \$39,219.60.

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

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and constantly targeted by spammers. The College needs to protect the service with a tool that provides protection against these threats. This license provides a service for sharing sensitive information securely with trusted parties and can greatly reduce the probability of a successful phishing attempt. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Information Security budget FY 2020 - 2021, pending Board approval of the budget.

**15)Enterprise Antivirus, Web and Network Security Protection Software, Maintenance, and Support Agreement (Renewal)**

Renew the enterprise antivirus, web, and network security protection software, maintenance, and support agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2023, at a total amount of \$438,163.50. The College will realize a significant savings of \$146,056.16 by accepting a multi-year agreement.

Purpose – Information Security is requesting to renew the Enterprise Antivirus, Web and Network Security Protection Software, support, and maintenance agreement to continue receiving maintenance and support for our VLA McAfee Endpoint. The purpose of this vendor solution is to protect and safeguard data, laptops, desktops, servers, and network resources.

Justification and Benefit – The College safeguards information resources through a layered security strategy reliant upon a variety of security products. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Information Security budget FY 2020 – 2021, FY 2021 – 2022, and FY 2022 - 2023, pending Board approval of the budget.

**16)Enterprise Software Licenses and Maintenance Agreements (Renewal)**

Renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$70,908.20.

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

Justification and Benefit – The software licenses are installed on the student lab computers and classroom computers throughout all the college's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

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

Funds for this expenditure are budgeted in the IT Risk and Security, Client Services, and Technology Support Services budgets for FY 2020 – 2021, pending Board approval of the budget.

**17)Internet Service Agreement – Pecan Campus (Renewal)**

Renew the internet service agreement - Pecan Campus with Spectrum Enterprise through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2020 through August 31, 2021, at a monthly amount of \$15,000.00 and an estimated annual amount of \$180,000.00.

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

Justification and Benefit – The service will be utilized by students, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**18)Network Hardware and Software Maintenance Agreement (Renewal)**

Renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$203,190.88.

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

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**19)Oracle License Maintenance Agreement (Renewal)**

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$478,167.05.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of 26,098 for each type of license, which is used for the College's administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**20)Public Website Hosting Services Agreement (Renewal)**

Renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor

and a sole source, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$75,000.00.

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

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**21) Server Hardware Maintenance and Support Agreement (Renewal)**

Renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$86,588.20.

Purpose – Information Technology is requesting to renew the server hardware maintenance and support agreement for the switches and Dell servers.

Justification and Benefit – The Dell hardware maintenance agreement supports and maintains the college's computer servers that include the servers used for the security cameras. The agreement provides twenty-four (24) hour, year round support. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

**22) VMware Maintenance Agreement (Renewal)**

Renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$64,746.35.

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

Justification and Benefit – The maintenance agreement offers twenty-four (24) hour, year round technical support for the College's virtual servers. These virtual servers host many applications and websites that are used college wide by various departments. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Systems and Networking 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 August 25, 2020 Board meeting the award of proposals, purchases, and renewals as listed below:

**A. Award of Proposals**

**B. Purchases and Renewals**

**a. Non-Instructional Items**

**b. Technology Items**

**A. Award of Proposals**

- 1) Glass, Plexiglass, and Installation (Award):** award the proposal for glass, plexiglass, and installation for the period beginning August 26, 2020 through August 25, 2021 with two one-year options to renew, at an estimated amount of \$100,000.00. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (San Juan, TX)

- 2) Library Materials (Award):** award the proposal for library materials for the period beginning September 1, 2020 through August 31, 2021 with two one-year options to renew, at an estimated amount of \$250,000.00. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>ABDO Publishing Company</b> (Edina, MN)	<b>Baker &amp; Taylor, LLC.</b> (Charlotte, NC)	<b>Bound to Stay Bound Books, Inc.</b> (Jacksonville, IL)
<b>Cengage Learning, Inc.</b> (Boston, MA)	<b>Central Programs, Inc./ dba Gumdrop Books</b> (Bethany, MO)	<b>Crabtree Publishing Company</b> (New York, NY)
<b>EBSCO Industries, Inc.</b> (Ipswich, MA)	<b>Ingram Library Services, LLC.</b> (La Vergne, TN)	<b>Lektro, Inc./ dba Escue &amp; Associates</b> (Robstown, TX)
<b>Midwest Library Service</b> (Bridgeton, MO)	<b>Midwest Tape, LLC.</b> (Holland, OH)	<b>Perma-Bound Books</b> (Jacksonville, IL)
<b>ProQuest, LLC.</b> (Ann Arbor, MI)	<b>Rittenhouse Book Distributors, Inc.</b> (King of Prussia, PA)	<b>Scholastic Library Publishing, Inc.</b> (Brookfield, CT)

- 3) Multifunction Copier Equipment and Service (Award):** award the proposal for multifunction copier equipment and service to **Forged Technology Solutions, LLC.** (McAllen, TX) (New), for the period beginning October 1, 2020 through September 30, 2025 with two one-year options to renew, at an estimated annual amount of \$364,122.48 and a total contract amount of \$1,820,612.40. The current copier contracts annual amount is \$386,081.40 with a five (5) year total amount of \$1,930,407.00. This award would provide an annual savings of \$21,958.92 and an estimated five (5) year savings of \$109,794.60;
- 4) Office Supplies (Award):** award the proposal for office supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$300,000.00. The vendors are as follows:
- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - Secondary: **Copy Plus** (McAllen, TX)
- 5) Printing Projects (Award):** award the proposal for printing projects and general purpose printing for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$114,000.00.
- 6) Purchase and Installation of Culinary Arts Equipment (Award):** award the proposal for the purchase and installation of culinary arts equipment to Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply (San Antonio, TX), at a total amount of \$79,087.00;
- 7) Purchase of Welding Supplies (Award):** award the proposal for the purchase of welding supplies for the period beginning October 1, 2020 through September 30, 2021 with two one-year options to renew, at an estimated amount of \$80,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>Alamo Iron Works</b> (Brownsville, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Matheson</b> (San Benito, TX)
<b>Praxair Distribution, Inc.</b> (Pharr, TX)	

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

- 8) Furniture (Purchase):** purchase furniture from OMNIA Partners formerly the National Intergovernmental Purchasing Alliance (NIPA), Sourcwell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$222,375.99;

#	Vendor	Amount
A	<b>Allsteel, Inc. / Broussard Group</b> (Muscatine, IA/San Antonio, TX)	\$6,933.49
B	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$5,204.70
C	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA / Edinburg, TX)	\$13,988.80

#	Vendor	Amount
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA / Edinburg, TX)	\$13,455.41
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$169,583.04
F	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$13,210.55
<b>Furniture Total</b>		<b>\$222,375.99</b>

**9) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase):** purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), a TIPS Purchasing Cooperative approved vendor, for the period beginning August 26, 2020 through August 25, 2021, at an estimated amount of \$50,000.00;

**10) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$70,000.00. The vendors are as follows:

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

**11) Promotional T-Shirts for Student Outreach (Renewal):** renew the promotional t-shirts for student outreach, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$58,000.00. The vendors are as follows:

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

#### **B. Purchases and Renewals (B-b. Technology Items)**

**12) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$394,715.44;

**13) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$246,497.00;

**14) Email Security Software Licenses (Renewal):** renew the email security software licenses with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period

beginning September 30, 2020 through September 29, 2021, at a total amount of \$39,219.60;

- 15)Enterprise Antivirus, Web and Network Security Protection Software, Maintenance, and Support Agreement (Renewal):** renew the enterprise antivirus, web and network security protection software, maintenance, and support agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2023, at a total amount of \$438,163.50. The College will realize a significant savings of \$146,056.16 by accepting a multi-year agreement;
- 16)Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) and Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2020 and August 31, 2021, at a total amount of \$70,908.20;
- 17)Internet Service Agreement – Pecan Campus (Renewal):** renew the internet service agreement – Pecan Campus with Spectrum Enterprise through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2020 through August 31, 2021, at a monthly amount of \$15,000.00 and estimated annual amount of \$180,000.00;
- 18)Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$203,190.88;
- 19)Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$478,167.05;
- 20)Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor and a sole source, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$75,000.00;
- 21)Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$86,588.20;
- 22)VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at a total amount of \$64,746.35.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$5,421,271.61.

**SOUTH TEXAS COLLEGE**  
**1. GLASS, PLEXIGLASS AND INSTALLATION**  
**PROJECT NO. 20-21-1005**

<b>VENDOR</b>	<b>FDG Construction</b>	<b>G&amp;S Glass, LLC.</b>	<b>Gateway Printing &amp; Office Supply, Inc.</b>	<b>Luna Glass, LLC.</b>	<b>R. E. Friedrichs Company</b>	<b>Risica &amp; Sons, Inc.</b>
<b>ADDRESS</b>	1616 E Griffin Pkwy Ste 110	616 N Clossner Blvd	14803 Bulverde Rd	224 N McColl Rd Ste E	3409 S Jackson Rd	403 E Expwy 83
<b>CITY/STATE</b>	Mission, TX 78572	Edinburg, TX 78541	San Antonio, TX 78247	McAllen, TX 78501	Pharr, TX 78577	San Juan, TX 78589
<b>PHONE</b>	817-703-4971	956-287-1162	210-650-3995	956-566-2944	956-687-8261	956-781-3840
<b>FAX</b>			210-650-5506		956-687-6164	956-782-5916
<b>CONTACT</b>	Humberto Saenz	Gustavo Casas	Butch Shook	Jose Luna	Austin C. Friedrichs	Pat Risica
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>A. Time and Materials Charges</b>						
<b>1</b>	<b>Labor Rates</b>					
	Regular Rate: Per hour weekdays	\$ 13.00	\$ 83.75	\$ 35.00	\$ 150.00	\$ 40.00 \$ 68.50
	Mon-Fri, 8am-5pm					
	Overtime Rate: Per hour after 5:00 pm weekdays	\$ 19.50	\$ 125.00	\$ 52.00	\$ 175.00	\$ 75.00
	Overtime Rate: Per hour weekends	\$ 19.50	\$ 125.00	\$ 52.00	Closed Weekends	\$ 100.00
	Overtime Rate: Per hour holidays	\$ 19.50	\$ 125.00	\$ 75.00	\$ 175.00	
	Note:				2-Man Crew	
<b>2</b>	<b>Glass and Other Material Charges</b>					
	Materials Markup	0%	25%			35%
	Materials Discount	0%		25%	5%	
						We have no manufacturer's price list or benchmarks to go by
	Benchmark used for Discount				Retail Price	
<b>3</b>	<b>Plexiglass and Other Material Charges</b>					
	Materials Markup	0%	25%			35%
	Materials Discount	0%		25%	5%	
	Benchmark used for Discount			Retail pricing, may be greater depending on manufacturer	Retail Price	Same as above
<b>4</b>	<b>Travel Time</b>					
	Travel Time included		No	Yes	Yes	No
	Minimum Travel Charge	\$ -	\$ 25.00	\$ -	\$ -	\$ 145.00
	Per Mile Charges	\$ -	\$ -	\$ -	\$ -	
	Note:					For first hour of work, trip charges included
<b>B. Escalation</b>						
<b>5</b>	<b>2nd Year</b>	0%	0%	0%	0%	0%
<b>6</b>	<b>3rd Year</b>	0%	0%	0%	0%	0%

The Director of Purchasing has reviewed all the responses.

SOUTH TEXAS COLLEGE  
2. LIBRARY MATERIALS - PROJECT NO. 20-21-1003

VENDOR		ABDO Publishing Company	Baker & Taylor, LLC.	Bound to Stay Bound Books, Inc.	Cengage Learning, Inc.	Central Programs, Inc./ dba Gumdrop Books	Crabtree Publishing Company	EBSCO Industries, Inc.	Ingram Library Services, LLC.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Midwest Tape, LLC.	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.
ADDRESS		8000 W 78th St Ste 310	2810 Coliseum Ctr Dr Ste 300	1880 W Morton	200 Pier Four Blvd Ste 400	802 N 41st St	341 Fifth Ave Ste 1402-145	10 Estes St	P O Box 3006	4309 River Ranch Circle	11443 St Charles Rock Rd	1417 Timberwolf Dr	617 E Vandalia Rd	789 E Eisenhower Parkway	51 Fcheley Dr	P O Box 5277
CITY/STATE/ZIP		Edina, MN 55439	Charlotte, NC 28217	Jacksonville, IL 62650	Boston, MA 02210	Bethany, MO 64424	New York, NY 10016	Ipswich, MA 01938	La Vergne, TN 37086	Robstown, TX 78380	Bridgeton, MO 63044	Holland, OH 43528	Jacksonville, IL 62650	Ann Arbor, MI 48106	King of Prussia, PA 19406	Brookfield, CT 06804
PHONE		800-800-1312	800-775-7930	800-637-6586	800-877-4253	800-821-7199	800-387-7650	800-653-2726	800-937-5300	800-676-2093	800-325-8833	800-875-2785	800-637-6581	800-521-0600	800-345-6425	800-621-1115
FAX		800-862-3480	704-998-3260	800-747-2872	877-363-4253	866-321-7199	800-355-7166	978-356-6565	615-213-6004	800-301-4040	800-962-1009	800-444-6645	800-551-1169	888-241-5612	800-223-7488	
CONTACT		Joslyn Lillion	Lee Ann Queen	Lori Smith	Roger Strong	Nancy Crovetti	Andrea Crabtree	Alan Saltzman	Pamela R. Smith	Greg Escue	Herbert M. Lesser	Sue Bascuk	Heather Cook	Christopher Kaul	Nicole Gallo	Allison Henderson
#	DESCRIPTION	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
OPTION 1: DISCOUNTS FROM CATALOG/PRICE LISTING																
1	Trade Editions		40% Category Definition I, II			0 - 70% List Price			47.0%	10 - 30% Off List	30%		No additional discounts	20% Firm/Approvals 10% Standing Orders		40% Off List Price (selected Scholastic titles)
2	Text and Technical		20% Category Definition VIII, IX						10.0%	10 - 30% Off List	5 - 15%		No additional discounts	20% Firm/Approvals 10% Standing Orders		
3	Publishers and Library Binding	0% Catalog 30% Off List	20% Category Definition VII			0 - 70% List Price Average 32%			15.5%	10 - 30% Off List	5 - 15%		No additional discounts	20% Firm/Approvals 10% Standing Orders		30% Off List Price (Children's Press, Franklin Watts, & selected Scholastic titles)
4	School and Library Binding		20% Category Definition VI			0 - 70% List Price Average 32%			15.5%	10 - 30% Off List	5 - 15%		No additional discounts	20% Firm/Approvals 10% Standing Orders		
5	Pre-Bounds			30% Discount from Publisher list price in effect at time of shipment plus prebinding charge of \$8.62 per book firm through August 31, 2023. Short discount titles are reduced by 10%. When using our online catalog, your actual discount will be shown.					30.0%	10 - 30% Off List	0 - 15%		3% off our Books Ordered in Our Perma-Binding	20% Firm/Approvals 10% Standing Orders		
6	Pre-Bounds Paperback		0% Category Definition XV						41% + \$5.45 Prebinding Charge	10 - 30% Off List	0 - 10%		3% off our Books Ordered in Our Perma-Binding	20% Firm/Approvals 10% Standing Orders		
7	Paperback Books		20% Category Definition III, IV, V			0 - 40% List Price			41.0%	10 - 30% Off List	10%		No additional discounts	20% Firm/Approvals 10% Standing Orders		
8	Audiovisual-DVD		28.5%						31.5%	10 - 30% Off List	0%	25% Off MSRP	No additional discounts	20% Firm/Approvals 10% Standing Orders		30% off list price (Weston Woods)

SOUTH TEXAS COLLEGE																
2. LIBRARY MATERIALS - PROJECT NO. 20-21-1003																
VENDOR		ABDO Publishing Company	Baker & Taylor, LLC.	Bound to Stay Bound Books, Inc.	Cengage Learning, Inc.	Central Programs, Inc./ dba Gumdrop Books	Crabtree Publishing Company	EBSCO Industries, Inc.	Ingram Library Services, LLC.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Midwest Tape, LLC.	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.
9	Electronic Books	0% Catalog 30% Off List	0% - eBook and eAudioBook Note 1: Please note: cataloging/processing services are not available for DVD product issued by Buena Vista Home Entertainment, aka Walt Disney Studios Home Entertainment (BVHE) Note 2: Digital Media Processing... \$5.79/unit (includes digitally scanned artwork in a standard case with embedded fixed-data labels (ex. 7 day circulation label) Additional, variable-data labels (ex. Spine label) are available for \$.15/label		10% discount off titles published by Gale and our imprints when at least two titles are purchased; 5% discount off our third-party partner titles when at least two titles are purchased from the same publisher or publisher group. Please contact Heather Weigand for addt'l info/quotes 248-533-2258 or heather.wiegand@cengage.com	0 - 70%		0 - 50% Please see following pages	0.0%	10 - 30% Off List		Not a discounted format. Available on our hoopla platform as a per-circulation (patron-borrow). Pricing ranges from \$0.34 - \$3.99. Hoopla platform has no platform fees, hosting fees, or annual fees. Library is assessed a charge only when a patron borrows a title.	No additional discounts	Direct purchases up to \$25,000 - 1%  Direct purchases above \$25,000 - 3%		0% (TrueFlix, FreedomFlix, Science Flix, Watch & Learn) & 15% off books with CDs
10	Streaming Audio								0.0%			Not a discounted format. Available on our hoopla platform as a per-circulation (patron-borrow). Pricing ranges from \$0.34 - \$3.99. Hoopla platform has no platform fees, hosting fees, or annual fees. Library is assessed a charge only when a patron borrows a title.	No additional discounts	15%		
11	Streaming Video								0.0%			Not a discounted format. Available on our hoopla platform as a per-circulation (patron-borrow). Pricing ranges from \$0.34 - \$3.99. Hoopla platform has no platform fees, hosting fees, or annual fees. Library is assessed a charge only when a patron borrows a title.	No additional discounts	15%		
12	Note:												Prices in our Perma-Bound catalogs and on our Perma-Bound website (www.perma-bound.com) are pre-discounted up to 35% off the publisher list price. Perma-Bound offers additional discounts for books ordered in quantities.  If a school/library is purchasing multiple copies of one title they should contact our Customer Support team for a quote			

SOUTH TEXAS COLLEGE  
2. LIBRARY MATERIALS - PROJECT NO. 20-21-1003

VENDOR		ABDO Publishing Company	Baker & Taylor, LLC.	Bound to Stay Bound Books, Inc.	Cengage Learning, Inc.	Central Programs, Inc./ dba Gumdrop Books	Crabtree Publishing Company	EBSCO Industries, Inc.	Ingram Library Services, LLC.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Midwest Tape, LLC.	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.
OPTION 2: SINGLE DISCOUNT FROM ALL CATEGORIES																
13	Discount Percentage						Catalog already reflects 25% off list price		20.0%						Print books stock publishers - 15%, Greater discounts on select publishers and seasonal discounts available eBooks via R2 Digital Library 10%	
PRINT PROCESSING COSTS OPTION 1:																
14	Barcode with protector attached		\$.20/label	No Charge		\$0.06	Free		\$0.45 per unit Barcode -\$0.20 Protector- \$.25	Free	\$0.50		Free Barcode, spine label and reading program label for both attached and unattached	\$0.43 per record		\$0.00 Requires no data manipulation
15	Spine Label with protector attached		\$.29/label	No Charge		\$0.06	Free		\$0.45 per unit Spine -\$0.20 Protector -\$0.25	Free	\$1.50		Free	\$0.43 per record		\$0.00 Requires no data manipulation
16	Campus location label per specifications		\$.25/label	\$0.20		Free			\$0.20 per unit	Free	\$0.25		\$.18 - Unattached \$.27 - Attached	\$0.25 per record		\$0.00 Requires no data manipulation
17	Mylar jacket (unfastened)		\$.69/unit	\$0.55		Not available unattached			\$.69/unit	\$1.00	\$1.05		Free	\$1.35 per record		\$0.00 Requires no data manipulation
18	Laminate for Paperback (CoverUps ® or equivalent book protection)		\$1.29/ Unit Poly laminate (7 ml) \$2.09/ Unit Traditional Laminate (10 ml)				Free		\$1.85 (15mil)	\$2.50	\$2.00 - \$3.15 Dependent on size of book		Kapco - \$2.50 Colibri - \$1.30	\$1.79 per record		
19	Micro-LIF data in electronic file		Standard MARC, via TechXpress for any title with an existing record in our cataloging database \$.30/Record	No Charge		Free	Free		\$0.35 per record via electronic delivery	Free	\$0.75		CD Rom = \$20.00 Electronic - Free	No Charge		\$0.00 Requires no data manipulation
20	Attached Tattle Tape (Theft Detection Device - 3M)		\$.59/unit	\$0.50		(\$.38 + \$.58) \$.97	Free		\$0.50/unit	\$1.00	\$0.45		\$.50 Per Book	\$0.40 per record		\$0.00 - Requires no data manipulation
21	"Date Due" slips (Attached)		\$.25/label	\$0.20		\$0.05	Free		\$.20/label	Free	\$0.25		\$.18 Per Book	\$0.25 per record		\$0.00 - Requires no data manipulation
22	Property stamped per specifications		\$.20/first location \$.10/each additional location	\$0.10 ea.		Free	Free		\$0.20 per impression	Free	\$0.25/stamp		\$.20 Per Location	\$0.20 per stamp		\$0.00 - Requires no data manipulation

SOUTH TEXAS COLLEGE  
2. LIBRARY MATERIALS - PROJECT NO. 20-21-1003

VENDOR		ABDO Publishing Company	Baker & Taylor, LLC.	Bound to Stay Bound Books, Inc.	Cengage Learning, Inc.	Central Programs, Inc./ dba Gumdrop Books	Crabtree Publishing Company	EBSCO Industries, Inc.	Ingram Library Services, LLC.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Midwest Tape, LLC.	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.
23	Use Library of Congress classification		\$.30/record	No Charge		Yes	Free		No Charge	Free	Yes		Free	N/A Cataloging Function		\$0.00 - Requires no data manipulation
PROCESSING COST OPTION 2:																
24	Provide bundle cost of all items listed above		\$2.77/unit (hardcover) \$3.37/unit (paperback, poly laminate) \$4.17/unit (paperback, traditional laminate) Bundled prices include the \$0.30/record fee for MARC only one time and assume a single stamped location	\$1.55		See attached price list - since no shelf ready processing is requested labels (free) would be sent with protectors (.06) each but would have both been free with the SR charge of .58			\$3.19 per book Includes: Mylar Jacket-Taped; Spine Label; Spine Protector; Barcodes (2); Barcode Protector; Date Due Slip; Property Stamps (5); Label ("Request software at front desk"); theft-Inside Book (3M); 15 mil Laminated Paperback Covers; and BookMARC Record via electronic delivery.				With Colibri , theft, stamped, date due, and classroom label comes to: \$2.45 - Attached and \$2.36 - Unattached With Kapco , theft, stamped, date due, and classroom label comes to: \$3.65 - Attached and \$3.56 - Unattached			
DVD PROCESSING COSTS OPTION 1:																
25	Barcode with protector attached		\$.20/label						\$0.45 per unit Barcode -\$0.20 Protector- \$.25	Free	\$0.50	\$0.11		\$0.43 per record		\$0.00 - Requires no data manipulation
26	Spine label with protector attached		\$.29/label						\$0.45 per unit Spine -\$0.20 Protector -\$0.25	Free		\$0.56		\$0.43 per record		\$0.00 - Requires no data manipulation
27	Campus location label per specifications		\$.25/label						\$0.20 per unit	Free	\$0.25	\$0.56		\$0.25 per record		\$0.00 - Requires no data manipulation
28	Mylar jacket (unfastened)		\$1.00/unit Standard case, remove shrink-wrap and insert manufacturer artwork							\$1.00		Service not provided by Midwest Tape for AV Materials		\$1.35 per record		\$0.00 - Requires no data manipulation
29	Laminate for Paperback (CoverUps ® or equivalent book protection)													\$1.79 per record		
30	Micro-LIF data in electronic file		\$0.30/record Standard MARC, via TechXpress for any title with an existing record in our cataloging database						\$0.35/record Full BookMARC record	Free	\$0.75	All records for AV materials are provided as electronic file .mrc only. There are no additional charges for the transferring of this data in this format via email or FTP (file transfer protocol) We offer free vendor level records or \$1.20 per title Full MARC records for our AV offering.		No Charge		\$0.00 - Requires no data manipulation

SOUTH TEXAS COLLEGE																
2. LIBRARY MATERIALS - PROJECT NO. 20-21-1003																
VENDOR		ABDO Publishing Company	Baker & Taylor, LLC.	Bound to Stay Bound Books, Inc.	Cengage Learning, Inc.	Central Programs, Inc./ dba Gumdrop Books	Crabtree Publishing Company	EBSCO Industries, Inc.	Ingram Library Services, LLC.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Midwest Tape, LLC.	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.
31	Attached Tattle Tape (Theft Detection Device – 3M™ DCD-2 Security Strips)		\$ .59/unit						\$ .50/strip	\$1.00		\$1.13		\$0.40 per record		\$0.00 - Requires no data manipulation
32	Date Due slips (attached)		\$ .25/label						\$ .20/label	Free	\$0.25	\$0.38		\$0.25 per record		\$0.00 - Requires no data manipulation
33	Property stamped per specifications		\$ .20/first location \$ .10/each additional location						\$ .20/impression	Free	\$0.25/stamp	\$0.57		\$0.20 per stamp		\$0.00 - Requires no data manipulation
34	Library of Congress classification		\$ .30/record						No charge	Free	Yes	Service not available. We can, however, provide Dewey Classification for Non-fiction titles		N/A Cataloging Function		\$0.00 - Requires no data manipulation
35	Note:		Items 24 - 33: Itemized prices listed below provide printed labels mounted to a standard case. We also offer re-packaging services with digitally scanned artwork.													
DVD PROCESSING COSTS OPTION 2																
36	Provide bundle cost of all items listed above		\$3.08/unit  Bundled prices include the \$0.30/record fee for MARC only one time and assume a single stamped location				\$0.00		\$2.85/unit Barcode, spine label, label protector (2), campus label, BookMARC record (full), Security strip 3M (2), date due slip, property stamp			Please note that multi-disc DVD titles are processed with the above noted labeling service but the cost is higher due to the transfer into a multi-disc case for a total cost of multi-disc processing services to \$6.26				
EBOOK, STREAMING VIDEO, STREAMING AUDIO PROCESSING COSTS																
37	Micro-LIF data in electronic file	Free	Free of Charge (standard MARC, via TechXpress		\$0 free	Free				Free		All records for AV materials are provided as electronic file .mrc only. There are no additional charges for the transferring of this data in this format via email or FTP (file transfer protocol) We offer free vendor level only records for our eContent materials.		No Charge		\$0.00 - Requires no data manipulation

The Director of Purchasing has reviewed all the responses.

