

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 9, 2021 @ 5:45 p.m.

Agenda

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

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**Approval of February 9, 2021 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 9, 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, February 9, 2021 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, February 9, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:24 p.m. with Mr. Rene Guajardo presiding.

Members present: Mr. Rene Guajardo, Dr. Alejo Salinas, Jr., and Mr. Paul R. Rodriguez

Other Trustees Present: Ms. Rose Benavidez, 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, Dr. Virginia Champion, Ms. Samantha Uriegas, Dr. Jesus Campos, Mr. Khalil Abdullah, Chief Ruben Suarez, and Mr. Andrew Fish.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 12, 2021 were approved as written. The motion carried.

**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 provided 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 discussed 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 qualified 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 provided a review of the initiatives at South Texas College that were already 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 then provided 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 was provided for the Committee's information and feedback to staff, and no action was requested.

Review and Action as Necessary on Purchases and Renewals

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases and renewals as listed below:

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	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$26,523.10
B	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,064.85
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (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 was \$381,370.39.

The motion carried.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of 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. The motion carried.

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 was needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which remain delinquent on July 1, 2021.

Justification – Board action was 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 was provided in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of 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. The motion carried.

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 were as follows:

a. Student Tuition and Fees

- No changes were 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
TESTING FEES			
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

	Current Rate	Change	Proposed Rate FY 2021-2022
• 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
TESTING FEES			
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			
• 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
TESTING FEES			
American Welding Society Certification Testing and Material Fees , 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	\$250.00	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:			

Welding and Other Course Fees: Certification (non- "S" Section) (per course)	Recovery of costs and processing fees	\$150.00	\$150.00
<ul style="list-style-type: none"> For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451 			

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
COURSE FEES:			
American Welding Society Certification Testing and Material Fee (per certification) <ul style="list-style-type: none"> 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"> WLDG 1312 WLDG 1457 WLDG 1428 WLDG 2406 WLDG 2451 	School Districts will be responsible for the following fees: <ul style="list-style-type: none"> 50.00 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) were reviewed by staff and President's Cabinet.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of 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. The motion carried.

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:

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	226	27

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
Stops conducted on entering/ leaving campuses - driving infractions on college property	47	15
Stops conducted on public roadways where violations posted a liable danger to public safety	-	17
Total	273	59

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:

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

Description	Year 2019 Stops Conducted	Year 2020 Stops Conducted
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
Total	273	59

Reviewers - The Vice President for Finance and Administrative Services and the Chief of Police for the Department of Public Safety 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 was provided 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, attended the Committee Meeting to respond to questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2020 as presented. 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 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

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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 was provided 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, attended the Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the selection and engagement of Estrada Hinojosa & Company, Inc. for Financial Advisor Services and Continuing Disclosure Services.

An attending trustee suggested that the Board invite the top two ranked firms for presentations to the Board. Another trustee suggested that all four responding firms be invited for presentations to the Board.

Legal counsel agreed that the Board could act upon the Committee's recommendation, or could request presentations.

A member of the Finance, Audit, and Human Resources Committee provided the observation that this evaluation was a good experience and that he supported the actions of the committee and the process used.

The Committee Chair called for a vote, and the motion carried.

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 would 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 had provided valuable training on various Title IX related topics to College staff since FY 2013.

The training session was one hour long and may be accessed on-line. Administration proposed 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 would also be provided that was required to access the training session. In addition, the accompanying handouts for the power point presentation would be provided to each Board Member. Each Board Member may access the on-line training at their convenience.

Board Members would 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 was provided in the packet for the Committee’s information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Title IX Training for the South Texas College Board of Trustees as presented. The motion carried.

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 was 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 would be retained at the Office of the President upon completion.

Background - Performance appraisals were 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 was designed to be focused on the specific internal audit function.

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

Also included, for the Committee's reference, was the Internal Audit Charter. The Internal Audit Charter was 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

Finance, Audit, and Human Resources
Committee Minutes 02-09-2021

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Auditor Performance Evaluation Instrument as presented. The motion carried.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:25 p.m.

I certify that the foregoing are the true and correct Minutes of the February 9, 2021 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Rene Guajardo
Committee Chair

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

Approval of the following award of proposal, purchases, and renewals will be requested at the March 30, 2021 Board meeting.

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

A. Award of Proposal

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposal

1) Marketing Services for Career and Technology Education Programs (Award)

Award the proposal for marketing services for career and technology education programs to **Image House Media, LLC.** (McAllen, TX), for the period beginning April 1, 2021 through August 31, 2021, at a total amount of \$55,000.00.

Purpose – The Carl Perkins grant is providing marketing services funds for career and technology education programs. This campaign is to promote non-traditional careers to male and female students of which individuals from one gender comprise less than 25% of the workforce.

Justification and Benefit – The Division of Business, Public Safety, and Technology in collaboration with the Perkins Project Director from the Department of Resource Development, Management, and Compliance are requesting these services to demonstrate career and technical pathway opportunities at South Texas College as underrepresented gender groups are recruited, persist towards program completion or go into a non-traditional workforce field. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

The services will include the following: traditional media – 25%, digital media – 45%, content creation – 15%, and graphic design – 15%. Some of the instructional programs that will be part of the services are Automotive Technology, Diesel Technology, Electrician Technology, Law Enforcement, Fire Science, etc.

Background – Proposal documents were advertised on January 20, 2021 and January 27, 2021 and issued to eight (8) vendors. Five (5) responses were received on February 4, 2021 and reviewed by the Division of Business, Public Safety, and Technology, Public Relations and Marketing, and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2020 – 2021.

