

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, February 9, 2021 @ 5:30 p.m.**

**Agenda**

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

- I. Approval of January 12, 2021 Finance, Audit, and Human Resources Committee Minutes.....1-14
- II. Review and Discussion of the FY 2020 – 2021 Perkins Basic Grant Program: *Persisting through the Pandemic* ..... 15-19
- III. Review and Action as Necessary on Purchases and Renewals.....20-34
- IV. Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County ..... 35-38
- V. Review and Recommend Action on Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney’s Compensation ..... 39-41
- VI. Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022 ..... 42-55
- VII. Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 ..... 56-68
- VIII. Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services ..... 69-72
- IX. Review and Action as Necessary of Title IX Training for the South Texas College Board of Trustees.....73-75
- X. Review and Action as Necessary on Internal Auditor Performance Evaluation Instrument.....76-89

**Approval of January 12, 2021 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 12, 2021 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, January 12, 2021 @ 5:45 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 12, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:41 p.m. with Mr. Paul R. Rodriguez presiding.

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

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

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, Mr. George McCaleb, Mrs. Laura Requena, Ms. Vanessa Prado, Mr. Daniel Ramirez, and Mr. Andrew Fish.

**Approval of December 8, 2020 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 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 January 26, 2021 Board meeting.

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, 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) HEP Grant Consultant (Award):** award the proposal for a High School Equivalency Program (HEP) grant consultant to **Leadership Empowerment Group** (Mercedes, TX), subject to negotiation of a final agreement of cost in line with the grant budget, for the period beginning February 1, 2021 through January 31, 2022, with three (3) one-year options to renew. The vendor submitted a cost of an annual amount of \$60,000.00 and total contract amount of \$240,000.00. Continuing, Professional, and Workforce Education and Purchasing Departments are requesting for the Finance, Audit, and Human Resources Committee to recommend Board approval for staff to negotiate a final contract amount with the vendor, since the amounts submitted by the vendor are above the current allotted grant budgeted amount. The current grant budget amount is \$154,394.71; therefore, this proposal is over budget in the amount of \$85,605.29;

**B. Rescind of Award**

- 2) Beverage Products (Rescind):** rescind the contract award for beverage products with PepsiCo due to the cafeteria closures at the Pecan, Nursing and Allied Health, Technology, and Mid Valley campuses. The purchases included 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices;

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

- 3) 3D Printer System and Materials (Purchase/Trade-In):** purchase a 3D printer system and materials from **Technical Laboratory Systems** (Houston, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a cost of \$45,158.00 (original cost of \$70,158.00 less trade-in of \$25,000.00). The trade-in is a Stratasys F170 3D printer (asset #24778) purchased June 11, 2015, at a total amount of \$43,337.00, which is fully depreciated and will be removed from the College's general ledger;

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

- 4) Elevator Upgrades (Purchase):** purchase elevator upgrades from **Oracle Elevator** (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$131,780.00;
- 5) Case Management Services (Renewal):** renew case management services with **Valley Initiative for Development and Advancement** (VIDA) (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2021 through December 31, 2021, at a total amount of \$81,000.00;
- 6) Online Employee Training Services (Renewal):** renew the online employee training services contract with **Governmentjobs.com, Inc./ dba NeoGov** (El Segundo, CA), a sole source vendor, for the period beginning August 19, 2020 through August 18, 2021, at a total amount of \$50,960.00;

- 7) Traditional Content Marketing Services (Renewal):** renew the traditional content marketing services with **Aperture Content Marketing** (Oak Park, MI), a sole source vendor, at a total amount of \$86,085.48;

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

- 8) Network Equipment Replacements (Purchase):** purchase network equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$113,587.60;
- 9) Red Hat License Maintenance Agreement (Renewal):** renew the Red Hat license maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 27, 2021 through February 26, 2022, at a total amount of \$80,728.62;

Recommend Action - The total for all award of proposals, rescind of award, purchases, and renewals was \$829,299.70.

The motion carried.

**Discussion and Action as Necessary on Renewal of External Auditor Services**

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2021 will be requested at the January 26, 2021 Board meeting.

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

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

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The fourth renewal period would be for the fiscal year ending August 31, 2021 for the audit of Fiscal Year 2020 - 2021.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>	<b>Audit Period</b>
Original	4/24/17	4/25/17 – 12/31/17	4 – one year options	9/1/16 - 8/31/17
1 <sup>st</sup> Renewal	2/27/18		1/1/18 – 12/31/18	9/1/17 - 8/31/18
2 <sup>nd</sup> Renewal	1/29/19		1/1/19 – 12/31/19	9/1/18 - 8/31/19
3 <sup>rd</sup> Renewal	1/28/20		1/1/20 – 12/31/20	9/1/19 - 8/31/20
4 <sup>th</sup> Renewal	1/26/21		1/1/21 – 12/31/21	9/1/20 - 8/31/21

The total amount paid in FY 2018, FY 2019, and FY 2020 was \$141,000, \$138,000, and \$137,000, respectively.

Dr. David C. Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions by the Committee.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2020 - 2021 budget and FY 2021 - 2022 pending Board approval of the budget.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of to renew the contract with Carr, Riggs, & Ingram, LLC. for the external auditor services at a cost of approximately \$138,000 for the fiscal year ending August 31, 2021 as presented. The motion carried.

### **Discussion and Action as Necessary on Request for Qualifications for College Legal Services**

Approval of request for qualifications for College legal services will be requested at the January 26, 2021 Board meeting.

Purpose – The College requires legal services and representation for various issues related to its normal operations, as well as matters and questions that arise.

Justification – Legal services were necessary to protect the College and provide advice and representation. A solicitation of qualifications or appointment of one or more law firms was essential. The Board had the option of engaging the services of one firm to serve generally as legal counsel, or to select a pool of lawyers to be engaged as needed or on a case-by-case basis for matters that included the following:

- Attending Board and Committee meetings

- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
  - ⇒ Employment Law (Review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veteran's employment preference, human resources development, Title IX, state, and federal regulations)
  - ⇒ Personnel Matters
  - ⇒ Development, review and recommendation for updates of policies, including personnel policies
  - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RPF or RPQ document) and contract compliance
  - ⇒ Elections
  - ⇒ Texas Open Meetings Act
  - ⇒ Texas Public Information Act
  - ⇒ Construction contracts
  - ⇒ Litigation representation
  - ⇒ Tax Abatement Agreements
  - ⇒ IRS examinations
  - ⇒ Policy Drafting and Advising
  - ⇒ Legal Counsel Advising
  - ⇒ Public Information Responses
  - ⇒ Real Estate
  - ⇒ Intellectual Property
  - ⇒ Other U.S. State and International Matters and Engagements
  - ⇒ Land Use, Environmental, Health, and Safety
  - ⇒ General higher education matters including, but not limited to, tort and civil liabilities
- Other work as authorized by the Board

Typically, the first four areas occupy most of the College's needs, and the remainder were needed on an occasional basis.

Background – At the November 24, 2015 Board of Trustees meeting, the Board contracted legal services with The J Ramirez Law Firm for general counsel services and Guerrero Law Firm for counsel and representation specifically related to personnel matters.

Roles and responsibilities for the engagement of Legal Counsel Services are included under the College's Policy #2200: Legal Counsel. The policy was provided in the packet for the Committee's information and review.

### **Solicitation Process**

The selection of legal services process was stated in the Texas Education Code, Government Code and South Texas College policy as follows:

- *Texas Education Code Chapter 44: Fiscal Management, Subchapter B: Purchases; Contracts Section 44.031 Purchasing Contracts Subsection (f). This section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent.*

The Texas Education Code refers the professional services to the Government Code, which is as follows:

- *Government Code Chapter 2254: Professional and Consulting Services Section 2254.004: Contract for Professional Services of Architect, Engineer or Surveyor.*  
⇒ The Government Code excludes the professional services for an attorney, certified public accountant, or fiscal agent.

South Texas College Policy 5210: Purchasing Section Professional Services, states as follows:

- *“Professional services” are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the “most qualified” professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, but is not limited to, services provided by architects, engineers, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.*

Additional information was provided below regarding the solicitation process, a Request for Qualifications (RFQ) may be used when selecting professional services for legal counsel 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. Furthermore, Texas law prohibits attorneys from offering bids for their services. An RFQ is a document that asks respondents to detail their background and experience. 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 attorney’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.



### Request for Qualifications

At the December 15, 2021 Board of Trustees meeting, the Board asked that a proposed draft of the Request for Qualifications (RFQ) for legal services be presented at the January Finance, Audit, and Human Resources Committee meeting. The draft RFQ was provided in the packet for the Committee's information and review.

Based on Mr. Jesus Ramirez, Legal Counsel, guidance, Administration requested clarification from the Committee regarding the following decisions associated with the request for qualifications for legal services:

#	Decisions	Legal Counsel Comments	Committee Recommendations
1	Will the requests for qualifications (RFQ) responses be solicited from both sole proprietors and laws firms?	Determination is at the Board's discretion.	Both options are acceptable.
2	Which evaluation criteria and ratings should be used?	Evaluation criteria options are at the Board's discretion.	Proposed evaluation criteria are included below.
3	Concerning the existing contract with Mr. Jose Guerrero for legal services for personnel matters: <ul style="list-style-type: none"><li>• Will legal services for personnel matters not be solicited?</li><li>• Will legal services for personnel matters be solicited to replace the existing contract?</li><li>• Will legal services for personnel matters be solicited to augment the existing contract?</li></ul>	Determination is at the Board's discretion.	Mr. Jose Guerrero should remain legal counsel for personnel matters.
4	Who will evaluate the requests for qualifications (RFQ)?	Evaluation process is at the Board's discretion.	The full Board of Trustees will evaluate the responsive Qualifications.

### Evaluation Criteria – Proposed

The proposed evaluation criteria and points were discussed, and recommended by the Committee as follows:

#	Criteria	Points
1	Qualifications of personnel providing legal services to the College.	25
2	Experience representing Public Entities, including, but not limited to Community Colleges.	65
3	References	10
	Total Points	100

The Finance, Audit, and Human Resources Committee further recommended that qualified respondents would be required to be in good standing with the State Bar of Texas, and that they would be asked to report whether they are the subject of litigation.

### **Timeline**

Proposed solicitation schedule for the Request for Qualifications for Legal Counsel Services:

Solicitation Process	Date and Time
Advertise qualifications	February 3, 2021 and February 10, 2021
Release the request for qualifications	February 3, 2021
Deadline for written questions/inquiries	February 15, 2021
Responses for written questions/inquiries	February 17, 2021
Proposal submittal due date	February 24, 2021
Firm presentations	TBD (if applicable)
Anticipated Board recommendation and approval	March 30, 2021

Enclosed Documents – Policy #2200: Legal Counsel and the proposed draft Request for Qualifications were provided in the packet for the Committee’s information and review.

Mr. Jesus Ramirez, Legal Counsel, Dr. David Plummer, Interim College President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Committee meeting to address any questions by the Committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the request for qualifications, as modified, for College legal services. The motion carried.

## **Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services**

Approval of Financial Advisor Services and Continuing Disclosure Services will be requested at the January 26, 2021 Board of Trustees meeting.

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

The Continuing Disclosure Services 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. In addition, these disclosures are made available to investors and the public by the Municipal Securities Rulemaking Board (MSRB).

