

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, November 10, 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 October 13, 2020 Finance, Audit, and Human Resources Committee Minutes.....1-27
- II. Presentation on Tax Resale of Struck-off Properties by Starr County Commissioners Court .....28-32
- III. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals.....33-70
- IV. Review and Recommend Action on Annual Investment Report for FY 2019 – 2020 .....71-73
- V. Review and Discussion of Certificate of Achievement for Excellence in Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA) for the College’s Comprehensive Annual Financial Report (CAFR) .....74-76
- VI. Review and Recommend Action as Necessary on Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria .....77-81
- VII. Review and Recommend Action to Revise Policy #2500: Records Management.....82-90
- VIII. Discussion and Action as Necessary on Food Services Operation Plan for Spring and Summer 2021 Semesters.....91-92
- IX. Discussion and Action as Necessary on Transportation Services Operation Plan for Spring 2021 Semester.....93-95
- X. Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Spring 2021 Semester .....96-106

**Approval of October 13, 2020 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 13, 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, October 13, 2020 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, October 13, 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 Mr. Roy de León presiding.

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

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

Members absent: Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Katarina Bugariu, Lt. Ruben Suarez, Ms. Alina Cantu, Dr. Rebecca De Leon, Dr. Brett Millan, Dr. Rachel Sale, Mrs. Susan Anderson, and Mr. Andrew Fish.

**Approval of September 8, 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 September 8, 2020 were approved as written. The motion carried.

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

Approval of the following award of proposal, rescind of award, purchases, and renewals will be requested at the October 27, 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.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, rescind of award, purchases, and renewals as listed below:

**A. Award of Proposal**

- 1) Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2021 through December 31, 2021 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures;

**B. Rescind of Award**

- 2) Truck Driver/Bus Driver Training (Rescind):** rescind the award to **STVT-AAI Education, Inc./ dba Anacora Corporate Training** (Hurst, TX), for the truck driver/bus driver training. The awarded vendor informed the College staff of a conflict of interest. The information was provided after the vendor had been awarded the contract;

**C. Purchases and Renewals (C-a. Instructional Item)**

- 3) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier** (New York, NY), a sole source vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$79,200.00;

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

- 4) Building Automation 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 Sourcewell Cooperative approved vendor, for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditure;
- 5) Furniture (Purchase):** purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partner formerly National Intergovernmental Purchasing Alliance (NIPA), Sourcewell, and The Interlocal Purchasing System (TIPS), at a total amount of \$128,794.47. The vendors are as follows:

#	Vendor	Amount
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$49,528.71
B	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$329.38
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$52,948.88
D	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$25,987.50
Furniture Total		\$128,794.47

- 6) **Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2021 through December 31, 2021, at an estimated amount of \$130,000.00, which is based on prior year expenditures;

**C. Purchases and Renewals (C-c. Technology Items)**

- 7) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$78,162.77;
- 8) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2020 through October 31, 2021, at a total amount of \$194,128.80;
- 9) **On-Demand Subscription Library Services (Renewal):** renew the on-demand subscription library services with **Ellucian Company, LP.** (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning February 1, 2021 through January 31, 2022, at an estimated amount of \$26,372.00;
- 10) **Support Services Agreement (Renewal):** renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA) through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2020 through August 31, 2021, at an estimated amount of \$29,396.00;
- 11) **Telephone Services (Renewal):** Renew the telephone services contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2020 through June 20, 2021, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00.

Recommend Action - The total for all award of proposal, rescind of award, purchases, and renewals was \$929,854.04.

The motion carried.

## **Review and Recommend Action on Resolution 2021-002 for Adoption of Rules Relating to Electronic Bids or Proposals**

A request for approval on resolution 2021-002 for adoption of rules relating to electronic bids or proposals was planned for the October 27, 2020 Board of Trustees meeting.

Purpose – For approximately a year, the Purchasing Department had been researching for an electronic solution to receive bids and proposals electronically. The solution identified also provided the capability of storing contracts electronically. Prior to implementation, the Board of Trustees must adopt the rules related to electronic bids or proposals. The rules ensured the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proposed time.

The Purchasing Department, the Information Technology Department, and the Information Security Department held several demonstrations of electronic bid and proposal systems, which were all hosted services. After a solution was identified, Information Security provided the vendor with a questionnaire related to the security of the service and its platform. Information Technology confirmed that the system met the South Texas College standards for a hosted solution.

Justification and Benefit - The selected hosted service for electronic bids and proposals was Bonfire, a State of Texas Department of Information Resources (DIR) approved vendor, which was user-accessible, prepared proposal tabulations, and allowed for committee evaluations to be completed online. During the College's closure, there were several proposals that required the due date to be extended until the College's re-opening. With this system, vendors would have the ability of submitting bids and proposals electronically and would eliminate the College's need to extend the solicitation due date in case of a College closure.

The timeline related to the implementation process was as follows:

<b>Dates</b>	<b>Actions</b>
1/15/19 - 1/16/19	Conference Calls
1/15/2020 – 2/19/20	Vendor Demonstrations
6/11/20	The Information Technology and Information Security Departments approved the selected vendor's system.
6/18/20	The purchase order in the amount of \$16,450.00 was completed.
7/7/20	1 <sup>st</sup> Webinar: Bonfire Project Creation Training
7/9/20	2 <sup>nd</sup> Webinar: Bonfire Vendor Communication and Evaluation Training
7/14/20	3 <sup>rd</sup> Webinar: Bonfire Bid Table Training

<b>Dates</b>	<b>Actions</b>
7/16/20	4 <sup>th</sup> Webinar: Bonfire Questionnaire Training
7/21/20	5 <sup>th</sup> Webinar: Bid Table Training
7/22/20	6 <sup>th</sup> Webinar: One on One Project Creation Training
Pending	Adoption of the Rules

The Purchasing Department staff completed all the testing, training, and were ready to go live with the Bonfire system.

Some of the Colleges and School Districts using the Bonfire hosted service were as follows:

El Paso Community College	Donna ISD
Ivy Tech Community College	San Antonio ISD
The University of Texas – Dallas	The University of Texas – RGV
Western University	

The Bid Module included the following: creation of the request for proposal (RFP) or request for qualification (RFQ), creation of bid or proposal tabulations, and online committee evaluations. Bonfire can clearly communicate RFP/RFQ requirements and timelines to vendors. This platform allows Purchasing to distribute updates, publish addendums, and answer vendor questions online. The Purchasing staff can easily customize the platform to ensure compliance with any new laws or procedures. Vendors are able to register with a personal login and are notified via email of new solicitations, addendums, and will receive due date reminder notifications. The vendors that do not wish to submit an electronic proposal will be allowed to submit in paper form.

The Purchasing Department staff would only be able to view the name of the vendor(s) that submitted a proposal but would not be able to view any of the proposal information until after the due date and time. This system would lock all the vendor proposal information from everyone including the Purchasing Administrator until it was time.

The contract management hosted service would also be purchased. It enables in-office and remote access to active contracts. This system allows staff to view, filter, and export contract information such as vendor documentation, contract details, vendor contract information, and contract documentation – all within its platform. Bonfire is able to create contracts fast by automatically carrying over relevant information from the awarded proposal. It will also set auto reminders and provide lead times and end dates for all contracts.

The contract owner would be granted access to view their own contract(s) and would receive notifications prior to the expiration of their contract. This would allow enough time to notify the vendor of a contract renewal or non-renewal.

The final step before using this system was to have the Board of Trustees approve a resolution for adoption of rules which were required as per the Texas Education Code Section 44.0313: Procedures for Electronic Bids or Proposals

- (a) A school district may receive bids or proposals under this chapter through electronic transmission if the board of trustees of the school district adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Reviewers - The adoption of rules relating to electronic bids or proposals was reviewed by Purchasing Department and President's Cabinet.

Funding Source - The funds for this expenditure were budgeted in the Purchasing Department budget for FY 2019 – 2020.

Enclosed Documents – A resolution for adoption of rules relating to electronic bids or proposals was provided in the packet for the Committee's information and review.

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

Mr. Paul R. Rodriguez noted concerns that such a system could create problems for smaller vendors to submit bids and proposals, if they were not prepared to submit electronic documentation, and he did not see that risk to be worth the potential benefit of the system. Mr. Rene Guajardo noted his agreement to Mr. Rodriguez' concerns.

Administration clarified that the Purchasing Department would continue to accept hard-copy bids and proposals, explaining that any sealed responses would be unsealed and scanned into the system after the submission deadline, to protect the integrity of the system.

Mr. Roy de León moved that the Finance, Audit, and Human Resources Committee recommend Board approval of resolution 2021-002 for adoption of rules relating to electronic bids or proposals as presented. There were no seconds, and the motion died for the lack of a second.

### **Review and Recommend Action on Financial Advisor and Continuing Disclosure Services**

Approval to award the proposal for financial advisor and continuing disclosure services to Hilltop Securities, Inc. (San Antonio, TX), for the period beginning November 1, 2020 through October 31, 2021, with two one-year option to renew would be requested at the October 27, 2020 Board of Trustees meeting.



**Purpose** – The Business Office requested approval to contract financial advisor and continuing disclosure services with a firm that will provide independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance, and delivery of such indebtedness, continuing disclosures and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments. In addition, they will provide assistance in the investment of certain funds of the Issuer. Continuing Disclosure consists of important information about municipal bonds that arises after the initiative issuance. This information generally reflects the financial health or operating condition of the state or local government as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds. These disclosures are made available to investors and the public on the Municipal Securities Rulemaking Board.

**Justification and Benefit** – Independent and professional services for financial advisory and continuing disclosure from Hilltop Securities, Inc. to the College were proposed. The financial advisor was registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

**Background** – On August 25, 2020, the Board of Trustees recommended the solicitation of proposals for the Financial Advisor Services and Continuing Disclosure Services. Furthermore, a two-month extension for the financial advisor service agreement with Hilltop Securities, Inc. for the period beginning September 1, 2020 and ending October 31, 2020 was approved by the Board of Trustees, after the non-renewal of the financial advisor services agreement with Hilltop Securities, Inc. (San Antonio TX), on July 28, 2020, for the period beginning September 1, 2020 through August 31, 2021. The Continuing Disclosure Service agreement was approved by the Board of Trustees on June 27, 2017 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option.

Proposal documents were advertised on August 12, 2020 and August 19, 2020 and issued to six (6) firms. Three (3) responses were received on September 3, 2020 and reviewed by the Business Office and Purchasing Department.

**Funding Sources** - The cost for the financial advisor services would be netted against the bond proceeds received at time of bond issuance and will be expensed under the Bond Series, Unexpended Plant Fund. The funds for the continuing disclosure services expenditures were budgeted in the Unrestricted Fund budget for FY 2020 – 2021.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing, attended the October 13, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

On October 13, 2020, members of the Finance, Audit, and Human Resources Committee asked whether the RFP process was the correct process to solicit such services, suggesting that perhaps a Request for Qualifications (RFQ) process would have been more appropriate.

Legal Counsel agreed that pricing and/or qualifications could be used to solicit financial advisor services, but noted that specifically tailored criteria might serve the College better in this solicitation, instead of the general criteria for professional services used in the advertised RFP. Legal Counsel recommended a new solicitation, under the RFQ process, with criteria developed specifically to evaluate Financial Advisor and Continuing Disclosure services.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board rejection of the proposals for Financial Advisor and Continuing Disclosure services, in alignment with a recommendation by legal counsel, and solicitation of these services through a Request for Qualifications process. The motion carried.

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

Approval to award the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods will be requested at the October 27, 2020 Board of Trustees meeting.

Purpose – The current bank depository services would expire on January 31, 2021. Approval to award a financial institution contract for bank depository services was needed in order to provide banking services to the College. These services included safekeeping of College funds, a system consisting of checks and electronic payments to students, employees, and vendors, and 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. A six (6) month contract extension was approved at the August 25, 2020 Board of Trustees meeting.

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

Award	Board Meeting Date	Original Term	Renewal Term
Extension	8/25/2020		9/1/20-1/31/2021

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 were revised and 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 of Trustees 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 Evaluation Committee presented PlainsCapital Bank as the top ranked to the Finance, Audit, and Human Resources Committee on August 11, 2020.

On August 11, 2020, the Finance, Audit, and Human Resources Committee went into executive session to discuss the request for proposal and evaluation process. The Committee recommended to the Board:

- A) Develop criteria clarification for two criteria listed below to be developed for the Board of Trustees consideration:  
Criteria 1) The interest rate bid or proposed on time deposits  
Criteria 2) Charges for keeping district accounts, records, and reports and furnishing Checks
- B) Revise the methodology for point distribution for criteria:  
Criteria 4) The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties

Legal Counsel reviewed the information presented and asked that the following statement be included in the August 25, 2020 Board packet: "Modification and clarification of some provisions of the Request for Proposals have been required in consultation with the Board of Trustees, legal counsel and financial advisor. The selection criteria, however, remains the same".

The Board approved the revisions to the RFP and evaluation process on August 25, 2020 and additional information was requested from the four institutions.

The Request for Clarification was sent on August 28, 2002 to four (4) institutions. On Friday September 2, 2020 the College received responses from BBVA, PlainsCapital Bank, and Texas Regional Bank on or before the designated time.

The evaluation committee evaluated the proposals based on the revised criteria approved by the Board on August 25, 2020 and the clarification responses received. The top ranked bank was BBVA.