B. Purchases and Renewals (B-a. Instructional Item)

2) Training and Consulting Program Agreement (Purchase)

Purchase a training and consulting program agreement from **Inside Track, Inc.** (Portland, OR) (New) (a sole source vendor), for the period beginning April 1, 2021 through December 31, 2024, at a total amount of \$376,500.00, with payments being issued quarterly.

Purpose – Division of Math, Science, Information Technology, and Bachelor Programs are requesting the training and consulting services as per the Department of Education – Hispanic Serving Institutions grant which was accepted by the Board on September 22, 2020. These services will include student coaching, staff training, technology and data analytics to increase enrollment, completion, and career readiness.

Justification and Benefit – This project will increase student access to online tutoring, provide online financial literacy resources to help student effectively manage debt and stay on a path leading to program completion and employment and to integrate academic coaching and intervention support to help students successfully pass their courses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Funds for this expenditure are budgeted in the Department of Education – Hispanic Serving Institutions grant budget for FY 2021 – 2022.

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

3) Classroom Camera System (Purchase)

Purchase a classroom camera system from **Intelligent Video Solutions** (Sussex, WI) (New), a sole source vendor, at a total amount of \$66,211.71.

Purpose – The Child Development Program is requesting to purchase twelve (12) cameras and licenses, a server, ceiling microphones, audio servers, and accessories which will be installed at the Mid Valley Campus Child Development Center classrooms.

Justification and Benefit – In an effort to ensure students are well trained and provided the best learning experience, especially with the ongoing pandemic (COVID-19), the purchase of additional state of the art equipment for the Child Development programs will help to support student success. Studies show that observation is often seen as one of the simplest, yet effective methods of assessing young children as they develop. For a child care provider, early childhood educator, or child development student, observing a child begins with noting how each child behaves, learns, reacts to new situations and interacts with others. Later, providers, educators or students can reflect on this information and determine how they can help improve the classroom to meet the needs of young learners. In order to meet this criterion during the pandemic, the program needs equipment, specifically classroom cameras to support observations. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

The equipment being requested includes items which support these programs and provide students with an opportunity to complete their program required observations without interruptions to the classroom. It provides students with the experience and training needed in their field of study. The equipment will also provide classroom innovation so that students in the program may be successful and develop the skills needed for their career path.

Funds for this expenditure are budgeted in the Carl Perkins Grant and Child Development Center budgets for FY 2020 – 2021.

4) Building Moving Services (Renewal)

Renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$50,000.00.

Purpose – Facilities Planning and Construction is requesting building moving services for the relocation of portable buildings throughout the College district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background – The Board awarded the contract for building moving services at the April 23, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The last 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 st Renewal	3/31/20		5/1/20 – 4/30/21
2 nd Renewal	3/30/21		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 Construction – Portable Building Relocation and Moving Services budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

5) Food and Related Non-Food Products (Renewal)

Renew the food and related non-food products contracts for the period beginning April 27, 2021 through April 26, 2022, at an estimated amount of \$100,000.00, which is based on prior year history. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Devin Distributing & Packaging, Inc.** (McAllen, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

Purpose – The Culinary Arts Program and Mid-Valley Childcare Center are requesting to purchase of food products and supplies for student instruction and the students attending at the Mid-Valley Childcare Center as needed.

Justification and Benefit – The food products are necessary for providing breakfast, lunch and snacks to the students attending the Mid Valley Childcare Center and for student enrolled in the Culinary Arts Program courses at the Pecan Campus. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

Background - The Board awarded the food and related non-food products at the March 31, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins April 27, 2021 through April 26, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/20	4/27/20 – 4/26/21	2 – one year options
1 st Renewal	3/30/21		4/27/21 – 4/26/22

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

Funds for this expenditure are budgeted in the Culinary Arts Program and Mid-Valley Childcare Center – Auxiliary budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

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

6) Computers, Laptops, Tablets, and Graphic Processing Units (Purchase)

Purchase computers, laptops, tablets, and graphic processing units from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and **CDW Government, LLC.** (Vernon Hill, IL) an E&I Cooperative Service approved vendor, at a total amount of \$472,736.01.

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

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

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

- Systems being requested meet the South Texas College standard configuration

- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 130 Computers for Information Technology (District Wide Student Labs)
- Faculty Computers
 - ⇒ 131 Computers for Information Technology (District Wide)
- Staff Computers
 - ⇒ 339 Computers for Information Technology (District Wide)
 - ⇒ 7 Computers for Educational Technologies
- Staff Laptops
 - ⇒ 2 Laptops for Educational Technologies
 - ⇒ 3 Laptops for Dual Credit Academies
 - ⇒ 3 Laptops for Dual Credit Pathways
 - ⇒ 1 Laptop for Division of Business, Public Safety, and Technology
- Faculty Tablets
 - ⇒ 1 Tablet for Music Program
- Student Graphics Processing Units
 - ⇒ 8 Graphics Processing Units for Computer Science Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 -2021 as follows: Information Technology, Educational Technologies, Dual Credit Academies, Dual Credit Pathways, Music, Division of Business, Public Safety, and Technology, and Computer Science.

7) Internet Service Agreement (Purchase)

Purchase an internet service agreement with Spectrum Enterprise through the **Texas Department of Information Resources** (DIR) (Austin, TX) for the period beginning April 1, 2021 through March 31, 2023, at a monthly amount of \$3,696.00, a one-time installation fee of \$560.00, and a total annual amount of \$44,912.00 for year one (1). The second-year total amount is \$44,352.00, for a contract total of \$89,264.00.

Purpose – Information Technology is requesting to purchase point-to-point internet services to and from for Tyler Junior College (TJC). These services will support the College's assets at the new disaster recovery location.