SOUTH TEXAS COLLEGE  
3. MULTIFUNCTIONAL COPIER EQUIPMENT AND SERVICES  
PROJECT NO. 19-20-1036

VENDOR NAME		Copy Graphics, Inc.				Dahill Office Technology Corp./ dba Xerox Business Solutions Southwest				Forged Technology Solutions, LLC.				Kyocera Document Solutions Southwest, LLC.				Ricoh USA, Inc.				Toshiba Business Solutions (Option 1)				Toshiba Business Solutions (Option 2)				Total Imaging Solutions				Xerox				
ADDRESS		221 N 10th St				8200 IH-10 W Ste 400				101 N McCall Rd Ste 6				601A E Nolana Ave				13640 Blairwick Dr Ste 120				26630 Commercecentre Dr				26630 Commercecentre Dr				6100 N 10th St Ste M				201 Merrit 7				
CITY/STATE/ZIP		McAllen, TX 78501				San Antonio, TX 78230				McAllen, TX 78501				McAllen, TX 78504				Austin, TX 78729				Lake Forest, CA 92630				Lake Forest, CA 92630				McAllen, TX 78504				Norwalk, CT 06851				
PHONE		956-631-0205				210-805-8200				956-683-6225				956-630-2100				512-502-4225				949-462-6800				949-462-6800				956-664-2113				585-423-5799				
CONTACT		David S. Valdez				William E. Stall				Mitch Killian				Frank Leal				Karl Lamb				Scott Maccabe				Scott Maccabe				Jimmy Slayton				Bill Hassett				
#	UOM	Description	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)				
1		Quantity: 2	IR-C3525i / Cabinet								Xerox VersaLink C7025				TASKalfa 2553ci				Ricoh IMC2500				e-Studio 2515AC				e-Studio 2515AC				Bizhub C250i				Xerox C8030T			
	1 Mo	25 Copies Per Minute - Color Allowance of 3,000 B/W and 1,500 Color		\$169.26	\$157.17	\$147.45		\$182.38	\$155.76	\$139.89		\$128.04	\$118.60	\$113.26		Rebate: \$1,100 each = \$2,200	\$215.23	\$199.03	\$189.92		\$169.25	\$148.08	\$135.65		\$101.00	\$78.83	\$67.40		\$196.74	\$168.81	\$152.19							
	1 Mo	Finisher	Staple Finisher-AA1	\$48.54	\$40.53	\$34.09	Included	Included	Included		\$6.74	\$5.34	\$4.55		\$30.30	\$24.84	\$20.21		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09		\$20.65	\$16.34	\$13.78					
	1 Mo	3-Hole Punch	2/3 Hole Puncher Unit-A1	\$15.29	\$12.77	\$10.47		\$11.03	\$8.47	\$6.95		\$7.19	\$5.70	\$4.86		\$9.54	\$7.82	\$6.36		\$3.88	\$3.07	\$2.59		\$3.88	\$3.07	\$2.59		\$5.43	\$4.30	\$3.62								
	1 Mo	Booklet Maker						\$17.50	\$13.44	\$11.03		\$4.87	\$3.86	\$3.29		\$21.36	\$17.50	\$14.24		\$29.20	\$23.08	\$19.49		\$29.20	\$23.08	\$19.49		\$65.18	\$51.57	\$43.47								
	1 Mo	Minimum 250 Sheet Paper Tray	2-550 sheet cassettes	Included	Included	Included		Included	Included	Included		\$7.10	\$5.62	\$4.79		Included	Included	Included		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard												
	1 Mo	Stand		Included	Included	Included		Included	Included	Included		\$4.33	\$3.55	\$ 2.89		Included	Included	Included		Standard	Standard	Standard		Standard	Standard	Standard												
		Total Amount						\$210.97	\$177.67	\$157.87		\$153.94	\$139.12	\$130.75		\$207.80	\$182.89	\$161.80		\$272.13	\$245.77	\$230.94		\$212.96	\$182.63	\$164.82		\$144.71	\$113.38	\$96.57	Actual amount will depend on options selected	\$224.98	\$210.31	\$200.17				
	1 Ea	Price per copy for black and white overages		\$0.0075	\$0.0075	\$0.0075		\$0.005	\$0.005	\$0.005		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0095	\$0.0095	\$0.0095		\$0.0032	\$0.0032	\$0.0032		\$0.0047	\$0.0047	\$0.0047		Unlimited Prints	Unlimited Prints	Unlimited Prints				
	1 Ea	Price per copy for color overages		\$0.059	\$0.059	\$0.059		\$0.035	\$0.035	\$0.035		\$0.045	\$0.045	\$0.045		\$0.039	\$0.039	\$0.039		\$0.065	\$0.065	\$0.065		\$0.032	\$0.032	\$0.032		\$0.0361	\$0.0361	\$0.0361		\$0.336	\$0.0267	\$0.0221				
2		Quantity: 2	IR-4545i / Cabinet								Xerox VersaLink B7030				TASKalfa 3212i				Ricoh MP3055SP				e-Studio 3018A				e-Studio 3018A				Bizhub 287				Xerox B7030S			
	1 Mo	30 Copies Per Minute Minimum Allowance of 5,000 B/W		\$122.44	\$108.00	\$96.40		\$88.84	\$74.05	\$65.23		\$82.58	\$70.64	\$64.29		Rebate: \$350/each = \$700	\$133.92	\$118.50	\$109.82		\$83.11	\$69.46	\$61.45		\$65.11	\$51.46	\$43.45		\$115.28	\$100.81	\$92.20							
	1 Mo	Finisher	Inner Finisher-J1	\$21.57	\$18.01	\$15.15		\$17.47	\$13.39	\$11.01		\$6.74	\$5.34	\$4.55		\$19.37	\$15.87	\$12.91		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09		\$22.52	\$17.81	\$15.02								
	1 Mo	3-Hole Punch	Inner 213 Hole Puncher-C1	\$12.05	\$10.06	\$8.47		\$11.03	\$8.47	\$6.95		\$7.19	\$5.70	\$4.86		\$9.54	\$7.82	\$6.36		\$3.88	\$3.07	\$2.59		\$3.88	\$3.07	\$2.59		\$5.43	\$4.30	\$3.62								
	1 Mo	1-Line Fax	Super G3 FAX Board-AS2	\$14.38	\$12.01	\$10.10		\$6.79	\$5.22	\$4.28		\$4.15	\$3.29	\$2.80		\$13.15	\$10.78	\$8.77		\$17.76	\$14.59	\$12.80		\$8.55	\$6.76	\$5.71		\$14.64	\$11.58	\$9.76								
	1 Mo	Minimum 250 Sheet Paper Tray	2-550 sheet cassettes	Included	Included	Included		Included	Included	Included		Included	Included	Included		Included	Included	Included		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard												
	1 Mo	Stand		Included	Included	Included		Included	Included	Included		Included	Included	Included		\$4.33	\$3.55	\$2.89		Included	Included	Included		Standard	Standard	Standard		Standard	Standard	Standard								
		Total Amount						\$124.13	\$101.63	\$87.47		\$100.66	\$84.97	\$76.50		\$126.65	\$107.18	\$90.69		\$180.00	\$156.35	\$143.05		\$106.17	\$87.69	\$76.84		\$83.17	\$69.69	\$58.84		\$149.01	\$132.67	\$121.61				
	1 Ea	Price per copy for black and white overages		\$0.007	\$0.007	\$0.007		\$0.005	\$0.005	\$0.005		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0095	\$0.0095	\$0.0095		\$0.0032	\$0.0032	\$0.0032		\$0.0036	\$0.0036	\$0.0036		Unlimited Print	Unlimited Prints	Unlimited Prints				
3		Quantity: 1	IR-C5535i / Cabinet								Xerox VersaLink C7030				TASKalfa 3253ci				Ricoh IMC3000				e-Studio 3015A				e-Studio 3015AC				Bizhub C300i				Xerox C8045H			
	1 Mo	30 Copies Per Minute - Color Allowance 20,000 B/W and 2,500 Color		\$365.63	\$339.22	\$331.95		\$287.04	\$263.97	\$250.23		\$275.17	\$262.18	\$254.84		Rebate: \$1,150/each = \$1,150	\$287.87	\$266.15	\$253.40		\$287.87	\$266.15	\$253.40		\$103.62	\$81.90	\$69.15		\$221.36	\$191.01	\$172.94							
	1 Mo	Finisher	Staple Finisher-Y1/Buffer Pass Unit-L 1	\$48.56	\$40.54	\$34.10		\$17.47	\$13.42	\$11.01		\$6.74	\$5.34	\$4.55		\$19.37	\$15.87	\$12.91		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09		\$20.65	\$16.34	\$13.78								
	1 Mo	Minimum 250 Sheet Paper Tray	2-550 sheet cassettes	Included	Included	Included		Included	Included	Included		\$9.42	\$7.46	\$6.36		Included	Included	Included		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard												
	1 Mo	Stand		Included	Included	Included		Included	Included	Included		\$3.96	\$3.14	\$2.68		\$4.33	\$3.55	\$2.89		Included	Included	Included		Standard	Standard	Standard		Standard	Standard	Standard								
		Total Amount						\$304.51	\$277.39	\$261.24		\$295.29	\$278.12	\$268.43		\$275.56	\$256.96	\$241.21		\$418.38	\$394.56	\$381.18		\$298.50	\$274.55	\$260.49		\$114.25	\$90.30	\$76.24		\$449.51	\$447.23	\$444.70				
	1 Ea	Price per copy for black and white overages		\$0.007	\$0.007	\$0.007		\$0.005	\$0.005	\$0.005		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.008	\$0.008	\$0.008		\$0.0032	\$0.0032	\$0.0032		\$0.0047	\$0.0047	\$0.0047		Unlimited Prints	Unlimited Prints	Unlimited Prints				
	1 Ea	Price per copy for color overages		\$0.045	\$0.045	\$0.045		\$0.035	\$0.035	\$0.035		\$0.045	\$0.045	\$0.045		\$0.039	\$0.039	\$0.039		\$0.05	\$0.05	\$0.05		\$0.032	\$0.032	\$0.032		\$0.0361	\$0.0361	\$0.0361		3,000 print allowance overage .0456	3,000 print allowance overage .0456	3,000 print allowance overage .0456				
4		Quantity: 4	IR-4545i / Cabinet								Xerox VersaLink B7035				TASKalfa 4012i				Ricoh MP3555SP				e-Studio 3518A				e-Studio 3518A				Bizhub 368e				C8035T			
	1 Mo	35 Copies Per Minute Minimum Allowance of 5,000 B/W		\$122.44	\$108.00	\$96.40		\$101.86	\$84.05	\$73.43		\$80.09	\$68.67	\$62.22			\$143.82	\$126.63	\$116.96		\$83.92	\$70.10	\$61.99		\$65.92	\$52.10	\$43.99					Color capable activated upon request .0456	\$137.34	\$109.07	\$92.26			
	1 Mo	2/3-Hole Punch	Inner 2/3 Hole Puncher-C1	\$12.05	\$10.06	\$8.47		\$11.03	\$8.47	\$6.95		\$7.19	\$5.70	\$4.86		\$9.54	\$7.82	\$6.36		\$3.88	\$3.07	\$2.59		\$3.88	\$3.07	\$2.59		\$5.43	\$4.30	\$3.62								
	1 Mo	1-Line Fax	Super G3 FAX Board-AS2	\$14.38	\$12.00	\$10.10		\$6.79	\$5.22	\$4.28		\$4.15	\$3.29	\$2.80		\$13.15	\$10.78	\$8.77		\$17.76	\$14.59	\$12.80		\$8.55	\$6.76	\$5.71		\$13.00	\$10.29	\$8.68								
	1 Mo	Office Finisher	Inner Finisher.J1	\$21.57	\$18.01	\$15.15		\$19.25	\$14.79	\$12.13		\$6.74	\$5.34	\$4.55		\$19.37	\$15.87	\$12.91		\$16.90	\$13.88	\$12.19		\$10.63	\$8.40	\$7.09												

**SOUTH TEXAS COLLEGE**  
**3. MULTIFUNCTIONAL COPIER EQUIPMENT AND SERVICES**  
**PROJECT NO. 19-20-1036**

VENDOR NAME		Copy Graphics, Inc.	Dahill Office Technology Corp./ dba Xerox Business Solutions Southwest			Forged Technology Solutions, LLC.			Kyocera Document Solutions Southwest, LLC.			Ricoh USA, Inc.			Toshiba Business Solutions (Option 1)			Toshiba Business Solutions (Option 2)			Total Imaging Solutions			Xerox														
ADDRESS		221 N 10th St	8200 IH-10 W Ste 400			101 N McCall Rd Ste 6			601A E Nolana Ave			13640 Blairwick Dr Ste 120			26630 Commercecentre Dr			26630 Commercecentre Dr			6100 N 10th St Ste M			201 Merrit 7														
CITY/STATE/ZIP		McAllen, TX 78501	San Antonio, TX 78230			McAllen, TX 78501			McAllen, TX 78504			Austin, TX 78729			Lake Forest, CA 92630			Lake Forest, CA 92630			McAllen, TX 78504			Norwalk, CT 06851														
PHONE		956-631-0205	210-805-8200			956-683-6225			956-630-2100			512-502-4225			949-462-6800			949-462-6800			956-664-2113			585-423-5799														
CONTACT		David S. Valdez	William E. Stall			Mitch Killian			Frank Leal			Karl Lamb			Scott Maccabe			Scott Maccabe			Jimmy Slayton			Bill Hassett														
#	UOM	Description	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)								
1	Mo	2/3-Hole Punch	2/3 Hole Puncher Unit-A1	\$15.29	\$12.77	\$10.74		\$10.71	\$8.25	\$6.75		\$7.19	\$5.70	\$4.86		Pricing already included in 3-Hole Punch option	\$3.88	\$3.07	\$2.59		3.88	\$3.07	2.59			\$5.43	\$4.30	\$3.62										
1	Mo	Envelope Feeder Tray		Included	Included	Included		\$3.75	\$2.88	\$2.36		\$2.10	\$1.66	\$1.42		Included - Envelope printing from internal trays is supported	Standard	Standard	Standard		Standard	Standard	Standard			\$6.48	\$5.13	\$4.33										
1	Mo	Convenience Stapler	Convenience Stapler-A1	\$5.65	\$4.72	\$3.97		\$5.71	\$4.39	\$3.59		\$1.80	\$1.42	\$1.21		Included - Professional Finisher and Booklet Maker are capable of stapling	Standard	Standard	Standard		Standard	Standard	Standard			\$8.12	\$6.42	\$5.41										
1	Mo	550 Sheet Paper Tray	2-550 sheet cassettes	Included	Included	Included		Included	Included	Included	Standard	Included	Included	Included		For two 550 Trays:	\$19.27	\$15.83	\$13.89		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard											
1	Mo	Stand		Included	Included	Included		Included	Included	Included	Not a Valid Xerox Option					Included	Included	Included		Standard	Standard	Standard		Standard	Standard	Standard												
Total Amount								\$281.49	\$238.29	\$212.51		\$258.66	\$228.86	\$212.05		\$303.83	\$266.46	\$234.81		\$364.08	\$323.62	\$300.87		\$281.23	\$242.36	\$219.48		\$332.53	\$308.30	\$291.65	\$341.99	\$284.15	\$249.74					
1	Ea	Price per copy for black and white overages		\$0.007	\$0.007	\$0.007		\$0.005	\$0.005	\$0.005		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0075	\$0.0075	\$0.0075		\$0.0032	\$0.0032	\$0.0032		\$0.0047	\$0.0047	\$0.0047	Unlimited	Unlimited	Unlimited					
1	Ea	Price per copy for color overages		\$0.045	\$0.045	\$0.045		\$0.035	\$0.035	\$0.035		\$0.045	\$0.045	\$0.045		\$0.039	\$0.039	\$0.039		\$0.05	\$0.05	\$0.05		\$0.032	\$0.032	\$0.032		\$0.0361	\$0.0361	\$0.0361		\$0.0456	\$0.0456	\$0.0456				
6		Quantity: 16	IR-4545 / Cabinet									Xerox AltaLink B8045			TASKalfa 5003i			Ricoh MP5055SP			e-Studio 4518A			e-Studio 4518A			Bizhub 458e			C8045H								
1	Mo	45 Copies Per Minute Minimum Allowance of 10,000 for B/W		\$157.43	\$143.00	\$131.40		\$153.38	\$127.10	\$111.45		\$76.53	\$71.03	\$67.93		\$133.78	\$116.36	\$101.66		Rebate: \$600/each = \$9,600 50 PPM Device:	\$208.56	\$182.75	\$168.24		\$107.79	\$92.75	\$83.91		\$71.79	\$56.75	\$47.91	Color capable activated upon request .0456 pp	\$145.36	\$115.01	\$96.94			
1	Mo	Finisher	Staple Finisher-Y1/Buffer N1	\$48.56	\$40.54	\$34.10		\$19.46	\$14.95	\$12.26		\$10.01	\$7.94	\$6.76		\$19.37	\$15.87	\$12.91			\$22.88	\$18.80	\$16.50		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09	50 sheets-same as 50 sheet office fin.	\$20.65	\$16.34	\$13.78			
1	Mo	3-Hole Punch	2/3 Hole Puncher Unit-A1	\$15.29	\$12.77	\$10.74		\$3.57	\$2.74	\$2.25		\$7.94	\$6.29	\$5.37		\$9.54	\$7.82	\$6.36			\$11.39	\$9.35	\$8.21		\$3.88	\$3.07	\$2.59		\$3.88	\$3.07	\$2.59	Also includes 2 hole punch	\$5.43	\$4.30	\$3.62			
1	Mo	Convenience Stapler	Convenience Stapler-A1	\$5.65	\$4.72	\$3.97		\$5.71	\$4.39	\$3.59		\$1.95	\$1.55	\$1.32		Included	Included	Included		Included - Professional Finisher and Booklet Maker are capable of stapling	Standard	Standard	Standard		Standard	Standard	Standard		Standard	Standard	Standard		\$8.12	\$6.42	\$5.41			
1	Mo	50 Sheet Office Finisher						\$19.46	\$14.95	\$12.26		\$10.01	\$7.94	\$6.76		\$15.90	\$13.03	\$10.60		50 Sheet Office Finisher = Finisher - No extra fees Pricing listed above	\$18.03	\$14.26	\$12.00		\$18.03	\$14.26	\$12.00		\$18.03	\$14.26	\$12.00		\$20.65	\$16.34	\$13.78			
1	Mo	Wireless Print		Included	Included	Included		\$1.68	\$1.29	\$1.06		\$0.94	\$0.74	\$0.63		\$8.40	\$6.88	\$5.60		Included - Wireless printing via Network Connection	\$3.49	\$2.76	\$2.33		\$3.49	\$2.76	\$2.33		\$3.49	\$2.76	\$2.33		\$2.03	\$1.61	\$1.35			
1	Mo	1-Line Fax	Super G3 Fax Board-AS2	\$14.38	\$12.01	\$10.10		\$6.79	\$5.22	\$4.28		\$6.58	\$5.21	\$4.44		\$13.15	\$10.78	\$8.77			\$17.76	\$14.59	\$12.80		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71		\$13.00	\$10.29	\$8.68			
1	Mo	2-Hole Punch						\$3.57	\$2.74	\$2.25		\$4.78	\$3.79	\$3.23		\$9.54	\$7.82	\$6.36		Pricing already included in 3-Hole Punch option									Also includes 3 hole punch	\$5.43	\$4.30	\$3.62						
1	Mo	550 Sheet Paper Tray	Standard 2 - 550 sheet	Included	Included	Included		Included	Included	Included	Standard	Included	Included	Included		\$14.66	\$12.02	\$9.78		For two 550 Trays:	\$15.50	\$12.73	\$11.18		Standard	Standard	Standard		1,100 Sheets Standard	1,100 Sheets Standard	1,100 Sheets Standard		2 additional trays included	\$5.43	\$4.30	\$3.62		
1	Mo	80 Sheet Stack Bypass		Included	Included	Included		Included	Included	Included		Included	Included	Included		Included	Included	Included						Standard	Standard	Standard		100 Sheet Bypass Standard	100 Sheet Bypass Standard	100 Sheet Bypass Standard		Included	Included	Included				
Total Amount								\$213.62	\$173.38	\$149.40		\$118.74	\$104.49	\$96.44		\$224.34	\$198.58	\$162.04		\$276.09	\$238.22	\$216.93		\$152.37	\$128.00	\$113.63		\$116.37	\$92.00	\$77.63	\$258.24	\$228.27	\$208.04	\$220.67	\$174.61	\$147.18		
1	Ea	Price per copy for black and white overages		\$0.007	\$0.007	\$0.007		\$0.004	\$0.004	\$0.004		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0064	\$0.0064	\$0.0064		\$0.0032	\$0.0032	\$0.0032		\$0.0036	\$0.0036	\$0.0036		Unlimited	Unlimited	Unlimited				
7		Quantity: 8	IR-C550i / Cabinet									Xerox AltaLink C8045			TASKalfa 5053ci			Ricoh IMC4500			e-Studio 4515AC			e-Studio 4515AC			Bizhub C45B			Xerox C8045H								
1	Mo	45 Copies Per Minute - Color Allowance of 25,000 B/W and 3,000 Color		\$448.00	\$425.23	\$406.92		\$346.99	\$319.88	\$303.72		\$322.32	\$309.40	\$302.10		\$350.35	\$325.17	\$303.83		Rebate: \$1,700/each = \$13,600	\$462.17	\$433.66	\$417.63		\$346.06	\$320.86	\$306.06		\$120.26	\$95.06	\$80.26		\$221.36	\$191.01	\$172.94			
1	Mo	Finisher	Staple Finisher-Y1/Buffer-L1	\$48.56	\$40.54	\$34.10		\$18.73	\$14.39	\$11.80	Option 1	\$9.28	\$7.35	\$6.27		\$19.37	\$15.87	\$12.91			\$22.88	\$18.80	\$16.50		\$10.63	\$8.40	\$7.09		\$10.63	\$8.40	\$7.09	50 sheet stapling cap.	\$20.65	\$16.34	\$13.78			
1	Mo	1-Line Fax	Super G3 Fax Board-AS2	\$14.38	\$18.01	\$10.10		\$6.79	\$5.22	\$4.28		\$4.15	\$3.29	\$2.80		\$13.15	\$10.78	\$8.77			\$15.04	\$12.35	\$10.85		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71		\$13.00	\$10.29	\$8.68			
1	Mo	3-Hole Punch						\$11.03	\$8.47	\$6.95	Not a Valid Xerox Option					\$9.54	\$7.82	\$6.36			\$11.60	\$9.53	\$8.36									Included In Prof. Fin	\$5.43	\$4.30	\$3.62			
1	Mo	Professional Finisher	Booklet Finisher-V1/Buffer-L 1	\$71.93	\$60.06	\$50.51		\$34.83	\$26.75	\$21.94	Option 2	\$29.97	\$23.76	\$20.25		\$30.30	\$24.84	\$20.21						\$18.03	\$14.26	\$12.00		\$18.03	\$14.26	\$12.00		\$18.03	\$14.26	\$12.00	Stapling, 2/3 hole punch, booklet maker v-FOLD	\$65.18	\$51.57	\$43.47
1	Mo	EFI Network Server	imagePASS-P2	\$115.58	\$96.50	\$81.17		\$72.84	\$55.96	\$45.90		\$19.52	\$15.48	\$13.19		\$75.68	\$61.98	\$50.42			N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A		\$101.73	\$80.48	\$67.84			
1	Mo	Finisher Booklet Maker						\$17.50	\$13.44																													

SOUTH TEXAS COLLEGE  
3. MULTIFUNCTIONAL COPIER EQUIPMENT AND SERVICES  
PROJECT NO. 19-20-1036

VENDOR NAME		Copy Graphics, Inc.				Dahill Office Technology Corp/ dba Xerox Business Solutions Southwest				Forged Technology Solutions, LLC.				Kyocera Document Solutions Southwest, LLC.				Ricoh USA, Inc.				Toshiba Business Solutions (Option 1)				Toshiba Business Solutions (Option 2)				Total Imaging Solutions				Xerox				
ADDRESS		221 N 10th St				8200 IH-10 W Ste 400				101 N McCall Rd Ste 6				601A E Nolana Ave				13640 Blairwick Dr Ste 120				26630 Commercecentre Dr				26630 Commercecentre Dr				6100 N 10th St Ste M				201 Merrit 7				
CITY/STATE/ZIP		McAllen, TX 78501				San Antonio, TX 78230				McAllen, TX 78501				McAllen, TX 78504				Austin, TX 78729				Lake Forest, CA 92630				Lake Forest, CA 92630				McAllen, TX 78504				Norwalk, CT 06851				
PHONE		956-631-0205				210-805-8200				956-683-6225				956-630-2100				512-502-4225				949-462-6800				949-462-6800				956-664-2113				585-423-5799				
CONTACT		David S. Valdez				William E. Stall				Mitch Killian				Frank Leal				Karl Lamb				Scott Maccabe				Scott Maccabe				Jimmy Slayton				Bill Hassett				
#	UOM	Description	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)				
9		Quantity: 21		IR-6555i				Xerox AltaLink B8055				TASKalfa 6003i				Ricoh MP6055SP				e-Studio 5518A				e-Studio 5518A				Bizhub 558e				C8055H						
		55 Copies Per Minute Minimum Allowance of 20,000 for B/W		\$221.98	\$198.55	\$179.71		\$193.38	\$167.10	\$151.45		\$153.20	\$142.17	\$135.94		\$182.78	\$163.34	\$146.86		Rebate: \$1,000/each = \$21,000 60 PPM Device:	\$302.11	\$271.02	\$253.54		\$190.03	\$162.78	\$146.78		\$130.03	\$102.78	\$86.78				Color capable activated upon request .0456 pp	\$150.54	\$120.14	\$102.05
1	Mo	Finisher	Staple Finisher-V2	\$46.20	\$38.57	\$32.44		\$19.46	\$14.95	\$12.26	Option 2	\$31.54	\$25.00	\$21.31		\$19.37	\$15.87	\$12.91		\$22.88	\$18.80	\$16.50		Included	Included	Included		Included	Included	Included				50 sheet stapling cap.	\$20.65	\$16.34	\$13.78	
1	Mo	1-Line Fax	Super G3 FAX Board-AS2	\$14.38	\$12.01	\$10.10		\$6.79	\$5.22	\$4.28		\$4.15	\$3.29	\$2.80		\$13.15	\$10.78	\$8.77		\$17.76	\$14.59	\$12.80		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71				\$13.00	\$10.29	\$8.68		
1	Mo	3-Hole Punch						\$3.57	\$2.74	\$2.25		\$5.86	\$4.64	\$3.96		\$9.54	\$7.82	\$6.36		\$11.39	\$9.35	\$8.21											Also includes 2 hole punch	\$5.43	\$4.30	\$3.62		
1	Mo	2/3-Hole Punch	2/3 Hole Puncher Unit-A1	\$15.29	\$12.77	\$10.74		\$10.71	\$8.25	\$6.75		\$7.19	\$5.70	\$4.86		\$9.54	\$7.82	\$6.36		Pricing already included in 3-Hole Punch option				\$4.12	\$3.26	\$2.75		\$4.12	\$3.26	\$2.75				\$5.43	\$4.30	\$3.62		
1	Mo	Convenience Stapler	Convenience Stabler-A2	\$5.65	\$4.72	\$3.97		\$5.71	\$4.39	\$3.59		\$1.95	\$1.55	\$1.32		Included	Included	Included		Included - Finisher is already capable of stapling				Standard	Standard	Standard		Standard	Standard	Standard				\$8.12	\$6.42	\$5.41		
1	Mo	2-Line Fax	Super G3 2nd Line Fax Board-AS2	\$8.99	\$7.51	\$6.31		\$9.35	\$7.18	\$5.89		\$10.50	\$8.33	\$7.10		\$26.30	\$21.56	\$17.54		\$9.86	\$8.10	\$7.11		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71				\$30.40	\$24.05	\$20.28		
1	Mo	50 Sheet Office Finisher						\$19.46	\$14.95	\$12.26	Option 1	\$10.01	\$7.94	\$6.76		\$15.90	\$13.03	\$10.60		Included - Finisher = 50 Sheet Office Finisher pricing listed above				Included	Included	Included		Included	Included	Included				\$20.65	\$16.34	\$13.78		
1	Mo	Wireless Print Kit		Included	Included	Included		\$1.68	\$1.29	\$1.06		\$0.94	\$0.74	\$0.63		\$8.40	\$6.88	\$5.60		Included - Wireless printing via Network Connection				\$3.49	\$2.76	\$2.33		\$3.49	\$2.76	\$2.33				\$2.03	\$1.61	\$1.35		
1	Mo	550 Sheet Paper Tray						Included	Included	Included	Standard		Included	Included	Included		Included	Included	Included		For two 550 Trays:	\$15.50	\$12.73	\$11.18		2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray		2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray						2 additional trays included	2 additional trays included	2 additional trays included		
1	Mo	50 Sheet Stack Bypass		Included	Included	Included		Included	Included	Included	Standard		Included	Included	Included		Included	Included	Included		100 Sheet Bypass Tray Included in Base Price				Standard	Standard	Standard		Standard	Standard	Standard				Included	Included	Included	
		Total Amount						\$270.11	\$226.07	\$199.79		\$225.34	\$199.36	\$184.68		\$ 284.98	\$ 247.10	\$ 215.00		\$379.50	\$334.59	\$309.34		\$214.74	\$182.32	\$163.28		\$154.74	\$122.32	\$103.28		\$335.34	\$311.34	\$294.83		\$ 256.25	\$ 203.79	\$ 172.57
1	Ea	Price per copy for black and white overages		\$0.0042	\$0.0042	\$0.0042		\$0.004	\$0.004	\$0.004		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0064	\$0.0064	\$0.0064		\$0.0029	\$0.0029	\$0.0029		\$0.0030	\$0.0030	\$0.0030				Unlimited	Unlimited	Unlimited		