BBVA offers the following:

- Waived banking services fees
- Highest net income
- Has experience with higher education clients and operate as the primary depository bank for several community colleges across Texas
- Has branch locations near all campuses in both Hidalgo and Starr counties

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.

Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing and Myriam Lopez, Comptroller, attended the October 13, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Enclosed Documents - A Summary of the Proposals with Clarifications and the Evaluation Results were provided in the packet for Committee's information and review.

Mr. Roy de León and Mr. Gary Gurwitz abstained from deliberation and action on this item.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of the proposal for primary bank depository services to BBVA (McAllen, TX), for the period beginning February 1, 2021 through January 31, 2023, with an option to renew for three additional two (2) year periods as presented. The motion carried.

### **Review and Recommend Action on Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools**

Approval on Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools will be requested at the October 27, 2020 Board meeting.

Purpose – Additions or deletions to the approved Investment Brokers, Dealers, Banks and Investment Pools list were proposed.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on May 26, 2020, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional broker/dealer, SAMCO, and one additional bank, Texas Capital Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA, are included on Exhibit "A".

All the changes that were recommended to be added to the investment brokers, dealers, and banks list are as follows:

#	Section	From	To
1	List of Authorized Broker/Dealers:	FTN Securities	FHN Securities
2	List of Authorized Broker/Dealers:		remove "Raymond James"
3	List of Authorized Broker/Dealers:		add "SAMCO"
4	List of Authorized Banks:	BBVA Compass	BBVA

#	Section	From	To
5	List of Authorized Banks:	Independent Bank Financial	Independent Financial
6	List of Authorized Banks:		remove "Legacy Texas Bank"
7	List of Authorized Banks:		add "Texas Capital Bank"

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on May 26, 2020, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified SAMCO and Texas Capital Bank and their offerings to be favorable to the College.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the additions of a broker/dealer and a bank to Exhibit "A".

Enclosed Documents – The revised Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 13, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2021-001 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

### **Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement**

Approval of Policy #5120: *Investment Policy* and Investment Strategy Statement will be requested at the October 27, 2020 Board meeting.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so

adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 29, 2019. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate is for a two-year period ending August 31, 2022 and this is the seventh consecutive award. The College has received the Certification of Distinction beginning August, 2009.

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended are minor changes to wording in an effort to provide clarification.

The minor revisions included in the Investment Policy were as follows:

	Section	From	To
1	On page 1, Preface		added "investment"
2	On page 1, Preface	be designed and managed in a manner responsive to the public trust and consistent with	Conform to the strict requirements of the Act and
3	On page 2, Section I A		added (hereinafter "South Texas College" or the "College")
4	On page 2, Section I B		removed "All investments made with South Texas College (hereinafter "South Texas College" or the "College) funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment Committee (defined hereinafter in Section III.G.1 of the Policy) to be in the best interest of the financial well-being of South Texas College."
5	On page 2, Section II A	are	result

	Section	From	To
6	On page 2, Section II A		added “investments”
7	On page 2, Section II A, On page 3, Section II C, On page 5, Section III E	securities	investments
8	On page 2, Section II A	investing in securities	utilizing investments
9	On page 3, Section II C		added “market”
10	On page 3, Section III A		removed “Investments described below are authorized by the Public Funds Investment Act as eligible securities,”
11	On page 3. Section III A		added “eligible securities”
12	On page 3, Section III A, On page 4, Section III A 7, On page 4, Section III D, On page 9, Section III G 1, On page 10, Section III G 3 & 4, On page 1, Investment Strategy Statement, Preface		removed “Public Funds Investment”
13	On page 3, Section III A 4		removed “The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.”
14	On page 4, Section III A 5 e		Added “Section”
15	On page 4, Section III A 5 e	Of this section	herein
16	On page 4, Section III A 7		removed “The College will maintain procedures to monitor rating changes in investments acquired with public funds and to address the liquidation of investments that fall below the required rating consistent with the provisions of Section III.D.”
17	On page 5, Section III E	investing	utilizing
18	On page 5, Section III E	controlled	limited
19	On page 5, Section III E	in safest	least-risk
20	On page 5, Section III E		added “Act and the”, “on”, “terms”



	Section	From	To
21	On page 8, Section III E 5 a		added “an account in”
22	On page 8, Section III E 6		removed “(Section III.A)”
23	On page 9, Section III G 1		removed “deposits”, “session”
24	On page 9, Section III G 1	receive	accumulate
25	On page 9, Section III G 1	attend an	receive
26	On page 10, Section III G 1		added “ <i>Texas Association of Community College Business Officers</i> ”
27	On page 10, Section III G 3	then prevailing	prevailing
28	On page 10, Section III G 4		removed “Chapter 2256.005(i)”
29	On page 11, Section III G 5		removed “South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College’s Investment Policy and Investment Strategy Statement. The annual compliance audit performed by the College’s independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College’s Board of Trustees by the auditor.”
30	On page 11, Section III G 9		removed “The annual compliance audit performed by the College’s independent auditor shall include a review of all quarterly reports. The results of the audit shall be reported to the College’s Board of Trustees by the auditor.”
31	On page 2, Investment Strategy Statement	a quarter of a percentage	ten basis
32	On page 2, Investment Strategy Statement		removed “the greatest”, “of any of the fund types.”

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by staff and also by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy were provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 13, 2020 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy. The motion carried.

### **Discussion and Action as Necessary on Waiver of Electronic Distance Learning/VCT Course Fee for Traditional and Dual Credit Students Enrolled in Distance Education Online Courses for Spring 2021**

Approval of waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021 will be requested at the October 27, 2020 Board meeting.

Purpose – To waive the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses ("S" sections and non-"S" sections) for Spring 2021.

Background - The College's Student Tuition and Fee Schedule assesses a \$10.00 per credit hour Electronic Distance Learning / VCT Course Fee for online courses. This fee was imposed to offset expenses related to providing online courses. The fee was decreased to the current rate of \$10.00 per credit hour in FY 2019. Prior to FY 2019, the fee was \$15.00 per credit hour. The College's students or the Sponsored School Districts are responsible to pay the fee for online courses, unless it is waived by the Board of Trustees.

The Electronic Distance Learning / VCT Course Fee was waived for the Summer 2020 semester and for the Fall 2020 semester for traditional and dual credit students due to the COVID-19 pandemic.

#### **Previously Approved Waiver for Fall 2020**

On May 26, 2020, the Board authorized the waiver of the Electronic Distance Learning / VCT Course Fee for students enrolling in Fall 2020 traditional (non-"S" section) courses. The Electronic Distance Learning / VCT Course Fee was waived to help alleviate some of the financial burden and uncertainty about a return to campus that many students were facing due

the COVID-19 pandemic and to help drive enrollment increases during the remainder of the COVID-19 pandemic.

On June 23, 2020, the Board authorized waiving the Electronic Distance Learning / VCT Course Fee for dual credit “S” section courses for Fall 2020 for Dual Credit Students Sponsored by Partnering School Districts. College Administration recommended the waiver since many of the College’s school district partners moved away from face-to-face courses to a more online course delivery for the Fall semester and the school district partners did not budget additional funding for online course fees. Additionally, College Administration recognized that dual credit enrollment and dual credit contact hours could decrease significantly since the College’s school district partners could not fund the additional costs for online courses. The decrease in dual credit contact hours would significantly impact reporting for the base year funding, and consequently state appropriations for the next biennium.

### **Proposed Waiver for Spring 2021**

Administration considered and recommended a waiver for traditional and dual credit students enrolled in Distance Education online courses (“S” sections and non-“S” sections) for Spring 2021. Administration anticipated that this waiver was necessary to ease the financial burden on students and Partnering School Districts since the College has transitioned from face-to-face courses to online courses due to the COVID-19 pandemic.

### **Projection of Electronic Distance Learning / VCT Course Fee Revenue Loss**

The estimated uncollected revenue impact on the FY 2020-2021 budget from waiving the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education courses (“S” sections and non-“S” sections) for the Fall 2020 semester was \$328,007, and \$387,800 for the Spring 2021 semester.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Service attended the Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the waiver of the Electronic Distance Learning / VCT Course Fee for traditional and dual credit students enrolled in Distance Education online courses (“S” sections and non-“S” sections) for Spring 2021 as presented. The motion carried.

### **Update on Transportation Services Operation Plan for Fiscal Year 2020 – 2021**

Update on Transportation Services Operation Plan for Fiscal Year 2020 – 2021 was presented.

Purpose – Transportation Services resumed operations at the start of the Fall 2020 semester to serve students from Hidalgo and Starr Counties.

Justification - An update on the Transportation Services Operation Plan was provided to review with the Committee the Fall Semester's developments of operation.

Background – On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020 through December 31, 2020.

The agreement included the following:

1. The LRGVDC to fund all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line).
2. CARES Act Funds carried over from FY2020 and federal/state grant contributions received for the LRGVDC to be used to cover the cost of the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

The total costs for LRGVDC and South Texas College for the Fall 2020 semester were 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
<b>Total</b>	<b>\$258,140</b>	<b>\$99,547</b>	<b>\$76,244</b>	<b>\$23,304</b>

### Fall 2020 Activity

The College's Transportation Services resumed operations on August 24, 2020, the first day of the Fall 2020 semester, offering reduced routes for the Yellow line with four (4) bus drivers returning from furloughed status.

As a result of the pandemic, face-to-face classes on campus were significantly reduced and employee's presence on campus was also reduced due to rotational work schedule to reduce the density on campus.

### Ridership

The ridership from LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the month of September 2020 was as follows:

Transportation Routes	LRGVDC	South Texas College	Total
Starr (Green Line 1)	45	-	45
Starr (Green Line 2)	42	-	32
Starr (Route 60/Roma)	17	-	17
Mid Valley (Purple)	22	-	22
Circulator (Yellow)	-	97	97
<b>Total</b>	<b>126</b>	<b>97</b>	<b>223</b>

The ridership numbers represent each trip taken between locations. As an example, a trip from the Pecan Campus to the Technology campus and returning to the Pecan Campus would be recorded as two (2) in the ridership report.

The table below compares the ridership of September 2020 with September 2019 and reflects a 96% reduction in ridership.

Routes	September 2019	September 2020	% Reduction
Yellow Line	2,638	97	-96%
Green Line	1,361	87	-94%
Green Line (Route 60-Roma)	880	17	-98%
Purple Line	896	22	-98%
<b>Total</b>	<b>5,775</b>	<b>223</b>	<b>-96%</b>

### LRGVDC Spring 2021 Agreement

College staff was working with the LRGVDC on determining whether the current agreement may be extended for the Spring and Summer 2021 semesters whereby the LRGVDC will continue to fund all the costs of the Purple and Green Lines routes and provide the CARES Act and grant contribution to the College for the Yellow line. An update regarding the LRGVDC transportation service costs and contribution and a recommendation for the operation plan for the Spring and Summer 2021 semesters would be presented to the Finance, Audit, and Human Resources Committee in November.

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

Reviewers – Vice President for Finance and Administrative Services, Acting Chief of Police for Department of Public Safety, and Comptroller reviewed the information being presented.

The Vice President of Finance and Administrative Services, Mary Elizondo, Acting Chief of Police for the Department of Public Safety, Ruben Suarez and Public Safety and Transportation Services Manager, Alina Cantu, attended the Committee Meeting to address any questions by the committee.

Enclosed Documents – The Transportation Services Operation Plan PowerPoint presentation was provided in the packet for the Committee's review.

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

### **Update on Food Services Operation Plan for Fiscal Year 2020 - 2021**

Update on Food Services Operation Plan for Fiscal Year 2020 – 2021 was presented.

Purpose – Food Services resumed operations at the start of the Fall 2020 semester to serve the students and employees on all campuses. An update was provided to review with the Committee the Fall Semester's developments of operation.

Justification – Food Services were needed to serve the students and employees on the College's campuses in a cost-effective manner.

Background – On July 28, 2020, the Board approved the Food Services Operation Plan, which consisted of the following recommended factors:

- Resume Food Services operations at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, and Mid Valley Campus.
- A reduction in hours and days of operation and limited menu options.
- A reduction in staffing and reduced flexible workweek schedule.
- The return of the selected furloughed employees.
- The College's commitment to monitor the situation and adjust the operation plan as necessary.

### **Fall 2020 Activity**

On August 24, 2020, the cafeterias resumed operation for the Fall 2020 semester with higher standards of safety protocols implemented to keep students and employees safe.

As a result of the pandemic, face-to-face classes on campus were significantly reduced beyond expectation and employee's presence on campus was also reduced due to rotational work schedule to reduce the density on campus. The anticipated number of customers including students and staff has not been realized.

For September 2020, the total expenditures exceeded revenue by \$8,861.35.

The table below reflects the number of customers for all campuses for the month of September in comparison with the previous year. The number of customers decreased by 20,725, a ninety-four percent (94%) reduction in customers.

# of Customers	September 2019	September 2020	Difference	% Reduction
	22,051	1,326	(20,725)	-94%

The following table reflects the number of customers in September 2020 by campus in comparison with September 2019.

Month/Year	Pecan	Tech	Mid Valley	NAH	Total
September 2019	11,686	1,388	4,473	4,504	<b>22,051</b>
September 2020	597	239	180	310	<b>1,326</b>
% Reduction	-95%	-83%	-96%	-93%	<b>-94%</b>

The College postponed plans to hire staff and re-open the cafeteria at Starr County Campus because of the significant reduction levels of activity experienced at the existing locations.