Justification and Benefit – This disaster recovery location will support the Pecan Campus datacenter services. If the Pecan Campus datacenter becomes inaccessible due to an unforeseen event, such as fire, power outages or inclement weather the TJC location will

support various services. This Disaster recovery connection at TJC will provide access to Banner data, backups, and other applications that are critical to provide business continuity and support to student, faculty, and staff. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

8) Network Software Maintenance Agreement (Renewal)

Renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at total amount of \$222,326.00 with an initial payment of \$51,782.00 and two (2) annual payments of \$85,272.00.

Purpose – Information Technology is requesting to renew the network software maintenance agreement for the College network software. The agreement will provide support for voice over IP phones, virtual phones, and call centers district wide.

Justification and Benefit – The network software maintenance agreement will provide online phone support and software upgrades for all Cisco systems. It will cover troubleshooting support, upgrades and security patches. The network software is critical to the network infrastructure which provides faculty, staff and students connectivity to the internet and intranet applications and services such as call centers and virtual phones. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

9) VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with **Dell Marketing, LP./Dell Financial Services, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$404,833.97 with an initial payment of \$134,944.65 and two (2) annual payments of \$134,944.66.

Purpose – Information Technology is requesting to renew the VMware maintenance agreement for the College's virtual server infrastructure. This is a three (3) year Enterprise License Agreement (ELA) that will deliver professional support services for critical systems such as Banner, Jagnet, and virtual computers throughout the College district.

Justification and Benefit – The maintenance agreement offers 24-hour, year-round technical support for the college's virtual servers. This agreement will provide professional support to the virtual servers supporting applications such as Banner and Jagnet. The agreement will also provide support to virtual desktops deployed at the Pecan, Weslaco, and Starr County campus welcome centers, call centers, classroom computers, and computer labs district wide. **EVALUATED AS HIGH PRIORITY AND SHOULD NOT BE POSTPONED.**

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

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 30, 2021 Board meeting the award of proposal, purchases, and renewals as listed below:

A. Award of Proposal

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposal

- 1) Marketing Services for Career and Technology Education Programs (Award):** award the proposal for marketing services for career and technology education programs to **Image House Media, LLC.** (McAllen, TX), for the period beginning April 1, 2021 through August 31, 2021, at a total amount of \$55,000.00;

B. Purchases and Renewals (B-a. Instructional Item)

- 2) Training and Consulting Program Agreement (Purchase):** purchase a training and consulting program agreement from **Insight Track, Inc.** (Portland, OR) (New) (a sole source vendor), for the period beginning April 1, 2021 through December 31, 2024, at a total amount of \$376,500.00, with payments being issued quarterly;

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

- 3) Classroom Camera System (Purchase):** purchase a classroom camera system from **Intelligent Video Solutions** (Sussex, WI) (New), a sole source vendor, at a total amount of \$66,211.71;
- 4) Building Moving Services (Renewal):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2021 through April 30, 2022, at an estimated amount of \$50,000.00;
- 5) Food and Related Non-Food Products (Renewal):** renew the food and related non-food products contracts for the period beginning April 27, 2021 through April 26, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:
- **Ben E. Keith Company** (Fort Worth, TX)
 - **Devin Distributing & Packaging, Inc.** (McAllen, TX)
 - **Labatt Food Service** (Harlingen, TX)
 - **Sysco Central Texas, Inc.** (New Braunfels, TX)

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

- 6) Computers, Laptops, Tablets, and Graphic Processing Units (Purchase):** purchase computers, laptops, tablets, and graphic processing units from the State of

- Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), and **Apple, Inc.** (Dallas, TX) and **CDW Government, LLC.** (Vernon Hill, IL) an E&I Cooperative Service approved vendor, at a total amount of \$472,736.01;
- 7) **Internet Service Agreement (Purchase):** purchase an internet service agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2021 through March 31, 2023, at a monthly amount of \$3,696.00 and one-time installation fee of \$560.00, and a total annual amount of \$44,912.00 for year one (1). The second-year total amount is \$44,352.00, for a contract total of \$89,264.00;
- 8) **Network Software Maintenance Agreement (Renewal):** renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$222,326.00 with an initial payment of \$51,782.00 and two (2) annual payments of \$85,272.00;
- 9) **VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with **Dell Marketing, LP./Dell Financial Services, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 1, 2021 through March 31, 2024, at a total amount of \$404,833.97 with an initial payment of \$134,944.65 and two (2) annual payments of \$134,944.66.

Recommend Action - The total for all award of proposal, purchases, and renewals is \$1,836,871.69.

SOUTH TEXAS COLLEGE
1. MARKETING SERVICES FOR CAREER AND TECHNOLOGY EDUCATION PROGRAMS
PROJECT NO. 20-21-1027

NAME		25th Hour Communications, Inc.	Advertir, Inc.	Image House Media, LLC.	Interact Communications	RGVision Publications
ADDRESS		34 Glen Rd	3421 W US Hwy 83 #6	300 S 8th St	502 Main St Fl 3	801 N Bryan Rd
CITY/STATE/ZIP		Westwood, MA 02090	McAllen, TX 78501	McAllen, TX 78501	La Crosse, WI 54601	Mission, TX 78582
PHONE		805-221-5988	956-682-5563	956-534-7741	608-781-6495	956-566-6598
FAX		805-296-3654	956-686-7335	N/A	608-781-8496	N/A
CONTACT		Trish Lamantia	Christopher Julian	Gerardo Sanchez	Anthony Jones	Gabriel Puente
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Traditional Media	\$ 38,500.00	\$ 13,750.00	\$ 12,000.00	\$ 13,750.00	\$ 14,000.00
2	Digital Media		\$ 24,750.00	\$ 29,000.00	\$ 24,750.00	\$ 24,750.00
3	Content Creation	\$ 16,500.00	\$ 8,250.00	\$ 10,400.00	\$ 8,250.00	\$ 8,250.00
4	Graphic Design		\$ 6,250.00	\$ 3,600.00	\$ 8,250.00	\$ 6,200.00
5	Ongoing Consolation				Included	
TOTAL AMOUNT PROPOSED		\$ 55,000.00	\$ 53,000.00	\$ 55,000.00	\$ 55,000.00	\$ 53,200.00
TOTAL EVALUATION POINTS		94.36	93.6875	94.485	****	93.83
RANKING		2	4	1	****	3