10		Quantity: 13		IR-C5560i / Cabinet				Xerox AltaLink C8055				TASKalfa 6053ci				Ricoh IMC6000				e-Studio 5516ACT				e-Studio 5516ACT				Bizhub C558				Xerox C8055H						
		55 Copies Per Minute - Color Allowance of 20,000 for B/W and 4,000 Color		\$473.30	\$448.00	\$427.66		\$403.42	\$365.55	\$342.98		\$336.86	\$325.07	\$318.41		\$391.13	\$362.25	\$337.77		Rebate: \$2,400/each= \$31,200 60 PPM Device:	\$469.31	\$440.87	\$424.86		\$379.83	\$341.56	\$319.08		\$182.63	\$144.36	\$121.88				\$235.54	\$205.14	\$187.05	
1	Mo	2/3-Hole Punch	2/3 Hole Puncher Unit-A1	\$15.29	\$12.77	\$10.74		\$11.03	\$8.47	\$6.95		\$7.19	\$5.70	\$4.86		\$9.54	\$7.82	\$6.36		\$11.60	\$9.53	\$8.36		\$4.12	\$3.26	\$2.75		\$4.12	\$3.26	\$2.75				\$5.43	\$4.30	\$3.62		
1	Mo	1-Line Fax	Super G3 FAX Board-AS2	\$14.38	\$12.01	\$10.10		\$6.79	\$5.22	\$4.28		\$6.58	\$5.21	\$4.44		\$13.15	\$10.78	\$8.77		\$15.04	\$12.35	\$10.85		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71				\$13.00	\$10.29	\$8.68		
1	Mo	Finisher	Staple Finisher-Y1/Buffer-L1	\$48.56	\$40.54	\$34.10		\$18.73	\$14.39	\$11.80		\$9.28	\$7.35	\$6.27		\$19.37	\$15.87	\$12.91		\$22.88	\$18.80	\$16.50		Included	Included	Included		Included	Included	Included				50 sheet stapling cap.	\$20.65	\$16.34	\$13.78	
1	Mo	Finisher Booklet Maker	Booklet Fin-Y1/Buffer-L1	\$71.93	\$60.06	\$50.51		\$17.50	\$13.44	\$11.03		\$4.87	\$3.86	\$3.29		\$21.36	\$17.50	\$14.24		\$22.42	\$18.41	\$16.16		\$13.22	\$10.45	\$8.82		\$13.22	\$10.45	\$8.82				\$17.36	\$13.73	\$11.57		
1	Mo	High Capacity Feeder	Paper Deck Unit-F1	\$37.76	\$31.52	\$26.51		\$29.65	\$22.77	\$18.68		\$7.80	\$6.19	\$5.27		\$16.16	\$13.24	\$10.77		+ 1,500 Sheet Tray	\$22.17	\$18.21	\$16.50		\$13.88	\$10.97	\$9.26		\$13.88	\$10.97	\$9.26				\$17.39	\$13.76	\$11.60	
1	Mo	Convenience Stapler	Convenience Stabler-A1	\$5.65	\$4.72	\$3.97		\$5.18	\$3.98	\$3.26		\$1.95	\$1.55	\$1.32		Included	Included	Included		Included - Finisher is already capable of stapling				Standard	Standard	Standard		Standard	Standard	Standard				\$8.12	\$6.42	\$5.41		
1	Mo	550 Sheet Paper Tray						Included	Included	Included	Standard		Included	Included	Included		Included	Included	Included		For two 550 Trays	\$19.27	\$15.83	\$13.89		2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray		2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray						2 additional trays included	2 additional trays included	2 additional trays included		
1	Mo	50 Sheet Stack Bypass		Included	Included	Included		Included	Included	Included	Standard		Included	Included	Included		Included	Included	Included		100 Sheet Bypass Tray Included in Base Price				Standard	Standard	Standard		Standard	Standard	Standard				Included	Included	Included	
1	Mo	3-Hole Punch						\$11.03	\$8.47	\$6.95	Not a Valid Xerox Option					\$9.54	\$7.82	\$6.36		Pricing already included in 2/3-Hole Punch option listed above														\$5.43	\$4.30	\$3.62		
1	Mo	Wireless Print Kit		Included	Included	Included		\$1.68	\$1.29	\$1.06		\$0.94	\$0.74	\$0.63		\$8.40	\$6.88	\$5.60		Included - Wireless printing via Network Connection				\$3.49	\$2.76	\$2.33		\$3.49	\$2.76	\$2.33				\$2.03	\$1.61	\$1.35		
		Total Amount						\$505.01	\$443.58	\$406.99		\$375.47	\$355.67	\$344.49		\$ 488.65	\$ 442.16	\$ 402.78		\$582.69	\$534.00	\$507.12		\$423.09	\$375.76	\$347.95		\$225.89	\$178.56	\$150.75		\$636.66	\$608.44	\$588.48		\$ 324.95	\$ 275.89	\$ 246.68
1	Ea	Price per copy for black and white overages		\$0.007	\$0.007	\$0.007		\$0.005	\$0.005	\$0.005		\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.007	\$0.007	\$0.007		\$0.0029	\$0.0029	\$0.0029		\$0.0045	\$0.0045	\$0.0045				Unlimited	Unlimited	Unlimited		
1	Ea	Price per copy for color overages		\$0.045	\$0.045	\$0.045		\$0.0																														

SOUTH TEXAS COLLEGE  
3. MULTIFUNCTIONAL COPIER EQUIPMENT AND SERVICES  
PROJECT NO. 19-20-1036

VENDOR NAME		Copy Graphics, Inc.				Dahill Office Technology Corp./ dba Xerox Business Solutions Southwest				Forged Technology Solutions, LLC.				Kyocera Document Solutions Southwest, LLC.				Ricoh USA, Inc.				Toshiba Business Solutions (Option 1)				Toshiba Business Solutions (Option 2)				Total Imaging Solutions				Xerox						
ADDRESS		221 N 10th St				8200 IH-10 W Ste 400				101 N McCall Rd Ste 6				601A E Nolana Ave				13640 Blairwick Dr Ste 120				26630 Commercecentre Dr				26630 Commercecentre Dr				6100 N 10th St Ste M				201 Merrit 7						
CITY/STATE/ZIP		McAllen, TX 78501				San Antonio, TX 78230				McAllen, TX 78501				McAllen, TX 78504				Austin, TX 78729				Lake Forest, CA 92630				Lake Forest, CA 92630				McAllen, TX 78504				Norwalk, CT 06851						
PHONE		956-631-0205				210-805-8200				956-683-6225				956-630-2100				512-502-4225				949-462-6800				949-462-6800				956-664-2113				585-423-5799						
CONTACT		David S. Valdez				William E. Stall				Mitch Killian				Frank Leal				Karl Lamb				Scott Maccabe				Scott Maccabe				Jimmy Slayton				Bill Hassett						
#	UOM	Description		Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)	Comments	36 Months (per month, per unit)	48 Months (per month, per unit)	60 Months (per month, per unit)					
12		Quantity: 9		IR-C7570i				Xerox AltaLink C8070				TASKalfa 7052ci				Ricoh ProC5200				e-Studio 6516ACT				e-Studio 6516ACT				AccurioPrint C3070L				C8070								
		70 Copies Per Minute - Color Allowance of 10,000 for B/W and 15,000 Color																																						
	1 Mo				\$1,023.10	\$977.20	\$940.30		\$763.75	\$720.01	\$693.94		\$774.86	\$764.52	\$758.69		\$894.16	\$845.16	\$803.64																					
	1 Mo	Finisher Booklet Maker	Booklet Finisher-V2		\$83.28	\$69.53	\$58.48		\$79.94	\$61.41	\$50.37		\$30.00	\$23.78	\$20.27		\$30.30	\$24.84	\$20.21		\$76.48	\$62.82	\$55.14		Included	Included	Included		Included	Included	Included									
	1 Mo	2/3-Hole Punch	2/3 Hole Puncher Unit-A1		\$15.29	\$12.77	\$10.74		Included w/ Finisher	Included w/ Finisher	Included w/ Finisher		Standard w/ Finisher Booklet Maker	Included	Included	Included		\$9.54	\$7.82	\$6.36		\$11.42	\$9.38	\$8.24		\$4.12	\$3.26	\$2.75		\$4.12	\$3.26	\$2.75								
	1 Mo	Convenience Stapler	Convenience Stapler-A1		\$5.65	\$4.72	\$3.97		\$5.18	\$3.98	\$3.26			\$1.80	\$1.42	\$1.21		Included	Included	Included		Included - Finisher is already capable of stapling				Standard	Standard	Standard		Standard	Standard	Standard								
	1 Mo	Vertical Transport							Included w/ Finisher	Included w/ Finisher	Included w/ Finisher		Standard	Included	Included	Included		Included	Included	Included		2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray				2x540 Sheet Paper Trays 2x1,160 Sheet Tandem Tray														
	1 Mo	EPI Integrated Controller	ImagePass-N2		\$163.44	\$136.47	\$114.78		\$72.84	\$55.96	\$45.90			\$17.99	\$14.26	\$12.15		\$75.68	\$61.98	\$50.42		\$122.52	\$100.64	\$88.34		N/A	N/A	N/A		N/A	N/A	N/A								
	1 Mo	C & Z Folder							\$76.02	\$58.40	\$47.90			\$15.62	\$12.38	\$10.55		\$21.36	\$17.50	\$14.24		\$133.67	\$109.81	\$96.38		N/A	N/A	N/A		N/A	N/A	N/A								
	1 Mo	Envelope Feeder Tray	Envelope Feeder Attachment-F1		\$1.71	\$1.43	\$1.20		\$3.75	\$2.88	\$2.36			\$2.10	\$1.66	\$1.42		Included	Included	Included		Included - Envelope printing from internal trays is supported				Standard	Standard	Standard		Standard	Standard	Standard								
	1 Mo	1-Line Fax	Super G3 Fax Board-AS2		\$14.38	\$12.01	\$10.10		\$6.79	\$5.22	\$4.28			\$6.58	\$5.21	\$4.44		\$13.15	\$10.78	\$8.77		Not Available	Not Available	Not Available		\$8.55	\$6.76	\$5.71		\$8.55	\$6.76	\$5.71								
		Total Amount							\$1,008.27	\$907.86	\$848.01			\$848.95	\$823.23	\$808.73		\$ 1,044.19	\$ 968.08	\$ 903.64		\$1,730.02	\$1,566.10	\$1,973.92		\$679.01	\$630.39	\$601.83		\$218.79	\$172.94	\$146.01		\$1,461.24	\$1,402.74	\$1,361.03		\$ 641.71	\$ 550.09	\$ 495.59
	1 Ea	Price per copy for black and white overages			\$0.007	\$0.007	\$0.007		\$0.005	\$0.005	\$0.005			\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0092	\$0.0092	\$0.0092		\$0.0029	\$0.0029	\$0.0029		\$0.0045	\$0.0045	\$0.0045			Unlimited	Unlimited	Unlimited			
	1 Ea	Price per copy for color overages			\$0.045	\$0.045	\$0.045		\$0.035	\$0.035	\$0.035			\$0.045	\$0.045	\$0.045		\$0.039	\$0.039	\$0.039		\$0.048	\$0.048	\$0.048		\$0.026	\$0.026	\$0.026		\$0.0268	\$0.0268	\$0.0268			\$0.0456	\$0.0456	\$0.0456			
13		Quantity: 4		IR-6575i				Xerox AltaLink B8075				TASKalfa 8002i				e-Studio 7518A				e-Studio 7518A				B8075																
	1 Mo	75 Copies Per Minute Minimum Allowance of 20,000 for B/W			\$280.70	\$247.57	\$220.94		\$232.27	\$196.98	\$175.96			\$169.17	\$154.83	\$146.73		\$290.90	\$251.96	\$218.96		\$324.74	\$282.46	\$258.69		\$209.03	\$177.80	\$159.45		\$149.03	\$117.80	\$99.45								
	1 Mo	Finisher	Staple Finisher-V2		\$46.20	\$38.57	\$32.44		\$19.46	\$14.95	\$12.26			\$10.01	\$7.94	\$6.76		\$19.37	\$15.87	\$15.87		\$76.07	\$62.49	\$54.85		Included	Included	Included		Included	Included	Included								
	1 Mo	3-Hole Punch	2/3 Hole Puncher Unit-A1		\$15.29	\$12.77	\$10.74		\$3.57	\$2.74	\$2.25			\$7.94	\$6.29	\$5.37		\$9.54	\$7.82	\$6.36		\$11.42	\$9.38	\$8.24		2/3 Hole Punch	\$4.12	\$3.26	\$2.75		\$4.12	\$3.26	\$2.75							
	1 Mo	High Capacity Feeder			Included	Included	Included		\$24.33	\$18.69	\$15.33			\$13.22	\$10.48	\$8.93		\$16.16	\$13.24	\$10.77		\$24.95	\$20.51	\$18.00		\$13.88	\$10.97	\$9.26		\$13.88	\$10.97	\$9.26								
	1 Mo	550 Sheet Paper Tray			Included	Included	Included		Included	Included	Included			Included	Included	Included		Included	Included	Included		Included	Included	Included		Standard	Standard	Standard		Standard	Standard	Standard								
	1 Mo	50 Sheet Stack Bypass			Included	Included	Included		Included	Included	Included			Included	Included	Included						100 Sheet Bypass Tray Included in Base Price				120 Sheet Bypass Standard	120 Sheet Bypass Standard	120 Sheet Bypass Standard		120 Sheet Bypass Standard	120 Sheet Bypass Standard	120 Sheet Bypass Standard								
		Total Amount							\$279.63	\$233.36	\$205.80			\$200.34	\$179.54	\$167.79		\$ 335.97	\$ 288.89	\$ 251.96		\$ 437.18	\$ 374.84	\$ 339.78		\$227.03	\$192.03	\$171.46		\$167.03	\$132.03	\$111.46		\$433.70	\$383.08	\$348.91		\$ 384.69	\$ 338.60	\$ 311.18
	1 Ea	Price per copy for black and white overages			\$0.042	\$0.042	\$0.042		\$0.004	\$0.004	\$0.004			\$0.005	\$0.005	\$0.005		\$0.00375	\$0.00375	\$0.00375		\$0.0044	\$0.0044	\$0.0044		\$0.0029	\$0.0029	\$0.0029		\$0.0029	\$0.0029	\$0.0029			Unlimited	Unlimited	Unlimited			
14		Quantity: 4		IR-8585i				Xerox AltaLink B8090				TASKalfa 9003i				e-Studio 907				e-Studio 907				B8090H																
	1 Mo	90 Copies Per Minute Minimum Allowance of 40,000 for B/W			\$408.78	\$366.40	\$332.33		\$304.55	\$272.98	\$251.96			\$245.81	\$236.31	\$230.95		\$373.23	\$346.21	\$309.62		\$432.25	\$386.49	\$360.76		\$512.25	\$433.39	\$387.08		\$376.25	\$297.39	\$251.08								
	1 Mo	High Volume Finisher	Staple Finisher-X1		\$95.73	\$79.93	\$67.22		\$62.02	\$47.65	\$39.08			\$28.53	\$22.62	\$19.28		\$30.30	\$24.84	\$20.21		\$76.07	\$62.49	\$54.85		Included	Included	Included		Included	Included	Included								
	1 Mo	3-Hole Punch	Puncher Unit-BF1		\$14.38	\$12.01	\$10.10		\$8.82	\$6.78	\$5.56			\$4.78	\$3.79	\$3.23		\$9.54	\$7.82	\$6.36		\$11.42	\$9.38	\$8.24		2/3 Hole Punch	\$9.94	\$7.85	\$6.63		2/3 Hole Punch	\$9.94	\$7.85	\$6.63						
	1 Mo	High Capacity Feeder	3,500 sheet Paper Deck Unit-E1		\$43.15	\$36.03	\$30.30		N/A	N/A	N/A								\$16.16	\$13.24	\$10.77		\$24.95	\$20.51	\$18.00		\$36.64	\$28.96	\$24.45		\$36.64	\$28.96	\$24.45							
	1 Mo	4000 Sheet High Capacity Feeder							N/A	N/A	N/A							\$15.71	\$12.87	\$10.47		Included - Pricing for 4,000 Sheet High Capacity Tray/Feeder listed above				N/A	N/A	N/A		N/A	N/A	N/A								
	1 Mo	Convenience Stapler	Convenience Stapler-A1		\$5.65	\$4.72	\$3.97		\$5.01	\$3.85	\$3.15			\$1.35	\$1.07	\$0.91		Included	Included	Included		Included - Finisher is already capable of stapling				Standard	Standard	Standard		Standard	Standard	Standard								
	1 Mo	Shelf							\$0.70	\$0.54	\$0.44			Included	Included	Included		\$14.24	\$11.67	\$9.49		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A								
	1 Mo	3300 Sheet High Capacity Feeder							\$24.33	\$18.69	\$15.33			\$13.22	\$10.48	\$8.93		\$16.16	\$13.24	\$10.77		Included - Pricing for 4,000 Sheet High Capacity Tray/Feeder listed above				\$ 79.97	\$ 63.21	\$ 53.36		\$ 79.97	\$ 63.21	\$ 53.36								
		Total Amount							\$296.60	\$343.70	\$309.96			\$293.69	\$274.																									

**SOUTH TEXAS COLLEGE**  
**3. MULTIFUNCTION COPIER EQUIPMENT AND SERVICE**  
**PROJECT NO. 19-20-1036**  
**EVALUATION SUMMARY**

VENDOR NAME	Copy Graphics, Inc.	Dahill Office Technology Corp./ dba Xerox Business Solutions Southwest	Forged Technology Solutions, LLC.	Kyocera Document Solutions Southwest, LLC.	Ricoh USA, Inc.	Toshiba Business Solutions (Option 1)	Toshiba Business Solutions (Option 2)	Total Imaging Solutions	Xerox
ADDRESS	221 N 10th St	8200 IH-10 W Ste 400	101 N McCall Rd Ste 6	601 A E Nolani Ave	13640 Brairwick Dr Ste 120	26630 Commercentre Dr	26630 Commercentre Dr	6100 N 10th St Ste M	201 Merrit 7
CITY/STATE/ZIP	McAllen, TX 78501	San Antonio, TX 78230	McAllen, TX 78501	McAllen, TX 78504	Austin, TX 78729	Lake Forest, CA 92630	Lake Forest, CA 92630	McAllen, TX 78504	Norwalk, CT 06851
PHONE	956-631-0205	210-805-8200	956-683-6225	956-630-2100	512-502-4225	949-462-6800	949-462-6800	956-664-2113	585-423-5799
CONTACT	David S. Valdez	William E. Stall	Mitch Kilion	Frank Leal	Karl Lamb	Scott Macabee	Scott Macabee	Jimmy Slayton	Bill Hassett
1 The purchase price. (up to 45 points)	28.53	37.71	45	35.56	26.08	41.28	41.42	27	37.86
	28.53	37.71	45	35.56	26.08	41.28	41.42	27	37.86
	28.53	37.71	45	35.56	26.08	41.28	41.42	27	37.86
	28.53	37.71	45	35.56	26.08	41.28	41.42	27	37.86
2 The reputation of the vendor's goods or services. (up to 15 points)	12.5	15	12.5	15	15	15	15	13.5	15
	14	14	13	15	14	13	13	14	14
	12	14	12.8	13	14	14	14	12	14
	15	15	15	14	13	14	14	14	14
3 The quality of the goods or services. (up to 16 points)	15	15	15	15	15	15	15	15	15
	12	13	16	16	14	15	15	15	14
	12	14.2	13.9	14	14.5	14.5	14.5	12	13
	15	15	16	14	15	15	15	15	15
4 The extent to which the vendor's goods or services meet the district's needs. (up to 20 points)	17	19	17	18	19	17	17	18	19
	17	18	17	18	17	15	15	16	17
	16	16	14.9	16	16	16	16	16	16
	19	20	20	18	18	19	19	19	19
5 The vendor's past relationship with the College. (up to 3 points)	3	3	2	2	3	2	2	2	3
	3	3	2	2	3	2	2	2	3
	3	3	2	2	3	2	2	2	3
	3	3	2	2	3	2	2	2	3
6 The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	1	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0
<b>TOTAL EVALUATION POINTS</b>	<b>76.66</b>	<b>87.76</b>	<b>92.78</b>	<b>84.06</b>	<b>75.21</b>	<b>88.91</b>	<b>89.05</b>	<b>73.88</b>	<b>87.11</b>
<b>RANKING</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>5</b>

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**  
**3. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service		
		Points	Score Key	
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b>	<b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b>	<b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost			Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act			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

**SOUTH TEXAS COLLEGE  
4. OFFICE SUPPLIES  
PROJECT NO. 20-21-1006**

		Secondary	Primary	
<b>VENDOR</b>	Cielo Office Products	Copy Plus	Gateway Printing & Office Supply, Inc.	Ray Cano/Ray's Business Products
<b>ADDRESS</b>	1408 E Jasmine Ave Ste A	4500 N 10th St Ste 240	315 S Closner	200 E Interstate 2 Ste I
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	Edinburg, TX 78539	Pharr, TX 78577
<b>PHONE</b>	956-688-6001	956-668-7587	956-383-3861	956-782-1554
<b>FAX</b>	956-688-6012	956-668-7590	956-383-4674	956-782-1560
<b>CONTACT</b>	David Barrera	Lorissa Pecina	Butch Shook	Ray Cano
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Catalog Discount	5 - 96%	0 - 92%	up to 90%
				We reserve the right not to sell items below 15% GP Discounts will be taken from manufacturer's current list price Prices subject to change due to tariff increases by the US GOVT
2	General Office Supplies			0 - 45%
3	Hon Bran Furniture			40%
4	Furniture			20%
5	Business, Travel and school case products, supplies and accessories, Boards and Easel products supplies and accessories, Paper products			16%
6	Desk Accessories, Audio/Visual supplies and accessories, Boards and Easel products supplies and accessories, Paper products			16%
7	Computer, Printer, Copier, Fax, Laser and inkjet products, Copy holder products, supplies and accessories, Electrical, Art, Drawing, Drafting and Engineering products, supplies and accessories, Fine Pens and supplies, Non-general office supplies, products, and accessories, Stamps and Custom Printing products, supplies and accessories, Teaching Aid products, supplies and accessories, Basyx Brand Furniture			10%
<b>GUARANTEED FILL RATE</b>		98%	100%	99%
<b>TOTAL EVALUATION POINTS</b>		83.48	90.12	94.62
<b>RANKING</b>		3	2	1
				4

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

**SOUTH TEXAS COLLEGE**  
**4. OFFICE SUPPLIES PRICE COMPARISON**  
**PROJECT NO. 20-21-1006**

VENDOR			Cielo Office Products			Copy Plus			Gateway Printing & Office Supply, Inc.			Ray Cano/Ray's Business Products		
ADDRESS			1408 E. Jasmine Ave Ste A			4500 N 10th St Ste 240			315 S Closer			200 E Interstate 2 Ste I		
CITY/STATE/ZIP			McAllen, TX 78501			McAllen, TX 78504			Edinburg, TX 78539			Pharr, TX 78577		
PHONE			956-688-6001			956-688-7587			956-383-3861			956-782-1554		
FAX			956-688-6012			956-688-7590			956-383-4674			956-782-1560		
CONTACT			David Barrera			Lorissa Pecina			Butch Shook			Ray Cano		
#	Manf	Part #	Description	UOM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
1	WMT	WC811	8.5X11 WHITE COPY PAPER	CS	2482	\$ 29.95	\$ 74,335.90		\$ -	\$30.10	\$ 74,708.20	\$ 29.95	\$ 74,335.90	
2	WMT	ZOM6307	8.5X11 WHITE COPY PAPER	CS	2482		\$ -	\$ 30.98	\$ 76,892.36					
3	SAN	81505	ERASER,DE,FELT EXPO,5-1/8"	EA	554	\$ 2.00	\$ 1,108.00	\$ 2.14	\$ 1,185.56	\$ 2.19	\$ 1,213.26	\$ 2.29	\$ 1,268.66	
4	GEO	39451	CERTIFICATE,RECY,W/SEALS,	PK	496	\$ 3.11	\$ 1,542.56	\$ 3.08	\$ 1,527.68	\$ 3.65	\$ 1,810.40	\$ 3.33	\$ 1,651.68	
5	UNV	76849	FRAME,DOC 8.5X11,BK	PK	450	\$ 1.44	\$ 648.00		\$ -	\$ 3.86	\$ 1,737.00	\$ 9.46	\$ 4,257.00	
6	LLR	49215	FRAME,DOC 8.5X11,BK	EA	450		\$	\$ 2.36	\$ 1,062.00					
7	MEA	6622	NOTEBOOK,WB,11X8.5,1SUB,1	EA	420	\$ 1.99	\$ 835.80	\$ 2.13	\$ 894.60	\$ 2.30	\$ 966.00	\$ 2.31	\$ 970.20	
8	SPR	1488	RULER,STD,W/METRIC,STR021	EA	383	\$ 0.27	\$ 103.41	\$ 0.55	\$ 210.65	\$ 0.42	\$ 160.86	\$ 0.67	\$ 256.61	
9	HEW	207010	PAPER,ALLIN-1,22#,94BR,WHT	RM	260	\$ 5.65	\$ 1,469.00	\$ 8.67	\$ 2,254.20	\$ 6.99	\$ 1,817.40	\$ 8.24	\$ 2,142.40	
10	SAN	80001	MARKER,DE,EXPO,CHSL,BLK	DZ	243	\$ 11.34	\$ 2,755.62	\$ 11.75	\$ 2,855.25	\$ 12.95	\$ 3,146.85	\$ 13.60	\$ 3,304.80	
11	BSN	65649	STAPLES,CHISEL PT,STD	BX	239	\$ 0.54	\$ 129.06	\$ 0.60	\$ 143.40	\$ 0.49	\$ 117.11	\$ 0.61	\$ 145.79	
12	UNV	10200	CLIP,BINDER,SMALL	DZ	233	\$ 0.27	\$ 62.91		\$ -	\$0.22	\$ 51.26	\$ 0.36	\$ 83.88	
13	IBSN	36550	CLIP,BINDER,SMALL	DZ	233		\$	\$ 0.27	\$ 62.91					
14	AVE	11142	INDEX,15TAB,TOC,RDY IDX,B/	ST	200	\$ 3.18	\$ 636.00	\$ 3.12	\$ 624.00	\$3.68	\$ 736.00	\$ 3.40	\$ 680.00	
15	UNV	43663	ERASER,DE,FELT,5"	EA	179	\$ 1.35	\$ 241.65		\$ -	\$ 1.46	\$ 261.34	\$ 2.42	\$ 433.18	
16	LLR	24850	ERASER,DE,FELT,5"	EA	179		\$	\$ 1.50	\$ 268.50					
17	SAN	80003	MARKER,DE,EXPO,CHSL,BLU	DZ	172	\$ 11.42	\$ 1,964.24	\$ 11.75	\$ 2,021.00	\$ 12.25	\$ 2,107.00	\$ 13.60	\$ 2,339.20	
18	UNV	10199	CLIP,BINDER,15MM	DZ	165	\$ 0.22	\$ 36.30		\$ -	\$ 0.17	\$ 28.05	\$ 0.34	\$ 56.10	
19	BSN	65364	CLIP,BINDER,15MM	DZ	165		\$	\$ 0.26	\$ 42.90					
20	UNV	10210	CLIP,BINDER,MED	DZ	164	\$ 0.55	\$ 90.20		\$ -	\$ 0.50	\$ 82.00	\$ 0.62	\$ 101.68	
21	BSN	36551	CLIP,BINDER,MED	DZ	164		\$	\$ 0.55	\$ 90.20					
22	BAU	68010	CLIP,ID,STRAP	PK	160	\$ 3.28	\$ 524.80	\$ 3.21	\$ 513.60	\$3.95	\$ 632.00	\$ 5.13	\$ 820.80	
23	SMD	85740	JACKET,PROJ,LTR,POLY,AST	PK	148	\$ 2.49	\$ 368.52	\$ 4.10	\$ 606.80	\$ 2.89	\$ 427.72	\$ 4.31	\$ 637.88	
24	PEN	BLN77A	PEN,GEL,RTR,ENERGL DLX,ME	EA	130	\$ 1.36	\$ 176.80	\$ 2.12	\$ 275.60	\$ 1.39	\$ 180.70	\$ 2.18	\$ 283.40	