Although a net loss in the operations was anticipated, the level of drastic reduction in customers was not, and a net loss of approximately \$55,000 was expected for the period of September through December, which was not expected to be recovered in the remaining months of the fiscal year. The number of customers per day at the different location ranged from 3 to 23. The customers were mainly staff since students were opting to not visit the cafeteria prior to their classes or to remain on campus after their classes.

As a result of the minimal number of customers, consideration was being made on whether to continue or discontinue the Food Service operation for the Spring and Summer 2021 semester. Administration would continue to monitor the Food Service operations and a recommendation for the operation plan for the Spring and Summer 2021 semesters would be presented to the Finance, Audit, and Human Resources Committee in November.

Reviewers - The Vice President for Finance and Administrative Services reviewed the information being presented.

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

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

### **Review and Recommend Action to Reject the Faculty Cost and Productivity Study Proposals**

Review and recommend action to reject the faculty costs and productivity study proposals will be requested at the October 27, 2020 Board meeting.

Purpose – The purpose of the request for proposals was to secure a vendor to analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results of the study will be incorporated into future operations.

Justification – Traditional headcount enrollment at South Texas College has leveled off and, in some years, decreased for both traditional and dual credit programs; however, faculty costs have increased. Flat traditional headcount enrollment and increasing faculty costs greatly impact the availability of funding for operations of the College. It is critical that the College align its resources to meet changing enrollment patterns, which would safeguard the future financial sustainability of the College.

Background – An initial request for proposal, specific to faculty, was advertised as authorized at the February 25, 2020 board meeting. An update on the faculty costs and productivity study was presented at the September 8, 2020 Education and Workforce Development Committee. During the meeting, committee members requested for staff, in addition to faculty, to be included in the cost and productivity study and instructed college staff to request information from vendors regarding said service and pricing. College staff requested information from vendors on analysis of staff costs and pricing. During the September 22, 2020, board meeting, the Board of Trustees recommended for a study to focus on faculty and administrators costs and productivity, excluding non-administrator staff.

After careful deliberation and consideration of the factors regarding the performance of study by an external vendor, especially the delayed completion timeframe, Dr. David Plummer and Dr. Anahid Petrosian, propose that the faculty cost and productivity study to be conducted internally. The internal study would include data collection, analysis, formulation of metrics and benchmarks, production of results, and a presentation of the recommendations to the Board. The results of the study were expected to be incorporated into the Fall 2021 operations.

Various elements were considered leading to the consensus among executive management to perform the study internally. The current state of the COVID-19 virus has skewed the data due to change in instruction format (face2face to virtual instruction platform) and a reduction in student enrollment, which has impacted the operations of the instructional programs.



As a result of the above factors, management requested rejection of the faculty cost and productivity study proposals at this time.

Information requested by Education and Workforce Development Committee and the Board of Trustees follows below. The results of the evaluation of the request for proposals responses are also included below.

**Timeline** – The timeline below illustrates the progress and changes to the scope of work regarding the cost and productivity study.

<b>Dates</b>	<b>Description</b>
February 25, 2020 - Board Meeting	<ul style="list-style-type: none"> <li>• Issuance of RFP for Faculty Costs and Productivity Study Approved</li> </ul>
May 11 and 18, 2020	<ul style="list-style-type: none"> <li>• Request for Proposal (RFP) advertised</li> <li>• RFP issued to seventeen vendors</li> </ul>
June 9, 2020	<ul style="list-style-type: none"> <li>• Received proposals from seven vendors</li> </ul>
August 31, 2020	<ul style="list-style-type: none"> <li>• Evaluations were completed by faculty and staff</li> </ul>
September 8, 2020 - Education and Workforce Development Committee	<ul style="list-style-type: none"> <li>• Presentation of Faculty Cost and Productivity Study</li> <li>• Committee Members requested information from vendors regarding services, costs, and timeframe for including staff to the cost and productivity study</li> <li>• Requested the above-mentioned information be presented at the October 13, 2020 Finance, Audit, and Human Resources Committee Meeting</li> </ul>
September 22, 2020 - Board Meeting	<ul style="list-style-type: none"> <li>• Reviewed presentation of Faculty Cost and Productivity Study presented to the Education and Workforce Development Committee</li> <li>• Board of Trustees requested that the study include Faculty and Administrators</li> <li>• Requested the above-mentioned information be presented at the October 13, 2020 Finance, Audit, Human Resources Committee Meeting.</li> </ul>

**Scope of Work Scenarios** – At the request of the Finance, Audit, and Human Resources, the Education and Workforce Development Committee, and the Board of Trustees, the scope of work scenarios of the study were as follows:

1. Faculty Only

- a. Proposal documents were advertised on May 11, 2020 and May 18, 2020 and issued to seventeen (17) vendors. Seven (7) responses were received on June 9, 2020 and reviewed by Academic Affairs, Finance and Administrative Services, and the Purchasing Department.
- b. The scope of work and deliverables requested are attached. (Exhibit A)
- c. College staff has evaluated the responses and results follow in the packet.

2. Faculty and Staff (Including Administrators)

- a. Information requested from vendors on costs and services regarding the inclusion of staff in the study. Information is included in the table below.

3. Faculty and Administrators (Excluding Non-Administrator Staff)

- a. Information is included in the table below.

<b>Scope of Work Scenarios</b>			
<b>Factors</b>	<b>1. Faculty</b>	<b>2. Faculty and Staff</b>	<b>3. Faculty and Administrators</b>
Approximate Start date	November 2020	May 2021	April 2021
Completion date	May 2021	November 2021	October 2021
Estimated implementation of results	Fall 2021/Spring 2022	Spring 2022/Fall 2022	Spring 2022/Fall 2022
Vendor capabilities of conducting a staff study	N/A	5 out of 7 vendors have performed staff study	N/A
Cost of study	Vendor proposals range from \$73,000 - \$389,270	6 out of 7 vendors did not provide an estimated price.  1 out of 7 vendors provided pricing of \$130,000-\$190,000 for faculty study and \$275,000 - \$650,000 for staff study.  2 out of 7 vendors responded indicating approximately 5%-25% cost savings in total.  3 out of 7 vendors responded indicating cost savings without providing specific estimates.	N/A

<b>Scope of Work Scenarios</b>			
<b>Factors</b>	<b>1. Faculty</b>	<b>2. Faculty and Staff</b>	<b>3. Faculty and Administrators</b>
Time needed to complete study concurrently or independently	Independently: 5-12 weeks	Independently: 5-12 weeks each  Concurrently: 7-18 weeks	N/A
Internal resources	Available resources to assist in providing requested information to vendors.	Extensive additional demand on staff resources.	Additional demand on staff resources.
Next steps	Accept proposals and awarded bid to vendor.	<ul style="list-style-type: none"> <li>• Reject proposals,</li> <li>• Develop new scope of work,</li> <li>• Obtain board approval for scope of work</li> <li>• Advertise proposals,</li> <li>• Evaluate proposals,</li> <li>• Obtain board approval to award vendor.</li> </ul>	<ul style="list-style-type: none"> <li>• Reject proposals,</li> <li>• Develop new scope of work,</li> <li>• Obtain board approval for scope of work</li> <li>• Advertise proposals,</li> <li>• Evaluate proposals,</li> <li>• Obtain board approval to award vendor.</li> </ul>

Funds for this expenditure were budgeted in the Academic Affairs budget for FY 2020 – 2021.

Reviewers – The faculty cost and productivity study has been reviewed by Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Executive Vice President for Educational Programing and Student Achievement and Vice President for Information Services, Planning, Performance and Strategic Initiatives, and Dr. Anahid Petrosian, Interim Vice President for Academic Affairs.

Enclosed Documents – Exhibit A (Scope of Work and Deliverables), Summary, Evaluations, Proposal Criteria, and Power Point Presentation follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Executive Vice President for Educational Programing and Student Achievement and Vice President for Information Services, Planning, Performance and Strategic Initiatives, and Dr. Anahid Petrosian, Interim Vice President for

Academic Affairs, attended the Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board rejection of the faculty cost and productivity study proposals and instead request new Request for Proposals to include both faculty and administration costs and productivity studies. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:26 p.m.

I certify that the foregoing are the true and correct Minutes of the October 13, 2020 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Roy de León

**Presentation on Tax Resale of Struck-off Properties by Starr County  
Commissioners Court**

Linebarger Goggan Blair Sampson, LLP, has provided notice that the Starr County Commissioners Court has authorized a tax resale of struck-off properties by public auction on Tuesday, December 1, 2020 at 10:30 a.m. at the Courthouse located at 401 N. Britton, Rio Grande City, Texas.

The firm identified ten properties which were previously put up for tax sale but failed to receive the minimum bids, and were therefore struck-off to taxing entities. All properties were non-homestead designated and no longer have a right of redemption.

Mr. Michael Cano will be available to respond to questions on the Tax Resale properties authorized by the County of Starr and scheduled for December 1, 2020. While Linebarger Goggan Blair & Sampson, LLP has advised that no formal action is required by the South Texas College Board of Trustees, they have provided the information in the event that the College has an interest in or concern with the proposed proceedings.

The proposed tax resale property information is provided in the packet for the Committee's review.

No action is requested at this time.

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

ATTORNEYS AT LAW  
1512 S. Lone Star Way  
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500  
Facsimile: (956) 383-7820

October 14, 2020

Dr. Shirley A. Reed, President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, Texas 78501

RE: Tax Resale Properties

Dear Dr. Reed,

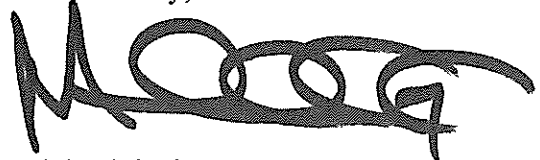
Enclosed is a signed resolution recently approved by Starr County Commissioners Court authorizing our firm to proceed with the tax resale of the struck-off properties listed on attached Exhibit A. The tax resale will take place at the South Side Doors of the Courthouse, located at 401 N. Britton, Rio Grande City, Texas, (by public auction) on Tuesday, **DECEMBER 01, 2020**, at 10:30 am.

All of the properties listed on Exhibit A were previously foreclosed upon and put up for tax sale, but the properties failed to receive the required minimum bids and were therefore struck-off to the taxing entities. Additionally, all of the properties were *non-homestead* designated properties and no longer have a right of redemption. In accordance with Sec. 34.05 of the Texas Property Tax Code, our firm will proceed to place the properties up for *resale* at a public auction on December 01, 2020, and the proceeds will be applied pro-rata amongst *all* of the taxing entities respective interest in each property.

This item does not need to be placed on your agenda for official approval; it is being provided to you for *informational* purposes only. However, I strongly recommend reviewing the attached Exhibit A and *immediately* contact my office if your taxing entity has an interest/concern in a particular property and wishes that it not be sold. Otherwise, all of the properties will be sold on December 01, 2020, without any further approval by any of the interested taxing entities.

If you have any questions about any particular property and/or about the tax sale/resale process, please do not hesitate to contact me.

Respectfully,

A handwritten signature in dark ink, appearing to read "M. G. Cano", with a stylized flourish at the end.

Michael G. Cano  
Partner

\_\_\_\_\_ RESOLUTION NO.

AUTHORIZING THE RESALE OF PROPERTIES ON THE ATTACHED AND INCORPORATED EXHIBIT A, WHICH WERE ALL FORECLOSED ON UPON MORE THAN SIX (6) MONTHS AGO FOR FAILURE TO PAY AD VALOREM TAXES DUE TO THE COUNTY OF STARR, IN ACCORDANCE WITH SEC. 34.05 (C) OF THE TEXAS PROPERTY TAX CODE.

WHEREAS, the County of Starr is a taxing entity in the State of Texas and is duly authorized to levy and collect taxes on property located within its taxing jurisdiction; and

WHEREAS, the taxing authorities located within the County of Starr hold in trust all properties in their jurisdiction that were previously foreclosed upon and not sold at tax sale ("struck-off") because the opening bid was not met; and

WHEREAS, the County of Starr, as a taxing jurisdiction that is entitled to receive proceeds of the sale of such previously struck-off properties, desires that such properties be placed for resale in accordance with Sec. 34.05 of the Texas Property Code; and


WHEREAS, the County of Starr desires to receive the highest possible bid for each struck-off property so that such properties may be returned to the tax rolls; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY OF STARR THAT

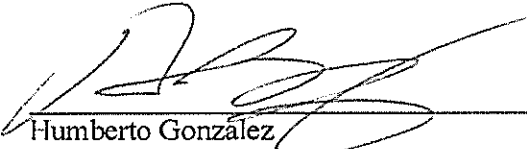
1. The governing body of the County of Starr authorizes its County Sheriff to resale the struck-off properties on the attached Exhibit A by public auction in accordance with Sec. 34.05 (c) of the Texas Property Tax Code and to accept the highest bid for each struck-off property.
2. After such resale is conducted and monies received, the County of Starr authorizes its ad valorem tax attorneys (Linebarger) to pay all costs of resale in accordance with the Texas Property Tax Code and to prorate the remaining monies amongst all of the taxing jurisdictions in accordance with the balances found to be owed in the final judgment, which was approved by a court of proper jurisdiction.

3. The County of Starr authorizes its County Sheriff to execute the necessary resale deeds upon the payment of its prorated share of the tax resale proceeds without further action from this governing body.
4. This resolution is adopted in accordance with all requirements and is in effect as of October 13, 2020.