**Justification** - The Financial Advisor and Continuing Disclosure Services were requested by management for the College. Request for Qualifications (RFQs) for these services were solicited as requested by the Board of Trustees at the November 24, 2020 Board Meeting.

**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.

At 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.

The Board also requested further analysis from staff on procurement methods and evaluation criteria for the Financial Advisor Services and Continuing Disclosure Services.

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.

At the November 24, 2020 Board meeting, the Board approved the solicitation of a Request for Qualifications (RFQ) for Financial Adviser and Continuing Disclosure Services combined, using the identified criteria, and stipulated that evaluations would be conducted by the Finance, Audit, and Human Resources Committee.

The Committee further recommended that qualifications be provided directly, and without staff evaluation, to the Finance, Audit, and Human Resources Committee for evaluation and recommendation of the most highly qualified respondent for Board approval. The Committee and Board reserved the right to interview respondents as necessary.

The revised Evaluation Criteria used is reflected below:

#### **Evaluation Criteria – Request for Qualification**

College Staff and Legal Counsel developed proposed evaluation criteria and evaluation ratings for the Request for Qualification for the Committee's consideration and were as follows:

- 1) Qualifications of staff to be assigned to the College (up to 45 points)
  - a. The qualifications of the staff assigned to the College vis-à-vis background, years of experience, number of issues engaged in, size of issues, etc.
  - b. References (including personal knowledge and experience of College staff).
- 2) Experience with public entities, including, but not limited to community colleges (up to 45 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 public entities.
- 3) Regulatory Matters (up to 10 points)
  - a. Investigations and litigations information provided.

Proposal documents were advertised on December 2, 2020 and December 9, 2020 and issued to five (5) vendors. Four (4) responses were received on December 16, 2020.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing, attended the Committee meeting to address any questions by the Committee. No action was taken on this item.

**Review and Recommend Action on Option to Voluntarily Continue  
Offering College Employees the Emergency Paid Sick Leave and  
Emergency Family and Medical Leave through March 31, 2021 and  
Retroactive to January 1, 2021**

Approval on option to voluntarily continue offering College employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021 and retroactive to January 1, 2021, will be requested at the January 26, 2021 Board meeting.

Purpose – To review the option to voluntarily continue offering the College employees emergency leaves, as provided by Family First Coronavirus Response Act (FFCRA) for qualifying COVID-19 reasons, for the period of January 1, 2021 to March 31, 2021, as per the Consolidated Appropriations Act, 2021 (H.R. 133) signed into law on December 27, 2020.

Justification – Per the Consolidated Appropriations Act, 2021 (H.R. 133), covered employers, such as South Texas College, have the option to continue offering employees Emergency Paid Sick Leave and Emergency Family and Medical Leave for qualifying COVID-19 related reasons. Management requests approval to continue offering employees the Emergency Paid Leave and the Emergency Family and Medical Leave for the period of January 1, 2021 through March 31, 2021.

Background – The Family First Coronavirus Response Act required some employers, including South Texas College, to provide employees with Emergency Paid Sick Leave and Emergency Family and Medical Leave for qualifying COVID-19 related reasons during the period of April 1, 2020 through December 31, 2020. The Consolidated Appropriations Act, 2021(H.R. 133), has now given the option to covered employers to voluntarily continue to provide these two types of leaves from January 1, 2021 through March 31, 2021.

A summary of the leaves provided by the Family First Coronavirus Response Act are as follows:

- Emergency Paid Sick Leave –
  - ⇒ Under the Families First Coronavirus Response Act, an employee is entitled to take paid sick leave (80 hours for full-time employees and 38 hours for part-time employees) related to COVID-19, if the employee is unable to work, including unable to telework, because of one or more of the six (6) qualifying reasons as follows:
    1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
    2. Advised by a health care provider to self-quarantine due to COVID-19.
    3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. Caring for an individual subject to or advised to quarantine or isolate.
5. Caring for my child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
6. Experiencing substantially similar conditions as those specified by the U.S Department of Health and Human Services in consultation with the Secretaries of Labor and Treasury.

⇒ Benefit:

- Full-time employee – 80 hours of paid sick leave.
- Part-time employee – Average number of hours worked for the immediate previous 6 months (If less than 6 months, average number of hours/weeks the employee is normally scheduled to work).

⇒ Compensation:

- For Qualifying Reasons (1), (2), (3) – Employee is paid at employee's regular rate of pay capped at \$511 daily and \$5,110 total.
- For Qualifying Reasons (4), (5), (6) – Employee is paid 2/3<sup>rd</sup> of the employee's regular rate of pay capped at \$200 daily and \$2,000 total.

- Emergency Family and Medical Leave

⇒ Under the Families First Coronavirus Response Act an employee is entitled to take family and medical leave related to COVID-19, if the employee is unable to work or telework because of the following qualifying reason:

- Employee is unable to work or telework due to the need for leave to care for a qualifying dependent under 18 years of age because the school or place of care has been closed, or the child care provider of such qualifying dependent is unavailable, due to a "public health emergency" (an emergency with respect to COVID-19 declared by Federal, State or local authority).

⇒ Benefit:

- Any full-time and part-time employee who worked for employer for 30 days prior to leave and has a qualifying reason.

⇒ Compensation:

- Up to 12 weeks of job-protected leave (paid after the first 10 days).
  - First 10 days of Emergency FMLA may be unpaid. Eligible employees shall be granted unpaid leave or may take available accrued sick or vacation leave during the first ten (10) days of leave.
  - After the first 10 days:
    - Compensated at 2/3 of the employee's regular rate of pay capped at \$200 per day and \$10,000 in aggregate per employee.

- Part-time employees/irregular schedule entitled to be paid based on average number of hours employee worked in prior 6 months (OR if employed less than 6 months, average number of hours employee would normally be scheduled to work).

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Interim Director of Human Resources, attended the Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval to exercise the option to voluntarily continue offering the College employees emergency leaves offered by the Consolidated Appropriations Act, 2021 (H.R. 133), as provided by Family First Coronavirus Response Act (FFCRA) for qualifying COVID-19 reasons, for the period of January 1, 2021 to March 31, 2021. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:14 p.m.

I certify that the foregoing are the true and correct Minutes of the January 12, 2021 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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**Review and Discussion of the FY 2020 – 2021 Perkins Basic Grant Program: *Persisting through the Pandemic***

Mr. Rene Guajardo, Chairman of the Finance, Audit, and Human Resources Committee, asked about the status of the Perkins Basic Grant Program during the ongoing COVID-19 pandemic.

Ms. Samantha B. Uriegas, Grant Management and Compliance Officer II, serves as the Perkins Principal Investigator, and will provide a presentation on the scope of the grant, and how the College's current fiscal year allocations totaling over \$2 Million have supported eligible traditional students enrolled in Career and Technical Education (CTE) programs at South Texas College.

Ms. Uriegas will discuss the core performance indicators identified by the Perkins V Act, which seek to support and encourage students in CTE pathways, from enrollment through graduation and on toward further career or higher education placement.

Of the 126 total program concentrations at South Texas College, 88 programs qualify as CTE programs, reflecting the College's dedication to provide meaningful career training to the community and to support economic development initiatives throughout the region.

The Perkins Grant program support is restricted to traditional students, which excludes all dual credit students, enrolled in CTE programs. In Fall 2020, there were over 6,100 students eligible for this support.

Ms. Uriegas will provide a review of the initiatives at South Texas College that have been funded by Perkins funding, as well as a review of the over annualized budget and strategies to continue funding eligible programs through August 31, 2021.

Ms. Uriegas will then provide a review of the guidance that the Resource Development, Management, and Compliance (RDMC) Department has placed online to guide faculty and staff throughout the College on ways to seek Perkins Grant support for qualified programs.

This presentation is provided for the Committee's information and feedback to staff, and no action is requested.



# FY 21 Perkins Basic Grant Program

*Persisting through the Pandemic*

PRESENTED BY: SAMANTHA B. URIEGAS, GRANT MANAGEMENT AND COMPLIANCE OFFICER II/PERKINS PRINCIPAL INVESTIGATOR

RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE (RDMC)



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

1

## Perkins V Act

Officially known as the Strengthening Career and Technical Education (CTE) for the 21st Century Act

*Core Performance Indicators:*

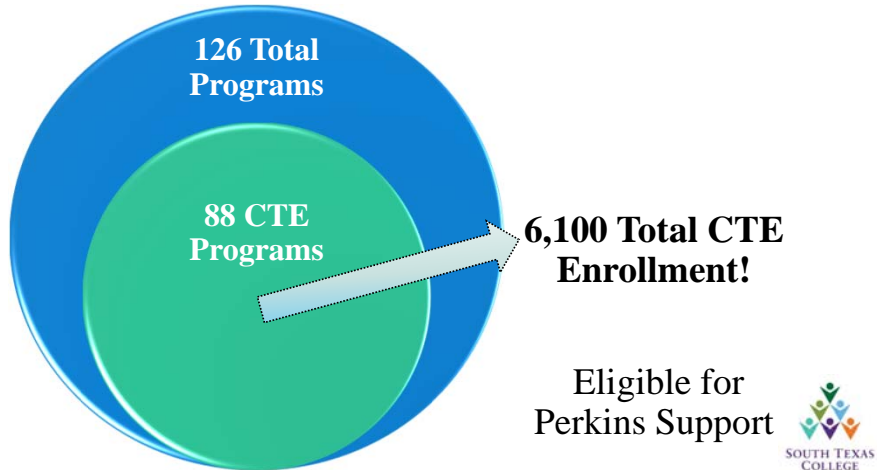
- ❖ Program Concentration
- ❖ Earned Recognized Credential
- ❖ Post Completion Career/Education Placement



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

2

## CTE at South Texas College



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

3

## Effectively Managing Perkins

- ❖ Provide notifications
- ❖ Provide reporting feedback
- ❖ Develop resources
  - ❖ Perkins V - RDMC page
- ❖ Provide ongoing guidance
- ❖ Submit application/reports



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

4

## How Perkins Basic Supports CTE Programs and Students


- ❖ Work-Based Learning Lab
- ❖ Child Care Support
- ❖ Instructional Resources
- ❖ Personnel
- ❖ Lending Library
- ❖ WiFi Access



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

5

## Perkins Budget as of 2.1.2021

 SOUTH TEXAS COLLEGE	FY 21 Allocation	FY 21 Reallocation	FY21 Total Funding
Award Amount	\$1,805,785.00	\$257,649.00	\$2,063,434.00
Expenditures	\$513,242.32	\$0.00	\$513,242.32
Encumbered	\$595,638.72	\$0.00	\$595,638.72
<b>Remaining Balance</b>	<b>\$696,903.96</b>	<b>\$257,649.00</b>	<b>\$954,553.16</b>

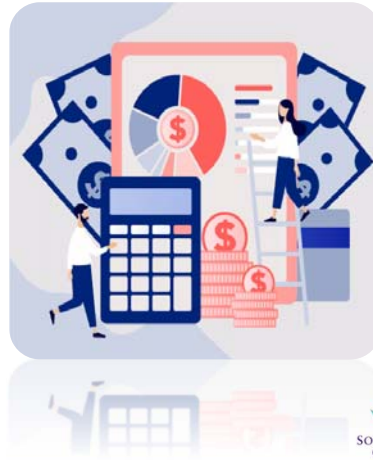


RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

6

## Spending Strategies

- ❖ Virtual Lab Equipment
- ❖ Instructional Supplements
- ❖ Learning Access Expansion
- ❖ Persist Marketing Campaign
- ❖ Professional Development



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

7

## Perkins V Web Guidance

- ❖ Divisional Support Contact Information
- ❖ Inquiry Section
- ❖ Federal Requirements
- ❖ Coordinating Board Guidance
- ❖ Development Management, and Compliance Resources

<http://admin.southtexascollege.edu/grants/index.html>



RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

8

## **Review and Action as Necessary on Purchases and Renewals**

Approval of the following purchases and renewals will be requested at the February 23, 2021 Board meeting.