**SOUTH TEXAS COLLEGE  
4. OFFICE SUPPLIES PRICE COMPARISON  
PROJECT NO. 20-21-1006**

VENDOR				Celo Office Products			Copy Plus			Gateway Printing & Office Supply, Inc.			Ray Cano/Ray's Business Products	
#	Manf	Part #	Description	UOM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price
25	SAN	25076	HIGHLIGHTER,ACCNT TANK,6C	ST	129	\$ 2.75	\$ 354.75		\$ -	\$ 4.44	\$ 572.76		Discontinued	
26	ITA	30001	HIGHLIGHTER,ACCNT TANK,6C	ST	129			\$ 2.10	\$ 270.90					
27	HEW	CF226A	TONER,HP 26A LJ CART,BK	EA	129	\$ 100.59	\$ 12,976.11	\$ 119.47	\$ 15,411.63	\$ 98.17	\$ 12,663.93	\$ 131.61	\$ 16,977.69	
28	SAN	80002	MARKER,DE,EXPO,CHSL,RED	DZ	118	\$ 11.39	\$ 1,344.02	\$ 11.75	\$ 1,386.50	\$ 12.78	\$ 1,508.04	\$ 18.24	\$ 2,152.32	
29	BSN	9953	BINDER,VIEW,RR,1,WHT	EA	113	\$ 1.34	\$ 151.42	\$ 1.65	\$ 186.45	\$ 1.29	\$ 145.77	\$ 1.75	\$ 197.75	
30	BIC	GSM609BK	PEN,BP,STK,RND STIC,MED,BL	BX	113	\$ 4.58	\$ 517.54	\$ 4.80	\$ 542.40	\$ 4.55	\$ 514.15	\$ 6.27	\$ 708.51	
31	PEN	ZE22C	ERASER,RTR,REF,CLIC ERS G	EA	112	\$ 0.89	\$ 99.68	\$ 1.57	\$ 175.84	\$ 0.85	\$ 95.20	\$ 1.87	\$ 209.44	
32	PEN	BLN77C	PEN,GEL,RTR,ENERGL DLX,ME	EA	112	\$ 1.33	\$ 148.96	\$ 2.15	\$ 240.80	\$ 1.29	\$ 144.48	\$ 2.44	\$ 273.28	
33	PAP	2254	PENCIL,WD,MIRADO BLK WAR	DZ	112	\$ 1.34	\$ 150.08	\$ 1.50	\$ 168.00	\$ 1.58	\$ 176.96	\$ 2.44	\$ 273.28	
34	AAG	7695005	BOOK,APPT,WK/MO,8.25X11,BL	EA	104	\$ 20.94	\$ 2,177.76	\$ 24.61	\$ 2,559.44	\$ 21.65	\$ 2,251.60	\$ 24.89	\$ 2,588.56	
35	SWI	36450	STAPLES,STD,SPDPT,SF4	BX	102	\$ 2.35	\$ 239.70	\$ 2.56	\$ 261.12	\$ 2.39	\$ 243.78	\$ 3.61	\$ 368.22	
36	AVT	50904	POUCH,EXPANDING,ZIPPER,G	EA	101	\$ 3.47	\$ 350.47	\$ 4.80	\$ 484.80	\$ 4.10	\$ 414.10	\$ 5.34	\$ 539.34	
37	TEX	T130XIS	CALCULATOR,SCIEN,10DIG,LC	EA	100	\$ 12.05	\$ 1,205.00	\$ 12.95	\$ 1,295.00	\$ 14.10	\$ 1,410.00	\$ 15.33	\$ 1,533.00	
38	AVT	67000	CASE,PENCIL,SOFT,BLK	EA	100	\$ 4.37	\$ 437.00	\$ 5.40	\$ 540.00	\$ 5.29	\$ 529.00	\$ 5.87	\$ 587.00	
39	GEO	21015	CERTIFICATE,DIPLOMAT	PK	100	\$ 6.42	\$ 642.00	\$ 9.70	\$ 970.00	\$ 6.12	\$ 612.00	\$ 10.05	\$ 1,005.00	
40	UNV	66600	NOTEBOOK,1SUB,LTR,100,AST	EA	100	\$ 3.28	\$ 328.00		\$ -	\$ 1.10	\$ 110.00	\$ 5.16	\$ 516.00	
41	BSN	10968	NOTEBOOK,1SUB,LTR,100,AST	EA	100			\$ 3.65	\$ 365.00					
42	SAN	80004	MARKER,DE,EXPO,CHSL,GRN	DZ	96	\$ 11.50	\$ 1,104.00	\$ 11.75	\$ 1,128.00	\$ 13.87	\$ 1,331.52	\$ 13.60	\$ 1,305.60	
43	ACC	72020	CLIP,BNDR,SML,.75",BLK	DZ	95	\$ 0.45	\$ 42.75	\$ 0.73	\$ 69.35	\$ 0.58	\$ 55.10	\$ 0.73	\$ 69.35	
44	PEN	BL77V	PEN,GEL,RTR,ENERGL DLX,ME	EA	95	\$ 1.35	\$ 128.25	\$ 2.25	\$ 213.75	\$ 1.36	\$ 129.20	\$ 2.44	\$ 231.80	
45	ACC	72010	CLIP,BNDR,MINI,.25",BLK	DZ	94	\$ 0.45	\$ 42.30	\$ 0.77	\$ 72.38	\$ 0.64	\$ 60.16	\$ 0.66	\$ 62.04	
46	GEO	45332	COVER,DOCUMENT,N/Y	PK	89	\$ 7.89	\$ 702.21	\$ 8.15	\$ 725.35	\$ 9.87	\$ 878.43	\$ 11.91	\$ 1,059.99	
47	ACC	72050	CLIP,BNDR,MED,1-1/16",BLK	DZ	88	\$ 1.09	\$ 95.92	\$ 1.54	\$ 135.52	\$ 1.34	\$ 117.92	\$ 1.72	\$ 151.36	
48	BIC	VCGBP31A	PEN,ATLANTIS,BOLD,3ST,AST	ST	88		\$ -	\$ 4.15	\$ 365.20	\$ 3.55	\$ 312.40	\$ 3.99	\$ 351.12	
49	UNV	20972	BINDER,VIEW,11X8.5,1.5",WHT	EA	82	\$ 2.03	\$ 166.46		\$ -	\$ 1.45	\$ 118.90	\$ 1.67	\$ 136.94	
50	BSN	9955	BINDER,VIEW,11X8.5,1.5",WHT	EA	82			\$ 2.27	\$ 186.14					
51	GEO	45331	COVER,DOCUMENT,BLK	PK	82	\$ 7.89	\$ 646.98		\$ 1,001.22	\$ 8.95	\$ 733.90	\$ 13.82	\$ 1,133.24	
52	MMM	C38BK	DISPENSER,TAPE,F3/4" RL,BL	EA	81	\$ 2.59	\$ 209.79	\$ 2.70	\$ 218.70	\$ 2.88	\$ 233.28	\$ 3.21	\$ 260.01	
53	UNV	76895	FRAME,DOCU HOLDER,6PK,B	PK	81	\$ 7.89	\$ 639.09		\$ -	\$ 8.60	\$ 696.60	\$ 10.18	\$ 824.58	

SOUTH TEXAS COLLEGE  
4. OFFICE SUPPLIES PRICE COMPARISON  
PROJECT NO. 20-21-1006

VENDOR				Celo Office Products			Copy Plus			Gateway Printing & Office Supply, Inc.			Ray CanoRay's Business Products		
#	Manf	Part #	Description	UOM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
54	GEO	4533IH	FRAME, DOCU HOLDER, 6/PK, B	PK	81			\$	12.21	\$	989.01				
55	MMM	CL600	CLEANER, SPRAY, ELECTRONIC	EA	80		\$			\$	-		7.15	\$	572.00
56	MMM	CL610	CLEANER, WIPES, ELECTRONIC	EA	80				8.40	\$	672.00				
57	OIC	99852	FASTENER, PRONG, 2"CAP	BX	80	\$	1.85	\$	148.00	\$	283.20	\$	3.76	\$	300.80
58	PEN	BLN7V	PEN, GEL, RTR, ENERGL DLX, ME	EA	80	\$	1.37	\$	109.60	\$	180.00	\$	1.31	\$	104.80
59	AVE	17012	BINDER, VIEW, 3RG, DRBL, 1", WH	EA	78	\$	3.52	\$	274.56	\$	288.60	\$	3.23	\$	251.94
60	GEO	39452	CERTIFICATE, REC, WISEALS,	PK	76	\$	3.20	\$	243.20	\$	234.08	\$	3.99	\$	303.24
61	MMM	686PGO	FLAG, INDEX, DURABLE, PNK/GR	PK	76	\$	4.35	\$	330.60	\$	5.84	\$	443.84	\$	389.12
62	SAN	1752229	CLEANER, BOARD, DRYERS, EX	EA	73	\$	6.19	\$	451.87	\$	9.58	\$	6.46	\$	471.58
63	MMM	3136	TAPE, DBL SIDE, 5X250", TRANS	PK	73	\$	3.89	\$	283.97	\$	4.27	\$	5.10	\$	372.30
64	UNV	20971	BINDER, VIEW, 11X8.5, 1.5", BLK	EA	72	\$	1.88	\$	135.36			\$	2.66	\$	191.52
65	BSN	09954	BINDER, VIEW, 11X8.5, 1.5", BLK	EA	72			\$	2.27	\$	163.44				
66	AVE	11816	INDEX, 5TAB, TOC, TRNSL, AST	ST	72	\$	3.25	\$	234.00	\$	5.42	\$	4.21	\$	303.12
67	WAU	91904	PAPER, LASER, 250SH, 65# BRW	PK	72	\$	11.15	\$	802.80	\$	11.81	\$	850.32	\$	742.32
68	SOU	PF8	HOLDER, AWARDS, CERTIF, NVY	PK	71	\$	5.84	\$	414.64	\$	9.04	\$	6.56	\$	465.76
69	SMD	10314	FOLDER, LTR, 1/3, 11PT, WTRSTN	BX	70	\$	19.98	\$	1,398.60	\$	31.32	\$	22.69	\$	1,588.30
70	PEN	BLN78B	PEN, GEL, RTR, ENERGL DLX, X	EA	70	\$	1.34	\$	93.80	\$	2.25	\$	1.39	\$	97.30
71	UNV	59022	RULER, ACRYLIC, 12", CLR	EA	67	\$	0.27	\$	18.09			\$	0.50	\$	33.50
72	BSN	32365	RULER, ACRYLIC, 12", CLR	EA	67			\$	0.50	\$	33.50				
73	UNV	20981	BINDER, VIEW, 11X8.5, 2", BLK	EA	66	\$	2.32	\$	153.12			\$	2.70	\$	178.20
74	BSN	9956	BINDER, VIEW, 11X8.5, 2", BLK	EA	66			\$	2.81	\$	185.46				
75	ACM	13901	SHEARS, 8", BNT, TTN, GRY	PK	64	\$	10.52	\$	673.28	\$	16.70	\$	11.42	\$	730.88
76	SAN	82074	MARKER, DE, EXPO, BUL, 4COL	ST	62	\$	3.60	\$	223.20	\$	4.04	\$	4.15	\$	257.30
77	UNV	10220	CLIP, BINDER, LRG	DZ	61	\$	1.34	\$	81.74			\$	1.45	\$	88.45
78	BSN	36552	CLIP, BINDER, LRG	DZ	61			\$	1.41	\$	86.01				
79	BSN	36552	CLIP, BINDER, LRG, BLK	DZ	61	\$	1.34	\$	81.74	\$	1.41	\$	1.45	\$	88.45
80	AVE	9401	BINDER, VIEW, D-RG, DRBL, 1.5",	EA	60	\$	3.82	\$	229.20	\$	5.77	\$	5.14	\$	308.40
81	FEL	58024	MOUSE PAD, MED, BLK	EA	60	\$	2.58	\$	154.80	\$	2.83	\$	\$3.33	\$	199.80
82	PEN	BLN75PWA	PEN, PEARL, FINE, BK	EA	60	\$	1.35	\$	81.00	\$	2.35	\$	2.14	\$	128.40

SOUTH TEXAS COLLEGE  
4. OFFICE SUPPLIES PRICE COMPARISON  
PROJECT NO. 20-21-1006

VENDOR						Celo Office Products		Copy Plus		Gateway Printing & Office Supply, Inc.		Ray Cano/ Ray's Business Products	
#	Manf	Part #	Description	UOM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
83	UNV	22010	PENCIL,MECH.,7MM,SMK	DZ	60	\$ 1.62	\$ 97.20	\$	-	\$ 1.34	\$ 80.40	\$ 2.24	\$ 134.40
84	ITA	36153	PENCIL,MECH.,7MM,SMK	DZ	60			\$ 3.05	\$ 183.00				
85	AVE	72269	SLEEVE,CNRLK,PLST,CLR	PK	60	\$ 3.22	\$ 193.20	\$ 4.81	\$ 288.60	\$ 4.00	\$ 240.00	\$ 4.79	\$ 287.40
86	VR	52448	MOUSEPAD,RUBBER,BLK	EA	59	\$ 1.08	\$ 63.72		-	\$ 1.67	\$ 98.53	NO BID	
87	CCS	23617	MOUSEPAD,RUBBER,BLK	EA	59			\$ 1.35	\$ 79.65				
88	HAM	102467	PAPER,COPY,LTR,28#,PHOTO	RM	59	\$ 8.20	\$ 483.80	\$ 11.03	\$ 650.77	\$ 8.99	\$ 530.41	\$ 12.44	\$ 733.96
89	PEN	BL77C	PEN,GEL,RTR,ENERGL DLX,ME	EA	59	\$ 1.35	\$ 79.65	\$ 2.15	\$ 126.85	\$ 1.34	\$ 79.06	\$ 2.47	\$ 145.73
90	BSN	32953	TAPE,INVISIBLE,3/4X1000"	PK	59	\$ 5.96	\$ 351.64	\$ 6.39	\$ 377.01	\$ 5.88	\$ 346.92	\$ 8.88	\$ 523.92
91	AVE	17032	BINDER,VIEW,3RG,DRBL,2",WH	EA	58	\$ 5.13	\$ 297.54	\$ 5.33	\$ 309.14	\$ 5.13	\$ 297.54	\$ 8.85	\$ 513.30
92	PIL	31020	PEN,GEL,RTR,G2,G27,FN,BLK	DZ	58	\$ 12.14	\$ 704.12	\$ 17.00	\$ 986.00	\$ 12.22	\$ 708.76	\$ 17.60	\$ 1,020.80
93	UNV	55400	PENCIL,WD,ECON,#2,YEL	DZ	58	\$ 0.93	\$ 53.94		-	\$ 0.70	\$ 40.60	\$ 0.88	\$ 51.04
94	BSN	37507	PENCIL,WD,ECON,#2,YEL	DZ	58			\$ 0.90	\$ 52.20				
95	BSN	16501	PAPER,NOTES,ADH,4X6",RLD,P	PK	57	\$ 4.11	\$ 234.27	\$ 4.75	\$ 270.75	\$ 4.23	\$ 241.11	\$ 8.32	\$ 474.24
96	UNV	79000	STAPLES,SHARP PT	BX	57	\$ 0.53	\$ 30.21		-	\$ 0.50	\$ 28.50	\$ 0.86	\$ 49.02
97	BSN	65649	STAPLES,SHARP PT	BX	57			\$ 0.60	\$ 34.20				
98	AVE	17042	BINDER,VIEW,3RG,DRBL,3",WH	EA	55	\$ 6.47	\$ 355.85	\$ 7.10	\$ 390.50	\$ 6.34	\$ 348.70	\$ 9.32	\$ 512.60
99	MMM	R33012AN	PAPER,NOTE,POP-UP,3X3,NE	PK	55	\$ 12.89	\$ 708.95	\$ 14.44	\$ 794.20	\$ 13.00	\$ 715.00	\$ 17.99	\$ 989.45
TOTAL AMOUNT							\$ 122,200.27		\$ 135,912.35		\$ 128,165.34		\$ 142,100.82

**SOUTH TEXAS COLLEGE**  
**4. OFFICE SUPPLIES**  
**PROJECT NO. 20-21-1006**  
**EVALUATION SUMMARY**

VENDOR		Cielo Office Products		Copy Plus, LLC.		Gateway Printing & Office Supply, Inc.		Ray Cano/Ray's Business Products	
ADDRESS		1408 E Jasmine Ave Ste A		4500 N 10th St Ste 240		315 S Closner		200 E Interstate 2 Ste 1	
CITY/STATE/ZIP		McAllen, TX 78501		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577	
PHONE		956-688-6001		956-668-7587		956-383-3861		956-782-1554	
FAX		956-688-6012		956-668-7590		956-383-4674		956-782-1560	
CONTACT		David Barrera		Lorissa Pecina		Butch Shook		Ray Cano	
1	The purchase price. (up to 35 points)	34.73	34.73	31.62	31.62	33.37	33.37	30.09	30.09
		34.73		31.62		33.37		30.09	
		34.73		31.62		33.37		30.09	
		34.73		31.62		33.37		30.09	
2	The reputation of the vendor and of the vendors goods and/or services. (up to 15 points)	10	11.5	15	13.75	15	14.5	10	12.125
		12		12		14		12	
		12		14		14		12.5	
		12		14		15		14	
3	The quality of the vendor's goods and/or services. (up to 16 points)	10	12	16	14.75	16	15	10	12.5
		12		14		14		12	
		12		14		14		13	
		14		15		16		15	
4	The extent to which the vendor's goods and/or services meet the district's needs. (up to 20 points)	12	14.75	17	17	20	18.75	15	16
		14		14		17		14	
		16		18		19		17	
		17		19		19		18	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3	3	3	2	2
		2		3		3		2	
		2		3		3		2	
		2		3		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
		0		0		0		0	
7	The 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
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
8	The vendor's handling of customer service issues. (up to 5 points)	4	3.5	5	5	5	5	5	3.75
		3		5		5		3	
		4		5		5		4	
		3		5		5		3	
TOTAL EVALUATION POINTS		83.48		90.12		94.62		81.465	
RANKING		3		2		1		4	

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 - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
<b>1 Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	40		
<b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
<b>3 Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>5 Criterion 5: The vendor's past relationship with the district</b> 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
<b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b> a. Annual Maintenance Cost	5		Up to 5 points will be used from the purchase price if applicable
<b>8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment	5		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

**SOUTH TEXAS COLLEGE  
5. PRINTING PROJECTS  
PROJECT NO. 20-21-1009**

<b>NAME</b>		Copy Plus, LLC.	Gateway Printing & Office Supply, Inc.	San Antonio Printing	UBEO, LLC./ dba Copy Zone
<b>ADDRESS</b>		4500 N 10th St	315 S Closner Blvd	2909 W US Hwy 83	3701 N Bicentennial Blvd Ste 100
<b>CITY/STATE/ZIP</b>		McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501
<b>PHONE</b>		956-668-7587	956-383-3861	956-687-6868	956-240-9991
<b>FAX</b>		956-668-7590	956-383-1037	956-687-7468	956-668-7818
<b>CONTACT</b>		Eder Gallegos	Kelly Huerta	Antonio Delgado	Pily Stevens
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>OFFICIAL STATIONERY FY 2020 - 2021</b>					
1	<b>Letterhead</b>				
	1 Ream	\$ 124.50	\$ 97.30	\$ 165.00	\$ 85.46
2	<b>Envelopes</b>				
	1 Box	\$ 130.50	\$ 46.28	\$ 180.00	\$ 94.45
3	<b>Second Sheets</b>				
	1 Ream	\$ 30.40	\$ 21.05	\$ 35.00	\$ 21.50
4	<b>Business Cards Double Sided</b>				
	1 Box (500 cards)	\$ 27.00	\$ 43.00		\$ 19.97
<b>FINAL COST PER COMPLETED ORDERS</b>					
5	<b>Letterhead</b>				
	50 Reams (500 sheets)	\$ 6,225.00	\$ 4,865.00	\$ 8,250.00	\$ 4,273.00
6	<b>Envelopes</b>				
	50 Boxes (500 envelopes)	\$ 6,525.00	\$ 2,314.00	\$ 9,000.00	\$ 4,722.50
7	<b>Second Sheets</b>				
	10 Reams (500 sheets)	\$ 304.00	\$ 210.50	\$ 350.00	\$ 215.00
8	<b>Business Cards Double Sided</b>				
	400 Boxes (500 cards)	\$ 10,800.00	\$ 17,200.00		\$ 7,988.00
<b>Summary of Projects</b>					
Official Stationery / Business Cards - FY2021		\$ 23,854.00	\$ 24,589.50	\$ 17,600.00	\$ 17,198.50
<b>TOTAL EVALUATION POINTS</b>		81.49	83.63	****	95.32
<b>RANKING</b>		3	2	****	1

\*\*\*\*The vendor did not submit a required document, therefore was not evaluated.

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

**SOUTH TEXAS COLLEGE**  
**5. PRINTING PROJECTS - GENERAL PURPOSE PRINTING**  
**PROJECT NO. 20-21-1009**

<b>NAME</b>		Copy Plus, LLC.	FedEx Office and Print Services, Inc.	Gateway Printing & Office Supply, Inc.	UBEO, LLC. dba Copy Zone
<b>ADDRESS</b>		4500 N 10th St	7900 Legacy Dr	315 S Closner Blvd	3701 N Bicentennial Blvd Ste 100
<b>CITY/STATE/ZIP</b>		McAllen, TX 78504	Plano, TX 75024	Edinburg, TX 78539	McAllen, TX 78501
<b>PHONE</b>		956-668-7587	469-980-3000	956-383-3861	956-240-9991
<b>FAX</b>		956-668-7590	469-980-3022	956-383-1037	956-668-7818
<b>CONTACT</b>		Eder Gallegos	Aimee DiCicco	Kelly Huerta	Pily Stevens
<b>#</b>	<b>Description</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<b>1. FLIERS (SINGLE SIDED)</b>					
	<b>8.5 x 11 24# Text White or similar, 4 Color Process, Full Bleed, No Folds</b>				
	Cost per 250	\$ 47.25	\$ 198.70	\$ 50.00	\$ 57.23
	Cost per 500	\$ 89.50	\$ 209.28	\$ 90.00	\$ 95.54
<b>2. BROCHURES</b>					
	<b>8.5 x 11 100#, Gloss Text White, (4/4), Double-Sided Printing, Full Bleed Both Sides, Tri-fold</b>				
	Cost per 1,000	\$ 370.00	\$ 308.33	\$ 280.00	\$ 193.02
	Cost per 2,000	\$ 700.00	\$ 459.16	\$ 380.00	\$ 346.52
<b>3. POSTCARDS</b>					
	<b>5 x 7 14 PT White Cover Gloss or similar, (4/1), Double-Sided, Full Bleed</b>				
	Cost per 3,000	\$ 360.00	\$ 488.95	\$ 330.00	\$ 253.13
	Cost per 5,000	\$ 462.50	\$ 534.94	\$ 450.00	\$ 385.95
<b>4. RACK CARDS</b>					
	<b>Final size: 4x9, 100# Gloss Cover-White, (4/4), Double-Sided, Full Bleed</b>				
	Cost per 1,000	\$ 188.50	\$ 206.58	\$ 120.00	\$ 151.29
	Cost per 2,000	\$ 352.00	\$ 290.43	\$ 200.00	\$ 274.77
<b>5. NCR FORMS</b>					
<b>5a</b>	<b>Based on a 2-part NCR form</b>				
	<b>8.5 x 11, Single Sided, Black Ink, No Bleed</b>				
	Cost per 100	\$ 26.35	\$ 40.00	\$ 33.00	\$ 29.54
	Cost per 500	\$ 117.75	\$ 125.00	\$ 80.00	\$ 65.29
<b>5b</b>	<b>Based on a 3-part NCR form</b>				
	<b>8.5 x 11, Single Sided, Black Ink, No Bleed</b>				
	Cost per 100	\$ 38.35	\$ 50.00	\$ 38.00	\$ 44.25
	Cost per 500	\$ 161.75	\$ 175.00	\$ 110.00	\$ 122.79

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

**SOUTH TEXAS COLLEGE**  
**5. PRINTING PROJECTS**  
**PROJECT NO. 20-21-1009**  
**EVALUATION SUMMARY**

NAME		Copy Plus, LLC.		Gateway Printing & Office Supply, Inc.		UBEO, LLC./ dba Copy Zone	
ADDRESS		4500 N 10th St		315 S Closner Blvd		3701 N Bicentennial Blvd Ste 100	
CITY/STATE/ZIP		McAllen, TX 78504		Edinburg, TX 78539		McAllen, TX 78501	
PHONE		956-668-7587		956-383-3861		956-240-9991	
FAX		956-668-7590		956-383-1037		956-668-7818	
CONTACT		Eder Gallegos		Kelly Huerta		Pily Stevens	
1	The purchase price. (up to 40 points)	28.84	28.84	27.98	27.98	40	40
		28.84		27.98		40	
		28.84		27.98		40	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	13	13.33	14	14.33	13	13.66
		14		15		14	
		13		14		14	
3	The quality of the vendor's goods or services. (up to 16 points)	15	14	16	14.66	15	15
		15		15		15	
		12		13		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	18	17.66	19	19	18	18.66
		19		19		19	
		16		19		19	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.66	3	2.66	3	3
		3		3		3	
		2		2		3	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. A. Provided the Certificate (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
7	The vendor's delivery schedule. (up to 5 points)	5	5	5	5	5	5
		5		5		5	
		5		5		5	
TOTAL EVALUATION POINTS		81.49		83.63		95.32	
RANKING		3		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**  
**5. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		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

**SOUTH TEXAS COLLEGE**  
**6. PURCHASE AND INSTALLATION OF CULINARY ARTS EQUIPMENT**  
**PROJECT NO. 19-20-1058**

<b>VENDOR</b>			Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply	
<b>ADDRESS</b>			1126 S St Mary's	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78210	
<b>PHONE</b>			210-354-0690	
<b>FAX</b>			210-354-0746	
<b>CONTACT</b>			Brian Mosher	
#	Qty	Description	Unit Price	Extended
1	1	Electric Kettle	\$ 9,663.00	\$ 9,663.00
2	1	Six (6) Burner Range	\$ 9,057.00	\$ 9,057.00
3	1	Convection Oven	\$ 14,187.00	\$ 14,187.00
4	1	30 Quart Mixer	\$ 10,497.00	\$ 10,497.00
5	1	Worktable	\$ 2,995.00	\$ 2,995.00
6	1	30 Quart Mixer	\$ 10,497.00	\$ 10,497.00
7	8	Mobile Worktable	\$ 1,465.00	\$ 11,720.00
8	8	8 Quart Mixer	\$ 780.00	\$ 6,240.00
9	1	Preparation Sink	\$ 4,231.00	\$ 4,231.00
10	1	Shipping and Handling	\$ -	\$ -
11	1	Installation Services	\$ -	\$ -
<b>TOTAL BID AMOUNT</b>			\$ 79,087.00	
<b>TOTAL EVALUATION POINTS</b>			93.5	
<b>RANKING</b>			1	

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

**SOUTH TEXAS COLLEGE**  
**6. PURCHASE AND INSTALLATION OF CULINARY ARTS EQUIPMENT**  
**PROJECT NO. 19-20-1058**  
**EVALUATION SUMMARY**

NAME		Southwest Texas Equipment Distributors, Inc./ dba Mission Restaurant Supply	
ADDRESS		1126 S St Mary's	
CITY/STATE/ZIP		San Antonio, TX 78210	
PHONE		210-354-0690	
FAX		210-354-0746	
CONTACT		Brian Mosher	
1	The purchase price. (up to 45 points)	45	45
		45	
		45	
		45	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	12	13.25
		15	
		12	
		14	
3	The quality of the vendor's goods or services. (up to 16 points)	15	14.75
		15	
		14	
		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	19	17.5
		18	
		15	
		18	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. A. Provided the Certificate (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		93.5	
RANKING		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**  
**6. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service		
		Points	Score Key	
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>		
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b>	<b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b>	<b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b>	<b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost			Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act			Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>		

**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

**SOUTH TEXAS COLLEGE**  
**7. PURCHASE OF WELDING SUPPLIES**  
**PROJECT NO. 20-21-1004**

VENDOR		Airgas USA, LLC.	Alamo Iron Works	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.	Matheson	Praxair Distribution, Inc.
ADDRESS		201 N 23rd St	2771 Robindale Rd	3620 E 14th St	1801 W Business 77	1021 W Ferguson
CITY/STATE/ZIP		McAllen, TX 78501	Brownsville, TX 78526	Brownsville, TX 78521	San Benito, TX 78586	Pharr, TX 78577
PHONE		956-455-9627	956-243-8718	956-982-1350	956-399-2706	956-787-0219
FAX			956-831-9434	956-982-1397	956-399-6045	956-787-0043
CONTACT		Jeremy Koester	Robert N. Garcia	Moises Lara	Reynaldo Rivera	Marco A. Alvarez
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
<b>1. Welding Gases</b>						
a.	Acetylene					
	Size MC	\$ 19.78				\$ 7.39
	Size #3					\$ 33.91
	Size #4	\$ 51.40			\$ 32.00	\$ 47.00
	Size #5	\$ 135.84				\$ 89.00
b.	Argon					
	Size R					\$ 10.75
	Size M					\$ 15.89
	Size Q					\$ 10.36
	Size K					\$ 23.33
	Size T					\$ 38.50
						\$ 9.53
c.	Argon C25					
	Size R					\$ 10.75
	Size M					\$ -
	Size Q					\$ -
	Size K					\$ 30.00
	Size T					\$ 32.00
	Argon 75/25 300				\$ 15.95	
	Size 300	\$ 45.88			\$ 16.75	
	Liquid Argon 180				\$ 289.00	
	CD25125					
	CD25300	\$ 53.58				
	C25 40					\$ 12.85
d.	Nitrogen					
	Size # 40	\$ 14.72				
	Size #200					
	Size # 300	\$ 31.75				
	Liquid Nitrogen					
e.	Oxygen					
	Size R					\$ 5.25
	Size M					\$ 8.75
	Size Q					\$ 6.75
	Size T					\$ 12.25
	Size K					\$ 10.00
	Size 20	\$ 7.75				
	Size 200	\$ 20.60			\$ 5.95	
	Liquid Oxygen 160					\$ 76.89
	Liquid Oxygen 180				\$ 72.00	
f.	Propylene					
	Size #60					
	Size #65				\$ 72.00	