****Vendor did not submit a required form, therefore not evaluated.

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

SOUTH TEXAS COLLEGE
1. MARKETING SERVICES FOR CAREER AND TECHNOLOGY EDUCATION PROGRAMS
PROJECT NO. 20-21-1027
EVALUATION SUMMARY

VENDOR		25th Hour Communications, Inc.		Advertis, Inc.		Image House Media, LLC.		RGVision Publications	
ADDRESS		34 Glen Rd		3421 W US Hwy 83 #6		300 S 8th St		801 N Bryan Rd	
CITY/STATE/ZIP		Westwood, MA 02090		McAllen, TX 78501		McAllen, TX 78501		Mission, TX 78582	
PHONE		805-221-5988		956-682-5563		956-534-7741		956-566-6598	
FAX		805-296-3654		956-686-7335					
CONTACT		Trish Lamantia		Christopher Julian		Gerardo Sanchez		Gabriel Puente	
1	The purchase price. (up to 45 points)	43.36	43.36	45	45	43.36	43.36	44.83	44.83
		43.36		45		43.36		44.83	
		43.36		45		43.36		44.83	
		43.36		45		43.36		44.83	
2	The reputation of the vendor and of the vendor's goods or services. (up to 18 points)	14.5	17	17.5	17	18	17.875	15	16.625
		17.5		17.5		18		17.5	
		18		17		17.5		17	
		18		16		18		17	
3	The quality of the vendor's goods or services. (up to 18 points)	16.25	16.8125	17	16	17	16.375	16.5	16
		18		17		17.5		17.5	
		15		15		15		15	
		18		15		16		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	15	14.1875	14.75	13.6875	14.75	13.875	14.75	13.375
		14.75		15		14.75		14.75	
		12		12		12		12	
		15		13		14		12	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2	3	3	3	3
		3		2		3		3	
		3		2		3		3	
		3		2		3		3	
6	The impact on the ability of the district to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
		0		0		0		0	
TOTAL EVALUATION POINTS		94.36		93.6875		94.485		93.83	
RANKING		2		4		1		3	

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

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	35	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business <i>Five (5) points were used from the purchase price for this criterion.</i>	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
Total Points		100	

Definitions of evaluation terms:

Excellent - respondent provided information which fully addressed or exceeded the requirements

Acceptable - respondent provided information which addressed most but not all of the requirements

Marginal - respondent provided minimal information on requirements

Poor/No response - respondent provided inadequate responses to requirements or did not respond

SOUTH TEXAS COLLEGE
2. TRAINING AND CONSULTING PROGRAM AGREEMENT

NAME			Inside Track, Inc.	
ADDRESS			121 SW Salmon St Ste 800	
CITY/STATE/ZIP			Portland, OR 97204	
PHONE			512-657-7890	
CONTACT			Mike Embry	
#	Qty	Description	Unit Price	Extension
1	1	Training and Consulting Program Agreement Period: 4/1/2021 - 12/31/2024 Includes: Coaching, Online Tutoring, Starfish, and Online Financial Literacy	\$ 376,500.00	\$ 376,500.00
TOTAL AMOUNT			\$ 376,500.00	

SOUTH TEXAS COLLEGE
3. CLASSROOM CAMERA SYSTEM

NAME			Intelligent Video Solutions	
ADDRESS			N53 W24747 S Corporate Circle	
CITY/STATE/ZIP			Sussex, WI 53089	
PHONE			920-209-9944	
CONTACT			Carmen Haak	
#	Qty	Description	Unit Price	Extension
1	1	Server - 1U Rackmount 6TB up to 15 Valt Licenses, VALT Base License Included	\$ 7,755.00	\$ 7,755.00
2	12	VALT Professional Camera License	\$ 1,995.00	\$ 23,940.00
3	6	Axis M5525 1080p, 10 Optical Zoom, PTZ Camera & Recessed Ceiling Mount Kit	\$ 1,155.00	\$ 6,930.00
4	6	Axis P3245-LV 1080p Fixed Dome Camera, Varifocal 3-10mm lens, wall or ceiling mount	\$ 695.00	\$ 4,170.00
5	12	Shure Ceiling Microphone & Mount Kit - Requires audio pre-amp	\$ 289.00	\$ 3,468.00
6	2	TesiraForte AVB CI DSP for enhanced audio, background noise reduction and echo cancellation - 128x128 Channels AVB - 12 inputs, 8 Outputs	\$ 2,645.00	\$ 5,290.00
7	1	Installation Services	\$ 10,700.00	\$ 10,700.00
8	1	Shipping and Handling	\$ 350.00	\$ 350.00
9	1	SSA License Renewal	\$ 3,608.71	\$ 3,608.71
TOTAL AMOUNT			\$ 66,211.71	



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

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

4

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

March 31, 2021

Zuniga's House Mover, LLC.
Attn: Mr. Hugo A. Zuniga
4307 N. Veterans Blvd
San Juan, TX 78589

Dear Mr. Zuniga:

On March 31, 2020, South Texas College awarded a contract to Zuniga's Moving Services for Building Moving 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 begin 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.