**County of Starr**

  
\_\_\_\_\_  
Hon. Eloy Vera  
County Judge, County of Starr

ATTEST:

  
\_\_\_\_\_  
Humberto González  
County Clerk, County of Starr



**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**STARR COUNTY TAX RESALE LIST**

#	SUIT NUMBER	LEGAL DESCRIPTION	ACCOUNT NUMBER
01	TS-94-40	Lot 19, El Bosque Subdivision, Unit 1, Starr County, Texas, as describe in Volume 2, Page 188, official deed records of Starr County, Texas. Parcel No. 26047	(26047) 07400-00000-01900-000000
02	TS-00-29	Tract 7: Lot 16, block "B", Muniz Subdivision, an addition to Starr County, Texas, according to the map or plat thereof, recorded in volume 1, page 156, map records of Starr County, Texas.	(50130) 12500-00002-01600-000000
03	TS-04-41	Tract 2: 0.344 acre, more or less, being Lot 1, Block 6, Community of Salineno, Starr County, Texas, as described in Volume 830, Page 786, Official Records of Starr County, Texas.	(3819) 21000-00600-00100-000000
04	TS-08-102	Tract 2: Lot 1, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54466) 13200-01000-00100-000000
05	TS-08-102	Tract 3: Lot 2, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54467) 13200-01000-00200-000000
06	TS-08-102	Tract 4: Lot 3, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54468) 13200-01000-00300-000000
07	TS-08-102	Tract 5: Lot 4, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54469) 13200-01000-00400-000000
08	TS-08-102	Tract 6: Lot 5, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54470) 13200-01000-00500-000000
09	TS-08-102	Tract 7: Lot 12, Block 10, Los Olmos Addition, Original Townsite of Rio Grande City, Starr County, Texas, according to the map or plat thereof recorded in Volume 62, Page 323, Map Records of Starr County, Texas.	(54477) 13200-01000-01200-000000
10	TS-10-112	Tract No. 3: Lot 6, of the South half of Block 49, Town of Rio Grande City, Starr County, Texas, as described in Volume 530, Page 848, Official Records of Starr County, Texas	(62376) 14500-04900-00600-000100

**DISCLAIMER—RESALE LIST IS PRELIMINARY AND SUBJECT TO CHANGE**

## **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 November 24, 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 Item**

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

#### **1) Computer Lab Management Software (Award)**

Award the proposal for computer lab management software to **Computer Lab Solutions/dba LabStats** (Idaho Falls, ID), at a total amount of \$6,600.00 for a period of one (1) year with the option to renew for two (2) additional years.

Purpose – The computer lab management software will enable the Learning Commons and Open Labs Department to efficiently manage its computer and software assets.

Justification and Benefit – A computer lab management software is necessary to manage computers and software in open computer labs throughout the College district, including student computers in libraries, open labs, information commons, and extended hours spaces. In addition to providing computer asset accountability, this cloud-based software service will enhance operational efficiency by enabling the Learning Commons and Open Labs Department to track the use of specific software applications, which will yield valuable real-time data about student demand for each software application and informed decisions on software license renewals. This software also will provide users with online, real-time availability maps for computers and software throughout the College district. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – Proposal documents were advertised on August 5, 2020 and August 12, 2020 and issued to three (3) vendors. Two (2) responses were received on September 4, 2020 and reviewed by Library and Learning Support Services, Learning Commons and Open Labs, Information Technologies, Information Security Office, and Purchasing Department. Of the two proposals, one did not qualify because it did not meet the requirement of being a cloud-based infrastructure solution.

Funds for this expenditure are budgeted in the Learning Commons and Open Labs budget for FY 2020 – 2021.

## **2) Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I (Award)**

Award the proposal for the Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,788.33.

**Purpose** – The Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed with the recent bond construction. The upgrade to the equipment will allow the audio visual systems in the Nursing and Allied Health Campus original building A high priority classrooms to support the digital video signals that are now standard on all new devices. This upgrade will improve faculty instruction and student success by enabling use of podiums, projectors, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building only replacement of outdated analog audio visual equipment.

**Justification and Benefit** – This project will upgrade twenty-one (21) classroom spaces at the Nursing and Allied Health campus to the college digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instruction and student presentations. This will also aid in supporting the newly established Bachelor of Nursing program by providing modern, high-quality equipment for instruction, and student learning. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

**Background** – Proposal documents were advertised on September 30, 2020 and October 7, 2020 and issued to nine (9) vendors. Three (3) responses were received on October 15, 2020 and reviewed by Educational Technologies, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2020 – 2021.

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

### **3) Furniture (Purchase)**

Purchase furniture through an OMNIA Partners Cooperative Purchasing Program approved vendor, at a total amount of \$70,857.20.

#	Vendor	Amount
A	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$ 70,857.20
Furniture Total		\$ 70,857.20

The purchases can be summarized as follows:

- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)

- ⇒ Pecan Campus
  - 235 Chairs for the Centers for Learning Excellence

Fund for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2020 – 2021.

#### 4) LED Lamps (Purchase)

Purchase LED lamps from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards - Buyboard approved vendor, at a total amount of \$109,995.20.

Purpose – Facilities Operations and Maintenance is requesting to purchase one thousand one hundred twenty (1,120) LED lamp retrofit kits, which will replace fluorescent lamps at the Pecan Campus.

Justification and Benefit – As part of one of the 2021 projects, Facilities Operations and Maintenance would like to continue replacing fluorescent lamps with LED lamps at the Pecan Campus. This will be the fourth phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have a long life, and improve safety. LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the District Wide Interior LED Light Upgrade budget for FY 2020 – 2021.

#### 5) Business Skills Training Services (Renewal)

Renew the business skills training services contracts for the period beginning February 1, 2021 through January 31, 2022 as follows:

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

**Purpose –** The Office of Continuing Professional and Workforce Education is requesting to renew the contracts for corporate and business skills training services to serve the community and College.

**Justification and Benefit –** The business skills training services provide the development of skills used in corporate and business workplace settings. These trainings are to be provided to staff of client firms through the College's Department of Continuing Professional and Workforce Education. The contract renewal for each vendor will be based upon the services provided, pricing, and availability to provide required services.

If the contract with Leadership Empowerment Group is renewed, the South Texas College Continuing Education and Professional Workforce Education team would be responsible for registration and other administrative duties. The College would then receive a thirty (30) percent service fee, based upon tuition, for this administrative service. The College has used their services to a limited expense and this recovery of charge has been assessed and collected in the past.

**Background –** The Board awarded the contracts for business skills training services at the January 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins February 1, 2021 and ends January 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/28/20	2/1/20 – 1/31/21	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		2/1/21 – 1/31/22

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

#### **6) Catering Services (Renewal)**

Renew the catering services contracts for the period beginning November 28, 2020 through November 27, 2021, at an estimated amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Bread and Butter Bakery Caffee</b> (McAllen, TX)	<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)
<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)
<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)	<b>Siempre Natural</b> (Mission, TX)

Purpose – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community throughout the fiscal year on an as needed basis only. These vendors are utilized when the South Texas College cafeterias are not available.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings. The vendors provide sandwiches, salads, soups, pizza, variety of trays, wraps, breakfast tacos, plate lunches, pastries, desserts, and drinks.  
**EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for catering services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 28, 2020 and ends November 27, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/28/19 – 11/27/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		11/28/20 – 11/27/21

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 various auxiliary budgets for FY 2020 – 2021.

#### **7) Equipment Rental Services (Renewal)**

Renew the equipment rental services contracts for the period beginning December 1, 2020 through November 30, 2021, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marentco, Inc. / dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	<b>Space Jump Rentals</b> (Pharr, TX)

Purpose – Student Activities and the Office of Public Relations and Marketing are requesting to renew the contracts which are used to rent various types of equipment, tables, chairs, linens, and stages for various College events throughout the fiscal year on an as needed basis only.

Justification and Benefit – The rental services will be used for South Texas College sponsored events and student events at all campuses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for the equipment rental services at the November 26, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins December 1, 2020 and ends November 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	12/1/19 – 11/30/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		12/1/20 – 11/30/21

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 Student Activities and Public Relations and Marketing budgets for FY 2020 – 2021.

#### 8) Merchant Services (Renewal)

Renew the merchant services (credit card processing) contract with **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2020 through November 30, 2021, at an estimated annual cost of \$360,000.00, which is based on prior year expenditures.

Purpose – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by South Texas College with credit and debit cards.

Justification and Benefit – The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations and cafeterias throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins December 1, 2020 and ends November 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		12/01/20 – 11/30/21

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

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

#### 9) Reprographic Services (Renewal)

Renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2020 through December 11, 2021, at an estimated amount of \$15,000.00, which is based on prior year expenditures.

Purpose – Facilities Planning and Construction is requesting reprographic services for the various construction and renovation projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manuals for the contractors that are interested in submitting proposal. These documents and manuals are various sizes, which require these services. It is also required that all documents and manuals be tracked when released. At the time of release, the contractors will be required to provide a deposit to obtain the documents.

Background – The Board awarded the contracts for reprographic services at the December 4, 2018 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins December 12, 2020 through December 11, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/04/18	12/12/18 – 12/11/19	2 – one year options
1 <sup>st</sup> Renewal	10/29/19		12/12/19 – 12/11/20
2 <sup>nd</sup> Renewal	11/24/20		12/12/20 – 12/11/21

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

Funds for this expenditure are budgeted in the Facilities Planning and Construction and various construction budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

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

### **10)Computers and Laptops (Purchase)**

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$61,105.81.

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

An itemized list with justification is included for your review and information. Information Technology used the following criteria when recommending the purchase of technology:

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



The purchases can be summarized as follows:

- Staff Computers
  - ⇒ 19 Computers for Pecan IT Bldg.-M Office & Workplace Renovation
  - ⇒ 1 Computer for Music Program
- Staff Laptops
  - ⇒ 2 Laptops for Learning Commons and Open Labs
  - ⇒ 1 Laptop for Resource Development Management and Compliance
- Faculty Laptops
  - ⇒ 1 Laptop for Kinesiology Program
  - ⇒ 3 Laptops for Diesel Technology Program
  - ⇒ 3 Laptops for Computer Science Program
  - ⇒ 1 Laptop for College Success
  - ⇒ 1 Laptop for Education Program
  - ⇒ 1 Laptop for Psychological Science Program
- Student Laptops
  - ⇒ 10 Laptops for Art Program
  - ⇒ 5 Laptops for Biology Program
  - ⇒ 1 Laptop for HVACR Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Pecan IT Bldg.-M Office & Workplace Renovation, Music Program, Chemistry Program, Learning Commons and Open Labs, Resource Development Management and Compliance Department, Kinesiology Program, Mathematics Program, Child Development Program, Diesel Technology Program, Computer Science Program, College Success, Education Program, Art Program, Biology Program, Psychological Science Program, and HVACR Program.

**Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 24, 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 Item**

**A. Award of Proposals**

- 1) **Computer Lab Management Software (Award):** award the proposal for computer lab management software to **Computer Lab Solutions/ dba LabStats** (Idaho Falls,

ID), at a total amount of \$6,600.00 for a period of one (1) year with the option to renew for two (2) additional years;

- 2) **Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I (Award):** award the proposal for the Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,788.33;

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

- 3) **Furniture (Purchase):** purchase furniture through an OMNIA Partners Cooperative Purchasing Program approved vendor, at a total amount of \$70,857.20;

#	Vendor	Amount
A	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$70,857.20
Furniture Total		\$70,857.20

- 4) **LED Lamps (Purchase):** purchase LED lamps from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,995.20;

- 5) **Business Skills Training Services (Renewal):** renew the business skills training services contracts for the period beginning February 1, 2021 through January 31, 2022 as follows:

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

- 6) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2020 through November 27, 2021, at an estimated amount

of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Bread and Butter Bakery Caffee</b> (McAllen, TX)	<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)
<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)
<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)	<b>Siempre Natural</b> (Mission, TX)

- 7) **Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2020 through November 30, 2021, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marentco, Inc. / dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	<b>Space Jump Rentals</b> (Pharr, TX)

- 8) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2020 through November 30, 2021, at an estimated annual cost of \$360,000.00, which is based on prior year expenditures;
- 9) **Reprographic Services (Renewal):** renew the reprographic services contract with **RGV Reprographic, Inc.** (McAllen, TX), for the period beginning December 12, 2020 through December 11, 2021, at an estimated amount of \$15,000.00, which is based on prior year expenditures;

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

- 10) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$61,105.81.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$1,108,346.54.

**SOUTH TEXAS COLLEGE**  
**1. COMPUTER LAB MANAGEMENT SOFTWARE**  
**PROJECT NO. 20-21-1012**

<b>VENDOR</b>			Computer Lab Solutions/ dba LabStats	Sassafras Software, Inc.
<b>ADDRESS</b>			255 B St Ste 201	P O Box 150
<b>CITY/STATE/ZIP</b>			Idaho Falls, ID 83402	Hanover, NH 03755
<b>PHONE</b>			208-473-2222	603-643-3351
<b>FAX</b>				603-676-7671
<b>CONTACT</b>			Bre Myers	Marisa Devlin
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	1	Software Licenses Qty 1,100	\$ 6,600.00	\$ 5,915.00
2	1	Startup Fee	\$ 1,000.00	\$ -
3	1	COVID Introductory Discount, 33% discount valid for 3 years		\$ (1,951.00)
4	Notes		One-time startup fee of \$1,000 has been waived.	For budget planning: the estimated price for a one year subscription renewal to support 1,100 clients will be \$3,964.
<b>TOTAL PROPOSAL AMOUNT</b>			\$ 6,600.00	\$ 3,964.00
<b>TOTAL EVALUATION POINTS</b>			92.25	****
<b>RANKING</b>			1	****

\*\*\*\*The vendor did not meet the required specifications, therefore was not evaluated.