### **A. Purchases and Renewals**

#### **a. Instructional Item**

#### **b. Non-Instructional Items**

#### **c. Technology Items**

### **A. Purchases and Renewals (A-a. Instructional Item)**

#### **1) Mobile Hotspot Services (Purchase)**

Subscribe to services for an additional two hundred twenty two (222) mobile hotspots from **AT&T Mobility, LLC** (Carol Stream, IL), a State of Texas Department of Information Services (DIR) approved vendor, in the amount of \$31,068.90.

With grant support, the College will procure service for an additional two hundred twenty two (222) mobile broadband hotspot devices, for release to eligible students by the South Texas College libraries. The monthly subscription cost per device is \$37.99. These devices will provide broadband internet service to students, allowing home access to online courses and learning resources.

On November 4, 2020, the College activated service to eighty six (86) mobile broadband hotspot devices for the period beginning November 4, 2020 and ending August 31, 2021, at a cost of \$29,979.60, which was funded by the Carl Perkins grant budget. This previous purchase did not meet the Board approval threshold requirement, as stated in South Texas College Policy #5210: Purchasing.

On February 1, 2021, the College activated service to one hundred six (106) mobile broadband hotspot devices for the period beginning February 1, 2021 through the end of the grant-funded period on July 31, 2021, at a cost of \$18,861.64, which was funded by the Cycle 2 grant funding from the U.S. Institute of Museum and Library Services through its CARES grant to the Texas State Library and Archives Commission. This previous purchase did not meet the Board approval threshold requirement, as stated in South Texas College Policy #5210: Purchasing.

Library Services is now requesting authorization to subscribe to an additional two hundred twenty-two (222) mobile broadband hotspot devices from the period beginning March 1, 2021 through July 31, 2021, at the additional cost of \$31,068.90, for a combined service cost of \$79,910.14.

Activation Group	Number of Units	Start Date	End Date	Cost
1 (Previous)	86	11/04/2020	08/31/2021	\$29,979.60

Activation Group	Number of Units	Start Date	End Date	Cost
2 (Previous)	106	02/01/2021	07/31/2021	\$18,861.64
3 (Current)	222	03/01/2021	07/31/2021	\$31,068.90
<b>Total:</b>	<b>414</b>			<b>\$79,910.14</b>

Purpose – Library Services is requesting authorization to subscribe to additional hotspot services for two hundred twenty-two (222) mobile broadband hotspot devices from March 1, 2021 through July 31, 2021. Combined with the prior activations of eighty six (86) in November 2020 and one hundred six (106) units in January 2021. This program will provide home internet access to four hundred fourteen (414) eligible South Texas College students.

Justification and Benefit – Reliable home access to the Internet was identified by students as one of their biggest technology challenges in surveys conducted by the Research and Analytical Services (RAS) Office late last Spring following the onset of the COVID-19 pandemic and the move to online instruction. The U.S. Institute of Museum and Library Services (IMLS) through Texas State Library and Archives Commission, TSLAC CARES-Cycle 2 Grant awarded South Texas College \$50,000 in grant funding to provide Internet accessibility via mobile hotspots to students served by the College.

Eligible students are required to be registered at the College at least half time, completed the Free Application for Federal Student Aid (FAFSA) application, a Blackboard orientation completion certification, a library orientation completion certificate, and have a minimum cumulative 2.25 GPA. This grant aligns with Strategic Goal #4, Foster Student Success, by providing support structures that promote persistence and educational attainment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the CARES Cycle 2 grant funding from the U.S. Institute of Museum and Library Services through its CARES grant to the Texas State Library and Archives Commission. The funding period ends July 31, 2021.

#### **A. Purchases and Renewals (A-b. Non – Instructional Items)**

##### **2) Furniture (Purchase)**

Purchase furniture from OMNIA Partners – Cooperative Purchasing Program, Sourcewell Cooperative Purchasing, and The Interlocal Purchasing System (TIPS), at a total amount of \$71,828.55.

#	Vendor	Amount
A	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$26,523.10
B	<b>The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$2,064.85
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)</b>	\$43,240.60
	Furniture Total	\$71,828.55

The purchases can be summarized as follows:

- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Technology Campus
    - 44 Shelving Units for the Accountability, Risk and Compliance (Records Retention)
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Storage Cabinet for the Library Services
    - 3 Chairs for the Institutional Effectives & Assessment and the Research and Analytical Services Departments
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 108 Chairs for the Disability Services
  - ⇒ Technology Campus
    - 3 Chairs and 1 Table for the Division of Business Public Safety & Technology

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Division of Business Public Safety & Technology, Library Services, New Furniture, and Pecan Campus Bldg M Renovation – Furniture, Fixtures, and Equipment.

### 3) Online Continuing Education Services (Renewal)

Renew the online continuing education services contract with **Cengage Learning, Inc. / dba ed2go** (Temecula, CA), for the period beginning May 1, 2021 through April 30, 2022, at an estimated cost of \$46.00 through \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for online continuing education services at the April 23, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The second renewal period begins on May 1, 2021 and ends April 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/23/19	5/1/19 – 4/30/20	2 – one year options
1 <sup>st</sup> Renewal	4/28/20		5/1/20 – 4/30/21
2 <sup>nd</sup> Renewal	2/23/21		5/1/21 – 4/30/22

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 Continuing Education – State and Continuing Education – Non-State budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

#### **4) Risk Management Consultant Services (Renewal)**

Renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$19,500.00.

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

Justification and Benefit – The risk management consultant services assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.  
**EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background - The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for one -year with four one-year annual renewals. The last renewal period begins May 1, 2021 through April 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/1/17 – 4/30/18	4 – one year options
1 <sup>st</sup> Renewal	2/06/18		5/1/18 – 4/30/19
2 <sup>nd</sup> Renewal	2/26/19		5/1/19 – 4/30/20
3 <sup>rd</sup> Renewal	2/25/20		5/1/20 – 4/30/21
4 <sup>th</sup> Renewal	2/23/21		5/1/21 – 4/30/22

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

#### **A. Purchases and Renewals (A-c. Technology Items)**

##### **5) Servers for Virtual Desktop (Purchase)**

Purchase servers for virtual desktop from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$160,492.20.



Purpose – Information Technology is requesting to purchase three (3) servers with storage. By adding the new servers, it will increase computing capacity by three hundred (300) additional virtual desktops district wide. Virtual desktops are distributed and available at the Pecan Campus Welcome Center, Call Centers, Classroom Podiums, and student computer labs throughout the College district. The virtual desktops are also accessible through Jagnet (STC Computer) to support staff accessing STC resources remotely.

Justification and Benefit – These servers are necessary to increase the computing and storage capacity of the virtual desktop infrastructure. In addition, the virtual desktops allow faculty and staff to access STC resources remotely without having to be on campus. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in Systems and Networking budget for FY 2020 – 2021.

#### **6) Adobe License Subscription Agreement (Renewal/Purchase)**

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and the Purchasing Association of Cooperative Entities (PACE) purchasing cooperative approved vendor, for the period beginning April 4, 2021 through April 3, 2022, at an estimated amount of \$79,619.10.

Purpose – Various South Texas College departments are requesting to renew three hundred eighty-one (381) existing licenses and new licenses will be purchased as needed. It is a non-perpetual license with a one-year software assurance which includes upgrades. The software is used throughout the district by faculty, staff, and students. Therefore, the license renewals are necessary to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, Architectural and Engineering Design Technology (AEDT) Program, by the students in the AEDT Program labs for assignments, Center for Learning Excellence, student open labs, and staff in Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Division of Nursing and Allied Health, Purchasing, Student Financial Services, Institute for Advanced Manufacturing and various other instructional programs and departments. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting the purchases and renewals as listed below:

**A. Purchases and Renewals**

- a. Instructional Item**
- b. Non-Instructional Items**
- c. Technology Items**

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

- 1) Mobile Hotspot Services (Purchase):** subscribe to services for an additional two hundred twenty two (222) mobile hotspots from **AT&T Mobility, LLC** (Carol Stream, IL), a State of Texas Department of Information Services (DIR) approved vendor, in the amount of \$31,068.90;

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

- 2) Furniture (Purchase):** purchase furniture from OMNIA Partners – Cooperative Purchasing Program, Sourcewell Cooperative Purchasing, and The Interlocal Purchasing System (TIPS), at a total amount of \$71,828.55.

#	Vendor	Amount
A	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$26,523.10
B	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$2,064.85
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$43,240.60
	Furniture Total	\$71,828.55

- 3) Online Continuing Education Services (Renewal):** renew the online continuing education services contract with **Cengage Learning, Inc./ dba ed2go** (Temecula, CA), for the period beginning May 1, 2021 through April 30, 2022, at an estimated cost of \$46.00 through \$4,595.00 charged to student per class. There are no deposits required, no minimum orders or any initial inventory to purchase. A percentage of tuition is paid to the College, based on the total cost, ranging from 15% to 30%;
- 4) Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$19,500.00;

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

- 5) Servers for Virtual Desktop (Purchase):** purchase servers for virtual desktop from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$160,492.20;
- 6) Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and the Purchasing Association of Cooperative Entities (PACE) purchasing cooperative approved vendor, for the period beginning April 4, 2021 through April 3, 2022, at an estimated amount of \$79,619.10.

Recommend Action - The total for all purchases and renewals is \$381,370.39.