**SOUTH TEXAS COLLEGE**  
**7. PURCHASE OF WELDING SUPPLIES**  
**PROJECT NO. 20-21-1004**

<b>VENDOR</b>		Airgas USA, LLC.	Alamo Iron Works	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.	Matheson	Praxair Distribution, Inc.
<b>ADDRESS</b>		201 N 23rd St	2771 Robindale Rd	3620 E 14th St	1801 W Business 77	1021 W Ferguson
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	Brownsville, TX 78526	Brownsville, TX 78521	San Benito, TX 78586	Pharr, TX 78577
<b>PHONE</b>		956-455-9627	956-243-8718	956-982-1350	956-399-2706	956-787-0219
<b>FAX</b>			956-831-9434	956-982-1397	956-399-6045	956-787-0043
<b>CONTACT</b>		Jeremy Koester	Robert N. Garcia	Moises Lara	Reynaldo Rivera	Marco A. Alvarez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
	Size #100					
	Size #420					
g.	Carbon Dioxide					
	Size #10					
	Size #50	\$ 29.27				
	Liquid Carbon Dioxide					
h.	Helium					
	Helium Industrial 200	\$ 262.85				
i.	Rental	\$0.30 per day per tank			\$0.15 per day	\$ .20 per day per cylinder Dewars \$1.25 per day
j.	Delivery Charge					\$ 17.71
k.	Maintenance and Inspection Fee					\$ 6.65
l.	Energy and Fuel Charge					\$ 7.00
m.	Hazardous Materials Charge					\$ 11.95
n.	Acetylene Contingency					\$ 19.41
o.	Demand Charge Cylinders					\$ 10.79
<b>2. Welding Supplies</b>						
a.	Discount	0%	10%	0%	20% minimum. Additional discounts on case by case	15%
b.	Benchmark	Standard Retail Rate			Manufacturer's list price	List Price
c.	Machines, Lincoln & Miller					5%
<b>3. Escalation</b>						
a.	2nd Year	10%	10%	0%	10%	5%
b.	3rd Year	15%	10%	0%	10%	5%

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE**  
**8. DISTRICT WIDE FURNITURE REQUEST**  
**AUGUST 25, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Allsteel, Inc. /Broussard Group (OMNIA Partners)</b>					
1	10	SCU-UWDF Scout Upholstered Back Chair, Adj Arms	\$ 650.52	\$ 6,505.20	Starr County Campus Bldg G Student Services Renovation - FFE
					-Dr. Shirley A. Reed
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$ 428.29	\$ 428.29	Chairs for the Conference Room at the newly renovated
					Student Services Area
		<b>Allsteel, Inc. Total</b>		<b>\$ 6,933.49</b>	
<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	3	1836KH Heavy Duty Plus Tracksider Top Shelf 36"	\$ 29.94	\$ 89.82	Nursing and Allied Health Bldg A Student Services Renovation FFE
	12	1836TH Unslotted Heavy Duty Plus Shelf 36"	\$ 29.94	\$ 359.28	-Dr. Shirley A. Reed
	6	7618LO Open L Upright 18"D x 76 1/4"H	\$ 45.56	\$ 273.36	Shelving Units for the newly renovated Student
	24	HR18- Heavy Duty Plus Shelf Reinforcement 18"	\$ 2.74	\$ 65.76	Services Area
	30	HS-3614 Heavy Duty Plus Shelf Support 36", 14"GA	\$ 4.42	\$ 132.60	
2	2	1836KH Heavy Duty Plus Tracksider Top Shelf 36"	\$ 29.94	\$ 59.88	Starr County Campus Bldg G Student Services Renovation - FFE
	8	1836TH Unslotted Heavy Duty Plus Shelf 36"	\$ 29.90	\$ 239.20	-Dr. Shirley A. Reed
	4	7618LO Open L Upright 18"D x 76 1/4"H	\$ 45.56	\$ 182.24	Shelving Units for the newly renovated Student
	16	HR18- Heavy Duty Plus Shelf Reinforcement 18"	\$ 2.74	\$ 43.84	Services Area
	20	HS-3614 Heavy Duty Plus Shelf Support 36", 14"GA	\$ 4.42	\$ 88.40	
3	2	1224KH Heavy Duty Plus Tracksider Top Shelf	\$ 31.62	\$ 63.24	Pecan Campus Bldg M Renovation - FFE - Dr. Shirley A. Reed
	8	1224TH Unslotted Heavy Duty Plus Shelf	\$ 126.49	\$ 1,011.92	Shelving Units to be used at the newly renovated area at
	4	7612LO Open "L" Upright 12"D x 76 1/4"H	\$ 169.64	\$ 678.56	Pecan Campus Bldg M 2nd Floor
	20	HS-2412 Heavy Duty Plus Shelf Support 24"	\$ 83.08	\$ 1,661.60	
4	1	Labor to receive, inspect, deliver, install, and remove debris	\$ 255.00	\$ 255.00	
		<b>Datum Filing Systems, Inc. Total</b>		<b>\$ 5,204.70</b>	
<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	2	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$ 929.20	Nursing and Allied Health Bldg A Student Services Renovation-FFE
					- Dr. Shirley A. Reed
					Faculty/Staff Office Chair to be used at the newly renovated
					Student Services Area
2	10	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$ 4,646.00	New Furniture - Ricardo De La Garza
					Faculty/Staff Office Chairs to replace old and broken chairs
3	16	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$464.60	\$ 7,433.60	Pecan Campus Bldg M Renovation - FFE - Dr. Shirley A. Reed
					Faculty/Staff Office Chair to be used at the newly renovated area at
					Pecan Campus Bldg M 2nd Floor
4	1	Labor to receive, inspect, deliver, install, and remove debris	\$980.00	\$ 980.00	
		<b>Exemplis Corporation Total</b>		<b>\$ 13,988.80</b>	

**SOUTH TEXAS COLLEGE**  
**8. DISTRICT WIDE FURNITURE REQUEST**  
**AUGUST 25, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	2	H314 Vertical File 4 Drawer Letter with Lock	\$289.01	\$ 578.02	Nursing and Allied Health Bldg A Student Services Renovation-FFE
	1	HS30ABC Bookcase 2 Shelf 12 5/8Dx 34 1/2W x 29H	\$112.39	\$ 112.39	- Dr. Shirley A. Reed
					File Cabinets and Bookcase to be used at Staff
					the newly renovated Student Services Area
2	2	HS72ABC Bookcase 5 Shelf 12 5/8Dx 34 1/2W x 71H	\$229.24	\$ 458.48	Starr County Campus Bldg G Student Services Renovation - FFE
	2	H314 Vertical File 4 Drawer Letter with Lock	\$289.01	\$ 578.02	- Dr. Shirley A. Reed
					File Cabinets and Bookcases to be used at Staff
					the newly renovated Student Services Area
3	18	H314 Vertical File 4 Drawer Letter with Lock	\$289.01	\$ 5,202.18	Pecan Campus Bldg. M Renovation - FFE - Dr. Shirley A. Reed
	18	HS72ABC Bookcase 5 Shelf 12 5/8Dx 34 1/2W x 71H	\$229.24	\$ 4,126.32	File Cabinets and Bookcases to be used at Staff
					at the newly renovated area at Pecan Bldg. M 2nd Floor
4	1	Labor to receive, inspect, deliver, install, and remove debris	\$2,400.00	\$ 2,400.00	
		<b>The Hon Company Total</b>		<b>\$ 13,455.41</b>	
<b>Krueger International, Inc. / Gateway Printing &amp; Office Supply, Inc. (Sourcewell)</b>					
1	16	SLSNAU Strive Four Leg Armless Café Stool	\$201.42	\$ 3,222.72	Nursing and Allied Health Bldg A Student Services Renovation-FFE
	16	Upcharge per Unit	\$11.02	\$ 176.32	- Dr. Shirley A. Reed
	1	7D/D3066-74P-F Desk, Full Modesty Panel,74P Edge,30x66"W	\$676.62	\$ 676.62	Stools, Faculty/Staff Desks, Computer Lab Chairs and Table for
	1	7D/R2448-74P-F Desk,Return,Full Modesty Panel,74P Edge,24x48"W	\$491.94	\$ 491.94	the newly renovated Student Services area
	1	S7P/1530WBBF 700 Series Files Supporting Ped-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	
	2	ITDV1 724/End Divider Screen,17"Hx24"W	\$123.12	\$ 246.24	
	1	ITDV1 724/M74P Middle Divider Screen,74P Edge,17"Hx24"W	\$131.22	\$ 131.22	
	1	ITPS1772 In Tandem Privacy Screen,Rect,17"Hx72"W	\$254.34	\$ 254.34	
	6	DN5300 Doni Task Armless Chair,Uph Seat/Back, Solid Color	\$308.88	\$ 1,853.28	
	1	WBWD2472-74P WorkZone w/Power Basic Worksurface ,74P Edge,24x72"W	\$594.00	\$ 594.00	
2	4	MSP Maestro Stack Chair, Polypropylene	\$90.18	\$ 350.00	Starr County Campus Bldg G Student Services Renovation-FFE
	1	TT5NAP/S4/IT1 Torsion Tandem-4-Seats,1 In-Line Tbl,No Arms,Poly Seat/Back	\$1,249.56	\$ 70.00	- Dr. Shirley A. Reed
	4	KI63/NA Impress Stool, Pedestal Base, No Arms, Upholstered	\$432.00	\$ 420.00	Open Area Seating, Stools, Computer Lab Chairs,
	4	Upgrade per Unit	\$36.25	\$ 490.00	Conference Table and Computer Tables
	8	DN5300 Doni Task Armless Chair Uph Seat/Back Solid Color	\$308.88	\$ 910.00	for the newly renovated Student Services area
	1	KI63/NA Impress Stool, Pedestal Base, No Arms, Upholstered	\$856.44	\$ 1,400.00	
	2	WBWD2472-74P WorkZone w/Power Basic Worksurface ,74P Edge,24x72"W	\$992.52	\$ 2,310.00	
	1	WZ.T6Pl.29 WorkZone Floor Infeed for 29" Tall Table	\$197.64	\$ 3,710.00	
	2	WZ.T6RECP.1 WorkZone Receptacle,810 6-2-2 (1.12") 1	\$15.12	\$ 6,020.00	
	2	WZ.T6RECP.4I WorkZone Receptacle,810 6-2-2 (1.12") 4I	\$15.12	\$ 9,730.00	
	1	WZ.T6SC18 WorkZone 810 6-2-2 Table to Table Jumper (17.75 mesh)	\$70.74	\$ 15,750.00	

**SOUTH TEXAS COLLEGE**  
**8. DISTRICT WIDE FURNITURE REQUEST**  
**AUGUST 25, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
3	8	MSP Maestro Stack Chair, Polypropylene	\$83.50	\$ 668.00	Pecan Campus Bldg M Renovation-FFE - Dr. Shirley A. Reed
	29	RAPWAUS Rapture Four-Leg Arm Chair, Uph Seat/Poly Back	\$218.50	\$ 6,336.50	Chairs, Faculty/Staff Desks and tables for the newly renovated area at the Pecan Campus Bldg M 2nd Floor
	3	7D/D3066-74P-F 700 Series Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$626.50	\$ 1,879.50	
	3	7D/D2472-74P-F 700 Series Desk, Full Modesty Panel, 74P Edge, 24x72"W	\$546.50	\$ 1,639.50	
	3	7D/B2442-74P-F 700 Series Desk, Bridge, Full Modesty Panel, 74P Edge, 24x42"W	\$416.50	\$ 1,249.50	
	3	S7P/I530WBBF 700 Series Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$457.50	\$ 1,372.50	
	3	S7P/I524WFF 700 Series Files Supporting Ped-File/File-24" Nominal Depth	\$397.00	\$ 1,191.00	
	15	7D/D3066-74P-F 700 Series Desk, Full Modesty Panel, 74P Edge, 30x66"W	\$626.50	\$ 9,397.50	
	15	7D/R2448-74P-F 700 Series Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$455.50	\$ 6,832.50	
	15	S7P/I530WBBF 700 Series Files Supporting Ped-Box/Box/File-30" Nominal Depth	\$457.50	\$ 6,862.50	
	15	S7P/I524WFF 700 Series Files Supporting Ped-File/File-24" Nominal Depth	\$397.00	\$ 5,955.00	
	5	BR35FX-74P Barron Fixed Leg, Round, LX Base, 74P Edge, 42" Dia	\$763.50	\$ 3,817.50	
	4	HUN3060-74P Hurry Up! Tables, Flip-Top/Nesting, Rect, 74P Edge, 30x60"	\$706.50	\$ 2,826.00	
4	194	DM5200 Doni Task Armless Chairs	\$289.00	\$ 56,066.00	Learning Commons and Open Labs - Jesus Campos
					Replacement of chairs of a suitable material that can be cleaned after each use, for the safety of our students and staff.
5	1	Labor to receive, inspect, deliver, install, and remove debris	\$13,760.00	\$ 13,760.00	
		<b>Krueger International, Inc. Total</b>		<b>\$ 169,583.04</b>	
		<b>National Office Furniture / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>			
1	2	N95MAX Swift, 1 Seat Armless Contrast	\$ 1,598.40	\$ 3,196.80	Nursing and Allied Health Bldg A Student Services Renovation-FFE
	1	N32T24ENL Round End Table, Laminare	\$ 553.05	\$ 553.05	- Dr. Shirley A. Reed
					Lobby area seating and table to used at the newly renovated Student Services area
2	4	N95MAX Swift, 1 Seat Armless Contrast	\$ 1,598.40	\$ 6,393.60	Starr County Campus Bldg G Student Services Renovation-FFE
	2	NACG23ELS Accessories Power Grommet, Silver	\$ 216.00	\$ 432.00	- Dr. Shirley A. Reed
	2	N95PPL Swift End Table	\$ 580.05	\$ 1,160.10	Lobby area seating and table to used at the newly renovated Student Services area
3	1	Labor to receive, inspect, deliver, install, and remove debris	\$ 1,475.00	\$ 1,475.00	
		<b>National Office Furniture Total</b>		<b>\$ 13,210.55</b>	
		<b>Furniture Total</b>		<b>\$ 222,375.99</b>	

**SOUTH TEXAS COLLEGE**  
**9. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) RELATED SERVICES**

<b>NAME</b>			Pro Tech Mechanical, Inc.	
<b>ADDRESS</b>			1622 Saratoga Blvd	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78417	
<b>PHONE</b>			361-882-2101	
<b>FAX</b>			361-882-2154	
<b>CONTACT</b>			Barbie Lopez	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Heating, Ventilation, and Air Conditioning Related Services Period: 8/26/20 - 8/25/21	\$ 50,000.00	\$ 50,000.00
<b>TOTAL AMOUNT</b>			\$ 50,000.00	



Purchasing and Distribution Services 10a  
3201 W. Pecan Blvd., McAllen, TX 78501

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

August 5, 2020

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

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

Dear Ms. Warner:

On December 4, 2018, South Texas College awarded a contract to Authentic Promotions.com for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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 you accept this offer to renew. 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 can be faxed back to STC at (956) 872-4688 or emailed to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Becky Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2021 with no change in terms and conditions, except as noted above.

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services 10b  
3201 W. Pecan Blvd., McAllen, TX 78501

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

August 5, 2020

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

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

Dear Mr. Morales:

On December 4, 2018, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC, for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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 you accept this offer to renew. 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 can be faxed back to STC at (956) 872-4688 or emailed to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Becky Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2021 with no change in terms and conditions, except as noted above.

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_



10c

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](http://www.SouthTexasCollege.edu)

August 5, 2020

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

Dear Mr. Anzaldua:

On December 4, 2018, South Texas College awarded a contract to Promo Universal, LLC, for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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, which includes a 10% escalation.

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



August 5, 2020

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

Dear Ms. Warner:

On December 4, 2018, South Texas College awarded a contract to Authentic Promotions.com, for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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](mailto: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: \_\_\_\_\_



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

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

11b

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

August 5, 2020

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

Dear Mr. Tanenbaum:

On December 4, 2018, South Texas College awarded a contract to Ad-Wear & Specialty of Texas, Inc., for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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, which includes a 4% escalation.

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



Purchasing and Distribution Services 11c  
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](http://www.SouthTexasCollege.edu)

August 5, 2020

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

Dear Mr. Morales:

On December 4, 2018, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC, for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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](mailto: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: \_\_\_\_\_



11d  
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](http://www.SouthTexasCollege.edu)

August 5, 2020

Images In Ink, Inc.  
Attn: Ms. Viola Hanshaw, Owner  
3309 N. Ware Rd  
McAllen, TX 78501

Dear Ms. Hanshaw:

On December 4, 2018, South Texas College awarded a contract to Images In Ink, for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the 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, which includes a 5% escalation.

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

<b>NAME</b>			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium	
<b>ADDRESS</b>			6300 Ocean Dr Unit 5767	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78412	
<b>PHONE</b>			361-825-2600	
<b>CONTACT</b>			Allison Lewis	
#	Qty	Description	Unit Price	Extension
1	1	Banner Financial Aid	\$ 35,399.10	\$ 35,399.10
2	1	Banner Finance	\$ 33,473.95	\$ 33,473.95
3	1	Banner Finance Self-Service	\$ 4,185.81	\$ 4,185.81
4	1	Banner Human Resources	\$ 21,433.19	\$ 21,433.19
5	1	Banner Employee Self-Service	\$ 11,626.72	\$ 11,626.72
6	1	Banner Student	\$ 34,669.75	\$ 34,669.75
7	1	Banner Student Self-Service	\$ 7,517.57	\$ 7,517.57
8	1	Banner Faculty (and Advisor) Self-Service	\$ 10,076.46	\$ 10,076.46
9	1	EDI Smart	\$ 662.84	\$ 662.84
10	1	Banner Workflow	\$ 11,483.72	\$ 11,483.72
11	1	Campus Loan Manager (CLM) (Campus Receivables Collector)	\$ 8,104.83	\$ 8,104.83
12	1	Operational Data Store (ODS) Oracle	\$ 32,142.48	\$ 32,142.48
13	1	Luminis Basic	\$ 37,321.36	\$ 37,321.36
14	1	Banner Recruiting & Admission Performance	\$ 20,665.19	\$ 20,665.19
15	1	Ellucian Degree Works	\$ 10,354.67	\$ 10,354.67
16	1	Ellucian Degree Transfer Equivalency	\$ 5,177.34	\$ 5,177.34
17	1	Ellucian Mobile Platform Edition	\$ 7,995.49	\$ 7,995.49
18	1	Ellucian Intelligent Learning Platform	\$ 12,120.71	\$ 12,120.71
19	1	Financial Aid FM Need Analysis	\$ 7,242.28	\$ 7,242.28
20	1	Xtender Solutions	\$ 5,204.78	\$ 5,204.78
21	1	Application Xtender	\$ 19,249.46	\$ 19,249.46

**SOUTH TEXAS COLLEGE**  
**12. BANNER APPLICATION MAINTENANCE AGREEMENT**

<b>NAME</b>			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium	
<b>ADDRESS</b>			6300 Ocean Dr Unit 5767	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78412	
<b>PHONE</b>			361-825-2600	
<b>CONTACT</b>			Allison Lewis	
#	Qty	Description	Unit Price	Extension
22	1	AppWorx	\$ 29,665.83	\$ 29,665.83
23	1	Document Management Suite May09	\$ 2,968.90	\$ 2,968.90
24	1	Application Xtender Test Bundle	\$ 1,375.72	\$ 1,375.72
25	1	Banner Enterprise Job Scheduler	\$ 5,375.67	\$ 5,375.67
26	1	Application Xtender Web Services	\$ 1,774.23	\$ 1,774.23
27	1	Banner Document Management Suite May11	\$ 3,943.03	\$ 3,943.03
28	1	Banner Document Management Suite Nov11	\$ 1,561.91	\$ 1,561.91
29	1	Banner Document Management Suite Dec11	\$ 258.41	\$ 258.41
30	1	Banner Document Management Suite - includes Application Xtender Package	\$ 1,119.88	\$ 1,119.88
31	1	Administrative Fee	\$ 10,564.16	\$ 10,564.16
<b>TOTAL AMOUNT</b>			\$ 394,715.44	

**SOUTH TEXAS COLLEGE**  
**13. DATA HOSTING AND MAINTENANCE AGREEMENT**

<b>NAME</b>			TouchNet Information Systems, Inc.	
<b>ADDRESS</b>			15520 College Blvd	
<b>CITY/STATE/ZIP</b>			Lenexa, KS 66219	
<b>PHONE</b>			913-599-6699	
<b>CONTACT</b>			Dirk Bravence	
#	Qty	Description	Unit Price	Extension
1	1	TouchNet Annual Subscription Service - Mobile Bill+Payment, Mobile Marketplace Period: 9/1/20 - 8/31/21	\$ 37,961.00	\$ 37,961.00
2	1	TouchNet Hosting Service - Payment Gateway Credit Card, ACH & Debit, Account Center, eBill, Payment Plans, Student Cashiering, Dept Deposits, uPay, uStores Period: 9/1/20 - 8/31/21	\$ 86,405.00	\$ 86,405.00
3	1	TouchNet Hosting Service - eRefunds Period: 9/1/20 - 8/31/21	\$ 9,151.00	\$ 9,151.00
4	1	TouchNet Maintenance Service - Payment Gateway Credit Card & ACH Engines, Student Cashiering, Departmental Deposits Period: 9/1/20 - 8/31/21	\$ 47,320.00	\$ 47,320.00
5	1	TouchNet Maintenance Service - Payment Gateway Debit Engine Period: 9/1/20 - 8/31/21	\$ 6,176.00	\$ 6,176.00
6	1	TouchNet Maintenance Service - Bill+Payment Account Center, eBill, Payment Plans Period: 9/1/20 - 8/31/21	\$ 30,319.00	\$ 30,319.00
7	1	TouchNet Maintenance Service - Marketplace, uPay, Marketplace uStores Period: 9/1/20 - 8/31/21	\$ 19,790.00	\$ 19,790.00
8	1	TouchNet POS System Maintenance Service	\$ 9,375.00	\$ 9,375.00
<b>TOTAL AMOUNT</b>			\$ 246,497.00	

**SOUTH TEXAS COLLEGE**  
**14. EMAIL SECURITY SOFTWARE LICENSES**

<b>NAME</b>			SHI Government Solutions	
<b>ADDRESS</b>			1301 S Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Valerie Soja	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Platinum Level Support Proofpoint - Part #: PP-SUPPS-12 Period: 9/30/20 - 9/29/21	\$ -	\$ -
2	2001	Targeted Attack Protection - URL Defense - Saas, Proofpoint - Part #: PP-MTAPURLS-E- 104 Period: 9/30/20 - 9/29/21	\$ 11.00	\$ 22,011.00
3	2001	Dynamic Reputation, Spam, Virus Protection, Zero-Hour Anti-Virus, Email Firewall, Impostor email, greymail filtering, Smart Search - F-Secure and Proofpoint - Part #: PP- B-EPTS-E-104 Period: 9/30/20 - 9/29/21	\$ 8.60	\$ 17,208.60
<b>TOTAL AMOUNT</b>			\$ 39,219.60	

**SOUTH TEXAS COLLEGE**  
**15. ENTERPRISE ANTIVIRUS, WEB AND NETWORK SECURITY**  
**PROTECTION SOFTWARE, MAINTENANCE, AND SUPPORT AGREEMENT**

<b>NAME</b>			SHI Government Solutions	
<b>ADDRESS</b>			1301 S Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Valerie Soja	
#	Qty	Description	Unit Price	Extension
1	1	INSTI Standard MFE ENT SEC MGR SLIC 6000 1 Yr GL+NBD	\$ 48,239.50	\$ 48,239.50
2	1	INSTI Standard MFE Event VLIC Receiver 2600 1 Yr GL+NBD	\$ 18,193.10	\$ 18,193.10
3	1	INSTI Standard MFE Event VLIC Receiver 2600 1 Yr GL+NBD	\$ 15,378.10	\$ 15,378.10
4	1	INSTI Standard MFE ENT Log Mgr VLIC 5600 1 Yr GL+NBD	\$ 14,841.80	\$ 14,841.80
5	1	INSTI Standard MFE Skyhigh CLDS Shadowit PS Startkit 10K PPD	\$ 12,038.20	\$ 12,038.20
6	1	INSTI Standard Solution Svcs Remote Location PPD	\$ 16,318.40	\$ 16,318.40
7	2500	INSTI Standard MVision EDR & VLIC EPP 1:1 BZ 2001-5000	\$ 29.00	\$ 72,500.00
8	1	INSTI Standard MVC Email DLP CLDS API PS Startkit PPD	\$ 9,824.20	\$ 9,824.20
9	1	INSTI Standard MFE Skyhigh CLDS SANCIT API PS Startkit PPD	\$ 12,280.20	\$ 12,280.20
10	2500	INSTI Standard MVC O365 CLDS MAILSHRPT1DRVTMS 1:1 BZ	\$ 9.30	\$ 23,250.00
11	2500	INSTI Standard MFE Unified VLIC Cloud Edge Basic 1:1 BZ 2001-5000	\$ 59.40	\$ 148,500.00
12	1300	MFE Complete Data PRTXN Adv SLIC 1:1 BZ	\$ 36.00	\$ 46,800.00
<b>TOTAL AMOUNT</b>			\$ 438,163.50	

**SOUTH TEXAS COLLEGE**

**16. ENTERPRISE SOFTWARE LICENSES AND MAINTENANCE AGREEMENTS**

<b>NAME</b>			SHI Government Solutions	
<b>ADDRESS</b>			1301 S Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Valerie Soja	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	FootPrints Service Core	\$ 24,691.10	\$ 24,691.10
2	3000	Deep Freeze ENT NA EDU Maintenance Renewal	\$ 4.00	\$ 12,000.00
3	100	Deep Freeze Mac NA EDU Maintenance Renewal	\$ 4.00	\$ 400.00
4	100	Insight NA EDU Maintenance Renewal	\$ 54.00	\$ 5,400.00
5	61	Insight Maintenance Renewal EDU SN	\$ 1.60	\$ 97.60
6	100	Insight Maintenance Renewal EDU SN	\$ 1.50	\$ 150.00
7	36	Insight Maintenance Renewal EDU SN	\$ 1.50	\$ 54.00
8	165	Insight Maintenance Renewal EDU SN	\$ 0.70	\$ 115.50
9	110	Insight Maintenance Renewal EDU SN	\$ 0.40	\$ 44.00
10	120	Insight Maintenance Renewal EDU SN	\$ 0.40	\$ 48.00
11	1	Solarwinds Maintenance Renewal	\$ 27,908.00	\$ 27,908.00
<b>TOTAL AMOUNT</b>			\$ 70,908.20	

**SOUTH TEXAS COLLEGE**  
**17. INTERNET SERVICE AGREEMENT - PECAN CAMPUS**

<b>NAME</b>			Spectrum Enterprise through State of Texas Department of Information Resources (DIR) - TEXAN	
<b>ADDRESS</b>			300 W 15th St Ste 300	
<b>CITY/STATE/ZIP</b>			Austin, TX 78701	
<b>PHONE</b>			512-475-4700	
<b>CONTACT</b>			John Batiste	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	12	Internet Service - Pecan Campus Period: 9/1/20 - 8/31/21	\$ 15,000.00	\$ 180,000.00
<b>TOTAL AMOUNT</b>			\$ 180,000.00	

**SOUTH TEXAS COLLEGE**

**18. NETWORK HARDWARE AND SOFTWARE MAINTENANCE AGREEMENT**

<b>NAME</b>			Insight Public Sector	
<b>ADDRESS</b>			6820 S Harl Ave	
<b>CITY/STATE/ZIP</b>			Tempe, AZ 85283	
<b>LOCAL ADDRESS</b>			2712 N McColl Rd McAllen, TX 78501	
<b>PHONE</b>			956-465-8080	
<b>CONTACT</b>			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	1	Network Hardware #221614480 Contracts: 94293354, 202766479, 93374624, 200693389, and various others Period: 9/1/20 - 8/31/21	\$ 106,133.84	\$ 106,133.84
2	1	Network Hardware #261613871 Contract: Various Period: 9/1/20 - 8/31/21	\$ 97,057.04	\$ 97,057.04
<b>TOTAL AMOUNT</b>			\$	203,190.88