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
f (956) 872-4688

5a

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

March 31, 2021

Ben E. Keith Company
Attn: Ms. Shelia Thornburg
7600 Will Rogers Blvd
Fort Worth, TX 76140

Dear Ms. Thornburg:

On March 31, 2020, South Texas College awarded a contract to Ben E. Keith Company for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2021 through April 26, 2022 with a 1% price escalation if not 0%.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 26, 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
f (956) 872-4688

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

March 31, 2021

Devin Distributing & Packaging, Inc.
Attn: Ms. Sandra Salinas
PO Box 3928
McAllen, TX 78502

Dear Ms. Salinas:

On March 31, 2020, South Texas College awarded a contract to Devin Distributing & Packaging, Inc. for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2021 through April 26, 2022 with a 5% price escalation if not 0%.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 26, 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
f (956) 872-4688

5c

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

March 31, 2021

Labatt Food Service
Attn: Mr. Jesse Camacho
902 North Expressway 77
Harlingen, TX 78550

Dear Mr. Camacho:

On March 28, 2020, South Texas College awarded a contract to Labatt Food Service for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2021 through April 26, 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.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 26, 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
f (956) 872-4688

5d

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

March 31, 2021

Sysco Central Texas, Inc.
Attn: Mr. Stephen Gaidusek
1260 Schwab Rd
New Braunfels, TX 78132

Dear Mr. Gaidusek:

On March 31, 2020, South Texas College awarded a contract to Sysco Central Texas, Inc. for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2021 through April 26, 2022, with a 4% price escalation.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 26, 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
6. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 30, 2021

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	130	Computer 3080 XCTO, i5-10500 Processor, 8GB Memory, 512GB Hard Drive,	\$ 737.68	\$ 95,898.40	Lucio Gonzalez - Information Technology
		Intel Integrated Graphics, 20" Monitors, Warranty			Replacement of obsolete computers in student labs
2	131	Computer 3080 XCTO, i5-10500 Processor, 8GB Memory, 512GB Hard Drive,	\$ 737.68	\$ 96,636.08	Lucio Gonzalez - Information Technology
		Intel Integrated Graphics, 20" Monitors, Warranty			Replacement of obsolete computers for dept faculty
3	339	Computer 3080 XCTO, i5-10500 Processor, 8GB Memory, 512GB Hard Drive,	\$ 706.89	\$ 239,635.71	Lucio Gonzalez - Information Technology
		Intel Integrated Graphics, (239) 20" Monitors, Warranty			Replacement of obsolete computers for dept staff
4	4	Precision 3440 Small Form Factor CTO Base, Intel Core i9-10900 Processor,	\$ 2,426.80	\$ 9,707.20	Marie Evans - Educational Technologies
		64GB Memory, 1TB Storage Drive, Soundbars, Adapters, Warranty			Replacement of out-of-warranty systems for dept staff
5	3	Computer 3080 XCTO, i5-10500 Processor, 8GB Memory, 512GB Hard Drive,	\$ 737.43	\$ 2,212.29	Marie Evans - Educational Technologies
		Intel Integrated Graphics, (1) Keyboard, Warranty			Replacement of out-of-warranty systems for dept staff
		COMPUTER TOTAL		\$ 444,089.68	
LAPTOPS					
6	2	Laptop Latitude 7210 2-in-1 BTX, 10th Gen. Intel Core i7-10610U, 16GB Memory, 512GB HD,	\$ 2,331.53	\$ 4,663.06	Marie Evans - Educational Technologies
		Keyboard & Mouse, Case, Sleeve, (2-24") Monitors, Soundbar, Adapter, Warranty			Replacement of out-of-warranty systems for dept staff
7	3	Laptop Latitude 5420 BTX Base, Intel Core i5-10210U, 256GB Hard Drive, 8GB Memory	\$ 1,065.09	\$ 3,195.27	Leonardo Castaneda - Dual Credit Academies
		Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty			New systems for dept staff
8	3	Laptop Latitude 5420 BTX Base, Intel Core i5-10210U, 256GB Hard Drive, 8GB Memory	\$ 1,065.09	\$ 3,195.27	Antonio De La Cruz - Dual Credit Pathways
		Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty			Replacement of non-working systems for dept staff
9	1	Laptop Latitude 5420 BTX Base, Intel Core i5-10210U, 256GB Hard Drive, 8GB Memory	\$ 1,065.09	\$ 1,065.09	Sara Lozano - Division of Business Public Safety & Technology
		Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty			New system for dept staff
		LAPTOP TOTAL		\$ 12,118.69	
TABLETS					
10	1	Apple iPad Pro, 12.9 inch, WIFI 1TB, Silver, Apple Pencil, Magic Keyboard,	\$ 1,977.00	\$ 1,977.00	William Buhidar - Music Department
		3 Year Apple Care			New system for dept faculty
		TABLET TOTAL		\$ 1,977.00	
GRAPHIC PROCESSING UNITS (GPU)					
11	8	Graphics Processing Unit, PNY GeForce RTX 3090 24GB XLR8 Gaming REVEL Edition	\$ 1,818.83	\$ 14,550.64	Saeed Molki - Computer Science Program
		Graphics Card, Pcle 4.0x16, HDMI, 3xDisplay Port, (16) Power Cables, Warranty			New upgrades for student cybersecurity workstations
		GPU TOTAL		\$ 14,550.64	
		COMPUTER/LAPTOP/TABLET/GPU TOTAL		\$ 472,736.01	