**SOUTH TEXAS COLLEGE**  
**1. MOBILE HOTSPOT SERVICES**

<b>NAME</b>			AT&T Mobility, LLC.	
<b>ADDRESS</b>			P O Box 6463	
<b>CITY/STATE/ZIP</b>			Carol Stream, IL 60197	
<b>PHONE</b>			956-605-4849	
<b>CONTACT</b>			Hector Orellana	
#	Qty	Description	Unit Price	Extension
1	5	Monthly Hotspot Service for 222 units Monthly Amount Per Unit: \$37.99	\$ 8,433.78	\$ 42,168.90
2	1	Activation Credit for 222 Hotspots	\$ (11,100.00)	\$ (11,100.00)
<b>TOTAL AMOUNT</b>			\$ 31,068.90	

**SOUTH TEXAS COLLEGE**  
**2. DISTRICT WIDE FURNITURE REQUEST**  
**FEBRUARY 23, 2021**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	18	1836KH Heavy Duty Plus Trackslider Top Shelf 36"	\$ 29.95	\$ 539.10	New Furniture - Ricardo De La Garza
	90	1836TH Unslotted Heavy Duty Plus Shelf 36"	\$ 29.95	\$ 2,695.50	Shelving Units for the Technology Campus
	11	3236KH Heavy Duty Plus Top Shelves 32"D x 36"W	\$ 52.93	\$ 582.23	Building PB7-A - Accountability, Risk, and Compliance
	55	3236TH Heavy Duty Plus Unslotted Shelves 32"D x 36"W	\$ 52.93	\$ 2,911.15	
	15	3248KH Heavy Duty Plus Shelves 32"D	\$ 68.88	\$ 1,033.20	
	75	3248TH Heavy Duty Plus Unslotted Shelves 32"	\$ 68.88	\$ 5,166.00	
	36	7118LO Open "L" Upright 18"D x 71 3/4"H	\$ 53.53	\$ 1,927.08	
	52	7132LO Open "L" Upright 32"D x 71 3/4"H	\$ 65.53	\$ 3,407.56	
	180	HR18 Heavy Duty Plus Shelf Reinforcement	\$ 2.75	\$ 495.00	
	260	HR32 Heavy Duty Plus Shelf Reinforcement	\$ 4.69	\$ 1,219.40	
	132	HS-3611 Heavy Duty Plus Shelf Support 36"	\$ 5.83	\$ 769.56	
	216	HS-3614 Heavy Duty Plus Shelf Support 36", 14"GA	\$ 4.42	\$ 954.72	
	180	HS-4811 Heavy Duty Plus Shelf Support 48"	\$ 7.57	\$ 1,362.60	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 3,460.00	\$ 3,460.00	
<b>Datum Filing Systems, Inc. Total</b>				<b>\$ 26,523.10</b>	
<b>The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	1	HSC2472 Storage Cabinet 24D x 36W x 72H	\$556.16	\$556.16	Library Public Services - Lisa Walters
					Storage cabinet will be used to store laptops and equipment that students, faculty, and staff checkout.
2	3	HIEH3 Ignition Executive Chair, Adjustable Back	\$421.23	\$1,263.69	Pecan IT Bldg M Office/Work Space Reno FFE - Dr. David Plummer
					Executive Office Chairs needed for the Dean and Directors
2	1	Labor to receive, inspect, deliver, install and remove debris	\$245.00	\$245.00	
<b>The Hon Company Total</b>				<b>\$2,064.85</b>	
<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Sourcewell)</b>					
1	3	RAPWAUS, C-2a Rapture 4-leg Armchair	\$253.46	\$760.38	Div of Business Public Safety & Tech - Sara Lozano
	1	BR35FX-74P, T1-Barron 42" Round Table	\$885.66	\$885.66	Furniture needed for Division Project Manager meeting area
2	108	TGNAPB-Torsion on the Go Armless Chair	\$347.82	\$37,564.56	New Furniture - Ricardo De La Garza
					Chairs are needed and to be used by Interpreters from the Disability Services Department.
3	1	Labor to receive, inspect, deliver, install and remove debris	\$4,030.00	\$4,030.00	
<b>Krueger International, Inc. Total</b>				<b>\$43,240.60</b>	
<b>Furniture Total</b>				<b>\$71,828.55</b>	



Purchasing and Distribution Services  
3201 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)

February 3, 2021

Cengage Learning, Inc./dba ed2go  
Attn: Cory Eyler, Vice President/General Manager  
41923 2<sup>nd</sup> Street #300  
Temecula, CA 92590

Dear Mr. Eyler:

On April 23, 2019, South Texas College awarded a contract to Cengage Learning, Inc./dba ed2go for online continuing education 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 May 1, 2021 through April 30, 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 return 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 April 30, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

t (956) 872-4681  
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P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 3, 2021

Cameron Investment Company/dba Shepard Walton King Insurance Group  
Attn: Mr. Raul Cabaza, III  
121 W Pecan Blvd  
McAllen, TX 78501

Dear Mr. Cabaza:

On March 28, 2017, South Texas College awarded a contract to Cameron Investment Company/dba Shepard Walton King Insurance Group for Risk Management Consultant Services. The award allowed for four 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 fourth year of the contract and would like to renew for an additional one-year period. The final renewal period will be from May 1, 2021 through April 30, 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 April 30, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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

**SOUTH TEXAS COLLEGE**  
**5. SERVERS FOR VIRTUAL DESKTOP**

<b>NAME</b>			Netsync Network Solutions	
<b>ADDRESS</b>			2500 W Loop S Ste 410/510	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			713-218-5000	
<b>CONTACT</b>			Xavier Trevino	
#	Qty	Description	Unit Price	Extension
1	1	P570 AF	\$ -	\$ -
2	3	VxRail V570F, All Flash	\$ 1,596.70	\$ 4,790.10
3	3	V570F Branding	\$ 26.20	\$ 78.60
4	3	PSNT Info	\$ -	\$ -
5	3	VxRail E/P/V/S/E560N Hardware Component Firmware Lock	\$ -	\$ -
6	3	VxRail Software 4.7.410 Factory Install	\$ -	\$ -
7	3	No Transformational License Agreement	\$ -	\$ -
8	3	Chassis with Up to 24 x 2.5 Hard Drives for 2CPU, GPU Capable Configuration	\$ 119.10	\$ 357.30
9	3	VxRail P/V/S 570 Bezel	\$ 70.90	\$ 212.70
10	3	Intel Xeon Gold 6240R 2.4G, 24C/48T, 10.4GT/s, 35.75 M Cache, Turbo HT (165W) DDR4-2933	\$ 1,857.80	\$ 5,573.40
11	3	Intel Xeon Gold 6240R 2.4G, 24C/48T, 10.4GT/s, 35.75 M Cache, Turbo HT (165W) DDR4-2933	\$ 1,857.80	\$ 5,573.40
12	3	Additional Processor Selected	\$ -	\$ -
13	3	3200MT/s RDIMMs	\$ -	\$ -
14	3	Intel X710 Quad Port 10GbE SFP+ rNDC	\$ 404.50	\$ 1,213.50
15	3	VxRail for T4 GPU Greater than Qty 3	\$ -	\$ -
16	3	Trusted Platform Module 1.2	\$ 28.10	\$ 84.30
17	3	ReadyRails Sliding Rails with Cable Management Arm	\$ 90.00	\$ 270.00



**SOUTH TEXAS COLLEGE**  
**5. SERVERS FOR VIRTUAL DESKTOP**

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
18	3	Dual, Hot-Plug, Redundant Power Supply, 2000W, C19/C20 Power Cord Required for Use	\$ 476.00	\$ 1,428.00
19	3	Dell Hardware Limited Warranty 1-Year	\$ 95.30	\$ 285.90
20	3	ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2-Years Extended Warranty	\$ 1,489.00	\$ 4,467.00
21	3	ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 1-Year Extended Warranty	\$ 492.20	\$ 1,476.60
22	3	ProSupport Plus 7x24 HW Tech Support and Assistance 3-Years	\$ 4,934.40	\$ 14,803.20
23	3	Dell ProSupport Plus	\$ -	\$ -
24	3	Dell Limited Hardware Warranty Extended Year(s)	\$ -	\$ -
25	3	Series-P/V, All-Flash, Add-On Support 3-Years	\$ 7,114.10	\$ 21,342.30
26	3	3-Years, ProSupport Plus with Mission Critical Software Support	\$ -	\$ -
27	3	ProDeploy Plus Training Credits 200 Redeem at education.dell EMC Expires: 1-Yr from order date	\$ 200.00	\$ 600.00
28	3	ProDeploy Plus Dell EMC VxRail Deployment	\$ 3,095.90	\$ 9,287.70
29	3	ProDeploy Plus Dell EMC VxRail Deployment Verification	\$ 167.20	\$ 501.60
30	3	PowerEdge R740 CE and BIS Marking No. CCC Marking	\$ -	\$ -
31	3	HCIA RecoverPoint for VMWare for 1-Node VT	\$ -	\$ -
32	3	VxRail P/V/S 570 Shipping	\$ -	\$ -
33	3	PowerEdge R740 Shipping Material	\$ -	\$ -
34	3	Riser Config 6, 5 x8, 3 x16 slots for P/V570	\$ 123.40	\$ 370.20
35	3	PowerEdge R740/R740XD Motherboard	\$ -	\$ -
36	3	HS Install Kit, GPU Config, No cable	\$ 47.10	\$ 141.30



**SOUTH TEXAS COLLEGE**  
**5. SERVERS FOR VIRTUAL DESKTOP**

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
37	3	Performance Optimized	\$ -	\$ -
38	3	No RAID for P/V570	\$ -	\$ -
39	3	HBA330 Controller Adapter, Low Profile	\$ 128.10	\$ 384.30
40	3	BOSS Controller Card + with 2 M.2 Sticks 240G (RAID 1), FH	\$ 418.80	\$ 1,256.40
41	3	iDRAC9, Enterprise	\$ 233.00	\$ 699.00
42	3	iDRAC Group Manager, Disabled	\$ -	\$ -
43	3	iDRAC Legacy Password	\$ -	\$ -
44	3	DHCP with Zero Touch Configuration	\$ -	\$ -
45	3	IDSDM and Combo Card Reader	\$ 28.10	\$ 84.30
46	3	Redundant SD Cards Enabled	\$ -	\$ -
47	3	64GB Micro SDHC/SDXC Card	\$ 94.80	\$ 284.40
48	3	64GV Micro SDHC/SDXC Card	\$ 94.80	\$ 284.40
49	3	6 Performance Fans for R740/740XD	\$ 94.80	\$ 284.40
50	3	No Quick Sync	\$ 28.10	\$ 84.30
51	3	UEFI BIOS Boot Mode with GPT Partition	\$ -	\$ -
52	3	No Energy Star	\$ -	\$ -
53	3	No Systems Documentation, No Open Manage DVD Kit	\$ -	\$ -
54	3	VxRail V570F Luggage Tag	\$ -	\$ -
55	3	Edu Serv-Dell Tech VxRail Appliance System Administrator ILT 3-Day Expires 1-Year	\$ 1,572.40	\$ 4,717.20
56	3	Education Services-Dell EMC Proven Professional Exam Voucher Expires 1-Yr	\$ 109.50	\$ 328.50
57	3	VxRail Small Form Factor Pluggable Cable Kit	\$ 9.00	\$ 27.00
58	36	32GB RDIMM, 3200MT/s, Dual Rank	\$ 514.10	\$ 18,507.60
59	6	800GB SSD SAS Mix Use 12Gbps 512e 2.5in Hot-Plug AG Drive, 3 DWPD, 4380 TBW	\$ 648.00	\$ 3,888.00

**SOUTH TEXAS COLLEGE**  
**5. SERVERS FOR VIRTUAL DESKTOP**

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
60	12	1.92TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-Plug AD Drive, 1 DWPD, 3504 TBW	\$ 550.40	\$ 6,604.80
61	3	NVIDIA() Tesla™ T4 16GB Passive, Single Slot, Full Height GPU	\$ 2,501.10	\$ 7,503.30
62	6	Power Cord, 250V, 2FT, C19/C20, US	\$ 9.50	\$ 57.00
63	12	Dell EMC PowerEdge SFP+ ST Optic 10GbE 850nm	\$ 113.80	\$ 1,365.60
64	6	VxRail VMware, vSAN Advance, 3 Years	\$ -	\$ -
65	6	VxRail HCI System Software, All-Flash, A	\$ 4,178.90	\$ 25,073.40
66	12	VxRail HCI System Software, Capacity Drive 1.92TB, SATA SSD	\$ 528.90	\$ 6,346.80
67	6	ProSupport Mission Critical, vSAN, Advanced, 1 Processor, 3 Years	\$ 1,642.40	\$ 9,854.40
<b>TOTAL AMOUNT</b>			\$ 160,492.20	

**SOUTH TEXAS COLLEGE**  
**6. ADOBE LICENSE SUBSCRIPTION AGREEMENT**

<b>NAME</b>			Software House International (SHI) Government Solutions, Inc.	
<b>ADDRESS</b>			3828 Pecana Trail	
<b>CITY/STATE/ZIP</b>			Austin, TX 78749	
<b>PHONE</b>			800-527-6389	
<b>FAX</b>			512-732-0232	
<b>CONTACT</b>			Michael Lipere	
#	Qty	Description	Unit Price	Extension
1	380	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription	\$ 196.30	\$ 74,594.00
2	1	Adobe Acrobat Pro DC for Teams - Team Licensing Subscription	\$ 117.60	\$ 117.60
3	25	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription - New As Needed Purchases	\$ 196.30	\$ 4,907.50
<b>TOTAL AMOUNT</b>			\$ 79,619.10	

### **Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2021 through April 30, 2022 will be requested at the February 23, 2021 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2021. Approval to renew the contract for a one-year period is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 31, 2020 Board meeting for the contract period beginning May 1, 2020 through April 30, 2021 with two (2) one-year renewal options. This is the first renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting, the renewal of the Delinquent Tax Contracts for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2021 to April 30, 2022 as presented.