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

**SOUTH TEXAS COLLEGE**  
**1. COMPUTER LAB MANAGEMENT SOFTWARE**  
**PROJECT NO. 20-21-1012 -- EVALUTION SUMMARY**

VENDOR		Computer Lab Solutions/ dba LabStats	
ADDRESS		255 B St Ste 201	
CITY/STATE/ZIP		Idaho Falls, ID 83402	
PHONE		208-473-2222	
CONTACT		Bre Myers	
1	The purchase price. (up to 40 points)	40	40
		40	
		40	
		40	
		40	
		40	
		40	
2	The reputation of the vendor's goods or services. (up to 15 points)	12	13.5
		14	
		13	
		14	
		13	
		14	
		14	
3	The quality of the vendor's goods or services. (up to 16 points)	13	14.5
		15	
		13	
		16	
		13	
		16	
		15	
4	The extent to which the goods or services meet the district's needs. (up to 20 points)	15	17.25
		18	
		15	
		18	
		15	
		20	
		19	
5	The vendor's past relationship with the district. (up to 3 points)	2	2
		2	
		2	
		2	
		2	
		2	
		2	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
		0	
		0	
		0	
		0	
7	The total long-term cost to the district to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
		5	
		5	
		5	
		5	
TOTAL EVALUATION POINTS		92.25	
RANKING		1	

**SOUTH TEXAS COLLEGE**  
**1. 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>40</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>	13-15 8-12 3-7 0-2  Excellent Acceptable Marginal Poor/No Response
<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>	13-16 8-12 3-7 0-2  Excellent Acceptable Marginal Poor/No Response
<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>	16-20 11-15 6-10 0-5  Excellent Acceptable Marginal Poor/No Response
<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>	3 2 1 0  Excellent Acceptable/New Vendor Marginal Poor/No Response
<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>	1 0  Yes No
<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	<b>5</b>	5 3-4 1-2 0  Excellent Acceptable/New Vendor Marginal Poor/No Response
<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**  
**2. NURSING AND ALLIED HEALTH ORIGINAL BUILDING A ANALOG TO DIGITAL AUDIO**  
**VISUAL UPGRADE PHASE I**  
**PROJECT NO. 20-21-1017**

<b>VENDOR</b>		Audio Visual Aids	Howard Technology Solutions, a Division of Howard Industries, Inc.	Network Cabling Services, Inc
<b>ADDRESS</b>		2903 N Flores St	36 Howard Dr	12626 Fuqua St
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78212	Ellisville, MS 39437	Houston, TX 77034
<b>PHONE</b>		800-422-1282	601-425-3181	281-484-1777
<b>CONTACT</b>		Ernest Mendez	Darlene Parker	Mark Veltri
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Nursing and Allied Health Original Building A Analog to Digital Audio Visual Upgrade Phase 1	\$ 369,788.33	\$ 362,811.84	\$ 448,238.65
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 369,788.33	\$ 362,811.84	\$ 448,238.65
<b>TOTAL EVALUATION POINTS</b>		94.39	93.07	75.91
<b>RANKING</b>		1	2	3

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

**SOUTH TEXAS COLLEGE**  
**2. NURSING AND ALLIED HEALTH ORIGINAL BUILDING A ANALOG TO DIGITAL AUDIO VISUAL UPGRADE**  
**PHASE I**  
**PROJECT NO. 20-21-2017 -- EVALUATION SUMMARY**

VENDOR		Audio Visual Aids		Howard Technology Solutions, a Division of Howard Industries, Inc.		Network Cabling Services, Inc.	
ADDRESS		2903 N Flores St		35 Howard Dr		12626 Fuqua St	
CITY/STATE/ZIP		San Antonio, TX 78212		Ellisville, MS 39436		Houston, TX 77034	
PHONE		800-422-1282		601-425-3181		281-484-1777	
FAX							
CONTACT		Ernest Mendez		Darlene Parker		Mark Veltri	
1	The purchase price. (up to 45 points)	44.15	44.15	45	45	36.42	36.42
		44.15		45		36.42	
		44.15		45		36.42	
		44.15		45		36.42	
		44.15		45		36.42	
		44.15		45		36.42	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	14	14.16	14	12.75	14	10.33
		15		13		13	
		15		14.5		13	
		14		8		10	
		12		12		10	
		15		15		2	
3	The quality of the vendor's goods or services. (up to 16 points)	15	15	15	14.5	14	11
		16		16		16	
		16		16		15	
		12		8		10	
		15		16		9	
		16		16		2	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	19	18.25	19	18.16	19	16.66
		19.5		20		14	
		20		20		20	
		15		14		15	
		16		16		16	
		20		20		16	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.83	3	2.66	2	1.5
		3		3		2	
		3		3		2	
		3		2		2	
		2		2		1	
		3		3		0	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
TOTAL EVALUATION POINTS		94.39		93.07		75.91	
RANKING		1		2		3	

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**  
**2. 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  
3. DISTRICT WIDE FURNITURE REQUEST  
NOVEMBER 24, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	235	1052FT3,UP Rio Light Task Chair, Upholstered Seat & Back, Armless	\$256.52	\$60,282.20	Centers for Learning Excellence - Lynell R. Williams
					Replacement of chairs with a suitable material that can be cleaned and
					sanitized after each use, for the safety of our students and staff.
2	1	Labor to receive, inspect, deliver, install and remove debris	\$10,575.00	\$10,575.00	
		<b>Exemplis Corporation Total</b>		<b>\$70,857.20</b>	
		<b>Furniture Total</b>		<b>\$70,857.20</b>	

**SOUTH TEXAS COLLEGE****4. LED LAMPS**

<b>VENDOR</b>			Bush Supply Company	
<b>ADDRESS</b>			2308 W Trenton Rd	
<b>CITY/STATE/ZIP</b>			Edinburg, TX 78539	
<b>PHONE</b>			956-618-2874	
<b>FAX</b>			956-618-3208	
<b>CONTACT</b>			Jerry Ollervidez	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1,120	Lance 24-30W LED Lamp/Retrofit Kit	\$ 98.21	\$ 109,995.20
2	1	Shipping and Handling	\$ -	
<b>TOTAL PURCHASE AMOUNT</b>			\$ 109,995.20	



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

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

5a

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

November 3, 2020

Leadership Empowerment Group  
Attn: Barbara Baggerly-Hinojosa  
805 S Missouri  
Mercedes, TX 78570

Dear Ms. Baggerly-Hinojosa:

On January 28, 2020, South Texas College awarded a contract to Leadership Empowerment Group for Business Skills Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2021 through January 31, 2022.

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 January 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

t (956) 872-4681  
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5b

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November 3, 2020

World-Class Training  
Attn: Martha A. Valdez  
P O Box 4046  
Brownsville, TX 78523-4046

Dear Ms. Valdez:

On January 28, 2020, South Texas College awarded a contract to World-Class Services for Business Skills Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2021 through January 31, 2022.

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 January 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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6a

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

November 3, 2020

Amigos Del Valle, Inc.  
Attn: Alejandro Guerra  
4138 Crosspoint Blvd  
Edinburg, TX 78539

Dear Mr. Guerra:

On October 29, 2019, South Texas College awarded a contract to Amigos Del Valle, Inc. for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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November 3, 2020

Atencion Selecta, LLC. / dba Teresita's at Los Lagos  
Attn: Rodolfo Sanchez-Rendon  
2719 Leslie St  
Edinburg, TX 78539

Dear Mr. Sanchez-Rendon:

On October 29, 2019, South Texas College awarded a contract to Atencion Selecta, LLC. / dba Teresita's at Los Lagos for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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November 3, 2020

Bread and Butter Bakery Caffee  
Attn: Camilo Garza  
1126 Pecan Blvd  
McAllen, TX 78501

Dear Mr. Garza:

On October 29, 2019, South Texas College awarded a contract to Bread and Butter Bakery Caffee for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





Purchasing Department  
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6d

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November 3, 2020

Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> & Nolana  
Attn: Lindsey Bushey  
2709 W Nolana Ave  
McAllen, TX 78504

Dear Ms. Bushey:

On October 29, 2019, South Texas College awarded a contract to Luis Magdaleno/dba Chick-Fil-A 27<sup>th</sup> & Nolana for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The second renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



Purchasing Department  
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t (956) 872-4681  
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November 3, 2020

Chick-Fil-A Sharyland Towne Crossing  
Attn: Jennifer L. Venecia  
2501 E US Expressway 83  
Mission, TX 78572

Dear Ms. Venecia:

On October 29, 2019, South Texas College awarded a contract to Chick-Fil-A Sharyland Towne Crossing for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The second renewal period will be from November 28, 2020 through November 27, 2021 which includes a 6% 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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November 3, 2020

Coastal Deli, Inc./ dba Jason's Deli  
Attn: Merle E. Houston III  
6000 S Staples Ste. 300  
Corpus Christi, TX 78413

Dear Mr. Houston III:

On October 29, 2019, South Texas College awarded a contract to Coastal Deli, Inc. /dba Jason's Deli for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The second renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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November 3, 2020

Cornerstone Catering  
Attn: Roberto Ravelo  
4406 Santa Fabiola  
Mission, TX 78572

Dear Mr. Ravelo:

On October 29, 2019, South Texas College awarded a contract to Cornerstone Catering for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



Purchasing Department  
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November 3, 2020

Pizza Hut Muy Pizzas Tejas  
Attn: Rico Flores  
17890 Blanco Rd Ste. 401  
San Antonio, TX 78232

Dear Mr. Flores:

On October 29, 2019, South Texas College awarded a contract to Pizza Hut Muy Pizza Tejas for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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f (956) 872-4688

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November 3, 2020

Pizza Properties Inc. dba Peter Piper Pizza  
Attn: Polly H. Vaughn  
4445 N Mesa Ste. 100  
El Paso, TX 79902

Dear Ms. Vaughn:

On October 29, 2019, South Texas College awarded a contract to Pizza Properties Inc. dba Peter Piper Pizza for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 2021 which includes a 3% 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

t (956) 872-4681  
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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

November 3, 2020

Siempre Natural  
Attn: Paul Gonzalez  
2310 E. Expressway 83 Ste. 1  
Mission, TX 78572

Dear Mr. Gonzalez:

On October 29, 2019, South Texas College awarded a contract to Siempre Natural for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 28, 2020 through November 27, 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 November 27, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

7a

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

November 3, 2020

Briggs Equipment  
Attn: Mr. Mike Gonzalez  
1213 W. Expressway 83  
Pharr, TX 78577

Dear Mr. Gonzalez:

On November 26, 2019, South Texas College awarded a contract to Briggs Equipment for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from December 1, 2020 through November 30, 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 November 30, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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

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

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

November 3, 2020

Marentco, Inc. / dba Tejas Events and Tents  
Attn: Mr. Mark Archer  
1212 N 23<sup>rd</sup> St.  
McAllen, TX 78501

Dear Mr. Archer:

On November 26, 2019, South Texas College awarded a contract to Marentco, Inc dba Tejas Events and Tents for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from December 1, 2020 through November 30, 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 November 30, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

7c

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

November 3, 2020

Rental World  
Attn: Mr. Bryan Wolf  
1020 E Business Hwy 83  
McAllen, TX 78501

Dear Mr. Wolf:

On November 26, 2019, South Texas College awarded a contract to Rental World for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from December 1, 2020 through November 30, 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 November 30, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

7d

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

November 3, 2020

Space Jump Rentals  
Attn: Mr. Carlos Rodriguez  
813 W Ferguson Ave  
Pharr, TX 78577

Dear Mr. Rodriguez:

On November 26, 2019, South Texas College awarded a contract to Space Jump Rentals for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from December 1, 2020 through November 30, 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 November 30, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

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

November 3, 2020

BBVA Merchant Services provided by First Data Merchant Services, LLC.