SOUTH TEXAS COLLEGE
7. INTERNET SERVICE AGREEMENT

NAME			Spectrum Enterprise through the Texas Department of Information Resources (DIR)	
ADDRESS			P O Box 13564	
CITY/STATE/ZIP			Austin, TX 78711	
PHONE			877-472-4848	
CONTACT			John Batiste	
#	Qty	Description	Unit Price	Extension
		Service Period: 4/1/21 - 3/31/23		
1	24	Internet Service From: Pecan Campus to Tyler Junior College	\$ 1,848.00	\$ 44,352.00
2	1	One Time Installation Fee	\$ 280.00	\$ 280.00
3	24	Internet Service From: Tyler Junior College to Pecan Campus	\$ 1,848.00	\$ 44,352.00
4	1	One Time Installation Fee	\$ 280.00	\$ 280.00
TOTAL AMOUNT			\$ 89,264.00	

SOUTH TEXAS COLLEGE
8. NETWORK SOFTWARE MAINTENANCE AGREEMENT

NAME			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	1	Flex 3.0 for Education	\$ -	\$ -
2	1	Basic Support for Flex Plan	\$ -	\$ -
3	1,700	EntW On-Premises Calling for Education	\$ 150.48	\$ 255,816.00
4	10,000	EA Students for Higher Education	\$ -	\$ -
5	1	Session Manger V11 (1)	\$ -	\$ -
6	2,040	SRST Endpoints (1)	\$ -	\$ -
7	1	Unified Communications Manager Encryption License (1)	\$ -	\$ -
8	340	Access V11 License (1)	\$ -	\$ -
9	85	Common Area V11 License (1)	\$ -	\$ -
10	2,040	Unity Connection V11 License (1)	\$ -	\$ -
11	5,100	Emergency Responder V11 License (1)	\$ -	\$ -
12	1	Expressway Product Authorization Key (1)	\$ -	\$ -
13	1	UCM Product Authorization Key (1)	\$ -	\$ -
14	2,040	Cloud Device Registration Entitlement	\$ -	\$ -
15	2,040	Unified Communications Manager V11 License (1)	\$ -	\$ -
16	12,040	Messaging Entitlement	\$ -	\$ -
17	40,800	File Storage Entitlement	\$ -	\$ -
18	2,040	Pro Pack for Cisco Control Hub Entitlement	\$ -	\$ -
19	85	Expressway Rich Media Session (1)	\$ -	\$ -
20	1	Discounted Amount	\$ (33,490.00)	\$ (33,490.00)
TOTAL AMOUNT			\$ 222,326.00	

SOUTH TEXAS COLLEGE
9. VMWARE MAINTENANCE AGREEMENT

NAME			Dell Marketing, LP. / Dell Financial Services, LLC.	
ADDRESS			P O Box 6549	
CITY/STATE/ZIP			Carol Stream, IL 60197	
PHONE			800-456-3355	
CONTACT			Roy Palacios	
#	Qty	Description	Unit Price	Extension
1	1	VMWare Maintenance Agreement Period: 4/1/2021 - 3/31/2024 Contract #C000000006841	\$ 404,833.97	\$ 404,833.97
TOTAL AMOUNT			\$ 404,833.97	

**Review and Recommend Action to Write-off Obsolete Fixed Assets/Capital Assets
Valued at \$5,000 and Over**

Approval to write-off obsolete fixed assets/capital assets valued at \$5,000 and over will be requested at the March 30, 2021 Board of Trustees meeting.

Purpose – The Fixed Asset/Inventory Department is requesting to write-off obsolete fixed assets/capital assets valued at \$5,000 and over, for obsolete and no longer in use software programs. These assets totaling \$1756,958.52 will be removed, as applicable, from the College's inventory system and general ledger.

Justification – As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2021.

Reviewers – The various software programs are no longer in use or have not been renewed.

Enclosed Documents - A listing of the fixed assets/capital assets valued at \$5,000 and above follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, will be present at the March 9, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 30, 2021 Board meeting, to write-off obsolete fixed assets/capital software assets valued at \$5,000 and over as presented.

SOUTH TEXAS COLLEGE
ASSETS FOR WRITE-OFF VALUED AT \$5,000.00 AND OVER - LIST #FA14
FEBRUARY 9, 2021

Ptag	Orgn	PO#	Asset Description	Silver Tag	Acquisition Date	Purchase Amount	No Longer In Use As Of	Net Book Value
000003942	5300013		Library Software License	32117	8/31/1999	\$ 8,649.88	6/14/2017	\$ -
000004270	5300013	P0009013	Sirsi Software	32119	10/29/1999	\$ 34,070.00	6/14/2017	\$ -
000004813	445010	P205002	Mathsoft Mathcad 2000 PRO 10u Lan Software	26229	7/18/2000	\$ 7,731.84	10/28/2015	\$ -
000005857	5300013		Library Software	32140	11/17/2000	\$ 9,543.25	6/17/2017	\$ -
000006203	445010	P103508	Microsoft Licensing Agreement 2218830	22332	12/18/2000	\$ 41,119.19	5/17/2013	\$ -
000006051	445010	P103479	ACES R2 System Licenses	26232	2/6/2001	\$ 25,175.00	9/14/2015	\$ -
000006642	445010	P106759	License Agreement Smartforce Courses	22333	6/28/2001	\$ 32,386.00	5/17/2013	\$ -
000006691	445010	P107275	International Tax Navigator Software	22550	8/31/2001	\$ 5,520.00	4/29/2016	\$ -
000007491	445010	P402331	TN464 DS-1 Interface Software	22414	12/5/2001	\$ 5,263.36	6/7/2016	\$ -
000007549	445010	P403148	Sirsi iLink Software License	17057	3/27/2002	\$ 7,500.00	6/12/2013	\$ -
List #FA14						\$ 176,958.52		

Review and Recommend Action on Removal and Disposal of Radiology Equipment

Approval on the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 will be requested at the March 30, 2021 Board meeting.