**SOUTH TEXAS COLLEGE**  
**19. ORACLE LICENSE MAINTENANCE AGREEMENT**

<b>NAME</b>			Oracle America, Inc.	
<b>ADDRESS</b>			P O Box 203448	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75320	
<b>PHONE</b>			1-888-545-4577	
<b>CONTACT</b>			Vanessa Chapoy	
#	Qty	Description	Unit Price	Extension
1	1	Oracle Advanced Security Named User Plus Perpetual Qty: 23,896	\$ 18,941.74	\$ 18,941.74
2	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 13,716	\$ 72,699.45	\$ 72,699.45
3	1	Oracle Diagnostic Pack - Named User Plus Perpetual Qty: 13,716	\$ 5,452.47	\$ 5,452.47
4	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 13,716	\$ 36,349.76	\$ 36,349.76
5	1	Oracle Internet Developer Suite-Named User Plus Perpetual Qty: 5	\$ 4,576.79	\$ 4,576.79
6	1	Oracle Programmer - Named User Plus Perpetual Qty: 5	\$ 925.80	\$ 925.80
7	1	Oracle Real Application Clusters - Name User Plus Perpetual Qty: 13,716	\$ 36,349.76	\$ 36,349.76
8	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 13,716	\$ 5,452.47	\$ 5,452.47
9	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 670	\$ 9,737.44	\$ 9,737.44
10	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 670	\$ 730.31	\$ 730.31
11	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 670	\$ 7,303.07	\$ 7,303.07
12	1	Oracle Real Application Clusters - Name User Plus Perpetual Qty: 670	\$ 4,868.71	\$ 4,868.71
13	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 670	\$ 730.31	\$ 730.31
14	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 979	\$ 6,781.21	\$ 6,781.21

**SOUTH TEXAS COLLEGE**  
**19. ORACLE LICENSE MAINTENANCE AGREEMENT**

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
15	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 979	\$ 508.61	\$ 508.61
16	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 979	\$ 5,085.92	\$ 5,085.92
17	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 979	\$ 3,390.59	\$ 3,390.59
18	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 979	\$ 508.60	\$ 508.60
19	1	Oracle Database Enterprise Edition - Nonstandard User Qty: 1,338	\$ 15,168.26	\$ 15,168.26
20	1	Oracle Diagnostics Pack - Nonstandard User Qty: 1,338	\$ 1,117.65	\$ 1,117.65
21	1	Oracle Internet Application Server Enterprise Edition - Nonstandard User Qty: 1,338	\$ 11,176.62	\$ 11,176.62
22	1	Oracle Real Application Clusters - Nonstandard User Qty: 1,338	\$ 7,344.63	\$ 7,344.63
23	1	Oracle Tuning Pack - Nonstandard User Qty: 1,338	\$ 1,117.67	\$ 1,117.67
24	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 4,161	\$ 29,708.89	\$ 29,708.89
25	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 4,161	\$ 3,127.25	\$ 3,127.25
26	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 4,161	\$ 21,890.75	\$ 21,890.75
27	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 4,161	\$ 14,385.35	\$ 14,385.35
28	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 4,161	\$ 3,127.25	\$ 3,127.25
29	1	Sun Horizon Library Manager for L-Series Library Admin L180-Storage Device Qty: 1	\$ 317.68	\$ 317.68
30	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 900	\$ 9,981.99	\$ 9,981.99
31	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 900	\$ 1,050.74	\$ 1,050.74

**SOUTH TEXAS COLLEGE**  
**19. ORACLE LICENSE MAINTENANCE AGREEMENT**

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
32	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 900	\$ 7,355.18	\$ 7,355.18
33	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 900	\$ 4,833.40	\$ 4,833.40
34	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 900	\$ 1,050.74	\$ 1,050.74
35	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 106	\$ 2,746.55	\$ 2,746.55
36	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 106	\$ 289.12	\$ 289.12
37	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 106	\$ 2,023.73	\$ 2,023.73
38	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 106	\$ 289.12	\$ 289.12
39	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 2,132	\$ 23,233.80	\$ 23,233.80
40	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 2,132	\$ 2,445.66	\$ 2,445.66
41	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 2,132	\$ 17,119.62	\$ 17,119.62
42	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 2,132	\$ 11,250.06	\$ 11,250.06
43	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 2,132	\$ 2,445.66	\$ 2,445.66
44	1	Oracle Advanced Security - Named User Plus Perpetual Qty: 345	\$ 2,708.00	\$ 2,708.00
45	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 239	\$ 5,940.62	\$ 5,940.62
46	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 239	\$ 938.00	\$ 938.00
47	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 239	\$ 4,377.30	\$ 4,377.30

**SOUTH TEXAS COLLEGE**  
**19. ORACLE LICENSE MAINTENANCE AGREEMENT**

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
48	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 106	\$ 1,295.73	\$ 1,295.73
49	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 239	\$ 2,876.50	\$ 2,876.50
50	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 239	\$ 625.33	\$ 625.33
51	1	Oracle GoldenGate - Named User Plus Perpetual Qty: 24,241	\$ 44,415.19	\$ 44,415.19
<b>TOTAL AMOUNT</b>			\$	478,167.05

**SOUTH TEXAS COLLEGE**  
**20. PUBLIC WEBSITE HOSTING SERVICES AGREEMENT**

<b>NAME</b>			Rackspace US, Inc.	
<b>ADDRESS</b>			9725 Datapoint Ste 100	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78229	
<b>PHONE</b>			800-961-2888	
<b>CONTACT</b>			Marina Sifuentes	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	12	Public Website Hosting Services Agreement Period: 9/1/20 - 8/31/21	\$ 6,250.00	\$ 75,000.00
<b>TOTAL AMOUNT</b>			\$ 75,000.00	

**SOUTH TEXAS COLLEGE**  
**21. SERVER HARDWARE MAINTENANCE AND SUPPORT AGREEMENT**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			P O Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			512-649-6543	
<b>CONTACT</b>			Dane Creviston	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Server Hardware Maintenance and Support Agreement Period: 9/1/20 - 8/31/21	\$ 86,588.20	\$ 86,588.20
<b>TOTAL AMOUNT</b>			\$ 86,588.20	

**SOUTH TEXAS COLLEGE**  
**22. VMWARE MAINTENANCE AGREEMENT**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			P O Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			512-649-6543	
<b>CONTACT</b>			Dane Creviston	
#	Qty	Description	Unit Price	Extension
1	5	VLA VMware Basic Sup Horizon 7 STD 100 Pk CCU	\$ 3,061.01	\$ 15,305.05
2	30	VLA VMware Prod Sup/Sub Vsphere 6 ENT Plus for 1 Proc	\$ 848.03	\$ 25,440.90
3	2	VLA VMware Prod Sup/Sub Vcenter Server 6 Standard for Vsphere 6	\$ 1,456.45	\$ 2,912.90
4	14	VLA VMware Prod Sup/Sub for Vrealize OPS 8 Adv (per CPU)	\$ 668.80	\$ 9,363.20
5	3	VLA VMware Basic SNS View 4 Premier Desktop Add-on 10 Desktop VMS 1 Yr	\$ 232.05	\$ 696.15
6	3	VLA VMware Basic Support Horizon View STD 100 Pk CCU	\$ 3,061.01	\$ 9,183.03
7	4	VLA VMware Prod SNS for Horizon View 5 Add-on 10 pack	\$ 461.28	\$ 1,845.12
<b>TOTAL AMOUNT</b>			\$ 64,746.35	

### **Review and Recommend Action on Primary Bank Depository Services Contract Extension**

Approval of Primary Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 will be requested at the August 25, 2020 Board meeting.

Purpose – To review and obtain approval on the Primary Bank Depository Services Contract Extension with BBVA Compass from September 1, 2020 to January 31, 2021.

Justification – This extension is necessary due to the re-advertisement of the request for proposals, revised proposal evaluation criteria, and to allow sufficient time to complete the evaluations for the new proposals and secure a depository contract.

If a new depository bank is selected, the transition and implementation period would require additional time, since the College will be going through the 2020 fiscal year audit in the Fall.

Background – On June 23, 2020, the Board of Trustees approved proposal solicitation timeline and proposal evaluation criteria. Proposal were advertised on July 1, 2020 and July 8, 2020, and issued to eighteen (18) institutions. On Friday, July 17, 2020, the College received responses from four (4) depository banks.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, Katarina Bugariu, Associate Comptroller, and Becky Cavazos, Director of Purchasing 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 August 25, 2020 Board Meeting, the Bank Depository Services Contract Extension with BBVA Compass through January 31, 2021 as presented.

### **Discussion and Action as Necessary on Primary Bank Depository Services**

Approval to award the proposal for the primary bank depository services to PlainsCapital Bank (McAllen, TX), for the period beginning September 1, 2020 through August 31, 2022, with an option to renew for three additional two (2) year periods is requested.

Purpose – The current bank depository services will expire on August 31, 2020. Approval to award a financial institution contract for bank depository services is needed in order to provide banking services to the College. These services include 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.

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 as follows:

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 – 8/31/16	2 – two-year options
1 <sup>st</sup> Renewal	4/28/16		9/1/16 – 8/31/18
2 <sup>nd</sup> Renewal	5/29/18		9/1/18 – 8/31/20

The College advertised a Request for Proposal (RFP) for the period of September 1, 2020 to August 31, 2022 with three, two-year renewal options, 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.

Proposal documents for the revised RFP were advertised on July 1, 2020 and July 8, 2020, and issued to eighteen (18) institutions. Four (4) responses were received on July 17, 2020.

On Friday, July 17, 2020, the College received responses from BBVA, Lone Star National Bank, PlainsCapital Bank, and Texas Regional Bank.

The committee evaluated the proposals based on the revised criteria approved by the Board on June 23, 2020, as listed below:

- 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

In compliance with Texas Education Code, Chapter 44 Fiscal Management, Subchapter B: Purchases; Contracts, Section 44.031: Purchasing Contracts, the evaluation committee evaluated based on the established criteria with the information available.

The top ranked bank is PlainsCapital Bank who offers the following:

- Interest earnings based on insured cash sweep option with a floor of .40% up to \$130,000,000
- Estimated highest net income for the initial two year
- Online banking system with mobile capabilities
- Experience serving Texas public municipalities, schools, cities, counties and one Texas higher education institution
- Collateral option of letter of credit for non-interest bearing accounts up to an aggregate maximum balance of \$6,000,000 or FDIC insured cash sweep services
- Six Hidalgo County branch located in Edinburg, McAllen, Mission and Pharr and none in Starr County

In accordance with the Public Funds Collateral Act, all College deposits are guaranteed by the Federal Deposit Insurance Corporation up to the current insured amount of \$250,000, a letter of credit issued by a Federal Home Loan Bank, and/or by a pledge of eligible securities. The market value of the principal portion of the collateral pledged must at all times be equal to or greater than 102% of the par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, as determined under the Public Funds Collateral Act.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, Katarina Bugariu, Associate Comptroller, and Becky Cavazos, Director of Purchasing will be present at the August 11, 2020 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

Enclosed Documents - A summary of the proposals follow in the packet for Committee's information and review. Also included is the Evaluation Summary for your information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 25, 2020 Board meeting the award of the bank depository services agreement with PlainsCapital Bank for the period beginning September 1, 2020 through August 31, 2022, with the option to renew for three additional two (2) year periods.

**SOUTH TEXAS COLLEGE  
PRIMARY BANK DEPOSITORY SERVICES  
PROJECT NO. 20-21-1007**

	<b>NAME</b>	<b>BBVA</b>	<b>Lone Star Bank</b>	<b>PlainsCapital Bank</b>	<b>Texas Regional Bank</b>
	<b>ADDRESS</b>	3900 N 10th St 2nd Fl	520 E Nolana	7201 N 10th St	1801 S McColl Rd
	<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
	<b>PHONE</b>	956-971-5901	956-984-2825	956-664-4785	956-661-7814
	<b>CONTACT</b>	Gina Lobato	Vipul Patel	Robert C. Norman	Alex Meade
<b>1</b>	<b>Interest Rate Proposed on Time Deposits</b>				
A	Interest Earnings on				
	Investment Option	Interest Checking - Bank Managed Rate (One time option to convert to Index of 100% of 91 Day T-Bill). No rate floor offered.	Interest Checking - Indexed to 40% of 91 Day T-Bill average high rate of each week from previous month. Rate floor of 0.05% and Cap of 2.00%.	Interest Checking - ICS Sweep indexed to Lower End of FED Funds Target Rate. Rate floor of 0.40%.	Interest Checking - Indexed to 91 Day Tbill 0.16% on June 30, 2020 plus 0.25% with rate variable set based on last day of prior month. No rate floor offered.
	Interest Rate	0.40%	0.06%	0.40%	0.41%
	Investment Balance Earning Interest Income	Insufficient Information	\$ 31,000,000	\$ 31,000,000	\$ 21,654,850
	Monthly Investment Income	Insufficient Information	\$ 1,555	\$ 10,333	\$ 7,399
	Two Year Investment Income	Insufficient Information	\$ 37,200	\$ 248,000	\$ 177,570
	Eight Year Investment Income	Insufficient Information	\$ 148,800	\$ 992,000	\$ 710,279
<b>2</b>	<b>The Charges for Keeping District Accounts, Records, and Reports and Furnishing Checks</b>				
A	Cost of Services (Monthly Charge)	Insufficient Information	\$ (7,524)	\$ (5,129)	\$ (5,841)
	Initial Two Year (Cost) of Services	Insufficient Information	\$ (180,570)	\$ (61,548)	\$ (140,177)
	Total Eight Year (Cost) of Services	Insufficient Information	\$ (722,282)	\$ (430,831.24)	\$ (560,708)
B	Earnings Credit Calculation on Compensating Balance Earnings Credit Based on Index or Bank Managed	N/A	N/A	Indexed to Lower End of Fed Funds Target Rate. Rate floor of 0.40%.	Bank Managed - No floor offered
	Earnings Credit Rate Offered	N/A	N/A	0.40%	0.75%
	Target DDA Compensating Balance	\$ -	\$ -	\$ -	\$ 9,345,150
	Monthly Earnings Credit less Reserve	\$ -	\$ -	\$ -	\$ (5,840.71)
	Earnings Credit for Two Year Term	\$ -	\$ -	\$ -	\$ 140,177
	Earnings Credit for Eight Year Term	\$ -	\$ -	\$ -	\$ 560,708
	Balance Assessment - Deposit Recoupment Fee	Waived	Yes	Waived	Waived
	Reserve Requirement	Waived	Yes	Waived	Waived
	Net Income/(Cost) for Two Year Term	Insufficient Information	\$ (143,370)	\$ 186,452	\$ 177,570
	Net Income/(Cost) for Eight Year Term	Insufficient Information	\$ (573,482)	\$ 561,169	\$ 710,279
C	Transition Cost (Estimated)	None	\$ (10,000)	\$ (10,000)	\$ (10,000)

**SOUTH TEXAS COLLEGE  
PRIMARY BANK DEPOSITORY SERVICES  
PROJECT NO. 20-21-1007**

NAME	BBVA	Lone Star Bank	PlainsCapital Bank	Texas Regional Bank
ADDRESS	3900 N 10th St 2nd Fl	520 E Nolana	7201 N 10th St	1801 S McColl Rd
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
PHONE	956-971-5901	956-984-2825	956-664-4785	956-661-7814
CONTACT	Gina Lobato	Vipul Patel	Robert C. Norman	Alex Meade
D Retention and Transition Offers and Incentives				
Estimated Waived Fees	\$ -	\$ -	\$ 61,547	\$ -
Retention / Transition Allowance	\$ 5,000	\$ -	\$ -	\$ 4,000
Scanners	\$ 1,500	\$ -	\$ 7,500	\$ -
Tamperproof Bags & Supplies	\$ -	\$ -	\$ 1,000	\$ -
Two Year Total Income/(Cost) with Contract Incentives and Estimated Transition Cost	Insufficient Information	\$ (153,370)	\$ 184,952	\$ 171,570
Eight Year Total Income/(Cost) with Contract Incentives and Estimated Transition Cost	Insufficient Information	\$ (583,482)	\$ 559,669	\$ 704,279
E Compensating Balance Requirement	Insufficient Information	None Maximum deposit is \$50,000,000	None	None
Terms Fixed for Initial Contract and Future Renewals	Yes - 2 years initial terms	No	Yes	Yes
<b>3 The Respondent's ability to perform and provide the required and requested services. (TEC Chapter 45 Section 45.207 Award of Contract)</b>				
A Provide firm's overall ability in providing the services required in this solicitation.	<p>Net Cash online and mobile banking system with administrative access</p> <p>11 Financial Literacy Programs including BBVA OpenMind</p> <p>Will not settle quarterly, but monthly</p> <p>Remote deposit</p> <p>Deposits (Cash (smart safe)</p> <p>Payroll card at cost</p> <p>No implementation period</p> <p>Education opportunities through webinars and publications</p> <p>Will cash employee and student checks</p>	<p>Only capacity for up to \$50,000,000 for collateral purpose.</p> <p>Will cash employee and students checks</p> <p>Quarterly account settlement</p> <p>Offers Remote deposit capture</p> <p>Does not offer smart safe</p> <p>Limit mobile app to balance inquiries and internal transfers</p>	<p>Safe point titan safes with cash deposits</p> <p>Quarterly account settlements</p> <p>Offers Remote deposit capture - provide 10 scanners</p> <p>Mobile app, approve wires, positive pay, admin users changes etc.</p> <p>Will cash employee and students checks. Must use Insured Cash Sweep investment option to earn interest.</p>	<p>Mobile banking, but no soft token.</p> <p>Can approve wires, ach etc.</p> <p>Offers remote deposit capture</p> <p>Does not offer smart safe</p> <p>Will cash employee and students checks</p>
B System reporting capabilities.	<p>Several file format</p> <p>Customized reports</p> <p>Can't schedule reports/automatic generated. No graphs capabilities.</p>	<p>Account reconciliation reports, transaction activity may be downloaded. Download/Export to several file format. Allows College to modify user access. No graphs capabilities.</p>	<p>Offers a variety of reporting options that can be customized to client needs with their programmers. Export to several file format. Allows College to modify access No graphs capabilities.</p>	<p>Download/Export to several file format. Does not allow College to modify access to users. No graphs capabilities.</p>

**SOUTH TEXAS COLLEGE  
PRIMARY BANK DEPOSITORY SERVICES  
PROJECT NO. 20-21-1007**

NAME	BBVA	Lone Star Bank	PlainsCapital Bank	Texas Regional Bank
ADDRESS	3900 N 10th St 2nd Fl McAllen, TX 78501	520 E Nolana McAllen, TX 78504	7201 N 10th St McAllen, TX 78504	1801 S McColl Rd McAllen, TX 78501
CITY/STATE/ZIP	956-971-5901	956-984-2825	956-664-4785	956-661-7814
PHONE	Gina Lobato	Vipul Patel	Robert C. Norman	Alex Meade
CONTACT	Approve by 6 PM. Default can be set up as to return. Email confirmation. Can't remove voided checks already submitted. Offers reverse positive pay. Meet requirement of payee positive pay.	Approve by 11 AM, Displays error message. Default can be set up as to return. Meet requirement of Payee positive pay. Does not have reverse positive pay capability. Can remove voided checks already submitted.	Approve by 2 PM, email confirmation. Default can be set up to return if no response. Meet requirement of payee positive pay. Offers reverse positive pay. Can remove voided checks already submitted.	Approve by 11 AM, onscreen confirmation. Default is to pay, and College will be liable for damages caused by the payment. Meet requirement of payee positive pay. Offers reverse positive pay. Can remove voided checks already submitted.
C Positive Pay fraud protection services (based on date, check number, amount, and payee name and default)				
D Same day funds availability.	Same day credit for all transactions submitted before 4:00 PM.	Same day credit for all transactions submitted before 4:00 PM.	Same day credit for all transactions submitted before 4:00 PM, except for high volume, late deposit drops. Recommends morning delivery.	Same day credit for all transactions submitted before 4:00 PM.
E Provided firm's principal(s) and staff commitment in providing the services.	Provided names and titles of Relationship Manager and Treasury Management Officer with short bios. The team has extensive experience in banking.	Provided names and titles of Relationship officer, public funds representative and fixed income analyst, but no additional information or bios as requested in the RFP.	Provided names and short bios for SVP Senior Loan Officer, and VP Treasury Management Sales Officer. In addition, also provided short bios for Region Chairman for the RGV, VP Public Funds Officer, and Senior Vice President, Central and South Texas Treasury Management Sales Manager. Overall, the team has extensive experience in banking.	Provided names and title of Relationship officer, but no additional information or bios as requested in the RFP.
F Provided examples of your firm civic activities and awards and recognitions that institution has received.	Net Cash Mobile app received 2019 Best User Experience Award BBVA foundation (support scientific research and cultural creation, dissemination of knowledge and culture, and recognition of talent and innovation).	None Noted	- Personal Finance and Budgeting Tools - Netspend's award-winning online tools - Netspend Scholarship Program	None Noted

**SOUTH TEXAS COLLEGE  
PRIMARY BANK DEPOSITORY SERVICES  
PROJECT NO. 20-21-1007**

	<b>NAME</b>	BBVA	Lone Star Bank	PlainsCapital Bank	Texas Regional Bank
	<b>ADDRESS</b>	3900 N 10th St 2nd Fl	520 E Nolana	7201 N 10th St	1801 S McColl Rd
	<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501
	<b>PHONE</b>	956-971-5901	956-984-2825	956-664-4785	956-661-7814
	<b>CONTACT</b>	Gina Lobato	Vipul Patel	Robert C. Norman	Alex Meade
G	Compliance with all applicable state and federal regulations for the services proposed.	Will notify the College of changes made to the agreements governing the provision of banking services to the College by BBVA, incl changes made to address changes in applicable law.	Can comply with regulations and provide Collateral up to \$50,000,000. Excess balance of \$50M, will be subject to acceptance of LSNB, College and bank share responsibility to monitor balance.	Can comply with regulations, but only provide letter of credits up to \$6M, and the rest will be covered under FDIC insured cash sweep option.	Can comply with regulations and provide proper Collateral as requested in RFP.
H	Relevant experience managing similar account relationships with other higher education institutions.	40 Years in education section Currently serving as Depository Bank for STC 10+ Higher education clients	One Texas higher education client, served 1+ year.	One Texas higher education client . Served 7 + years	No Higher education clients listed. Has years of experience advocating for higher educational and workforce needs.
I	Verification of References.	Higher education clients listed, but did not respond. Several years experience with bank.	Higher education client listed, but only one year experience with bank.	Higher education references, but rated average due to not cutting edge in industry, didn't bring best practice for higher education and disparate online system.	No Higher Education client listed. References listed that bank had been undercollateralized, and cap on remote deposits.
<b>4 The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. (TEC Chapter 45 Section 45.207 Award of Contract)</b>					
A	Number of branches and locations of branches in Hidalgo and Starr Counties.	Several locations near all campuses and in both counties	Several locations near all campuses and in both counties	Does not have locations in Starr county	Does not have locations in Starr county and only provided names of two cities.
B	Cash deposit capabilities where no branch location is convenient.				
<b>TOTAL EVALUATION POINTS</b>		40.33	42.99	74.33	66.33
<b>RANKING</b>		4	3	1	2

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

**SOUTH TEXAS COLLEGE  
PRIMARY BANK DEPOSITORY SERVICES  
PROJECT NO. 20-21-1007  
EVALUATION SUMMARY**

	NAME ADDRESS CITY/STATE/ZIP PHONE CONTACT	BBVA	Lone Star National Bank	PlainsCapital Bank	Texas Regional Bank
		3900 N 10th St 2nd Fl McAllen, TX 78501 956-971-5901 Gina Lobato	520 E Nolana Ave McAllen, TX 78504 956-984-2825 Vipul Patel	7201 N 10th St McAllen, TX 78504 956-664-4785 Robert C. Norman	1801 S McColl Rd McAllen, TX 78501 956-661-7814 Alex Meade
1	The interest rate bid or proposed on time deposits. (TEC Chapter 45 Section 45.207 Award of Contract) (up to 30 points) A. Interest earnings on interest bearing accounts.	0 0 0	5 5.33 6	28 28 28	22 22 22
2	The charges for keeping district accounts, records, and reports and furnishing checks; (TEC Chapter 45 Section 45.207 Award of Contract) (up to 30 points) A. Cost of services. B. Earnings credit calculation on compensating balance. C. Transition cost. D. Retention and transition offers and incentives. E. Compensation balance requirement.	5 5 5	12 12 12	21 21 21	27 27 27
3	The Respondent's ability to perform and provide the required and requested services. (TEC Chapter 45 Section 45.207 Award of Contract) ( up to 30 points) A. Provide firm's overall ability in providing the services required in this solicitation. B. System reporting capabilities. C. Positive Pay fraud protection services (based on date, check number, amount, and payee name and default) D. Same day funds availability. E. Provided firm's principal(s) and staff commitment in providing the services. F. Provided examples of your firm civic activities and awards and recognitions that institution has received. G. Compliance with all applicable state and federal regulations for the services proposed. H. Relevant experience managing similar account relationships with other higher education institutions. I. Verification of References	27  27 27	15  16 16	22  21 21	14  14 15
4	The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. (TEC Chapter 45 Section 45.207 Award of Contract) (up to 10 points) A. Number of branch locations the vendor have in Hidalgo and Starr Counties. B. Cash deposit capabilities where no branch location in convenient.	8 8 9	10  10 10	4  4 4	3  3 3
TOTAL EVALUATION POINTS		40.33	42.99	74.33	66.33
RANKING		4	3	1	2

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

## **Discussion and Action as Necessary on Proposed Unrestricted Fund Budget Amendment for FY 2019 – 2020**

Approval of a proposed Unrestricted Fund budget amendment for FY 2019 – 2020 will be requested at the August 25, 2020 Board Meeting.

The proposed budget amendment is necessary for the following reasons:

1. To adjust the Unrestricted Fund expenditure budgets due to the receipt of funds provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation.
2. To increase the Unrestricted Fund revenue and expenditure budget due to the receipt of funds from the Lower Rio Grande Valley Development Council (LRGVDC) of the Coronavirus Aid, Relief and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA).

The budget amendment is proposed as follows:

### **1. Budget Amendment – Adjust the Unrestricted Fund Expenditures Budgets Due to the Receipt of CARES Funds**

The College received an allocation of \$10,011,199 in institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act to cover any costs incurred by the College associated with significant changes to the delivery of instruction due to coronavirus. The institutional funds received by the College will be allocated between the Unrestricted Fund and the Auxiliary Fund based on costs that have been identified to have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. The College has identified costs totaling \$9,978,140 in the Unrestricted Fund that will be funded by the CARES Act institutional funds allocation.

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Unrestricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Expenditures</b>	
Salaries	\$ (7,855,885)
Benefits	(2,076,807)
Operating	(45,448)
Transfers & Reserves	9,978,140
<b>Total Expenditures Increase/(Decrease)</b>	<b>\$ -</b>

#### **A. Salary Expense Budget Decrease**

- The salary expense budget will be decreased by \$7,855,885, from \$105,051,056 to \$97,195,171. The salary expense budget decrease is based on the institutional salary costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the salary expense budget will be transferred to the Fund Balance Reserve.

**Fiscal Year 2019 – 2020  
Unrestricted Fund Salary Expenditures**

<b>Salary Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Salaries	\$105,051,056	\$97,195,171	\$(7,855,885)

**B. Benefits Budget Decrease**

- The benefits expense budget will be decreased by \$2,076,807, from \$29,255,853 to \$27,179,046. The benefits expense budget increase is based on the institutional benefit costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the benefits expense budget will be transferred to the Fund Balance Reserve.

**Fiscal Year 2019 – 2020  
Unrestricted Fund Benefit Expenditures**

<b>Benefit Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Benefits	\$29,255,853	\$27,179,046	\$(2,076,807)

**C. Operating Budget Decrease**

- The operating expense budget will be decreased by \$45,448, from \$36,259,252 to \$36,213,804. The operating expense budget will decrease by \$45,448 and is based on the institutional costs for expanding distance learning instruction and for providing additional tutors to students due to coronavirus. The amount reduced from the operating expense budget will be transferred to the Fund Balance Reserve.

**Fiscal Year 2019 – 2020  
Unrestricted Fund Operating Expenditures**

<b>Operating Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Operating	\$36,259,252	\$36,213,804	\$(45,448)

**D. Transfers & Reserves Budget Increase**

- The Transfers & Reserves budget will be increased by \$9,978,140, from \$5,949,704 to \$15,927,844 due to the transfer of funds from the salary, benefits, operating, and capital accounts to the Fund Balance Reserve. The funds in the Fund Balance Reserve reflect the institutional funds the College received as part

of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act and will increase the unrestricted fund balance by \$9,978,140.