**South Texas College**  
**Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year**  
**Not Including Penalty, Interest, and Other Collections <sup>1</sup>**  
**As of Each Fiscal Year End**

**Hidalgo and Starr County - Combined**

<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
8/31/2020	12,692,792.74	2,718,590.36	21.42%	9,974,202.38	78.58%
12/31/2020	13,466,499.83	1,190,404.91	9.81%	12,276,094.92	91.16%

<sup>1</sup> Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

**South Texas College**  
**Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year**  
**Not Including Penalty, Interest, and Other Collections<sup>1</sup>**  
**Hidalgo County and Starr County**  
As of Each Fiscal Year End

<b>Hidalgo County</b>					
<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
8/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
8/31/2020	8,880,508.11	2,386,507.72	26.87%	6,494,000.39	73.13%
12/31/2020	9,413,435.50	1,078,246.47	11.45%	8,335,189.03	88.55%

<b>Starr County</b>					
<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
8/31/2020	3,812,284.63	332,082.64	8.71%	3,480,201.99	91.29%
12/31/2020	4,053,064.33	112,158.44	2.77%	3,940,905.89	97.23%

<sup>1</sup> Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

**South Texas College**  
**Summary of Total Tax Levy Uncollected**  
**By Tax Year for Hidalgo County and Starr County**  
As of December 31, 2020

Levy Year	Adjusted Tax Levy	Tax Levy Collected Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	\$ 10,212,017.20	\$ 10,181,488.13	\$ (30,529.07)	-0.30%	\$ 625,439.34	\$ 10,806,927.47	105.83%
1997	10,581,658.34	10,553,167.17	(28,491.17)	-0.27%	651,844.57	11,205,011.74	105.89%
1998	10,939,832.47	10,908,480.58	(31,351.89)	-0.29%	709,432.38	11,617,912.96	106.20%
1999	11,616,040.60	11,497,209.48	(118,831.12)	-1.02%	416,204.59	11,913,414.07	102.56%
2000	12,505,815.53	12,429,003.27	(76,812.26)	-0.61%	865,736.71	13,294,739.98	106.31%
2001	13,855,903.35	13,774,624.18	(81,279.17)	-0.59%	765,014.12	14,539,638.30	104.93%
2002	29,265,242.01	29,076,887.72	(188,354.29)	-0.64%	1,532,229.23	30,609,116.95	104.59%
2003	30,504,989.99	30,312,422.18	(192,567.81)	-0.63%	1,395,589.66	31,708,011.84	103.94%
2004	32,848,585.23	32,626,497.70	(222,087.53)	-0.68%	1,667,204.75	34,293,702.45	104.40%
2005	34,328,676.05	34,084,426.15	(244,249.90)	-0.71%	1,515,661.59	35,600,087.74	103.70%
2006	36,812,604.51	36,549,332.83	(263,271.68)	-0.72%	1,807,127.20	38,356,460.03	104.19%
2007	41,507,057.52	41,206,753.36	(300,304.16)	-0.72%	2,479,423.24	43,686,176.60	105.25%
2008	44,608,710.76	44,272,280.94	(336,429.82)	-0.75%	2,901,721.24	47,174,002.18	105.75%
2009	45,076,715.07	44,690,552.87	(386,162.20)	-0.86%	1,816,967.27	46,507,520.14	103.17%
2010	44,727,195.51	44,322,937.57	(404,257.94)	-0.90%	1,340,168.19	45,663,105.76	102.09%
2011	44,080,494.57	43,662,484.06	(418,010.51)	-0.95%	1,145,199.85	44,807,683.91	101.65%
2012	44,194,175.24	43,755,266.69	(438,908.55)	-0.99%	1,027,091.06	44,782,357.75	101.33%
2013	45,117,658.97	44,649,787.25	(467,871.72)	-1.04%	1,050,919.18	45,700,706.43	101.29%
2014	56,757,802.80	56,139,022.77	(618,780.03)	-1.09%	1,861,256.24	58,000,279.01	102.19%
2015	60,390,315.65	59,622,699.06	(767,616.59)	-1.27%	1,369,600.56	60,992,299.62	101.00%
2016	63,172,968.38	62,203,680.15	(969,288.23)	-1.53%	1,095,298.10	63,298,978.25	100.20%
2017	67,050,865.60	65,850,694.18	(1,200,171.42)	-1.79%	1,528,816.93	67,379,511.11	100.49%
2018	67,301,899.54	65,610,788.53	(1,691,111.01)	-2.51%	844,229.72	66,455,018.25	98.74%
2019	68,693,521.04	65,894,164.19	(2,799,356.85)	-4.08%	810,900.36	66,705,064.55	97.11%
<b>Delinquent Subtotal</b>	<b>\$ 926,150,745.93</b>	<b>\$ 913,874,651.01</b>	<b>\$ (12,276,094.92)</b>	<b>-1.33%</b>	<b>\$ 31,223,076.08</b>	<b>\$ 945,097,727.09</b>	<b>102.05%</b>

**Review and Recommend Action on Resolution 2021-003 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation**

Approval of the Resolution 2021-003 to impose an additional 15 percent penalty for collection cost of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney's compensation will be requested at the February 23, 2021 Board meeting.

Purpose – A resolution authorizing the College to levy an additional 15 percent penalty to the delinquent 2020 district taxes is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which will remain delinquent on July 1, 2021.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional 15 percent penalty for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution to impose an additional 15 percent penalty for the collection of outstanding delinquent taxes for the tax year 2019 was approved by the Board on March 31, 2020.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for the Committee's review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting, the Resolution 2021-003 to impose an additional 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.



**RESOLUTION NO. 2021-003**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2020 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.**

<b>STATE OF TEXAS</b>	<b>§</b>
<b>COUNTY OF STARR</b>	<b>§</b>
<b>AND HIDALGO</b>	<b>§</b>
<b>SOUTH TEXAS COLLEGE DISTRICT</b>	<b>§</b>

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2020; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2020 taxes which remain delinquent on July 1, 2021; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2019 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2021, and thereafter for taxes levied for the tax year 2020. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2020 at least thirty (30) and not more than sixty (60) days before July 1, 2021.
3. A tax lien shall attach to the property on which the 2020 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: \_\_\_\_\_  
Chairman

ATTEST:

BY: \_\_\_\_\_  
Secretary

## Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2021 - 2022

- a. Student Tuition and Fees
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- c. Regional Center for Public Safety Excellence Tuition and Fees
- d. Employee Fees
- e. Other (Non-Student/Non-Employee) Fees

Approval of proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) will be requested at the February 23, 2021 Board meeting.

The recommended changes for FY 2021 - 2022 are as follows:

### a. Student Tuition and Fees

- No changes are recommended in base student tuition and fee rates.
- Remove Testing Fees from Schedule due to State of Texas format changes as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>TESTING FEES</b>			
TSI Assessment Exam Fees: Up to January 10, 2021			
• TSI Assessment Reservation Fee	\$25.00	remove	remove
• TSI Assessment Exam - All three exams	\$29.00	remove	remove
• TSI Assessment Exam Fee - Reading only	\$10.00	remove	remove
• TSI Assessment Exam Fee - Writing only	\$10.00	remove	remove
• TSI Assessment Exam Fee - Math only	\$10.00	remove	remove
TSI Assessment Exam Retesting Fees: Up to January 10, 2021			
• TSI Assessment Reservation Fee	\$25.00	remove	remove
• TSI Assessment Exam Retesting Fee- All three exams	\$29.00	remove	remove
• TSI Assessment Exam Fee - Retesting Reading only	\$10.00	remove	remove
• TSI Assessment Exam Fee - Retesting Writing only	\$10.00	remove	remove
• TSI Assessment Exam Fee - Retesting Math only	\$10.00	remove	remove

- Include note in FY 2019 – 2020 to reflect the following:

			Proposed Rate FY 2019-2020
<b>TESTING FEES</b>			
TSI Assessment Exam Fees: Effective January 11, 2021			As per prior format and FY 2019 - 2020 Schedule
• TSI Assessment Reservation Fee			
• TSI Assessment Exam Fee- Both exams			
• TSI Assessment Exam Fee- Math only			

			Proposed Rate FY 2019-2020
• TSI Assessment Exam Fee- English Language Arts and Reading only			
TSI Assessment Exam Retesting Fees: Effective January 11, 2021			As per prior format and FY 2019 - 2020 Schedule
• TSI Assessment Reservation Fee			
• TSI Assessment Exam Retesting Fee- Both exams			
• TSI Assessment Exam Fee - Retesting Math only			
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only			

- Change Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>TESTING FEES</b>			
American Welding Society Certification Testing and Material Fees, <del>per course for test takers who are not currently enrolled in any of the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</del>	\$250.00	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>PROGRAM SPECIFIC FEES:</b>			
Welding and Other Course Fees: Certification (non- "S" Section) (per course) <ul style="list-style-type: none"> <li>• For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</li> </ul>	Recovery of costs and processing fees	\$150.00	\$150.00

**b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**

- Remove Course Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>COURSE FEES:</b>			
American Welding Society Certification Testing and Material Fee (per certification) <ul style="list-style-type: none"> <li>• Dual Credit Students enrolled in the following Academic Welding courses are eligible to take industry certifications aligned with each course. School Districts have the option to schedule the test dates and transport student to STC Technology Campus for certification testing for the following courses: <ul style="list-style-type: none"> <li>• WLDG 1312</li> <li>• WLDG 1457</li> <li>• WLDG 1428</li> <li>• WLDG 2406</li> <li>• WLDG 2451</li> </ul> </li> </ul>	School Districts will be responsible for the following fees: <ul style="list-style-type: none"> <li>• 50.00</li> </ul> Testing fee paid directly to South Texas College per certification/per student. Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.	Remove section from Schedule	Remove section from Schedule

**c. Regional Center for Public Safety Excellence Tuition and Fees**

- No changes are recommended for this schedule.

**d. Employee Fees**

- No changes are recommended for this schedule.