Attn: Gina Lobato  
3900 N. 10<sup>th</sup> Street  
McAllen, Texas 78501

Dear Ms. Lobato,

On November 26, 2019, South Texas College awarded a contract to BBVA Merchant Services provided by First Data Merchant Services, LLC for Merchant Services. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for one additional one-year period. The first renewal period will be from December 1, 2020 through November 30, 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,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 30, 2021 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

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

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

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



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

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

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

November 3, 2020

RGV Reprographic, Inc.  
Attn: Ms. Teresa C. Smith  
519 S. Broadway  
McAllen, TX 78501

Dear Ms. Smith:

On December 4, 2018, South Texas College awarded a contract to RGV Reprographics, Inc. for Reprographic Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 12, 2020 through December 11, 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 December 11, 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**  
**10. DISTRICT WIDE TECHNOLOGY REQUEST**  
**NOVEMBER 24, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	19	Computer 3080 XCTO, i5-10500 Processor, 512GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20" Monitors, and Warranty	\$811.38	\$ 15,416.22	Pecan IT Bldg M Office/Workspace Renovation - Dr. Shirley Reed New systems for dept staff
2	1	27" inch iMac w/Retina 5K Display, 3.8 Ghz 8-Core, 10-Generation, Intel Core i7, 64GB Memory, 1TB SSD Storage, and 3 Yr AppleCare+Schoools iMac	\$ 3,338.00	\$ 3,338.00	Music Program - William Buhidar Replacement of non-working system for dept staff
		<b>COMPUTER TOTAL</b>		<b>\$ 18,754.22</b>	
<b>LAPTOPS</b>					
3	1	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive 8GB Memory, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, and Warranty	\$ 1,157.06	\$ 1,157.06	Kinesiology Program - Rebecca De Los Santos New system for dept faculty
4	10	Apple 13-Inch MacBook Pro with Touch Bar, 1.4GHz quadcore 8th Generation 512GB Hard Drive, 16GB Memory, and Apple Care Warranty	\$ 1,744.00	\$ 17,440.00	Art Program - Luis Corpus New systems for students
5	1	Laptop Latitude 5310 2-in-1 BTX, Intel Core i5-10310U, 256GB Hard Drive, 8GB Memory, Intel UHD 620 Graphics, Pen, Power Bank, and Warranty	\$ 1,336.59	\$ 1,336.59	Diesel Technology Program - Roy Trevino New system for dept faculty
6	1	Laptop Latitude 5310 2-in-1 BTX, Intel Core i5-10310U, 256GB Hard Drive, 8GB Memory, Intel UHD 620 Graphics, Pen, Power Bank, and Warranty	\$ 1,336.59	\$ 1,336.59	Diesel Technology Program - Roy Trevino New system for dept faculty
7	1	Laptop Latitude 5310 2-in-1 BTX, Intel Core i5-10310U, 256GB Hard Drive, 8GB Memory, Intel UHD 620 Graphics, Pen, Power Bank, and Warranty	\$ 1,336.59	\$ 1,336.59	Diesel Technology Program - Roy Trevino New system for dept faculty
8	1	Laptop Latitude 5300 2-in-1 XCTO, Intel Core i7-8665U, 512GB Hard Drive, 16GB Memory, Intel UHD 620 Graphics, and Warranty	\$ 1,551.34	\$ 1,551.34	Computer Science Program - Saeedi Molki New system for dept faculty
9	5	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive Battery, 8GB Memory, Intel UHD 620 Graphics, and Warranty	\$ 920.00	\$ 4,600.00	Biology Program - Maria Cervantes New systems for students
10	2	Laptop Latitude 5310 2-in-1 BTX, Intel Core i5-10310U, 256GB Hard Drive, 8GB Memory, Intel UHD 620 Graphics, Pen, Power Bank, and Warranty	\$ 1,336.59	\$ 2,673.18	Learning Commons and Open Labs - Jesus Campos New systems for dept staff
11	1	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive 8GB Memory, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, and Warranty	\$ 1,157.06	\$ 1,157.06	HVACR Program - Jose Vela New system for students
12	1	Apple 13-Inch MacBook Pro with Touch Bar, 1.4GHz quadcore 8th Generation 512GB Hard Drive, 16GB Memory, and Apple Care Warranty	\$ 1,562.00	\$ 1,562.00	Resource Development Mgmt and Compliance - Virginia Champion New system for dept staff

SOUTH TEXAS COLLEGE  
10. DISTRICT WIDE TECHNOLOGY REQUEST  
NOVEMBER 24, 2020

#	Qty	Description	Unit Price	Extension	Requesting Department
13	1	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive	\$ 1,157.06	\$ 1,157.06	College Success - Rene Zuniga
		8GB Memory, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse,			New system for dept faculty
		and Warranty			
14	1	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive	\$ 1,157.06	\$ 1,157.06	Education Program - Rene Zuniga
		8GB Memory, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse,			New system for dept faculty
		and Warranty			
15	1	Laptop Latitude 5410 BTX Base, Intel Core i5-10210U, 256GB Hard Drive	\$ 1,157.06	\$ 1,157.06	Psychological Science Program - Carlo Gonzalez
		8GB Memory, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse,			New system for dept faculty
		and Warranty			
16	2	Apple 13-Inch MacBook Air - Gold, 1.2GHz quadcore 10th Generation	\$ 2,365.00	\$ 4,730.00	Computer Science Program - Saeed Molki
		1TB Storage, 16GB Memory, Adapters, Sleeve, Backpack, and Apple Care Warranty			New systems for dept faculty
		<b>LAPTOP TOTAL</b>		<b>\$ 42,351.59</b>	
		<b>COMPUTER/LAPTOP TOTAL</b>		<b>\$ 61,105.81</b>	

### **Review and Recommend Action on Annual Investment Report for FY 2019 – 2020**

Approval of the Annual Investment Report for FY 2019 - 2020 will be requested at the November 24, 2020 Board of Trustees meeting.

Purpose – The State Auditor's Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College's Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration presents the Annual Investment Report to the Board of Trustees annually for approval, as required.

Reviewers – The College's Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor's Office follows in the packet for your information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 10, 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 November 24, 2020 Board meeting, the Annual Investment Report for FY 2019 – 2020, as presented.



# South Texas College

## Annual Investment Report (Including Deposits)

August 31, 2020  
Market Value

### Investment or Deposit Type

#### Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments  0.00

#### "Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments  5,589.70

#### Publicly Traded Debt & Similar Investments > 1 year maturity

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments > 1 year  0.00

**South Texas College**  
**Annual Investment Report (Including Deposits)**

**August 31, 2020**  
**Market Value**

Investment or Deposit Type	
<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	11,614,078.08
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	150,523,164.24
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	126,756,340.28
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
<b>Other - Cash on Hand</b>	11,810.00
<b>Total Short-Term Investments &amp; Deposits</b>	<b>288,905,392.60</b>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<b>288,910,982.30</b>

**Review and Discussion of Certificate of Achievement for Excellence in Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA) for the College's Comprehensive Annual Financial Report (CAFR)**

South Texas College was awarded the Certificate of Achievement for Excellence in Financial Reporting issued by Government Finance Officers Association of the United States and Canada (GFOA) for its Fiscal Year 2018 - 2019 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by the College, and reflects the College's commitment to financial integrity and accountability in all financial reporting.

**Purpose** – The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is to ensure that users of their financial statements have the information they need to do so themselves.

**Background** – This is the seventeenth consecutive year the award has been awarded to the College. The Fiscal Year 2019 - 2020 CAFR will also be submitted to the GFOA to be considered for this Certificate of Achievement.

The Business Office completed the first Comprehensive Annual Financial Report in compliance with the GFOA Certificate of Excellence in Financial Reporting requirements in FY 2002 – 2003. This fiscal year was the first year the College was eligible to submit the CAFR for consideration of the award because of the requirement that information from the previous ten (10) years is presented. In the FY 2002 – 2003 CAFR, financial information for a ten year period, FY 1993 – 1994 through FY 2002 – 2003, was presented.

Each CAFR is reviewed using a checklist of approximately 600 requirements, that is designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA. The requirements, which are greater than the standard requirements by the Texas Higher Education Coordinating Board (THECB), include such items as preparation and inclusion of a transmittal letter, and additional information in the footnotes and statistical tables. Reviewers are comprised of individuals from government, the public accounting profession, and academe who possess specialized expertise in governmental financial reporting.

Sixteen (16) of the fifty (50) Texas community colleges, including South Texas College, received the GFOA award for their FY 2017 - 2018 CAFR. The 2019 award winners have not been announced so far on the GFOA's website.

The annual CAFR prepared by the Business Office is audited by external auditors. The main components of the CAFR are as follows:

- Transmittal letter
- Management's discussion and analysis (MD&A)
- Financial statements
- Notes to the financial statements
- Required supplementary information schedules
- Statistical schedules
- Special reports

Enclosed Documents – A copy of the Certificate of Achievement for Excellence in Financial Reporting follows in the packet for the Committee's information.

Presenters - Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the November 10 , 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 to staff.



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**South Texas College**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

August 31, 2019

*Christopher P. Morrell*

Executive Director/CEO

### **Review and Recommend Action as Necessary on Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria**

Approval of Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria will be requested at the November 24, 2020 Board of Trustees meeting.

Purpose – A recommendation to the Board for the solicitation process and evaluation criteria of selecting Financial Advisor Services and Continuing Disclosure Services is requested.

Justification – At the October 27, 2020 Board meeting, the Board requested further analysis from staff on procurement methods and evaluation criteria for the Financial Advisor Services and Continuing Disclosure Services. Furthermore, the Board rejected all proposals that were received using the Request for Proposal solicitation process.

Background – On August 12, 2020 and August 19, 2020, the College advertised a Request for Proposal (RFP) for Financial Advisor Services and Continuing Disclosure Services for the period of November 1, 2020 through October 31, 2021 with two (2) one-year options to renew. A two (2) month extension for the Financial Advisor Services agreement with Hilltop Securities, Inc. for the period of September 1, 2020 through October 31, 2020 was approved by the Board on August 25, 2020. In addition, a four (4) month extension for the Financial Advisor Services agreement with Hilltop Securities, Inc. for the period of November 1, 2020 through February 28, 2021 was approved by the Board on October 27, 2020. The current contract for Continuing Disclosure Services agreement with Hilltop Securities was approved by the Board of Trustees on June 27, 2017 for five (5) years with automatic annual renewals and a thirty (30) day cancellation option.

During the Board of Trustees meeting held on October 27, 2020, the Board rejected all proposals for Financial Advisor Services and Continuing Disclosure Services that were received and requested that further discussion take place at the November Finance Committee meeting. Furthermore, the Board discussed combining the Financial Advisor Services and Continuing Disclosure Services solicitation, and requested further analysis of the solicitation process (RFQ and RFP), evaluation criteria, and evaluation ratings.

Legal Counsel advised that the Financial Advisor Services and Continuing Disclosure Services may be solicited as a Request for Qualifications or a Request for Proposal.

Additional information is provided below regarding the solicitation process, Request for Qualifications (RFQ) or a Request for Proposal (RFP), when soliciting for Financial Advisor Services and/or Continuing Disclosure Services.

- A Request for Qualifications (RFQ) is a qualifications-based two (2) step selection process. It is not a proposal, therefore it does not require that fees be disclosed. An RFQ is a document that asks potential vendors to detail their background and experience providing a specific good or service. The RFQ does not include any details on how the work would be performed or what the charges might be, instead it

only includes the vendor's skills and experience. The intent of an RFQ is to allow the Board to select who they determine is the most qualified for the project. The College has the opportunity to negotiate a fee with the final selection.

- A Request for Proposals (RFP) is a request for vendors to submit their proposal for a project (goods and/or services). An RFP explains the goods that are needed and the requirements of the project (services) and then requests that interested bidders submit their plan for the work, estimate of costs, and other details relevant to the project such as the firm's history and capabilities. In evaluating vendor responses, the RFP contains more information than an RFQ, such as a basis for a detailed comparison in purchase price, vendor reputation, quality of goods or services, extent to which the goods or services meet the College's needs, vendor's past relationship with the College, whether they are a historically underutilized business, etc.

Based on Legal Counsel's guidance, administration requests clarification from the Board regarding the following decisions:

	<b>Decisions</b>	<b>Legal Counsel Comments</b>	<b>Notes/Recommendation</b>
1	Should the solicitation process be an RFQ or RFP?	Both solicitations options are acceptable.	Both solicitation options are acceptable and have been used for these services by other entities.
2	Should solicitation be combined for both services or separately for each service?	Solicitation may be conducted for both services combined or separately for each service.	Both solicitation options are acceptable and have been used for these services by other entities.
3	Which evaluation criteria should be used?	Evaluation criteria options are at the Board's discretion.	Proposed evaluation criteria are included below.
4	Which evaluation ratings should be used?	Evaluation rating options are at the Board's discretion.	Proposed evaluation criteria ratings are included below.
5	Other discussion points: <ul style="list-style-type: none"> <li>• Should the evaluation team be staff or the Board of Trustees?</li> <li>• Should solicitation include the possibility of a vendor presentation to the Board?</li> </ul>	<p>Either the staff or the Board of Trustees may evaluate the responses.</p> <p>Presentations by the vendors are an option for the Board or Committee.</p>	

**Evaluation Criteria – Request for Qualification (Exhibit A)**

The Evaluation Committee, Purchasing Staff, and Legal Counsel developed proposed evaluation criteria and evaluation ratings for the Request for Qualification for the Committee's consideration and are included in Exhibit A and are as follows:

- 1) Qualifications of staff to be assigned to the College (up to 40 points)
  - a. The qualifications of the staff assigned to the College regarding their background, years and type of experience, education and professional licenses and certifications, number of bond issues engaged in, size of bond issues, and type of bond issues.
  - b. References (including personal knowledge and experience with College staff).
- 2) Experience with Texas Community College Districts (up to 50 points)
  - a. Overall public finance experience and track record of the firm.
  - b. Specific experience of the firm and staff with debt obligations issued by Texas Community College Districts.
- 3) Regulatory Matters (up to 10 points)
  - a. Investigations and litigations information provided.

**Evaluation Criteria – Request for Proposal (Exhibit B)**

The evaluation criteria and evaluation ratings utilized for the Request for Proposal previously issued are included for the Committee's reference and consideration in Exhibit B.

Upon Finance, Audit, and Human Resources Committee's response to these questions and approval of a plan, administration would propose the criteria for review at the November 24, 2020 Board of Trustees meeting and approval by the Board.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing will be present at the November 10, 2020 Finance, Audit and Human Resources Committee meeting to address any questions by the Committee.

Enclosed Documents – The proposed Request for Qualification Evaluation Criteria (Exhibit A) and the Request for Proposal Evaluation Criteria (Exhibit B) follow in the packet for Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 24, 2020 Board of Trustee meeting as necessary to determine the method that will be used for soliciting Financial Advisor and Continuing Disclosure Services, who will evaluate the responses for the solicitation, the criteria that will be used to evaluate, and will the vendors be presenting to the Board.