**Fiscal Year 2019 – 2020  
Unrestricted Fund Transfers & Reserves**

<b>Transfers &amp; Reserves</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Transfers & Reserves	\$5,949,704	\$15,927,844	\$9,978,140

The fund balance for the Unrestricted Fund will increase by \$9,978,140 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

**2. Budget Amendment – Increase the Unrestricted Fund Revenue Budget and the Unrestricted Fund Expenditures Budget Due to the Receipt of LRGVDC CARES Act FTA Funds**

The College received an allocation of \$297,624 in urbanized area formula funds from LRGVDC as part of the CARES Act Funds Allocated for Federal Transit Authority to cover transportation services costs incurred by the College. The funds received by the College will be used as reimbursement for eligible transportation service expenditures in the Unrestricted Fund. The College has identified costs totaling \$246,845 in Fiscal Year 2019 – 2020 that will be funded by the LRGVDC CARES Act FTA Funds. The unused portion of the allocation in the amount of \$50,779 will be carried over to Fiscal Year 2020 – 2021.

<b>Fiscal Year 2019 – 2020 Summary of Unrestricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Shuttle System Contribution	\$246,845
<b>Total Revenue Increase</b>	<b>\$246,845</b>
<b>Transfers &amp; Reserves</b>	
Fund Balance Reserve	\$246,845
<b>Total Transfers &amp; Reserves Increase</b>	<b>\$246,845</b>

**A. Other Revenues Budget Increase**

- The Other Revenues budget will be increased by \$246,845 due to the increase to the Shuttle System Contribution for the funds the College received as reimbursement from the LRGVDC CARES Act Funds Allocated for Federal Transit Authority.

**B. Transfers & Reserves Budget Increase**

- The Transfers & Reserves budget will be increased by \$246,845 due to the increase to the Fund Balance Reserve for the funds the College received as reimbursement from the LRGVDC CARES Act Funds Allocated for Federal Transit Authority. The fund balance for the Unrestricted Fund will increase by \$246,845 due to the LRGVDC CARES Act FTA Funds.

**3. Summary of Proposed Budget Amendment – Revenues and Expenditures**

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will increase as follows:

<b>Fiscal Year 2019 – 2020</b>			
<b>Summary of Proposed Amendment – Revenues and Expenditures</b>			
<b>Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Unrestricted Fund	\$181,730,329	\$181,977,174	\$246,845

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

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

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 25, 2020 Board meeting, the proposed Unrestricted Fund budget amendment for FY 2019 - 2020, as presented.

# South Texas College

## Unrestricted Fund

Fiscal Year Ending August 31, 2020

AMENDED

### Revenue Summary

Revenue Source and Fund Balance Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 48,445,377	\$ -	\$ 48,445,377
Total Tuition	37,736,025	-	37,736,025
Total Fees	28,870,091	-	28,870,091
Total Other Revenues	8,515,643	246,845	8,762,488
Total M&O Property Taxes	51,707,955	-	51,707,955
Total Carryover Allocations	6,455,238	-	6,455,238
<b>Total Revenues</b>	<b>\$ 181,730,329</b>	<b>\$ 246,845</b>	<b>\$ 181,977,174</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,051,056	\$ (7,855,885)	\$ 97,195,171
Total Benefits	29,255,853	(2,076,807)	27,179,046
Total Operating	36,259,252	(45,448)	36,213,804
Total Travel	2,440,672	-	2,440,672
Total Capital Outlay	2,773,792	-	2,773,792
<b>Total Expenditures</b>	<b>\$ 175,780,625</b>	<b>\$ (9,978,140)</b>	<b>\$ 165,802,485</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	3,000,000	-	3,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to Office of ITED	949,704	-	949,704
Fund Balance Reserve	-	10,224,985	10,224,985
Contingency Fund	2,000,000	-	2,000,000
<b>Total Transfers &amp; Reserves</b>	<b>5,949,704</b>	<b>10,224,985</b>	<b>16,174,689</b>
<b>Total Expenditures/Transfers/Reserves</b>	<b>\$ 181,730,329</b>	<b>\$ 246,845</b>	<b>\$ 181,977,174</b>

## South Texas College

### Proposed Unrestricted Fund Budget Amendment for FY 2019 - 2020



#### Proposed Budget Amendment Unrestricted Fund

The Proposed Budget Amendment is necessary for the following reasons:

- To adjust the Unrestricted Fund expenditure budgets due to the receipt of funds provided by the CARES Act
- To increase the Unrestricted Fund revenue and expenditure budget due to the receipt of funds from the Lower Rio Grande Valley Development Council (LRGVDC) of the Coronavirus Aid, Relief and Economic Security (CARES) Act Funds Allocated for Federal Transit Authority (FTA)

## Proposed Budget Amendment Summary Unrestricted Fund

### Revenue Summary

Revenue Source and Fund Balance Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 48,445,377	\$ -	\$ 48,445,377
Total Tuition	37,736,025	-	37,736,025
Total Fees	28,870,091	-	28,870,091
Total Other Revenues	8,515,643	246,845	8,762,488
Total M&O Property Taxes	51,707,955	-	51,707,955
Total Carryover Allocations	6,455,238	-	6,455,238
<b>Total Revenues</b>	<b>\$ 181,730,329</b>	<b>\$ 246,845</b>	<b>\$ 181,977,174</b>

## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,051,056	\$ (7,855,885)	\$ 97,195,171
Total Benefits	29,255,853	(2,076,807)	27,179,046
Total Operating	36,259,252	(45,448)	36,213,804
Total Travel	2,440,672	-	2,440,672
Total Capital Outlay	2,773,792	-	2,773,792
<b>Total Expenditures</b>	<b>\$ 175,780,625</b>	<b>\$ (9,978,140)</b>	<b>\$ 165,802,485</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	3,000,000	-	3,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to Office of ITED	949,704	-	949,704
Fund Balance Reserve	-	10,224,985	10,224,985
Contingency Fund	2,000,000	-	2,000,000
<b>Total Transfers &amp; Reserves</b>	<b>5,949,704</b>	<b>10,224,985</b>	<b>16,174,689</b>
<b>Total Expenditures/Transfers/Reserves</b>	<b>\$ 181,730,329</b>	<b>\$ 246,845</b>	<b>\$ 181,977,174</b>

# 1. Proposed Unrestricted Budget Amendment CARES Act



## Salary and Benefit Expenditure Budget Reductions Unrestricted Fund

Expenditures	Salary Expenditure Budget Reductions	Benefits Expenditure Budget Reductions
Faculty Transition to Online	\$ (7,317,329)	\$ (1,866,217)
Maintenance	(150,839)	(54,334)
Custodial	(199,924)	(87,679)
Police	(68,349)	(22,184)
Security	(73,592)	(28,192)
Student Transportation Services	(25,942)	(10,163)
Childcare Center	(19,910)	(8,038)
<b>Total Expenditure Reduction</b>	<b>\$ (7,855,885)</b>	<b>\$ (2,076,807)</b>

**Operating Expenditure Budget Reduction  
Unrestricted Fund**

Expenditures	Operating Expenditure Budget Reduction
Equipment/Software to Expand Distance Learning	\$ (45,448)

The fund balance for the Unrestricted Fund will increase by \$9,978,140 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

**Transfers & Reserves Expenditure Budget Increase  
Unrestricted Fund**

Expenditures	Transfer Expenditure Budget Increase
Transfer to Unexpended Plant Fund	\$ -
Transfer to Office of ITED	-
Fund Balance Reserve	9,978,140
Contingency Fund	-
<b>Total Transfers &amp; Reserves Increase</b>	<b>\$ 9,978,140</b>

## 2. Proposed Unrestricted Budget Amendment LRGVDC CARES Act FTA Funds



### Revenue and Transfers & Reserves Budget Increases Unrestricted Fund

Revenues	Revenue Budget Increase
Shuttle System Contribution	\$ 246,845
<b>Total Revenue Increase</b>	<b>\$ 246,845</b>

Transfers & Reserves	Transfers & Reserves Budget Increase
Fund Balance Reserve	\$ 246,845
<b>Total Transfers &amp; Reserves Increase</b>	<b>\$ 246,845</b>

### 3. Summary of Proposed Budget Amendment



#### Summary of Proposed Budget Amendment Unrestricted Fund

Fund	Increase/(Decrease)
Unrestricted Fund	\$ 246,845

# Thank You

## Questions?



**Discussion and Action as Necessary on Proposed Restricted Fund Budget  
Amendment for FY 2019 – 2020**

Approval of a proposed Restricted Fund budget amendment for FY 2019 – 2020 will be requested at the August 25, 2020 Board Meeting.

The proposed budget amendment is necessary:

- To increase the Restricted Fund revenue and expenditure budgets due to the receipt of funds provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation.

The budget amendment is proposed as follows:

**Budget Amendment – Increase the Restricted Fund Revenues and Expenditures  
Budgets Due to the Receipt of CARES Funds**

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Restricted Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
HEERF Cares Act - Institutional	\$ 10,011,199
HEERF Cares Act - Student	4,372,800
<b>Total Revenue Increase</b>	<b>\$ 14,383,999</b>
<b>Expenditures</b>	
Salaries	\$ 7,878,991
Benefits	2,086,760
Operating	45,448
Scholarships	4,372,800
<b>Total Expenditures Increase</b>	<b>\$ 14,383,999</b>

**A. Restricted Revenue Budget Increase**

- The Restricted Fund revenue budget will be increased by \$14,383,999, from \$81,031,544 to \$95,415,543. The revenue budget will be adjusted as follows:
  - The HEERF Cares Act – Institutional fund revenue budget will be added to the Restricted Fund in the amount of \$10,011,199. The revenue addition is necessary since the College received institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act. The funds will be used to cover any costs incurred by the College during FY 2019 - 2020 associated with significant changes to the delivery of instruction due to the coronavirus.
  - The HEERF Cares Act – Student fund revenue budget will be added to the Restricted Fund in the amount of \$4,372,800. The revenue addition is necessary since the College received funds for emergency financial aid to students as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act. The funds will be

used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. The College was allocated a total of \$10,011,199 and has awarded \$4,372,800 to students for the Spring 2020 term. The remaining allocation of \$5,638,999 will be awarded to students in FY 2020 – 2021 and will be included in the FY 2020 – 2021 restricted budget.

**B. Salary Expense Budget Increase**

- The salary expense budget will be increased by \$7,878,991, from \$2,370,421 to \$10,249,412. The salary expense budget increase is based on the institutional salary costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The salary expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020  
Restricted Fund Salary Expenditures**

<b>Salary Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Salaries	\$2,370,421	\$10,249,412	\$7,878,991

**C. Benefits Budget Increase**

- The benefits expense budget will be increased by \$2,086,760, from \$800,052 to \$2,886,812. The benefits expense budget increase is based on the institutional benefit costs for faculty that transitioned to online instruction during the Spring 2020 semester due to coronavirus and specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The benefits expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020  
Restricted Fund Benefit Expenditures**

<b>Benefit Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Benefits	\$800,052	\$2,886,812	\$2,086,760

**D. Operating Budget Increase**

- The operating expense budget will be increased by \$45,448, from \$2,694,264 to \$2,739,712. The operating expense budget increase is based on the institutional costs for expanding distance learning instruction and for providing additional tutors

to students due to coronavirus. The operating expense budget increase is funded by the HEERF Cares Act – Institutional fund allocation.

**Fiscal Year 2019 – 2020  
Restricted Fund Operating Expenditures**

<b>Operating Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Operating	\$2,694,264	\$2,739,712	\$45,448

**E. Scholarship Budget Increase**

- a. The scholarship expense budget will be increased by \$4,372,800 from \$74,448,298 to \$78,821,098. The scholarship expense budget increase is based on the emergency financial aid awarded to students for the Spring 2020 term. The scholarship expense budget increase is funded by the HEERF Cares Act – Student fund allocation.

**Fiscal Year 2019 – 2020  
Restricted Fund Scholarship Expenditures**

<b>Scholarship Expenditures</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Total Scholarship	\$74,448,298	\$78,821,098	\$4,372,800

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will increase as follows:

**Fiscal Year 2019 – 2020  
Budgeted Revenues and Expenditures**

<b>Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Restricted Fund	\$81,031,544	\$95,415,543	\$14,383,999

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

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

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 25, 2020 Board meeting, the proposed Restricted Fund budget amendment for FY 2019 - 2020, as presented.

## South Texas College Restricted Fund

Fiscal Year Ending August 31, 2020  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543
<b>Total Revenues</b>	<b>\$ 81,031,544</b>	<b>\$ 14,383,999</b>	<b>\$ 95,415,543</b>

### Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 2,370,421	\$ 7,878,991	\$ 10,249,412
Total Benefits	800,052	2,086,760	2,886,812
Total Operating	2,694,264	45,448	2,739,712
Total Travel	102,259	-	102,259
Total Capital Outlay	616,250	-	616,250
Total Scholarships	74,448,298	4,372,800	78,821,098
<b>Total Expenditures</b>	<b>\$ 81,031,544</b>	<b>\$ 14,383,999</b>	<b>\$ 95,415,543</b>

# South Texas College

## Proposed Restricted Fund Budget Amendment for FY 2019 - 2020



### Proposed Budget Amendment Restricted Fund

The Proposed Budget Amendment is necessary:

- To increase the Restricted Fund revenue and expenditure budgets due to the receipt of funds provided by the (CARES) Act

### Proposed Budget Amendment Summary Restricted Fund

#### Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 81,031,544	\$ 14,383,999	\$ 95,415,543
<b>Total Revenues</b>	<b>\$ 81,031,544</b>	<b>\$ 14,383,999</b>	<b>\$ 95,415,543</b>

#### Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 2,370,421	\$ 7,878,991	\$ 10,249,412
Total Benefits	800,052	2,086,760	2,886,812
Total Operating	2,694,264	45,448	2,739,712
Total Travel	102,259	-	102,259
Total Capital Outlay	616,250	-	616,250
Total Scholarships	74,448,298	4,372,800	78,821,098
<b>Total Expenditures</b>	<b>\$ 81,031,544</b>	<b>\$ 14,383,999</b>	<b>\$ 95,415,543</b>

### Revenue and Expenditure Budget Increases Restricted Fund

Revenues	Increase
HEERF Cares Act – Institutional	\$ 10,011,199
HEERF Cares Act – Student	4,372,800
<b>Total Revenue Increase</b>	<b>\$ 14,383,999</b>

Expenditures	Increase
Salaries (CARES Act Institutional Funds – Unrestricted and Auxiliary)	\$ 7,878,991
Benefits (CARES Act Institutional Funds – Unrestricted and Auxiliary)	2,086,760
Operating (CARES Act Institutional Funds – Unrestricted)	45,448
Scholarships (CARES Act Student Funds – Restricted)	4,372,800
<b>Total Expenditures Increase</b>	<b>\$ 14,383,999</b>

# Thank You

## Questions?



### **Discussion and Action as Necessary on Proposed Auxiliary Fund Budget Amendment for FY 2019 - 2020**

Approval of a proposed Auxiliary Fund budget amendment for FY 2019 – 2020 will be requested at the August 25, 2020 Board Meeting.

The proposed budget amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the reduction and suspension of services. The Auxiliary Fund needs to be reduced to reflect 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.
2. To allocate \$100,000 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.
3. To adjust the Auxiliary Fund expenditure budgets due to the receipt of funds provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation. The College received an allocation of \$10,011,199 in institutional funds as part of the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act to cover any costs incurred by the College associated with significant changes to the delivery of instruction due to coronavirus. The institutional funds received by the College will be allocated between the Unrestricted Fund and the Auxiliary Fund based on costs that have been identified to have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. The College has identified costs totaling \$33,059 in the Auxiliary Fund that will be funded by the CARES Act institutional funds allocation.

The budget amendment is proposed as follows:

#### **1. Budget Amendment – Reduce the Auxiliary Fund Revenues and Expenditures Budgets Due to the Reduction and Suspension of Services**

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Auxiliary Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Bookstore	\$(176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
<b>Total Revenue Reduction</b>	<b><u>\$(986,850)</u></b>
<b>Expenditures</b>	
Salaries	\$(311,747)

**Fiscal Year 2019 – 2020**  
**Summary of Auxiliary Fund Increase/(Decrease) by Classification**

<b>Classification</b>	<b>Increase/(Decrease)</b>
Benefits	(49,073)
Operating	(584,253)
Travel	(41,777)
<b>Total Expenditures Reduction</b>	<b><u>\$(986,850)</u></b>

**A. Auxiliary Revenue Budget Reduction**

- The Auxiliary Fund revenue budget will be reduced by \$986,850 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 revenue budget will be adjusted as follows:
  - The Bookstore revenue budget will be reduced by \$176,827. The revenue reduction is necessary because of the negative impact the COVID-19 pandemic is having on the sales volume of Barnes & Noble, the College's contracted bookstore.
  - The Food Services revenue budget will be reduced by \$449,131. The revenue reduction is 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 will be reduced by \$126,333. The revenue reduction is necessary because the Childcare Center operations have ceased since March 23, 2020 in response to the COVID-19 pandemic.
  - The Vending Machines revenue budget will be reduced by \$35,989. The revenue reduction is necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.
  - The Student Activity Fee revenue budget will be reduced by \$198,570. The revenue reduction is 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.

**B. Salary Expense Budget Reduction**

- The salary expense budget will be decreased by \$311,747.

**Fiscal Year 2019 – 2020**  
**Auxiliary Fund Salary Expenditures**

<b>Salary Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(231,624)
Mid-Valley Child Care & Development Center	(80,123)
<b>Total Salary Reduction</b>	<b><u>\$(311,747)</u></b>

C. Benefits Budget Reduction

- The benefits expense budget will be decreased by \$49,073.

**Fiscal Year 2019 – 2020  
Auxiliary Fund Benefit Expenditures**

<b>Benefit Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(24,019)
Mid-Valley Child Care & Development Center	(25,054)
<b>Total Benefits Reduction</b>	<b>\$(49,073)</b>

D. Operating Budget Reduction

- The operating expense budget will be decreased by \$584,253.

**Fiscal Year 2019 – 2020  
Auxiliary Fund Operating Expenditures**

<b>Operating Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$(189,230)
Mid-Valley Child Care & Development Center	(20,537)
Student Activities & Wellness	(161,670)
Non Self-Sustaining Organizations	(212,816)
<b>Total Operating Reduction</b>	<b>\$(584,253)</b>

E. Travel Budget Reduction

- The travel expense budget will be decreased by \$41,777.

**Fiscal Year 2019 – 2020  
Auxiliary Fund Travel Expenditures**

<b>Travel Expenditures</b>	<b>Increase/ (Decrease)</b>
Food Services	\$ (4,258)
Mid-Valley Child Care & Development Center	(619)
Student Activities & Wellness	(36,900)
<b>Total Travel Reduction</b>	<b>\$(41,777)</b>

**2. Budget Amendment – Allocate \$100,000 from the Auxiliary Fund Balance to Establish a Micro Grant Scholarship Fund**

<b>Fiscal Year 2019 – 2020  Summary of Auxiliary Fund Increase/(Decrease) – Micro Grant Scholarship</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Fund Balance Allocation – Micro Grant Scholarships	\$100,000
<b>Total Revenue Increase</b>	<b>\$100,000</b>

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Auxiliary Fund Increase/(Decrease) – Micro Grant Scholarship</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Expenditures</b>	
Institutional Scholarships	\$100,000
<b>Total Expenditures Increase</b>	<b>\$100,000</b>

A. Auxiliary Revenue Budget Increase

- The Auxiliary Fund revenue budget will be increased by \$100,000 to establish a Micro Grant Scholarship Fund funded from the Auxiliary Fund Balance.
  - The Fund Balance – Micro Grant Scholarship revenue budget will be added to the Auxiliary Fund revenue budget in the amount of \$100,000. The addition of the revenue is needed to fund the Micro Grant Scholarships that will be awarded by the College for the Fall 2020 semester and approved by the Board on May 26, 2020.

B. Institutional Scholarship Budget Increase

- The scholarship expense budget will be increased by \$100,000 from \$8,500 to \$108,500.

<b>Fiscal Year 2019 – 2020</b>	
<b>Auxiliary Fund Scholarship Expenditures</b>	
<b>Institutional Scholarship Expenditures</b>	<b>Increase/(Decrease)</b>
Micro Grant Institutional Scholarship	\$100,000

**3. Budget Amendment – Adjust the Auxiliary Fund Expenditure Budgets due to the Receipt of Funds Provided by the CARES Act Legislation**

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Auxiliary Fund Increase/(Decrease) – CARES Act</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Expenditures</b>	
Salaries	\$(23,106)
Benefits	(9,953)
Reserves	33,059
<b>Total Expenditures Increase/(Decrease)</b>	<b>\$ -</b>

A. Salary Expense Budget Decrease

- The salary expense budget will be decreased by \$23,106. The salary expense budget decrease is based on the institutional salary costs for staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the salary expense budget will be transferred to the Fund Balance Reserve.

**B. Benefits Budget Decrease**

- The benefits expense budget will be decreased by \$9,953. The benefits expense budget decrease is based on the institutional benefit costs for specific staff departments that could not perform their duties remotely during the College closure associated with coronavirus. The amount reduced from the benefits expense budget will be transferred to the Fund Balance Reserve.

**C. Reserves Budget Increase**

- The reserves expense budget will increase in total by \$33,059. The reserves budget increase is due to the transfer of funds from the salary and benefits accounts to the Fund Balance Reserve. The funds in the Fund Balance Reserve reflect the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act and will increase the auxiliary fund balance by \$33,059.

**4. Summary of Proposed Budget Amendment – Revenues and Expenditures/Fund Balance**

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will decrease as follows:

<b>Fiscal Year 2019 – 2020</b>	
<b>Summary of Proposed Amendment – Revenues and Expenditures</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues and Fund Balance Allocations</b>	
Bookstore	\$(176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
Fund Balance-Micro Scholarship	100,000
<b>Total Revenue Reduction</b>	<b><u>\$(886,850)</u></b>
<b>Expenditures</b>	
Salaries	\$(334,853)
Benefits	(59,026)
Operating	(584,253)
Travel	(41,777)
Institutional Scholarships	100,000
Reserves	33,059
<b>Total Expenditures Reduction</b>	<b><u>\$(886,850)</u></b>

The fund balance for the Auxiliary Fund will increase by \$33,059 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2019 – 2020 will decrease as follows:

**Fiscal Year 2019 – 2020  
Budgeted Revenues and Expenditures**

<b>Fund</b>	<b>FY 2020 Original Budget</b>	<b>FY 2020 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Auxiliary Fund	\$4,891,952	\$4,005,102	\$(886,850)

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

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

It is requested that the Finance and Human Resources Committee recommend for Board approval at the August 25, 2020 Board meeting, the proposed Auxiliary Fund budget amendment for FY 2019 - 2020, as presented.

**South Texas College  
Auxiliary Fund**

Fiscal Year Ending August 31, 2020  
AMENDED

**Revenue Summary**

Revenue Source and Fund Balance Allocations	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Bookstore	\$ 490,000	\$ (176,827)	\$ -	\$ -	\$ 313,173
Interest Income	24,000	-	-	-	24,000
Food Services	1,160,838	(449,131)	-	-	711,707
General Conferences	135,000	-	-	-	135,000
Mid-Valley Child Care & Development Center	364,475	(126,333)	-	-	238,142
Non Public Fund	744,149	-	-	-	744,149
Professional Development Conferences	80,000	-	-	-	80,000
Self-Sustaining Conferences	85,455	-	-	-	85,455
Student Activity Fee	1,651,835	(198,570)	-	-	1,453,265
Student Copier	1,200	-	-	-	1,200
Vending Machines	155,000	(35,989)	-	-	119,011
Fund Balance - Micro Grant Scholarships	-	-	100,000	-	100,000
<b>Total Revenues</b>	<b>\$ 4,891,952</b>	<b>\$ (986,850)</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 4,005,102</b>

**Expenditures Summary**

Expenditures/Reserves	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Total Salaries	\$ 1,580,163	\$ (311,747)	\$ -	\$ (23,106)	\$ 1,245,310
Total Benefits	482,723	(49,073)	-	(9,953)	423,697
Total Operating	2,732,966	(584,253)	-	-	2,148,713
Total Travel	87,600	(41,777)	-	-	45,823
Total Institutional Scholarships	8,500	-	100,000	-	108,500
Total Reserves	-	-	-	33,059	33,059
<b>Total Expenditures</b>	<b>\$ 4,891,952</b>	<b>\$ (986,850)</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 4,005,102</b>

# South Texas College

## Proposed Auxiliary Fund Budget Amendment for FY 2019 - 2020



### Proposed Budget Amendment Auxiliary Fund

The Proposed Budget Amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the reduction and suspension of services
2. To allocate \$100,000 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
3. To adjust the Auxiliary Fund expenditure budgets due to the receipt of funds provided by the (CARES) Act

## Proposed Budget Amendment Summary Auxiliary Fund

### Revenue Summary

Revenue Source and Fund Balance Allocations	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Bookstore	\$ 490,000	\$ (176,827)	\$ -	\$ -	\$ 313,173
Interest Income	24,000	-	-	-	24,000
Food Services	1,160,838	(449,131)	-	-	711,707
General Conferences	135,000	-	-	-	135,000
Mid-Valley Child Care & Development Center	364,475	(126,333)	-	-	238,142
Non Public Fund	744,149	-	-	-	744,149
Professional Development Conferences	80,000	-	-	-	80,000
Self-Sustaining Conferences	85,455	-	-	-	85,455
Student Activity Fee	1,651,835	(198,570)	-	-	1,453,265
Student Copier	1,200	-	-	-	1,200
Vending Machines	155,000	(35,989)	-	-	119,011
Fund Balance - Micro Grant Scholarships	-	-	100,000	-	100,000
<b>Total Revenues</b>	<b>\$ 4,891,952</b>	<b>\$ (986,850)</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 4,005,102</b>

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South Texas College

## Proposed Budget Amendment Summary Auxiliary Fund

### Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment Reduction/Suspension of Services	Budget Amendment Micro Grant Scholarships	Budget Amendment CARES Act	Amended Budget
Total Salaries	\$ 1,580,163	\$ (311,747)	\$ -	\$ (23,106)	\$ 1,245,310
Total Benefits	482,723	(49,073)	-	(9,953)	423,697
Total Operating	2,732,966	(584,253)	-	-	2,148,713
Total Travel	87,600	(41,777)	-	-	45,823
Total Institutional Scholarships	8,500	-	100,000	-	108,500
Total Reserves	-	-	-	33,059	33,059
<b>Total Expenditures</b>	<b>\$ 4,891,952</b>	<b>\$ (986,850)</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 4,005,102</b>

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South Texas College

# 1. Proposed Auxiliary Expenditure Reductions Due To Reduction/Suspension of Services



## Salary and Benefits Expenditure Budget Reductions Auxiliary Fund-Reduction/Suspension of Services

Department	Salary Budget Expenditure Reductions	Benefits Budget Expenditure Reductions
Food Services	\$ (231,624)	\$ (24,019)
Mid-Valley Child Care & Development Center	(80,123)	(25,054)
<b>Total Expenditure Reduction</b>	<b>\$ (311,747)</b>	<b>\$ (49,073)</b>

**Operating and Travel Expenditure Budget Reductions  
Auxiliary Fund-Reduction/Suspension of Services**

Department	Operating Budget Expenditure Reductions	Travel Budget Expenditure Reductions
Food Services	\$ (189,230)	\$ (4,258)
Mid-Valley Child Care & Development Center	(20,537)	(619)
Non-Self Sustaining Organizations	(212,816)	-
Student Activities & Wellness	(161,670)	(36,900)
<b>Total Expenditure Reduction</b>	<b>\$ (584,253)</b>	<b>\$ (41,777)</b>

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South Texas College

2. Proposed Auxiliary  
Budget Amendment  
Micro Grant Scholarship



**Proposed Budget Amendment Summary  
Auxiliary Fund-Micro Grant Scholarship**

Revenues	Institutional Scholarship Budget Revenue Increase
Fund Balance Allocation – Micro Grant Scholarships	\$ 100,000
<b>Total Revenue Increase</b>	<b>\$ 100,000</b>

Expenditure	Institutional Scholarship Budget Expenditure Increase
Micro Grant Scholarship Fund	\$ 100,000
<b>Total Expenditure Increase</b>	<b>\$ 100,000</b>

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South Texas College

### 3. Proposed Auxiliary Budget Amendment CARES Act



**Expenditure Budget Increases/(Decreases)  
CARES Act**

Expenditure	Expenditure Increase/(Decrease)
Salaries	\$ (23,106)
<i>Food Services</i>	<i>(11,448)</i>
<i>Childcare Center</i>	<i>(11,658)</i>
Benefits	(9,953)
<i>Food Services</i>	<i>(4,848)</i>
<i>Childcare Center</i>	<i>(5,105)</i>
Fund Balance Reserve	33,059
<b>Total Expenditure Increase/(Decrease)</b>	<b>\$ -</b>

The fund balance for the Auxiliary Fund will increase by \$33,059 due to the institutional funds the College received as part of the allocation from the US Department of Education, Higher Education Emergency Relief Fund (HEERF) under the CARES Act.