**e. Other (Non-Student/Non-Employee) Fees**

- No changes are recommended for this schedule.

Reviewers - The revised Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) have been reviewed by staff and President's Cabinet.

The five (5) proposed Tuition and Fees Schedules for FY 2021 - 2022 follow in the packet for the Committee's information and review. The proposed revisions for FY 2021 - 2022 are highlighted in yellow.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting, the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, Regional Center for Public Safety Excellence, employees, and other (non-student/non-employee) as presented.

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
<b>RESIDENT TUITION-IN-DISTRICT HIDALGO &amp; STARR COUNTIES PER CREDIT HOUR:</b>			
• In-District per credit hour	77.00	77.00	77.00
<b>RESIDENT TUITION -OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:</b>			
• Out-of-District per credit hour	87.00	87.00	87.00
<b>NON-RESIDENT TUITION-OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:</b>			
• Out-of-state/International per credit hour	200.00	200.00	200.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>			
Biology	15.00	15.00	15.00
Chemistry	20.00	20.00	20.00
Physics	20.00	20.00	20.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	75.00	75.00	75.00
Emergency Medical Technology	55.00	55.00	55.00
Occupational Therapy Assistant	55.00	55.00	55.00
Patient Care Assistant	35.00	35.00	35.00
Pharmacy Tech	55.00	55.00	55.00
Physical Therapist Assistant	55.00	55.00	55.00
Radiologic Technology/Sonography	65.00	65.00	65.00
Respiratory Therapy	65.00	65.00	65.00
Vocational Nursing	75.00	75.00	75.00
Physical Science	20.00	20.00	20.00
Geology	20.00	20.00	20.00
Engineering	20.00	20.00	20.00
Architectural & Engineering Design Technology	30.00	30.00	30.00
Automotive & Diesel Technology	20.00	20.00	20.00
Culinary Arts	15.00	15.00	15.00
Electronic Equipment & Computer	15.00	15.00	15.00
Electrician Assistant	10.00	10.00	10.00
Fire Science	5.00	10.00	10.00
Heating, Ventilation & Air Conditioning	20.00	20.00	20.00
Legal Assisting	10.00	10.00	10.00
Manufacturing Technology	10.00	10.00	10.00
Child Care and Development	20.00	20.00	20.00
Drama	10.00	20.00	20.00
Law Enforcement		10.00	10.00
Welding		15.00	15.00
<b>COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, BACHELOR) FLAT TUITION:</b>			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (In District)	850.00	850.00	850.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of- District)	910.00	910.00	910.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms* (per Term) (Out-of-State)	1500.00	1500.00	1500.00
*All fees will be assessed, except mandatory and course fees.			
<b>ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:</b>			
In-district per credit hour		127.00	127.00
Out-of-District per credit hour		137.00	137.00
Out-of-State per credit hour		250.00	250.00
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero	Deleted	Deleted

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (In-District)		7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Out-of-District)		8.00 or variable tuition including zero	8.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Non-Resident)		18.00 or variable tuition including zero	18.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive <u>approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive <u>approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring: • Registration Fee per semester	150.00	150.00	150.00
Summer Minimesters: • Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	150.00	150.00
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	150.00	150.00
Information Technology Fee per credit hour	30.00	31.00	31.00
Learning Support Fee per credit hour	12.00	14.00	14.00
Student Activity Fee per credit hour (Summer 2020 Sessions - Fee waived)	4.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non- "S" section) courses Fee waived • Fall 2020 traditional (non-"S" section) courses Fee waived • Spring 2021 traditional (non-"S" section) courses Fee waived	10.00	10.00	10.00
<b>Hybrid Course Fee per credit hour</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
<b>Overdue Library Book/Media Fee per day</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Overdue Library Reserve Item per hour</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Overdue Library Equipment per day</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library



	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee Spring 2020 - Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00
Emergency Loan Late Payment Fee Spring 2020 -Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
<b>TESTING FEES:</b>			
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee- <b>1st and 4th Attempts</b>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- <b>\$36.25</b> English Language Arts			
• GED Exam Fee- <b>\$36.25</b> Mathematics only			
• GED Exam Fee- <b>\$36.25</b> Science only			
• GED Exam Fee- <b>\$36.25</b> Social Studies only			
GED Retest Exam Fee- <b>2nd, 3rd, 5th, and 6th Attempts</b>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Retest Exam Fee- <b>\$16.25</b> English Language Arts			
• GED Retest Exam Fee- <b>\$16.25</b> Mathematics only			
• GED Retest Exam Fee- <b>\$16.25</b> Science only			
• GED Retest Exam Fee- <b>\$16.25</b> Social Studies only			
HiSET Exam Fee (All Five Exams- <b>1st and 4th Attempts</b> )	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
• HiSET Exam Fee-Reading only \$25.00			
• HiSet Exam Fee-Writing only \$25.00			
• HiSET Exam Fee-Math only \$25.00			
• HiSET Exam Fee-Science only \$25.00			
• HiSET Exam Fee-Social Studies only \$25.00			
HiSET Exam Fee (All Five Exams- <b>2nd, 3rd, 5th, and 6th Attempts</b> )	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
• HiSET Exam Fee-Reading only \$15.00			
• HiSET Exam Fee-Writing only \$15.00			
• HiSET Exam Fee-Math only \$15.00			
• HiSET Exam Fee-Science only \$15.00			
• HiSET Exam Fee-Social Studies only \$15.00			
<b><del>TSI Assessment Exam Fees: Up to January 10, 2021</del></b>			
<b><del>• TSI Assessment Reservation Fee</del></b>	<b><del>25.00</del></b>	<b><del>25.00</del></b>	<b><del>25.00</del></b>
<b><del>• TSI Assessment Exam – All three exams</del></b>	<b><del>29.00</del></b>	<b><del>29.00</del></b>	<b><del>29.00</del></b>
<b><del>• TSI Assessment Exam Fee – Reading only</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>
<b><del>• TSI Assessment Exam Fee – Writing only</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>
<b><del>• TSI Assessment Exam Fee – Math only</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>
TSI Assessment Exam Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	<b>As per prior format and schedule</b>	25.00	25.00
• TSI Assessment Exam Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Math only		15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading only		15.00	15.00
<b><del>TSI Assessment Exam Retesting Fees: Up to January 10, 2021</del></b>			
<b><del>• TSI Assessment Reservation Fee</del></b>	<b><del>25.00</del></b>	<b><del>25.00</del></b>	<b><del>25.00</del></b>
<b><del>• TSI Assessment Exam Retesting Fee– All three exams</del></b>	<b><del>29.00</del></b>	<b><del>29.00</del></b>	<b><del>29.00</del></b>
<b><del>• TSI Assessment Exam Fee – Retesting Reading only</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>	<b><del>10.00</del></b>

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
<del>• TSI Assessment Exam Fee—Retesting Writing only</del>	<del>10.00</del>	<del>10.00</del>	<del>10.00</del>
<del>• TSI Assessment Exam Fee—Retesting Math only</del>	<del>10.00</del>	<del>10.00</del>	<del>10.00</del>
TSI Assessment Exam Retesting Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	<b>As per prior format and schedule</b>	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only		15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only		15.00	15.00
American Welding Society Certification Testing and Material Fees, <del>per course for test takers who are not currently enrolled in any of the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</del>		250.00	<b>Recovery of costs and processing fees</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session)			
• Fall Semester	40.00	50.00	50.00
• Spring Semester	40.00	50.00	50.00
• Summer Session	20.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	40.00	40.00
• Spring Semester	30.00	40.00	40.00
• Summer Session	10.00	20.00	20.00
Reservation Fee: (per semester/session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	25.00	25.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	25.00
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	29.00
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Spring 2020 - Fee waived when incurred on or after March 13, 2020			
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> <li>• Gear Rental</li> <li>• Self Contained Breathing Apparatus</li> <li>• Testing</li> </ul>	280.00/4 weeks 360.00/Semester 85.00	1060.00	1060.00
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.) <ul style="list-style-type: none"> <li>• For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429</li> </ul>		165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>Welding and Other Course Fees: Certification (non -"S" section) (per course)</b> <ul style="list-style-type: none"> <li>• For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451</li> </ul>		Recovery of costs and processing fees	<b>150.00</b>
Information Technology and Other Course Fees: Certification (per course) <ul style="list-style-type: none"> <li>• For the following courses: CPMT 1166 and CPMT 2350</li> </ul>		Recovery of costs and processing fees	Recovery of costs and processing fees

**PROPOSED  
TUITION AND FEES FOR DUAL CREDIT  
STUDENTS SPONSORED BY PARTNERING  
SCHOOL DISTRICTS  
FOR FY 2021-2022**

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:</b>			
Associate Degree Nursing	75.00	0.00	0.00
Emergency Medical Technology	55.00	0.00	0.00
Occupational Therapy Assistant	55.00	0.00	0.00
Patient Care Assistant	35.00	0.00	0.00
Pharmacy Tech	55.00	0.00	0.00
Physical Therapist Assistant	55.00	0.00	0.00
Radiologic Technology/Sonography	65.00	0.00	0.00
Respiratory Therapy	65.00	0.00	0.00
Vocational Nursing	75.00	0.00	0.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b><del>American Welding Society Certification Testing and Material Fee (per certification)–</del></b>  <b><del>• Dual Credit Students enrolled in the following Academic Welding courses are eligible to take industry certifications aligned with each course. School Districts have the option to schedule the test dates and transport student to STC Technology Campus for certification testing for the following courses:–</del></b> <ul style="list-style-type: none"> <li><del>• WLDG-1312</del></li> <li><del>• WLDG-1457</del></li> <li><del>• WLDG-1428</del></li> <li><del>• WLDG-2406</del></li> <li><del>• WLDG-2451</del></li> </ul>		<b><del>School Districts will be responsible for the following fees:–</del></b>  <del>• 50.00</del> <del>Testing fee paid directly to South Texas College per certification/per student.</del>  <del>Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.</del>	<b><del>School Districts will be responsible for the following fees:–</del></b>  <del>• 50.00</del> <del>Testing fee paid directly to South Texas College per certification/per student.</del>  <del>Registration and associated fees as determined by AWS and paid directly to AWS for each student upon successful completion of each certification exam.</del>
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00



**PROPOSED  
REGIONAL CENTER FOR PUBLIC SAFETY  
EXCELLENCE (RCPSE)  
TUITION AND FEES  
FOR FY 2021-2022**

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
Continuing Education Law Enforcement Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs
Fees:			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	23.00	23.00	23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)	18.00	18.00	18.00
• Driving Simulator Training (per student for 30 minutes)	38.00	38.00	38.00
• Emergency Vehicle Operations Course (EVOC) (per agency)	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour
• Skills Pad ( per agency per hour)	25.00	25.00	25.00
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
• TCOLE Licensing Certification Exam			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00

**PROPOSED  
EMPLOYEE FEES  
FOR FY 2021-2022**

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
Child Development Center:			
Tuition fee per week	120.00	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee:			
• Fall Semester	40.00	50.00	50.00
• Spring Semester	40.00	50.00	50.00
• Summer Session	20.00	25.00	25.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	30.00	40.00	40.00
• Spring Semester	30.00	40.00	40.00
• Summer Session	10.00	20.00	20.00
Reservation Fee:			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	25.00	25.00
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**PROPOSED  
OTHER (NON-STUDENT/NON-EMPLOYEE)  
FEES FOR FY 2021-2022**

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>PROPOSED FY 2021-2022</b>
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Parking violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Child Development Center: Tuition per week	120.00	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/per session)			
• Fall Semester	40.00	50.00	50.00
• Spring Semester		50.00	50.00
• Summer Session	20.00	25.00	25.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/per session)			
• Fall Semester	30.00	40.00	40.00
• Spring Semester	30.00	40.00	40.00
• Summer Session	10.00	20.00	20.00
Reservation Fee: (per semester/per session)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	65.00	65.00
• Summer Session	20.00	25.00	25.00



## **Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020**

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 will be requested at the February 23, 2021 Board of Trustees meeting.