**SOUTH TEXAS COLLEGE  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
EVALUATION CRITERIA**

			<b>Financial Advisor and Continuing Disclosure Services</b>		
			<b>Score Key</b>		<b>Points</b>
<b>1</b>	<b>Qualifications of staff to be assigned to the College (up to 40 points)</b>		30-40 20-29 10-19 0-9	Excellent Acceptable Marginal Poor	40
	1.1	The qualifications of the staff assigned to the College regarding their background, years and type of experience, education and professional licenses and certifications, number of bond issues engaged in, size of bond issues, and type of bond issues.			
	1.2	References (including personal knowledge and experience of College staff);			
<b>2</b>	<b>Experience with Texas Community College Districts (up to 50 points)</b>		39-50 26-38 13-25 0-12	Excellent Acceptable Marginal Poor	50
	2.1	Overall public Finance experience and track record of the firm			
	2.2	Specific experience of the firm and staff with debt obligations issued by Texas Community College Districts			
<b>3</b>	<b>Regulatory Matters (up to 10 points)</b>		7-10 4-6 1-3 0	Excellent Acceptable Marginal Poor	10
	3.1	Investigations and Litigations information provided.			

**Total Points**

100

## Exhibit B

### SOUTH TEXAS COLLEGE PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		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>35</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>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</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>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</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>15</b>	<b>12-15</b> <b>7-11</b> <b>3-6</b> <b>0-2</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	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b>  <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>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  <b>Five (5) points were used from the purchase price for this criterion.</b>	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b>  <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<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

### **Review and Recommend Action to Revise Policy #2500: Records Management**

Approval to revise Policy #2500: *Records Management* will be requested at the November 24, 2020 Board meeting.

Purpose – The proposed policy revisions are necessary to update Policy #2500 Records Management to reflect the College's current operations, procedures, and regulations relating to the management of records.

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

- To comply with the requirements of Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.
- To include duties and responsibilities of the Records Management Officer, Records Custodian, and Records Coordinator.
- To align the current operations of South Texas College as it relates to the creation, receipt, maintenance, preservation, and disposition of college records.

Background – South Texas College adopted Policy #2500: *Records Management* on November 9, 1995. The policy was previously revised on November 18, 2004.

The College has a records management program, applicable to all College departments, which includes following state requirements regarding the preservation, maintenance, retention, and disposal of records and identifying roles and responsibilities within the program.

Reviewers – The revised policy has been reviewed by staff, the Vice President for Finance and Administrative Services, President's Cabinet, Planning and Development Council Staff, and by STC Legal Counsel, Mr. Jesus Ramirez.

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

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

Mary Elizondo, Vice President for Finance and Administrative Services, and Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, 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 November 24, 2020 Board meeting, to revise Policy #2500: *Records Management* as presented and which supersedes any previously adopted Board policy.

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### I. Purpose

*South Texas College is committed to the management and disposition of College records in accordance with the Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.*

### II. Policy

~~It is the policy of South Texas College to establish, promote, and support an active and continuing program for the efficient, economical, and effective management and control over the use and disposition of its records consistent with the requirements of the Texas Local Government Records Act, Title 6, Subtitle C, Local Government Code.~~

*It is the policy of South Texas College to retain, allow public access to and dispose of College records in accordance with the Government Codes, Texas Public Information Act, Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.*

#### 1. ~~Records Management Program~~

##### ~~2.~~ 1. College Records Declared Public Property

College records, as hereafter defined, shall be created, ~~stored~~ *maintained*, and disposed of in accordance with the provisions of the *Texas Local Government Records Act, Texas Government Code, Chapter 552, this Records Management Policy* and College's Records Management Program and in no other manner.

All College records ~~as defined in paragraph (1a) of this policy~~ are declared to be the property of South Texas College. No employee ~~shall have~~ *has*, by virtue of status or position, ~~any~~ *a* personal or property right to such records even though said employee may have ~~developed~~ *authored* or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

##### ~~6.~~ 2. ~~Development, Approval, and Authority of Records Management Plan~~ *Program*

a. The Records Management Officer shall develop and maintain a Records Management ~~Plan~~ *Program* for South Texas College ~~for submission to the President for approval~~. The ~~Plan~~ *Program* contains ~~policies~~ *policy* and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect ~~and the essential records of the College, and to~~ properly preserve ~~those College records that are of historical value~~. The ~~Plan~~ *Program* contains ~~policies~~ *policy* and procedures designed to enable the Records Management Officer to carry out the duties prescribed by ~~S~~ *state* law and this policy effectively.

~~Strikethrough denotes deletion~~  
*Italics denotes addition*

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- b. ~~Once approved by the President, the~~ The Records Management ~~Plan~~ *Program* is binding on all departments of South Texas College ~~and records are created, maintained, stored, microfilmed, or destroyed, including, but not limited to, creation, preservation, storage, and destruction of records, as appropriate.~~
- c. ~~State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this policy and the records management plan developed and approved by the President and may not be used by the department head as a basis for refusal to participate in the records management program of South Texas College.~~
- c. *State law relating to the duties, other responsibilities, or recordkeeping requirements of local government records do not exempt a department or the records in the department's care from the application of this policy and may not be used by the department as a basis for refusal to participate in the Records Management Program of South Texas College.*

### ~~3.~~ 3. Designation of Records Management Officer

The Vice President for Finance and Administrative Services, and the successive holders of said office, shall serve as the Records Management Officer for the College. As provided by ~~S~~ *s* state law each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library and Archives Commission within thirty (30) days of the initial designation or appointment to the office, ~~as applicable.~~

### ~~4.~~ ~~Administration of the Records Management Program~~

~~The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College.~~

### ~~5.~~ 4 Authority of the Records Management Officer

*The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College.* The Records Management Officer, with the advice and consent of the President of South Texas College, is authorized ~~and directed~~ to take such steps and institute such rules, procedures, and regulations as may be necessary to implement the Records Management Program in accordance with the *Texas Local Government Records Act*. In addition, ~~the~~ *T* the Records Management Officer, ~~with the advice and consent of the President of South Texas College,~~ is authorized to modify and amend the Records Management Program as may be necessary or desirable to comply with the terms and provisions of the Texas Local Government Records Act and the rules, regulations, and procedures established by the State officers or agencies authorized by law to administer the Texas Local Government Records Act.

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### ~~7.~~ 5. Duties *and Responsibilities* of Records Management Officer

In addition to other duties assigned in the policy, the Records Management Officer shall:

- a. ~~Administer~~ *Establish and develop policies and procedures for* the Records Management Program ~~and provide assistance to department heads in its implementation.~~
- b. ~~Establish a retention period for each College record~~
- c. ~~b. Plan, formulate, Identify and prescribe~~ *take adequate steps to preserve and protect* records disposition policies, systems, standards, and procedures
- d. ~~In cooperation with department heads, identify essential records and establish a disaster plan for each South Texas College office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense.~~
- e. ~~c. Develop procedures to ensure the permanent preservation of the historically valuable records of South Texas College~~ *Disseminate to the Board of Trustees, Record Coordinators, Record Custodians, and College Community information concerning state laws and Texas Local Government Records Act relating to local government records.*
- f. ~~Provide records management advice and assistance to all South Texas College departments.~~
- g. ~~d. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Program and the College's records control retention schedules are in compliance with state law~~ *the Texas Local Government Records Act.*
- h. ~~Disseminate to the President and department heads information concerning State laws and administrative rules relating to local government records.~~
- i. ~~e. Verify that the maintenance, preservation, microfilming, destruction, or other disposition of South Texas College records is carried out in accordance with this policy and procedures of the Records Management Program and the requirements of state law~~ *the Texas Local Government Records Act.*
- j. ~~Maintain records on the volume of records destroyed under approved records control schedules and the volume of records microfilmed or stored electronically.~~
- f. *Conducts periodic evaluation of the Records Management Program for accountability and program improvements.*

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### **8. 6. Duties and Responsibilities of ~~Department Heads~~ Record Custodians**

~~Each department head shall be the Records Liaison Officer for the department and, College departments are responsible for the proper management of the records in their custody. The Record Custodian shall have primary responsibility and accountability for the following duties in support of this policy:~~

- a. Assist the Records Management Officer in carrying out the ~~policies~~ **rules** and procedures **of the Records Management Program established at South Texas College for the efficient and economical management of records and in carrying out the Texas Local Government Records Act and requirements of this policy.**
- b. Adequately document the transaction of College business and the services, programs, and duties for which the department ~~head and the department head's staff~~ are responsible.
- c. *Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.*
- e. ~~Maintain the department's records and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the Records Management Program of South Texas College and the requirements of this policy~~

### **7 Duties and Responsibilities of Record Coordinators**

*College departments will identify a Record Coordinator. The Record Coordinator shall be accountable for including, but not limited to the following duties in support of this policy:*

- a. *Provide guidance to departmental personnel in all records management related issues.*
- b. *Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.*
- c. *Serve as the primary source for information pertaining to college records produced, received, and maintained by the department.*
- d. *Maintain a record inventory by identifying and recording the location of the records throughout the department.*
- e. *Assist in the maintenance and preservation of the department's records.*

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### **9.8. ~~Development, Approval, and Filing with the State the Records Control~~ *Records Retention Schedules and Records Control Schedules***

- a. The Records Management Officer, ~~in cooperation with~~ *Record Coordinators, and Records Custodians* ~~department heads, shall prepare~~ *will adhere to the records control retention schedules and records control schedules.* ~~s on a department by department basis listing all records created or received by the department and the retention period for each record type. These schedules shall be submitted through administrative channels to the Records Management Committee and shall require final approval by the President. Records control schedules shall also contain such other information regarding the disposition of the College records and the records management plan may require.~~
- b. *At the discretion of the Records Management Officer, the records control schedule will list and provide retention periods for records that are not listed on a record retention schedules.*
- ~~b c. Records~~ *Each records control schedule* shall be monitored ~~and recommended for amendment~~ as needed by the Records Management Officer, *Records Coordinators, and the Record Custodians* on a regular basis to verify ~~that it is in~~ compliance with records retention schedules issued by the *Texas State Library and Archives Commission* ~~State~~ and that it continues to reflect the recordkeeping procedures and needs of the department and the Records Management Program of South Texas College.
- ~~e d. A records control schedule or amended schedule for a department must be submitted through administrative channels to t~~ *The Records Management Officer and Record Custodian* ~~and shall require final approval by the President.~~ *review the records retention and control schedules of the College and prepare amendments to the schedules as needed to reflect new records created or received by the College or revisions to retention periods established in a records retention schedule issued by the Commission.*
- ~~d. Each record control schedule must be submitted to and accepted for filing by the director and librarian as provided by State law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.~~
- e. The records retention schedules adopted in Administrative Code 7.125 shall be considered minimum requirements and shall in no way affect the authority of the governing board to establish longer periods of time for which records are to be retained. The applicable records retention schedules adopted by South Texas College as issued by the Texas State Library and Archives Commission includes: Local Schedule GR - Records Common to all Governments; Local Schedule EL – Records of Elections and Voter Registration; Local Schedule TX – Records of Property Taxation; Local Schedule PS - Records of Public Safety Agencies; and Local Schedule JC – Records for Public Junior Colleges.*



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### ~~10. Implementation of Records Control Schedules~~

~~A records control schedule for a department that has been approved shall be implemented by department heads according to the policies and procedures of the Records Management Plan~~

### ~~11. 9. Destruction of Records Under Schedule~~

- a. A record ~~for which the retention period has expired on a records control schedule~~ shall be destroyed, in *accordance with the retention period*, unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department ~~head~~ requests in writing of the Records Management Officer that the record be retained for an additional period.
- b. Prior to the destruction of a record under ~~an approved~~ *a records control schedule* ~~and a records control schedule~~, authorization for the destruction must be obtained by the Records Management Officer ~~from the President~~.
- c. *A record listed on a records control schedule may be destroyed if its destruction has been authorized in the same manner as a record destroyed under a records retention schedule.*

### ~~12. Destruction of Unscheduled Records~~

~~A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.~~

### ~~13. Micrographics~~

~~Microfilming of records falls under the direct supervision of each department head. The Records Management Plan will establish procedures for the microfilming of College records, including procedure to ensure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in the rules of the Texas State Library and Archives Commission and subject to periodic review by the Records Management Officer.~~

## III. Definitions

- a. ~~“College Records” means documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by South Texas College or any of its officers or employees pursuant to law or in the transaction of public business.~~ *Commission – The Texas State Library and Archives Commission is composed of seven members appointed by the*

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*Italics denotes addition*

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*governor with the advice and consent of the senate. The Commission is the agency assigned responsibility for providing support to records management programs for state and local government.*

~~b. "Department head"—means the officer who by administrative policy is in charge of an office of South Texas College that creates or receives records.~~

~~e b. "Essential record " means any record of South Texas College necessary to the resumption or continuation of operations of South Texas College in an emergency or disaster, to the recreation of the legal and financial status of South Texas College, or to the protection and fulfillment of obligations to the people of the State~~ *Are vital records or mission-critical records, are the records necessary to resume or continue operations.*

*c. Local Government Record – Broadly means any document, including, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the College or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of College public business.*

d. "Permanent record " ~~means~~ *Any record of South Texas College for which the retention period of a records ~~control~~ retention schedule is given as permanent.*

e. "Records control schedule " ~~means~~ *A document prepared by or under the authority of the Records Management Officer listing the records maintained by South Texas College, their retention periods, and other records disposition information that the records management program may require.*

*f. Record Coordinator - Primary source for College records, assists Record Custodians and the department in records management related matters.*

*g. Record Custodian - Responsible and accountable for records under their custody. Record Custodians create the record and or is someone who is in regular contact with the record.*

~~f~~ *h. "Records m Management " - means* ~~The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, the control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.~~

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- g. i. “Records Management Officer” - means The person designated in the Records Management Policy.
- h. j. “Records Management Program” - ~~plan” means plan developed under this policy~~  
The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records.
- i. k. “Retention Period” - means The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record before it is eligible for destruction.
- l. Records Retention Schedule - Is a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing minimum mandatory retention schedules for local government records.