South Texas College

## 4. Summary of Proposed Auxiliary Budget Amendment



### Proposed Budget Amendment Auxiliary Fund

As a result of the amendment to:

- Reduce the Auxiliary Fund revenue and expenditure budgets due to the reduction and suspension of services,
- Allocate \$100,000 from the Auxiliary Fund Balance to establish a Micro Grant Scholarship Fund, and
- Adjust the Auxiliary Fund expenditure budgets due to the receipt of funds provided by the (CARES) Act;

Total budgeted revenues and expenditures for fiscal year 2019 – 2020 will decrease as follows.

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South Texas College

### Summary of Proposed Budget Amendment Auxiliary Fund

Revenues	Increase/(Decrease)
Bookstore	\$ (176,827)
Food Services	(449,131)
Mid-Valley Child Care & Development Center	(126,333)
Vending Machines	(35,989)
Student Activity Fee	(198,570)
Fund Balance – Micro Grant Scholarship	100,000
<b>Total Revenue Increase/(Decrease)</b>	<b>\$ (886,850)</b>

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South Texas College

### Summary of Proposed Budget Amendment Auxiliary Fund

Expenditures	Increase/(Decrease)
Salaries	\$ (334,853)
Benefits	(59,026)
Operating	(551,194)
Travel	(41,777)
Institutional Scholarships	100,000
<b>Total Expenditures Increase/(Decrease)</b>	<b>\$ (886,850)</b>

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South Texas College

# Thank You

# Questions?



## **Review and Recommend Action on Proposed Unrestricted Fund Budget for FY 2020 – 2021**

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 \$1,223,375 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.

<b>State Appropriations</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
Other State Appropriation-ORP	575,785	524,004	(51,781)
Other State Appropriation-TRS	2,367,977	2,155,023	(212,954)
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
<b>Total State Appropriation</b>	<b>\$48,445,377</b>	<b>\$49,668,752</b>	<b>\$1,223,375</b>

- 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 \$8,034,725 in FY 2021.

<b>Tuition</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
Academic & Differential Tuition-Net TPEG	\$34,539,495	\$26,696,844	\$(7,842,651)
Continuing Ed/ATCP/ITED-Net TPEG	3,196,530	3,004,456	(192,074)
<b>Total Tuition</b>	<b>\$37,736,025</b>	<b>\$29,701,300</b>	<b>\$(8,034,725)</b>

- 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.

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

- Other revenue is expected to decrease \$2,149,464 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.

<b>Other Revenues</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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	678,717	(105,197)
Testing Commissions	8,520	5,100	(3,420)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenues</b>	<b>\$8,515,643</b>	<b>\$6,366,179</b>	<b>\$(2,149,464)</b>

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

<b>M&amp;O Property Taxes</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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.

<b>Carryover Allocations</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Increase/ (Decrease)</b>
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
<b>Total Carryover Allocations</b>	<b>\$6,455,238</b>	<b>\$10,005,908</b>	<b>\$3,550,670</b>

### **Expenditures:**

- The Salary expenditures budget is proposed to decrease by \$9,447,335 in FY 2021 as follows:

	<b>Changes to FY 2021 Salary Budget</b>	<b>Amount</b>
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	(146,970)
3.	New Pools Funded from Carryover Allocations	1,923,007
4.	Division Position Reductions due to Revenue Decrease	(11,362,684)
	<b>Total</b>	<b>\$(9,447,335)</b>

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

The division position reductions of \$11,362,684 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 \$1,789,546 due to the decrease in the FY 2021 salary budget.
- The Operating expenditures budget for FY 2021 is proposed to decrease by \$2,310,698 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 \$1,746,036. The increase is primarily due to the addition of the HEGI Reserve in the amount of \$2,830,159, the \$1,000,000 reduction in the Transfer to Unexpended Plant Fund, and the \$84,123 reduction in the Transfer to the Office of Industry Training and Economic Development (ITED). 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 August 11,

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 31, 2020**

<b>Summary of Revenues and Carryover Allocations</b>	<b>FY 2020 Budget (Approved)</b>	<b>FY '21 Budget (Proposed)*</b>	<b>% of Total Revenues</b>	<b>Difference FY 2020 Approved to FY 2021 Preliminary</b>
State Contact Hour Appropriation	\$ 42,172,061	\$ 37,954,853	22.54%	\$ (4,217,208)
<i>Other State Appropriation-ORP</i>	575,785	524,004	0.31%	(51,781)
<i>Other State Appropriation-TRS</i>	2,367,977	2,155,023	1.28%	(212,954)
<i>Other State Appropriation-HEGI-Year 2</i>	3,329,554	6,159,713	3.66%	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	11,713,899	6.93%	5,440,583
<b>Total State Appropriations</b>	<b>48,445,377</b>	<b>49,668,752</b>	<b>29.50%</b>	<b>1,223,375</b>
<i>Academic &amp; Differential Tuition-Net TPEG</i>	34,539,495	26,696,844	15.85%	(7,842,651)
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	3,196,530	3,004,456	1.78%	(192,074)
<b>Total Tuition</b>	<b>37,736,025</b>	<b>29,701,300</b>	<b>17.64%</b>	<b>(8,034,725)</b>
<b>Total Fees</b>	<b>28,870,091</b>	<b>23,347,510</b>	<b>13.86%</b>	<b>(5,522,581)</b>
<b>Total Other Revenues</b>	<b>8,515,643</b>	<b>6,366,179</b>	<b>3.78%</b>	<b>(2,149,464)</b>
<b>Total M&amp;O Property Taxes</b>	<b>51,707,955</b>	<b>49,306,802</b>	<b>29.28%</b>	<b>(2,401,153)</b>
<b>Total Carryover Allocations</b>	<b>6,455,238</b>	<b>10,005,908</b>	<b>5.94%</b>	<b>3,550,670</b>
<b>Total Revenues</b>	<b>\$ 181,730,329</b>	<b>\$ 168,396,451</b>	<b>100.00%</b>	<b>\$ (13,333,878)</b>

<b>Summary of Expenditures</b>	<b>FY 2020 Budget (Approved)</b>	<b>FY '21 Budget (Proposed)*</b>	<b>% of Total Expenditures</b>	<b>Difference FY 2020 Approved to FY 2021 Preliminary</b>
<b>Total Salaries</b>	<b>\$ 105,051,056</b>	<b>\$ 95,603,721</b>	<b>56.77%</b>	<b>\$ (9,447,335)</b>
<b>Total Benefits</b>	<b>29,255,853</b>	<b>27,466,307</b>	<b>16.29%</b>	<b>(1,789,546)</b>
<b>Total Operating</b>	<b>36,259,252</b>	<b>33,948,554</b>	<b>20.16%</b>	<b>(2,310,698)</b>
<b>Total Travel</b>	<b>2,440,672</b>	<b>2,235,954</b>	<b>1.33%</b>	<b>(204,718)</b>
<b>Total Capital Outlay</b>	<b>2,773,792</b>	<b>1,446,175</b>	<b>0.86%</b>	<b>(1,327,617)</b>
<b>Total Expenditures</b>	<b>\$ 175,780,625</b>	<b>\$ 160,700,711</b>	<b>95.41%</b>	<b>\$ (15,079,914)</b>
<b>Transfers &amp; Reserves</b>				
Transfer to Unexpended Plant Fund	3,000,000	2,000,000	1.19%	(1,000,000)
Transfer to Office of ITED	949,704	865,581	0.51%	(84,123)
Contingency Fund	2,000,000	2,000,000	1.19%	-
HEGI Reserve	-	2,830,159	1.68%	2,830,159
<b>Total Transfers &amp; Reserves</b>	<b>5,949,704</b>	<b>7,695,740</b>	<b>4.59%</b>	<b>1,746,036</b>
<b>Total Expenditures, Transfers and Reserves</b>	<b>\$ 181,730,329</b>	<b>\$ 168,396,451</b>	<b>100.00%</b>	<b>\$ (13,333,878)</b>

<b>Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
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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

AUGUST 11, 2020

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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## FY 2021 Traditional and Dual Credit Enrollment Headcount Projection

Term	FY 2020 Traditional (Actual and Projected)	FY 2021 Traditional Projected	Enrollment Increase/(Decrease) (from FY 2020)	% Increase/ (Decrease)
Fall	19,348	14,511	(4,837)	-25%
Spring	16,768	15,091	(1,677)	-10%
Summer*	7,071	7,071	-	-
<b>Total</b>	<b>43,187</b>	<b>36,673</b>	<b>(6,514)</b>	<b>-15%</b>
Term	FY 2020 Dual Credit (Actual and Projected)	FY 2021 Dual Credit Projected	Enrollment Increase/(Decrease) (from FY 2020)	% Increase/ (Decrease)
Fall	13,304	14,117	813	6%
Spring	15,773	16,435	662	4%
Summer*	6,941	6,662	-279	-4%
<b>Total</b>	<b>36,017</b>	<b>37,174</b>	<b>1,196</b>	<b>3%</b>

\* Projected - FY 2020 Summer Headcount

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## Preliminary Unrestricted Revenues FY 2020 - 2021

Summary of Revenues and Carryover Allocations	FY 2020 Budget (Approved)	FY 2021 Budget (Proposed)*	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,172,061	\$37,954,853	\$(4,217,208)
Other State Appropriations:			
Optional Retirement Plan	575,785	524,004	(51,781)
Teacher Retirement System	2,367,977	2,155,023	(212,954)
Higher Education Group Insurance-Year 2	3,329,554	6,159,713	2,830,159
Higher Education Group Insurance-Year 1 (Reimbursement)	-	2,830,159	2,830,159
Hazlewood Reimbursement	-	45,000	45,000
Other State Appropriations Subtotal	6,273,316	11,713,899	5,440,583
Total State Appropriations	48,445,377	49,668,752	1,223,375
Total Tuition	37,736,025	29,701,300	(8,034,725)
Total Fees	28,870,091	23,347,510	(5,522,581)
Total Other Revenues	8,515,643	6,366,179	(2,149,464)
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	\$168,396,451	\$(13,333,878)

\* 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	\$95,603,721	\$(9,447,335)
Total Benefits	29,255,853	27,466,307	(1,789,546)
Total Operating	36,259,252	33,948,554	(2,310,698)
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	\$160,700,711	\$(15,079,914)
Transfers & Reserves			
Transfer to Plant Funds	3,000,000	2,000,000	(1,000,000)
Transfer to Office of ITED	949,704	865,581	(84,123)
Contingency Fund	2,000,000	2,000,000	-
HEGI Reserve	-	2,830,159	2,830,159
Total Transfers & Reserves	5,949,704	7,695,740	1,746,036
Total Expenditures, Transfers & Reserves	\$181,730,329	\$168,396,451	\$(13,333,878)
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	(51,781)
Other State Appropriation-Teacher Retirement System Increase Due to Eligible Employees	(212,954)
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
<b>Total State Appropriation Changes</b>	<b>\$1,223,375</b>

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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	(204,333)
Texas Public Education Grants (TPEG)	449,943
<b>Total Tuition Changes</b>	<b>\$(8,034,725)</b>

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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)
<b>Total Fee Changes</b>	<b>\$(5,522,581)</b>

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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	(105,197)
Testing Commissions Reduction	(3,420)
Conferences-Continuing, Professional, and Workforce Education	-
<b>Total Other Revenue Changes</b>	<b>\$(2,149,464)</b>

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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
<b>Total Carryover Allocations Revenue Changes</b>	<b>\$3,550,670</b>

## 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	\$(9,447,335)
Benefits Decrease Due to Decrease in Salary Budget	(1,789,546)
Operating Decrease Due to Requests from Financial Managers and Division Reductions	(2,310,698)
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&amp;O Tax Revenue</i>	<i>(1,186,000)</i>
Total Capital Decrease	(1,327,617)
<b>Total Expenditure Changes</b>	<b>\$(15,079,914)</b>

## FY 2021 Transfers & Reserves Changes

Transfers & Reserves Category	Expenditure Increase/(Decrease)
HEGI Reserve	\$2,830,159
Transfer to the Office of Industry Training and Economic Development (ITED)	(84,123)
Transfer to Unexpended Plant Fund	(1,000,000)
<b>Total Transfers &amp; Reserves Changes</b>	<b>\$1,746,036</b>

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## FY 2021 Revenues over Expenditures

Summary of Revenues and Expenditures	Budgeted Amount
Total Revenue	\$168,396,451
Total Expenditures, Transfers & Reserves	168,396,451
Revenues over Expenditures	\$ -

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## **Review and Discussion of South Texas College Proposed 2020 Tax Rate**

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue rate and the voter-approval rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the no-new-revenue rate or the voter-approval rate.

The Tax Code 26.04(e) requires the taxing units, to publish a Notice of No-New-Revenue-Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's Internet website in the form prescribed by the Comptroller's office that include the statutory requirements.

As of date of publication, the necessary information to complete the truth-in-taxation worksheets to calculate the tax rate for Levy 2020 has not been received from Hidalgo County Tax Assessor-Collector. In addition, the truth-in-taxation (TNT) software is working on the changes recently released by the Texas State Comptroller on the 2020 Tax Rate Calculation Worksheets and the software has not been finalized. Consequently, the College is not able to complete the truth in taxation calculation to determine the proposed 2020 tax rate. The information will be compiled and presented to the Finance, Audit, and Human Resources Committee on August 11, 2020, if available.

**Review and Action as Necessary to Take Record Vote and Schedule A Public Hearing  
Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Non-  
New-Revenue Rate or the Voter-Approval Rate**

The Board is required to take action as necessary to take record vote and schedule a public hearing regarding the adoption of the proposed tax rate that exceeds the lower of the non-new-revenue rate or the voter-approval rate depending on outcome of the proposed 2020 tax rate calculation.

However, as of date of publication, the necessary information to complete the truth-in-taxation worksheets to calculate the tax rate for Levy 2020 has not been received from Hidalgo County Tax Assessor-Collector. In addition, the truth-in-taxation (TNT) software is working on the changes recently released by the Texas State Comptroller on the 2020 Tax Rate Calculation Worksheets and the software has not been finalized. Consequently, the College is not able to complete the truth in taxation calculation to determine the proposed 2020 tax rate. The information will be compiled and presented as applicable to the Finance, Audit, and Human Resources Committee on August 11, 2020, if available.

### **Review and Recommend Action on Order Adopting the Tax Rate for 2020**

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue rate and the voter-approval rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the no-new-revenue rate or the voter-approval rate.

As of date of publication, the necessary information to complete the truth-in-taxation worksheets to calculate the tax rate for Levy 2020 has not been received from Hidalgo County Tax Assessor-Collector. In addition, the truth-in-taxation (TNT) software is working on the changes recently released by the Texas State Comptroller on the 2020 Tax Rate Calculation Worksheets and the software has not been finalized. Consequently, the College is not able to complete the truth in taxation calculation to determine the proposed 2020 tax rate. The information will be compiled and presented to the Finance, Audit, and Human Resources Committee on August 11, 2020, if available.

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

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

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

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

IIA *Standard* 1110 *Organizational Independence* – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must confirm to the board, at least annually, the organizational independence of the internal audit activity.

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

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

The Finance, Audit, and Human Resources Committee is asked to recommend Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

## Internal Auditor's Annual Statement of Organizational Independence

As required by the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of internal Auditing (Standards)*, The chief audit executive (CAE)<sup>1</sup> "must confirm to the board, at least annually, the organizational independence of the internal audit activity" (Attribute Standard 1110); and "must communicate and interact directly with the board" (Attribute Standard 1111); and "should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board" (Attribute Standard 1010);

In conjunction with the Internal Auditor's responsibilities for coordinating the effective auditing and reporting audit activities to South Texas College's Finance, Audit, and Human Resources Committee, the Internal Auditor will report annually to the Finance, Audit, and Human Resources Committee on the following statements to fulfill adherence with IIA *Standards*.

Internal Auditor: Khalil M. Abdullah

Institution: South Texas College

☒ I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, will comply with the IIA *Standards* and Code of Ethics, which contains guidance on confidentiality. This process includes a discussion with Finance, Audit, and Human Resources Committee as appropriate.

☒ I confirm the organizational independence of the internal audit activity at the institution. In addition, I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, have reviewed personal situations with respect to the institution and are not aware of any circumstances that might impair our ability to be independent and objective on any audit or that might lead others to question it.

☒ I understand that I am responsible to make timely written notification to the Finance, Audit, and Human Resources Committee in the event any circumstances arises during the course of the year that might impair or appear to impair independence.

☒ I am receiving support for audit activities from the President, Vice Presidents, and other employees of South Texas College to provide the necessary audit services, with the following exception(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Khalil M. Abdullah

Date: 7-15-2020

<sup>1</sup> The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

Institute of Internal Auditor's (IIA)

**Mission of Internal Audit:**

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

**Definition of Internal Auditing:**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Code of Ethics:**

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

**Principles**

Internal auditors are expected to apply and uphold the following principles:

1. **Integrity** – The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.
2. **Objectivity** – Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.
3. **Confidentiality** – Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
4. **Competency** – Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

## **Rules of Conduct**

### **Integrity:**

Internal auditors...

- 1.1 Shall perform their work with honesty, diligence, and responsibility.
- 1.2 Shall observe the law and make disclosures expected by the law and the profession.
- 1.3 Shall not knowingly be a part to any illegal activity or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- 1.4 Shall respect and contribute to the legitimate and ethical objectives of the organization

### **Objectivity:**

Internal auditors...

- 2.1 Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

### **Confidentiality:**

Internal auditors...

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

### **Competency:**

Internal auditors...

- 4.1 Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2 Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing*.
- 4.3 Shall continually improve their proficiency and the effectiveness and quality of their services.

### **Review and Recommend Action on Internal Audit Charter**

Approval of the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 will be requested at the August 25, 2020 Board meeting.

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

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

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

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

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the August 11, 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 August 25, 2020 Board meeting, the Internal Audit Charter for the period of September 1, 2020 through August 31, 2021 as presented.

**SOUTH TEXAS COLLEGE  
INTERNAL AUDIT CHARTER  
EFFECTIVE AUGUST 25, 2020**

**INTRODUCTION**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

**ROLE**

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY**

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

**INDEPENDENCE & OBJECTIVITY**

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

## **INTERNAL AUDIT PLAN**

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will 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 will be communicated to senior management and the Board.

## **ORGANIZATION**

The Internal Auditor will report functionally to the President and the Board and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

## **SCOPE OF ACTIVITIES**

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;

- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

## **STANDARDS OF AUDIT PRACTICE**

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

## **RESPONSIBILITIES**

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

## **RESPONSIBILITIES (Cont.)**

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

## **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

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

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Date

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

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Date

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

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Date

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Roy de León  
Chairman, Finance, Audit, and Human Resources Committee

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Date

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Paul R. Rodriguez  
Chairman, Board of Trustees

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Date

### **Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment**

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the internal auditor's entity-wide risk assessment.

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

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

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

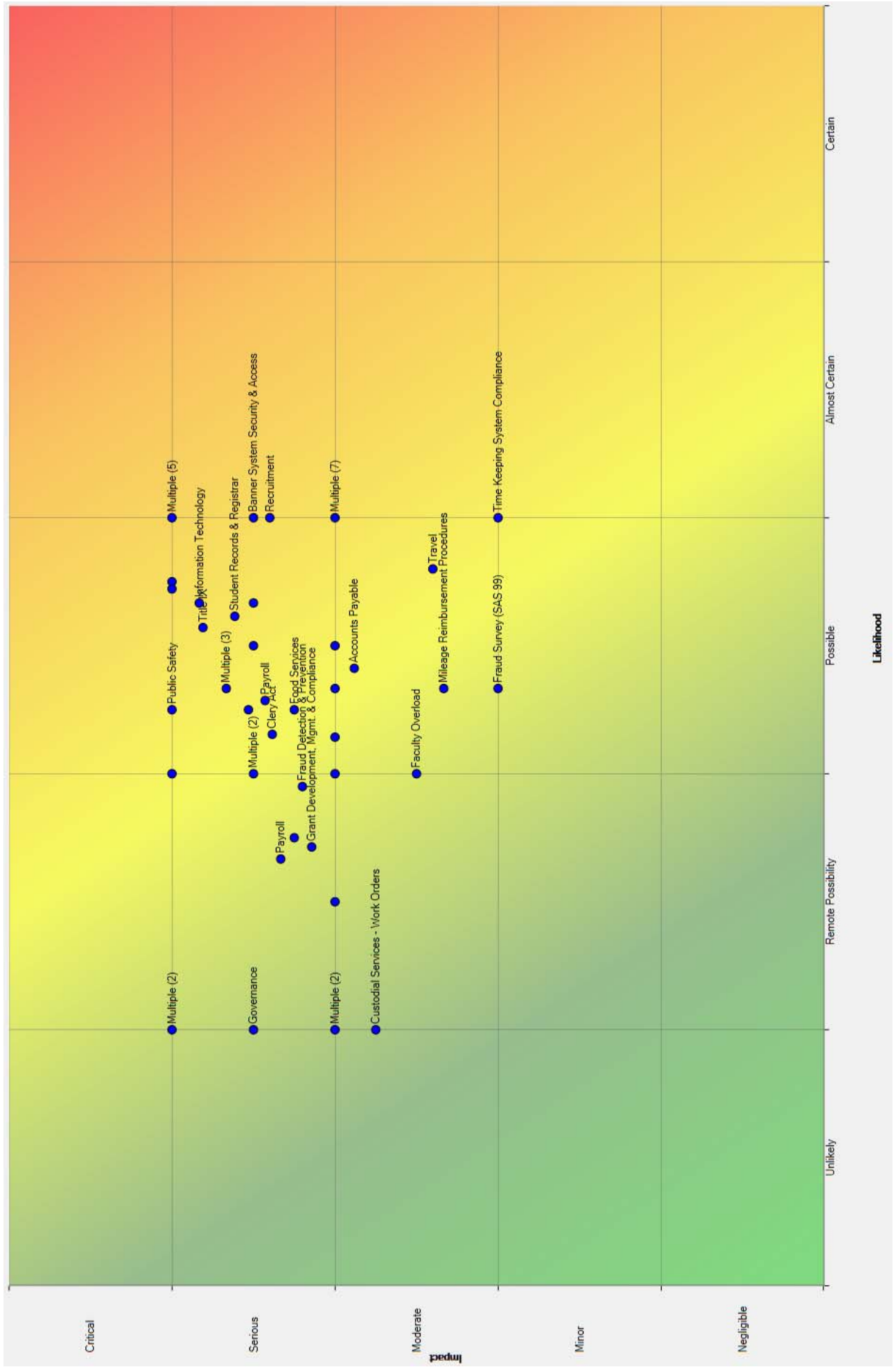
ERM is the process of coordinated risk management that places an emphasis on cooperation among departments to manage the College's full range of risk as a whole. ERM provides a framework for [risk management](#), which involves identifying particular events or circumstances relevant to the College's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.

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

Khalil Abdullah, Internal Auditor, will be present at the August 11, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

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

**Office of Internal Audits**  
**Entity-wide Risk Assessment Heatmap**



**Review and Recommend Action on Proposed Projects for Internal Auditor for  
FY 2020 – 2021**

Approval of proposed projects for the Internal Auditor for FY 2020 - 2021 will be requested at the August 25, 2020 Board meeting.

Purpose – Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2020 - 2021. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2020 - 2021 (Scheduled)
  1. Fraud Survey
  2. Memorandum of Understanding (MOUs) Early College High Schools and Dual Credit
  3. Banner Computer System Security and Access
  4. Science Lab Safety and Storage Compliance
  5. Human Resources (HR) Processes – Faculty Credentials
  6. Financial Aid – Federal Awards
  7. Contractor Adherence to Prevailing Wage Rate Determination
  8. Faculty Overloads & Stipends
  9. Travel
  10. Purchasing
  11. Teacher Retirement System of Texas (TRS)
  12. Quality Assurance and Improvement Program – External Quality Assurance Review (QAR)
  13. Coronavirus Aid, Relief, and Economic Security (CARES) Act Compliance Review

Enclosed Documents - The list of Internal Audits conducted for FY 2007 - 2008 through FY 2020 - 2021 follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the August 11, 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 August 25, 2020 Board Meeting, the proposed projects for the Internal Auditor for FY 2020 - 2021 as presented.

**South Texas College  
Internal Auditing Services for the Period of FY 2008 through FY 2020**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Fraud Survey	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13 10/29/13	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	<b>Proposed</b>
2	Fraud Hotline Calls/Investigations														
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation	02/06/08													
4	Cash -Bank Reconciliation			06/15/11											
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection			10/20/10 06/16/11				Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	11/04/16				
6	Food Services Department Cash Handling Procedures								Requested - Not Performed	Requested - Not Performed	11/04/16				
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation			05/25/10											
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships			05/25/10			08/22/13								
9	Grants - Title V														
10	Grants - Wired		05/19/09 06/19/09												
11	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act		01/19/09												
12	Property Taxes - Rec. & Rollback Taxes				10/14/10			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	06/20/17				
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor- Collector's Offices														
14	AP - Operations														
15	AP - Commercial Card Use				06/30/11							Requested - In Progress	01/29/19		
16	Fuel Card Use	08/15/08										Requested - In Progress	10/23/18		
17	Travel												Requested - Not Performed	Requested - Not Performed	<b>Proposed</b>
18	Mileage Reimbursement Procedures														
19	Purchasing			02/19/10						Requested - Not Performed	02/17/17				<b>Proposed</b>
20	Contracts -Solicitation/Renewal Process -Record keeping	06/25/08				06/28/12									
21	Construction Contracts				10/14/10										
22	2013 Bond Construction Program - Payment Applications														
23	2013 Bond Construction Program - Change Orders														
24	2013 Bond Construction Program - Broadus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017														
25	2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants														

**South Texas College  
Internal Auditing Services for the Period of FY 2008 through FY 2020**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
26	Financial Aid - State Awards		01/19/09				05/07/13					Requested - Not Performed	In Process	01/07/20	
27	Financial Aid - Federal Awards														Proposed
28	Investments - Compliance - Collateral Documentation - Transfers for Debt Service - System for Monitoring Maturities			02/19/10											
29	Debt Service - Bond Payments - Continuing Disclosure Requirements - Arbitrage - Bond Restrictions				10/14/10										
30	Human Resources and Payroll - Compliance & Controls					10/21/11									
31	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17				
32	HR Processes - Faculty Credentials												Requested - Not Performed	In Process	In Process
33	TimeClock Plus [Time Keeping System Compliance] - Departmental Timeforce Procedures							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	10/04/18	Requested - In Progress			
34	TimeClock Plus [Time Keeping System Compliance] - Internal Control Procedures				5/5/2011 In Progress- Not completed										
35	Fixed Assets														
36	Fixed Assets - Capital Assets			02/19/10	07/01/11			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		11/08/17			
37	Continuing Professional and Workforce Education Department					01/05/12									
38	Facilities, Operation & Maintenance- Workorders and Purchase Orders						07/18/13								
39	Custodial Services- Work Orders, Purchase Orders and Inventory							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19		
40	Enrollment Audit (Traditional and Continuing Education)									Requested - Not Performed		Requested - In Progress	07/26/18		
41	Student Activities & Wellness								Requested - Not Performed	Requested - Not Performed		12/01/17			
42	Memorandum of Understanding [MOU] - Early College High Schools - Dual Credit												Requested - Not Performed	In Process	In Process
43	Blueprint Expectations for Early College High Schools												Requested - Not Performed	Requested - Not Performed	
44	Science Lab Safety and Storage Compliance												Requested - Not Performed	In Process	In Process
45	Red Flag Rules														
46	IT Security and Procedures					01/06/12									
47	Banner Computer System Security and Access							09/05/13	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	In Process
48	Instructional Technologies Inventory							Requested - Not Performed	11/06/14						
49	Copiers		10/17/08												
50	Cell Phones		10/01/08												
51	Clery Act, and VAWA											Requested - Not Performed	In Process	07/14/20	
52	Title IX													Requested - Not Performed	
53	Internal Assessment of the Office of Internal Audits - (QAIP)													02/03/20	

**South Texas College  
Internal Auditing Services for the Period of FY 2008 through FY 2020**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
56	External Assessment of the Office of Internal Audits - (QAIP)														Proposed
54	Faculty Overloads & Stipends														Proposed
55	Teacher Retirement System (TRS)														Proposed
57	Contractors Adherence to Prevailing Wage Rate Determination													Requested - Not Performed	Proposed
58	Child and Adult Care Food Program - Application Process													10/01/19	
59	SAO - Catch the Next Complaint: 20-0044													11/07/19	
60	CARES Act Compliance													In Process	In Process
	<b>Total Number of Audits Completed</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	

**Other Activities**

Annual Financial Report (CAFR)  
Risk Assessment & Audit Plan  
Internal Audit Annual Report