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

Justification - During the calendar year 2020, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

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

The Code of Criminal Procedure Article 2.132 is shown below:

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

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

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

- Race or Ethnicity known prior to stop

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

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

Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

There were no searches conducted during calendar year 2020.

- Street address or approximate location of the stop

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

<b>Description</b>	<b>Year 2019 Stops Conducted</b>	<b>Year 2020 Stops Conducted</b>
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	226	27
Stops conducted on entering/ leaving campuses - driving infractions on college property	47	15
Stops conducted on public roadways where violations posed a liable danger to public safety	-	17
<b>Total</b>	<b>273</b>	<b>59</b>

There was a decrease in traffic stops due to less traffic violations on the roadways surrounding the South Texas College campuses due to the on-going pandemic. In addition, the Department of Public Safety focused their efforts on enforcing the COVID-19 safety measures on campus. Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

<b>Description</b>	<b>Year 2019 Stops Conducted</b>	<b>Year 2020 Stops Conducted</b>
Red Light	34	19
Speeding	109	14
Expired License Plates	16	-
Disregard Traffic Signal	3	1
Turned Where Prohibited	14	1

<b>Description</b>	<b>Year 2019 Stops Conducted</b>	<b>Year 2020 Stops Conducted</b>
Unsafe Passing	-	-
Defective Equipment	19	-
Failure to Stop/ Stop at Sign	42	3
Unsafe Lane Change	4	2
No Class M DL/No DL	7	1
No Turn Signal	2	1
Failure to Yield	1	2
Driving Wrong Way	1	1
Improper Turn	9	-
Driving on Wrong Side	2	-
Cut Corner	1	-
Passing School Bus	1	1
Passing in No Passing Zone	1	-
Maintain Lane	2	-
Distracted Driving	1	-
Digging Out/Peeling Out/Excessive Acceleration	2	-
No Seat Belt	1	-
Driving w/o Lights when Lights are Required	-	6
Following too Closely	-	1
Verbal	1	6
<b>Total</b>	<b>273</b>	<b>59</b>

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

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2020 and the Comparative Analysis follow in the packet for the Committee's information and review.

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

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 23, 2021 Board meeting, acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented.

# Racial Profiling Report | Full

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Agency Name: South Texas College Department of Public Safety  
Reporting Date: 01/20/2021  
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:  
Phone: (956) 872-2589  
Email: rsuarez8@southtexascollege.edu

Mailing Address:  
2509 W. Pecan Blvd  
McAllen, TX 78501

This Agency filed a full report

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

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

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed

in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Brittany Mouchet  
Coordinator of Emergency Preparedness

Date: 01/20/2021

**Total stops: 59**

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

City street	51
US highway	3
County road	0
State highway	0
Private property or other	5

**Was race or ethnicity known prior to stop?**

Yes	0
No	59

**Race / Ethnicity**

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	55

**Gender**

<b>Female</b>	<b>17</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	17
<b>Male</b>	<b>42</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	38

**Reason for stop?**

<b>Violation of law</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	1
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	58
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	54
Vehicle traffic violation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	59
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	55
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0			
<b>Contraband</b>	<b>0</b>			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
<b>Probable</b>	<b>0</b>			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
<b>Inventory</b>	<b>0</b>			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
<b>Incident to arrest</b>	<b>0</b>			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
<b>Was Contraband discovered?</b>				
<b>Yes</b>	<b>0</b>	<b>Did the finding result in arrest?</b>		
		(total should equal previous column)		
Alaska Native / American Indian	0	Yes 0	No 0	
Asian / Pacific Islander	0	Yes 0	No 0	
Black	0	Yes 0	No 0	
White	0	Yes 0	No 0	
Hispanic / Latino	0	Yes 0	No 0	
<b>No</b>	<b>59</b>			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	1			
White	3			
Hispanic / Latino	55			



**Description of contraband**

<b>Drugs</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Weapons</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

**Result of the stop**

<b>Verbal warning</b>	<b>5</b>
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Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	4
<b>Written warning</b>	<b>45</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	42
<b>Citation</b>	<b>9</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	9
<b>Written warning and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Citation and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
<b>Violation of Traffic Law</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>No</b>	<b>59</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	55

**Number of complaints of racial profiling**

<b>Total</b>	<b>0</b>
<b>Resulted in disciplinary action</b>	<b>0</b>
<b>Did not result in disciplinary action</b>	<b>0</b>

Submitted electronically to the



The Texas Commission on Law Enforcement

# South Texas College Department of Public Safety

## 2020 Racial Profiling Report Comparative Analysis

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

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
African	1	1.69%	African	117	0.41%
Asian	0	0.00%	Asian	219	0.77%
Caucasian	3	5.08%	Caucasian	652	2.29%
Hispanic	55	93.22%	Hispanic	27,349	95.95%
Middle Eastern	0	0.00%	Middle Eastern	N/A	N/A
Native American	0	0.00%	Native American	22	0.08%
Other	0	0.00%	Other	143	0.50%
<b>Total</b>	<b>59</b>	<b>100.00%</b>	<b>Total</b>	<b>28,502</b>	<b>100.00%</b>

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

Ruben Suarez

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

### **Review and Action as Necessary on Financial Advisor Services and Continuing Disclosure Services**

Approval of Financial Advisor Services and Continuing Disclosure Services will be requested at the February 23, 2021 Board of Trustees meeting.

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

The Continuing Disclosure Services consists of important information about municipal bonds that arises after the initiative issuance. This information generally reflects the financial health and 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. In addition, these disclosures are made available to investors and the public by the Municipal Securities Rulemaking Board (MSRB).

**Justification** - The Financial Advisor and Continuing Disclosure Services are requested by management for the College. Request for Qualifications (RFQs) for these services were solicited as requested by the Board of Trustees at the November 24, 2020 Board Meeting.

**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.

At 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, Audit, and Human Resources 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.

The Board also approved at the October 27, 2020 Board Meeting, an additional 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. 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.

The Board also requested further analysis from staff on procurement methods and evaluation criteria for the Financial Advisor Services and Continuing Disclosure Services.

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.

At the November 24, 2020 Board meeting, the Board approved the solicitation of a Request for Qualifications (RFQ) for Financial Advisor Services and Continuing Disclosure Services combined, using the identified criteria, and stipulated that evaluations would be conducted by the Finance, Audit, and Human Resources Committee.

The Committee further recommended that respondent's qualifications be provided directly, and without staff evaluation, to the Finance, Audit, and Human Resources Committee for evaluation and for the Committee to recommend the most highly qualified respondent for Board approval. The Committee and the Board reserve the right to request presentations as necessary from the responding firms.

Proposal documents were advertised on December 2, 2020 and December 9, 2020 and issued to five (5) vendors. Four (4) responses were received on December 16, 2020.

At the January 12, 2021 Finance, Audit, and Human Resources Committee meeting, administration provided an overview of the process used by College staff when reviewing and evaluating qualifications. All seven trustees were provided with hard copies of the forms used in the evaluation process, as well as copies of all four responsive Qualifications. The members of the Committee were asked to complete and submit the *Acknowledgement of Evaluation Responsibility, Non-Conflict of Interest, and Confidentiality Statements* prior to their independent review of the Qualifications.

At the January 26, 2021 Board Meeting, the Board approved the Director of Purchasing to complete the following:

- Reference Checks for the four (4) respondents of the RFQ and submit the completed responses to the trustees by the end of day on Friday, January 29, 2021.
- Evaluation Summary of the Finance, Audit, and Human Resources Committee members independent evaluation ranking for the four (4) respondents of the RFQ for presentation to the Committee on Tuesday, February 9, 2021. The evaluation rankings were submitted to the Director of Purchasing by the end of day on Tuesday, February 2, 2021.

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

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Becky Cavazos, Director of Purchasing, will attend the Committee meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend action as necessary at the February 23, 2021 Board of Trustees meeting, on the Financial Advisor Services and Continuing Disclosure Services.



**SOUTH TEXAS COLLEGE  
REQUEST FOR QUALIFICATIONS -  
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES  
PROJECT NO. 20-21-1025  
EVALUATION SUMMARY**

VENDOR			Estrada Hinojosa & Company, Inc.	Hilltop Securities, Inc.		PFM Financial Advisors, LLC.		RBC Capital Market, LLC.		
ADDRESS			1508 Lone Star Way Unit 1	70 Northeast Loop 410 Ste 710		111 Congress Ave Ste 2150		609 Main St 36th Fl		
CITY/STATE			Edinburg, TX 78539	San Antonio, TX 78216		Austin, TX 78701		Houston, TX 77002		
PHONE			210-223-4888	210-308-2204		512-614-5323		713-651-3338		
FAX			210-941-0501			512-472-0932		713-651-3347		
CONTACT			Miguel De Los Santos	Anne Burger Entrekin		Dennis Waley		Chris Allen		
1	Qualifications of staff to be assigned to the College. (up to 45 points)		45	44.33	40	41	40	40	35	36.66
	a	The qualifications of the staff assigned to the College vis-à-vis background, years of experience, number of issues engaged in, size of issues, etc.	45		42		38		40	
	b	References	43		41		42		35	
2	Experience with public entities, including, but not limited to community colleges. (up to 45 points)		45	44	45	42.66	45	41.66	45	40
	a	Overall public finance experience and track record of the firm.	45		43		39		40	
	b	Specific experience of the firm and staff with the obligations issued by public entities.	42		40		41		35	
3	Regulatory Matters (up to 10 points)		10	8.66	10	7.66	10	7.33	10	6.66
	a	Investigations and litigations information provided.	8		5		4		7	
			8		8		8		3	
TOTAL EVALUATION POINTS			96.99		91.32		88.99		83.32	
RANKING			1		2		3		4	

## **Review and Action as Necessary of Title IX Training for the South Texas College Board of Trustees**

Approval of Title IX Training for the South Texas College Board of Trustees will be requested at the February 23, 2021 Board meeting.

**Purpose** – The Title IX Training will provide the South Texas College Board of Trustees knowledge and understanding of the Title IX regulations, including the new 2020 revisions and new Texas State laws for higher education institutions.

**Justification** – Understanding and complying with the new Title IX regulations issued by the Department of Education on May 19, 2020 and that became effective on August 14, 2020, remains a top priority for South Texas College. In addition, on August 1, 2020, portions of the Subchapter E-3 of Chapter 51 of the Texas Education Code (House Bill 1735 and Senate Bill 212) took effect that require higher education institutions to incorporate language into their policies that address sexual harassment.

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106 (Title IX) state the following:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

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

**Background** – College staff has continued to attend trainings and study the laws to stay abreast of the new requirements and to incorporate such requirements into College policies and procedures.