#### IV. History

<i>Origination Date Approved by Board</i>	<i>November 9, 1995</i>
<i>Dates Reviewed and Approved by Board</i>	<i>November 18, 2004 November 24, 2020</i>

~~Strikethrough denotes deletion~~  
*Italics denotes addition*

### **Discussion and Action as Necessary on Food Services Operation Plan for Spring and Summer 2021 Semesters**

Approval of Food Services operation plan for Spring and Summer 2021 semesters will be requested at the November 24, 2020 Board meeting.

Purpose – The Food Services operation plan is needed to determine operations for Spring and Summer 2021 semesters.

Justification – Food Services available to students and employees on the College's campuses must be provided in a cost-effective manner.

Background – On July 28, 2020, the Board approved the Food Services Operation Plan for the Fall 2020 semester. Food Services resumed operations at the start of the Fall 2020 semester to serve the students and employees at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, and Mid Valley Campus with a reduction in staffing and limited operations.

On October 13, 2020, an update was provided to the Finance, Audit, and Human Resources Committee regarding the Food Services decline in sales due to social distancing and the low number of students and employees on campus associated with the coronavirus pandemic.

As a result of the pandemic, face-to-face classes on campus were significantly reduced beyond expectation and employee's presence on campus was also reduced due to rotational work schedule to reduce the density on campus. The anticipated number of customers including students and staff has not been realized.

The table below reflects the number of customers for five locations for September and October 2020 in comparison with September and October 2019. The number of customers decreased by 41,844 or ninety-five percent (95%) in customers from 2020 to 2019. The number of customers per day at the different location ranges from 3 to 23. The customers are mainly employees since students are opting to not visit the cafeteria prior to or after their classes on campus.

<b>Food Services Number of Customers Comparison</b>				
<b>Months</b>	<b>2019</b>	<b>2020</b>	<b>Difference</b>	<b>%</b>
<b>September</b>	22,051	1,338	(20,713)	<b>-94%</b>
<b>October</b>	22,261	1,130	(21,131)	<b>-96%</b>
<b>Total</b>	<b>44,312</b>	<b>2,468</b>	<b>(41,844)</b>	<b>-95%</b>

The total expenditures exceeded revenue by \$20,064.25 in September and October 2020. Although a net loss in the operations was anticipated, the drastic reduction in customers was not, and a net loss of approximately \$55,000 is expected for the period of September through December 2020, which is not expected to be recovered in the remaining months of the fiscal

year. The net loss of approximately \$55,000 will be covered by other auxiliary fund operations or auxiliary fund balance.

The Spring and Summer 2021 semesters are projected to continue to have a reduced level of student enrollment and will also negatively impact the financial condition of the operation if services continue to be provided.

**Recommendations:**

As a result of the minimal number of customers due to COVID-19 restrictions and safety measures in place and the associated negative financial impact, Administration recommends discontinuing the Food Services operations effective December 16, 2020 and as a result will lay off three (3) full-time employees, end employment for two (2) temporary agency employees, and end employment for two (2) work study student employees.

Reviewers - The Vice President for Finance and Administrative Services has reviewed the information being presented.

Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee Meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 24, 2020 Board meeting, the Food Services operation plan for Spring and Summer 2021 semesters.

### **Discussion and Action as Necessary on Transportation Services Operation Plan for Spring 2021 Semester**

Approval of transportation services operation plan for Spring 2021 semester will be requested at the November 24, 2020 Board meeting.

Purpose – A transportation services plan is needed to determine operations for Spring 2021 semester.

Justification - The Interlocal Agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC) will expire on December 31, 2020 and a transportation services plan is needed to determine operations for Spring 2021 semester.

Background – On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020 through December 31, 2020.

For the Fall 2020 semester, the agreement included the following:

- LRGVDC agreed to fund all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line) totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

On October 13, 2020, an update was provided to the Finance, Audit, and Human Resources Committee regarding the decline in ridership due to social distancing and the low number of students and employees on campus associated with the coronavirus pandemic.

#### **Fall 2020 Ridership Activity**

The College's Transportation Services resumed operations on August 24, 2020, the first day of the Fall 2020 semester, offering reduced routes for the Yellow line with four (4) bus drivers returning from furloughed status.

The table below reflects the ridership count from LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the months of September and October 2020 as follows:

<b>Ridership Period of September and October 2020*</b>			
<b>Transportation Routes</b>	<b>LRGVDC*</b>	<b>South Texas College</b>	<b>Total</b>
Starr (Green Line 1)	105	-	105
Starr (Green Line 2)	82	-	82
Starr (Route 60/Roma)	30	-	30
Mid Valley (Purple)	38	-	38
Circulator (Yellow)	-	197	197
<b>Total</b>	<b>255</b>	<b>197</b>	<b>452</b>

\*LRGVDC ridership data is as of October 26, 2020. The Purple Line route has been canceled as of 10/12/20 due to staff turnover and reflects (16) passengers from 10/1/20 to 10/9/20.

The ridership numbers represent each trip taken between locations. As an example, a trip from the Pecan Campus to the Technology campus and returning to the Pecan Campus would be recorded as two (2) in the ridership report.

The table below compares the ridership with the previous year (September and October months only) and it reflects a 96% reduction in ridership.

<b>Ridership Comparison Period from 2019 to 2020</b>			
<b>Routes</b>	<b>September &amp; October 2019</b>	<b>September &amp; October 2020</b>	<b>% Reduction</b>
Yellow Line	5,500	197	-96%
Green Line	2,919	187	-94%
Green Line (Route 60-Roma)	1,917	30	-98%
Purple Line	1,741	38	-98%
<b>Total</b>	<b>12,077</b>	<b>452</b>	<b>-96%</b>

**Recommendation – Transportation Service Operation Plan – Spring 2021 Semester**  
LRGVDC offered to continue funding all costs for the Green Lines and Purple Line routes with reduced route service for the Spring 2021 semester only. LRGVDC did not extend this offer to the Summer 2021 semester and Administration will discuss the Summer 2021 semester transportation service operation plan at a later time.

Administration recommends the following:

- Accept the LRGVDC offer to fund all the costs for the operation of the Valley-Metro operated routes and enter into an agreement for the Spring 2021 semester as follows:
  - LRGVDC will continue Green Line 1 service.
  - LRGVDC will continue Green Line Route 60 (Roma) service.
  - LRGVDC will eliminate Green Line 2 service.
  - LRGVDC will continue the Purple Line service with modified and reduced routes.
- STC will maintain and continue operating the Yellow Line service and federal/state grant contributions will be received from LRGVDC to assist with the cost.

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

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

Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Acting Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager 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 November 24, 2020 Board meeting, the Transportation Services Operation Plan for Spring 2021 Semester.



### **Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Spring 2021 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 Spring 2021 semester, a five-month period of January 1, 2021 through May 31, 2021 will be requested at the November 24, 2020 Board meeting.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services between STC and the LRGVDC for the Spring 2021 semester is needed.

Justification – The Interlocal Agreement is intended to establish an intercampus bus route to serve all 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.

Background – On August 25, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fall 2020 Semester, a four-month period from September 1, 2020 through December 31, 2020.

#### **Fall 2020 Semester**

For the Fall 2020 semester, the agreement included the following:

- LRGVDC agreed to fund all the costs for routes to the Starr County Campus (Green Lines) and Mid Valley Campus (Purple Line) totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

The total costs for LRGVDC and South Texas College for the Fall 2020 semester 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
<b>Total</b>	<b>\$258,140</b>	<b>\$99,547</b>	<b>\$76,244</b>	<b>\$23,303</b>

### Spring 2021 Semester

LRGVDC offered to fund all costs for Green Line 1, Green Line – Roma, and Purple Line for the Spring semester only. The proposed interlocal agreement for the Spring 2021 semester includes the following terms:

- LRGVDC will continue Green Line 1 service.
- LRGVDC will continue Green Line Route 60 (Roma) service
- LRGVDC will eliminate Green Line 2 service.
- LRGVDC will continue the Purple Line Service with modified and reduced routes.
- STC will maintain and continue operating the Yellow Line service and federal/state grant contributions will be received from LRGVDC to assist with the cost.

The estimated total costs for LRGVDC and South Texas College for the Spring 2021 semester is as follows:

	LRGVDC	South Texas College		
Transportation Routes	Operating Cost for System - Approximate	Operating Cost for System	Grant Contribution	Net Cost
Starr (Green)	\$241,334	\$ -	\$ -	\$ -
Mid Valley (Purple)	77,944	-	-	-
Circulator (Yellow)	-	\$146,143	76,662	69,481
<b>Total</b>	<b>\$319,278</b>	<b>\$146,143</b>	<b>\$76,662</b>	<b>\$69,481</b>

The cost for all the routes for Spring 2021 semester exceed the cost for the Fall 2020 semester due to higher number of service days in the Spring 2021 semester.

The Transportation Plan for Summer 2021 semester is not included in the attached LRGVDC agreement.

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 Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, Vice President for Finance and Administrative Services, Acting Chief of Police for Department of Public Safety, Comptroller, and by the College's Legal Counsel. The Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft Interlocal Agreement follows in the packet for the Committee's information and review. The draft Interlocal Agreement was reviewed by the

College's Contract Manager and provided to LRGVDC and to the College's legal counsel for review.

Maribel Contreras and Tom Logan from the Lower Rio Grande Development Council (LRGVDC), Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Acting Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager, 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 November 24, 2020 Board meeting, the Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Spring and Summer 2021 Semester, a five-month period of January 1, 2021 through May 31, 2021, as presented and contingent upon approval by the LRGVDC.

**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 **January 1, 2021**, 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;

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 will 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, the Texas Department of Transportation (“TxDOT”) and the 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. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder 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 month for which ridership participation is being reported;
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, supply evidence of insurance coverage 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 the College determines would be effective at increasing participation and raising awareness of the service);
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, supply evidence of such insurance coverage 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 reimbursement vouchers with supporting documentation for its operating costs and maintenance expenses arising from operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College. (LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement is estimated to be \$76,662.00.) Each quarterly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

Prior to the implementation of the foregoing reimbursement structure, using any funds still available from the \$297,624.00 which LRGVDC received from the Corona Virus Aid, Relief and Economic Security (CARES) Act (the "Act") and allocated for payment to the College for the purposes contemplated in this Agreement, LRGVDC agrees to allocate from such funds and pay to the College an amount sufficient to cover all of the College's operating costs and maintenance expenditures which qualify for reimbursement under the Act. The College will submit to LRGVDC monthly expenditure reimbursement vouchers and will be reimbursed for one hundred (100) percent of its operating costs and maintenance expenses during the term of this Agreement until the CARES funds are completely expended following which the payment structure and reporting requirements described above shall go into effect. Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

LRGVDC agrees that during the term hereof, the College shall have no obligation to make any monetary contribution to LRGVDC as consideration for the services to be provided by LRGVDC under this Agreement.

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

“Match/In-Kind Report” refers to a written report which describes and provides supporting details concerning the value of the personnel services provided by the College in performing its obligations under this Agreement. The amount of the “in-kind” contribution will be calculated and reported as: a) the College employee’s gross hourly compensation multiplied by the actual hours dedicated by the 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 no more than thirty (30) days after the end of each fiscal year quarter (November, February, May, and August). The Reports will contain the following supporting documentation:

1. Documentation of any activity claimed as a Match/In-Kind contribution. All expenses claimed as Match/In-Kind must be incurred after the effective date of this Agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the period of time 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 contribution is drawn from local funds and that the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible to be applied as a matching contribution. The source must be identified.

## **V. TERM**

The term of this Agreement begins on **January 1, 2021** and expires on **May 31, 2021**. This Agreement may be renewed for two additional one-year periods by mutual written 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. 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.

## VIII. 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: Manuel Cruz, Executive Director for LRGVDC  
Phone: 956-682-3481  
Email: mcruz@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

## IX. 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 or modified 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. Neither party will be liable for failure or delay in performance to the extent caused by circumstances beyond its reasonable control.
8. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.
9. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, fuel for the Mid Valley (Purple) and Starr (Green) shuttle buses.
10. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
11. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
12. The 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.
13. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
14. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
15. 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.
16. 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, without limitation, inspections of buses, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
17. 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's services as part of its public transportation network.
18. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
19. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
20. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for 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 the buses to ensure that 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 connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and 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 in connection with any equipment used to provide services for the Mid Valley (Purple) or Starr (Green) bus lines 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 includes, without limitation, 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 officer 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 Agreement upon request of the College.

The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.

**South Texas College**

**Lower Rio Grande Valley Development  
Council**

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

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

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

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

DRAFT

## **EXHIBIT A**

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

DRAFT