Purpose – The Radiologic Technology Program in the Division of Nursing and Allied Health and Fixed Asset/Inventory Department are requesting approval to properly remove and dispose of x-ray tables, x-ray wall buckies, x-ray collimator, x-ray generator, and an x-ray control console, as per Policy #5125: Disposal of Surplus Property.

Justification – The radiology equipment was purchased in 2000 and 2001 and after many years of use, the Division of Nursing and Allied Health Radiologic Technology Program is requesting approval to properly remove and dispose of the obsolete and end-of-life radiology equipment housed in Building A at Nursing and Allied Health campus. Due to the ever-evolving technology in the medical field, the equipment in question is obsolete and must be removed by an authorized vendor from our facility in order to comply with the Texas Department of State Health Services – Radiation Safety Licensing Branch requirements.

As per the South Texas College Radiation Safety Officer (RSO), this equipment has been turned off and the units have not been used since the 2013 Bond purchase of two (2) new GE XR646 x-ray units, which are located in Nursing and Allied Health Campus Building B. The equipment's original cost was \$52,877.65 and became fully depreciated as of June 30, 2011.

This equipment emitted a percentage of radiation, therefore contains a liquid that must be properly handled during the removal process. The authorized vendor for removal of the equipment is MXR Imaging Corporation, which charges a fee of \$2,500.00, and will also provide disposal documentation to South Texas College as proof that the equipment was properly disposed.

Enclosed Documents - A listing of the radiology equipment to be removed and disposed of follows in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Jayson Valerio, Dean for Nursing and Allied Health, and Becky Cavazos, Director of Purchasing, will be present at the March 9, 2021, Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the March 30, 2021 Board meeting, the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 as presented.

**SOUTH TEXAS COLLEGE
RADIOLOGY EQUIPMENT - REMOVAL AND DISPOSAL
MARCH 30, 2021**

#	Model No.	Description	Ptag	Silver Tag	Serial No.	Acquisition Date	Purchase Amount	Net Book Value
1	RT-100	Gendex-Del X-Ray Table	000004705	21911	KA0164-0770	8/31/2000	\$ 26,322.00	\$ 0.00
2	110-0100Q2	Gendex-Del ATC 525 X-Ray Control Console			BD0294-0700			
3	0370-0007	Vertical X-Ray Wall Bucky (Chest Display Receiver Plate)			1686			
4		X-Ray Generator						
5	RT-100	Gendex-Del Medical Imaging - X-Ray Table	000006386	21912	KA0209-0401	7/10/2001	\$ 26,555.65	\$ 0.00
6	LX125 D800	Gendex-Del Medical Imaging - X-Ray Collimator			NR079-0316			
7	110-0100Q2	Del Medical ATC 525 X-Ray Control Console			BD0388-0501			
8	QKC	Vertical X-Ray Wall Bucky (Chest Display Receiver Plate)			4081			
							\$ 52,877.65	\$ 0.00

Review and Discussion of FY 2021 – 2022 Budget Development

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the FY 2021 – 2022 Budget Development for your review and discussion.

Purpose – The status of the College’s Budget Development process for FY 2021 – 2022, that includes evaluating and considering internal and external factors and priorities, will be presented to the Finance, Audit, and Human Resources Committee for review.

Justification – The College staff has begun the FY 2021 – 2022 Budget Development process and is considering factors impacting the revenue projections. Financial Managers are currently reviewing their expenditure budgets and will be submitting their requests by March 31, 2021. Preliminary revenue and expenditure projections and factors considered will be discussed with the Committee.

Background – The College’s annual budget cycle includes the budget development process that consists of projecting revenues and expenditures based on historical trend, assumptions for the upcoming fiscal year, and considering other pertinent factors. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President’s Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Reviewers –The FY 2021 – 2022 Budget Development has been reviewed by the President’s Cabinet.

Enclosed Documents – The Preliminary Summary of Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget and the FY 2021 – 2022 Budget Development PowerPoint Presentation follow in the packet for the Committee’s review and information.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the FY 2021 – 2022 Budget Development at the March 9, 2021 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

South Texas College

Unrestricted Fund

Preliminary FY 2021 - 2022 (Next Year) Budget Summary with Comparison to FY 2020 - 2021 (Current Year)

As of February 17, 2021

Summary of Revenues and Carryover Allocations	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Revenues	Difference FY 2021 Approved to FY 2022 Preliminary
State Contact Hour Appropriation	\$ 37,954,853	\$ 41,436,656	24.78%	\$ 3,481,803
<i>Other State Appropriation-ORP</i>	524,004	524,004	0.31%	-
<i>Other State Appropriation-TRS</i>	2,155,023	2,155,023	1.29%	-
<i>Other State Appropriation-HEGI-Year 2</i>	6,159,713	6,159,713	3.68%	-
<i>Other State Appropriation-HEGI-Year 1 (Reimbursement)</i>	2,830,159	-	0.00%	(2,830,159)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.03%	-
Other State Appropriations Subtotal	11,713,899	8,883,740	5.28%	(2,830,159)
Total State Appropriations	49,668,752	50,320,396	30.10%	651,644
<i>Academic & Differential Tuition-Net TPEG</i>	26,696,844	27,677,422	16.55%	980,578
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	3,004,456	3,004,456	1.80%	-
Total Tuition	29,701,300	30,681,878	18.35%	980,578
Total Fees	23,345,146	22,910,843	13.70%	(434,303)
Total M&O Property Taxes	49,306,802	50,806,802	30.39%	1,500,000
Total Other Revenues	6,366,179	7,294,409	4.36%	928,230
Total Carryover Allocations	10,005,908	5,177,901	3.10%	(4,828,007)
Total Revenues and Carryover Allocations	\$ 168,394,087	\$ 167,192,229	100.00%	\$ (1,201,858)