### **On-line Training for Board of Trustees**

In an effort to provide the College’s Board of Trustee an overview of the Title IX regulations, as well as highlight the new 2020 revisions, a training session has been developed specifically for South Texas College Board of Trustees by Ms. Sandra K. Schuster, Esq., Partner at TNG (Association of Title IX Administrators (ATIXA) and National Center for Higher Education Risk Management) Consulting. Ms. Schuster has provided valuable training on various Title IX related topics to College staff since FY 2013.

The training session is one hour long and may be accessed on-line. Administration proposes that at the February 23, 2021, the Board of Trustees be provided an internet hyperlink where the recording of the training session may be accessed. A password will also be provided that

is required to access the training session. In addition, the accompanying handouts for the power point presentation will be provided to each Board Member. Each Board Member may access the on-line training at their convenience.

Board Members will be asked to complete the training by March 31, 2021 and to complete and submit an Acknowledgement of Training form for training documentation purposes.

Enclosed Documents - The Acknowledgement of Training form follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, will attend 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 February 23, 2021 Board meeting, the Title IX Training for the South Texas College Board of Trustees as presented.



# Title IX Training Acknowledgement of Training Form February 23, 2021

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I acknowledge that I have completed the Title IX Board of Trustees Training presented by Ms. Sandra K. Schuster, Esq., Partner at TNG (Association of Title IX Administrators (ATIXA) and National Center for Higher Education Risk Management) Consulting regarding the Title IX Regulations, including the new 2020 Federal Title IX regulations and updates to the Texas Education Code Chapter 51 (Senate Bill 212 or Subchapter E-2 and House Bill 1735 or Subchapter E-3).

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Please complete the training and submit this Acknowledgement of Training to Andrew Fish by March 31, 2021.

### **Review and Action as Necessary on Internal Auditor Performance Evaluation Instrument**

Approval of Internal Auditor Performance Evaluation Instrument will be requested at the February 23, 2021 Board meeting.

**Purpose** - To review the Internal Auditor Performance Evaluation Instrument proposed to be used by the Board of Trustees to conduct a performance evaluation of the Internal Auditor.

**Justification** - As per Policy #2250: Evaluation of the Internal Auditor, it is the policy of South Texas College that the Board meets in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year. The performance appraisal will be retained at the Office of the President upon completion.

**Background** - Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

The proposed instrument to be used to evaluate the Internal Auditor is designed to be focused on the specific internal audit function.

The Job Description for the Internal Auditor is included in the packet for the Committee's reference and includes the specific duties and responsibilities of the position to help with the Evaluation.

Also included, for the Committee's reference, is the Internal Audit Charter. The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board. The Internal Audit Charter was last approved by the Board of Trustees at the August 25, 2020 Board Meeting.

**Enclosed Documents** - The proposed Internal Auditor Performance Evaluation Instrument, the Internal Auditor Job Description, and the Internal Audit Charter follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, will attend 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 February 23, 2021 Board meeting, the Internal Auditor Performance Evaluation Instrument as presented.

**SOUTH TEXAS COLLEGE**  
**PERFORMANCE EVALUATION OF THE INTERNAL AUDITOR**  
**FY 2020 - 2021**

Please rate the functioning of the Internal Auditor according to the following criteria and characteristics.

**4 = Excellent    3 = Good    2 = Satisfactory    1 = Needs Improvement    0 = Not observed**

<b>A.</b>	<b>Fulfillment of Role – Authority, Independence, &amp; Objectivity, and Standards</b>	<b>SCORE</b>
1	Demonstrates accountability and integrity in the execution of the internal auditor function	4 3 2 1 0
2	Successfully engages personnel pertinent to carrying out authorized auditing activities	4 3 2 1 0
3	Maintains freedom from interference by other elements within the College	4 3 2 1 0
4	Maintains free and clear communication with the Board of Trustees	4 3 2 1 0
5	Exercises proper judgment and focus on internal audit activities	4 3 2 1 0
6	Reviews Internal Audit Charter at least annually, with suggested revisions as necessary	4 3 2 1 0
7	Confirms with the Institute of Internal Auditors (IAA) International Standards for the Professional Practice of Internal Auditing (Standards) and IIA Code of Ethics	4 3 2 1 0

<b>B.</b>	<b>Internal Audit Plan</b>	<b>SCORE</b>
1	Provides an internal audit plan at least annually	4 3 2 1 0
2	Bases proposed audit plan on well-defined, risk-based methodology	4 3 2 1 0
3	Aligns plan with the College's risk assessment process	4 3 2 1 0
4	Incorporates feedback of senior management in the development of the proposed audit plan	4 3 2 1 0
5	Reasonably achieves planned activities	4 3 2 1 0

<b>B.</b>	<b>Internal Audit Plan</b>	<b>SCORE</b>
6	Communicates significant deviation, including any material justifications for deviance	4 3 2 1 0
7	Collaborate with external auditors on audit objectives	4 3 2 1 0

<b>C.</b>	<b>Quality Assurance and Improvement</b>	<b>SCORE</b>
1	Maintains a Quality Assurance and Improvement Plan to enhance the Internal Audit Function at the College	4 3 2 1 0
2	Aligns activities to best practices and internal auditing standards	4 3 2 1 0
3	Assesses activities and performance and identifies appropriate opportunities and strategies for improvement	4 3 2 1 0
4	Communicates with senior management and trustees on the quality assurance activities and improvement plan	4 3 2 1 0

<b>D.</b>	<b>Internal Audit Reports</b>	<b>SCORE</b>
1	Provides sufficient reports on completed Internal Audit activities outlined in authorized project list and other approved engagements as necessary	4 3 2 1 0
2	Clearly outlines scope, methodology, and findings of all audit activities	4 3 2 1 0
3	Produces reports which present information in a clear, concise, and impactful manner	4 3 2 1 0
4	Incorporates management response as appropriate to each particular engagement	4 3 2 1 0
5	Provides appropriate follow-up reporting on findings or other issues, as necessary.	4 3 2 1 0
6	Provides comprehensive annual report on audit activities	4 3 2 1 0

**COMMENTS:** \_\_\_\_\_

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# South Texas College

## Classification Description

**Title: Internal Auditor**

**Department: Internal Audits**

**Reports to: Board of Trustees and President (Functionally)/VP-FAS (Administratively)**

**Pay Grade: Administrative - E**

**Salary Range: \$80,000.00 - \$140,000.00**

**Date: 06/09/2015**

**FLSA Status: Non-Exempt**

### **General Statement of Job**

The Internal Auditor is responsible for providing independent and objective assurance, consulting services, evaluations, audits, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment. The Internal Auditor reports administratively to the Vice President for Finance and Administrative Services and functionally to the College President and Board of Trustees. Supervises the Internal Audits staff.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Carries out independent evaluations, audits, and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical, Enterprise Risk Management and human resources and other activities are managed and in accordance with the auditing standards, Texas Internal Auditing Act and The Institute of Internal Auditors Standards.
2. Provides management with a comprehensive risk management process to ensure that risks are identified, and evaluates existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
3. Maintains an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
4. Researches and keeps abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
5. Keeps management informed of emerging trends and successful practices in auditing and controls testing.
6. Facilitates the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.

7. Performs special analyses and reviews, including compliance, instances of alleged fraud and unethical misconduct. Reviews and reports on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
8. Develops a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensures its full implementation.
9. Approves and oversees audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for; and activities conform to regulation, college policies, departmental procedures, and professional standards.
10. Ensures staff compliance with regulations, College policies, deadlines, and auditing standards.
11. Maintains a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
12. Develops and implements fraud and unethical behavior prevention programs driven by risk based support models.
13. Participates in various committees or task forces geared to policy and procedure development and operational improvement.
14. Coordinates coverage with the external auditors, state and federal agencies, and external consultants, and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.
15. Responsible for maintaining accountability and sound fiscal management.
16. Develops, implements, and evaluates the department's procedures, programs, functions, and activities.
17. Provides input on revisions/updates of pertinent existing policies and formulation of new policies.
18. Oversees the departmental Institutional Effectiveness (IE) plan.
19. Maintains knowledge of the College's policies and procedures and applicable federal, state, and local laws and regulations.
20. Travels throughout the college district, as needed.
21. Recommends for hire, supervises, trains, mentors, assigns schedules, and evaluates the Internal Audits staff.
22. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's degree in Accounting required; Master's degree preferred.
2. At least three (3) years of Auditing experience, preferably in a higher education institution.

### **Required Knowledge, Skills and Abilities**

1. Ability to handle the demands and requirements of senior-level management in higher education.
2. Knowledge of auditing standards, techniques, activities, and processes.
3. Knowledge of risk management and risk assessment.
4. Knowledge of public accounting and financial rules, laws, standards, and practices.
5. Familiarity with fraud investigation and detection criteria and strategies.
6. Familiarity with organizational management and human resources concepts.

7. Ability to demonstrate effective management and leadership models and techniques.
8. Familiarity with planning and managing budgets.
9. Ability to effectively use organizational and planning skills with attention to detail and follow through.
10. Knowledge of designing internal audit master plan initiatives.
11. Ability to provide management with a comprehensive enterprise risk management process.
12. Ability to coordinate work with external auditors, federal and state agencies, and external consultants.
13. Ability to effectively supervise, lead, and delegate tasks and authority.
14. Excellent oral, written, presentation, and interpersonal communication skills.
15. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
16. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
17. Ability to analyze situations quickly and objectively and to determine proper course of action.
18. Team player with the ability to collaborate with all college departments, functions, and other support services.
19. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
20. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
21. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
22. Demonstrated commitment to achieving the vision and mission of South Texas College.
23. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
24. Ability to write reports, business correspondence, and procedure manuals.
25. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
26. Ability to define problems, collect data, establish facts, and draw valid conclusions.
27. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
28. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

## **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Sitting particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

**SOUTH TEXAS COLLEGE  
INTERNAL AUDIT CHARTER  
EFFECTIVE AUGUST 25, 2020**

**INTRODUCTION**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

**ROLE**

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY**

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

**INDEPENDENCE & OBJECTIVITY**

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

## **INTERNAL AUDIT PLAN**

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College's risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.

## **ORGANIZATION**

The Internal Auditor will report functionally to the President and the Board and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

## **SCOPE OF ACTIVITIES**

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;

- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

## **STANDARDS OF AUDIT PRACTICE**

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

## **RESPONSIBILITIES**

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;



## **RESPONSIBILITIES (Cont.)**

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

## **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.



Khalil M. Abdullah CPA, CIA, CGAP, MAcc  
Internal Auditor

8/27/20

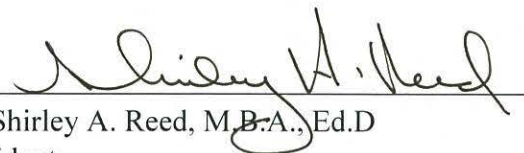
Date



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

8/26/20

Date



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

8/25/20

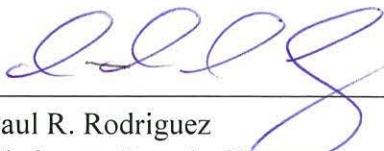
Date



Roy de León  
Chairman, Finance, Audit, and Human Resources Committee

8/25/2020

Date



Paul R. Rodriguez  
Chairman, Board of Trustees

8/25/2020

Date