Summary of Expenditures	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Expenditures	Difference FY 2021 Approved to FY 2022 Preliminary
Total Salaries	\$ 95,603,721	\$ 95,603,721	57.74%	\$ -
Total Benefits	27,466,307	27,466,307	16.58%	-
Total Operating	33,946,190	33,946,190	20.50%	-
Total Travel	2,235,954	2,235,954	1.35%	-
Total Capital Outlay	1,446,175	1,446,175	0.87%	-
Total Expenditures	\$ 160,698,347	\$ 160,698,347	97.04%	\$ -
Transfers & Reserves				
Transfer to Unexpended Plant Fund	2,000,000	2,000,000	1.21%	-
Transfer to Office of ITED	865,581	865,581	0.52%	-
Contingency Fund	2,000,000	2,000,000	1.21%	-
Fund Balance Reserve	-	-	0.00%	-
HEGI Reserve	2,830,159	-	0.02%	(2,830,159)
Total Transfers & Reserves	7,695,740	4,865,581	2.96%	(2,830,159)
Total Expenditures, Transfers and Reserves	\$ 168,394,087	\$ 165,563,928	100.00%	\$ (2,830,159)

Revenues and Carryover Allocations over Expenditures	\$ -	\$ 1,628,301		\$ 1,628,301
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* Based on a flat enrollment from FY 2020 - 2021.



FY 2021 – 2022

Budget Development Unrestricted Fund

March 9, 2021

1

Integrated Budget Planning Process



2

FY 2021 – 2022 | Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August
Budget Planning and Development		Instructions and Guidelines							
				Department Requests					
	Revenue Projections		Revenue and Expenditure Projections						
				Balance Budget					
Budget Development Review				Preliminary Review by Finance, Audit, and Human Resources Committee					
Preliminary Budget Review				Department and Cabinet Review			Preliminary Review by Finance, Audit, and Human Resources Committee		
Budget Approval									Hearing Publication
									Budget Hearing
									Budget Proposal
									Budget Approval

3

FY 2021 – 2022 | Budget Objectives



Produce a Balanced Budget

Revenue Equal to Expenditures



Maintain Benchmarks

Instruction Function – 50% of Total Expenditures Budgeted

Salaries and Benefits – Limit to 75% or Lower of Total Expenditures Budgeted



Allocate Resources Based on Strategic Planning



Maintain Financial Responsibility, Sustainability, and Controls

4

FY 2021 – 2022 | Budget Considerations

Revenue

- State Funding for Community Colleges
- Student Enrollment Projections
- Board Approved Tuition and Fee Rate Changes
 - Increased/Changed Fee Rates for TSI Testing, American Welding Society Certification Testing and Materials Fees, and Welding and Other Course Fees
- Property Tax Assessed Valuation and Collections
- Fund Balance Carryover Allocations

5

FY 2021 – 2022 | Budget Considerations (Cont.)

Expenditures

- Faculty and Staff Salary Increases
- New Positions
- Salary Adjustments/Position Reclassifications
- Vacant Position Hiring Freezes/Pauses
- Strategic Investment Priorities
- Unexpended Plant Fund Transfers
- CARES (HEERF II) Funds
- Past Trends and Models May Not Predict the Future

6

FY 2019 – 2020

Budget Revenue and Carryover Allocations = \$181.9 million

\$48.4 million	26.6%	\$66.6 million	36.6%
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State Appropriations

Includes Core Operations, Student Success Points, Contact Hour Funding, and On Behalf

Tuition and Fees

Includes Academic Tuition, Differential Tuition, CPWE, Mandatory and Incidental Fees

\$51.7 million	28.4%	\$15.2 million	8.4%
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M&O Property Taxes

Includes Current Levy Tax Collections, Delinquent Tax, and Penalties and Interest

Other Revenues

Includes Dual Credit Reimbursement Costs, Dual Credit Academy Participation Fee, Administrative Costs, and Carryover Allocations

7

FY 2020 – 2021

Budget Revenue and Carryover Allocations = \$168.4 million

\$49.7 million	29.5%	\$53 million	31.5%
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State Appropriations

Includes Core Operations, Student Success Points, Contact Hour Funding, and On Behalf

Tuition and Fees

Includes Academic Tuition, Differential Tuition, CPWE, Mandatory and Incidental Fees

\$49.3 million	29.3%	\$16.4 million	9.7%
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M&O Property Taxes

Includes Current Levy Tax Collections, Delinquent Tax, and Penalties and Interest

Other Revenues

Includes Dual Credit Reimbursement Costs, Dual Credit Academy Participation Fee, Administrative Costs, and Carryover Allocations

8

FY 2021 – 2022

Preliminary Budget Revenue and Carryover Allocations = \$167.2 million

\$50.3 million	30.1%	\$53.6 million	32.1%
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State Appropriations

Includes Core Operations, Student Success Points, Contact Hour Funding, and On Behalf

Tuition and Fees

Includes Academic Tuition, Differential Tuition, CPWE, Mandatory and Incidental Fees

\$50.8 million	30.4%	\$12.5 million	7.4%
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M&O Property Taxes

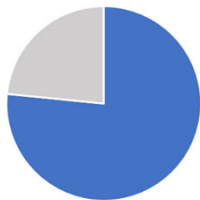
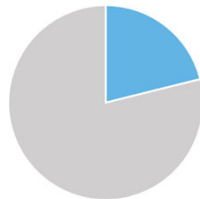
Includes Current Levy Tax Collections, Delinquent Tax, and Penalties and Interest

Other Revenues

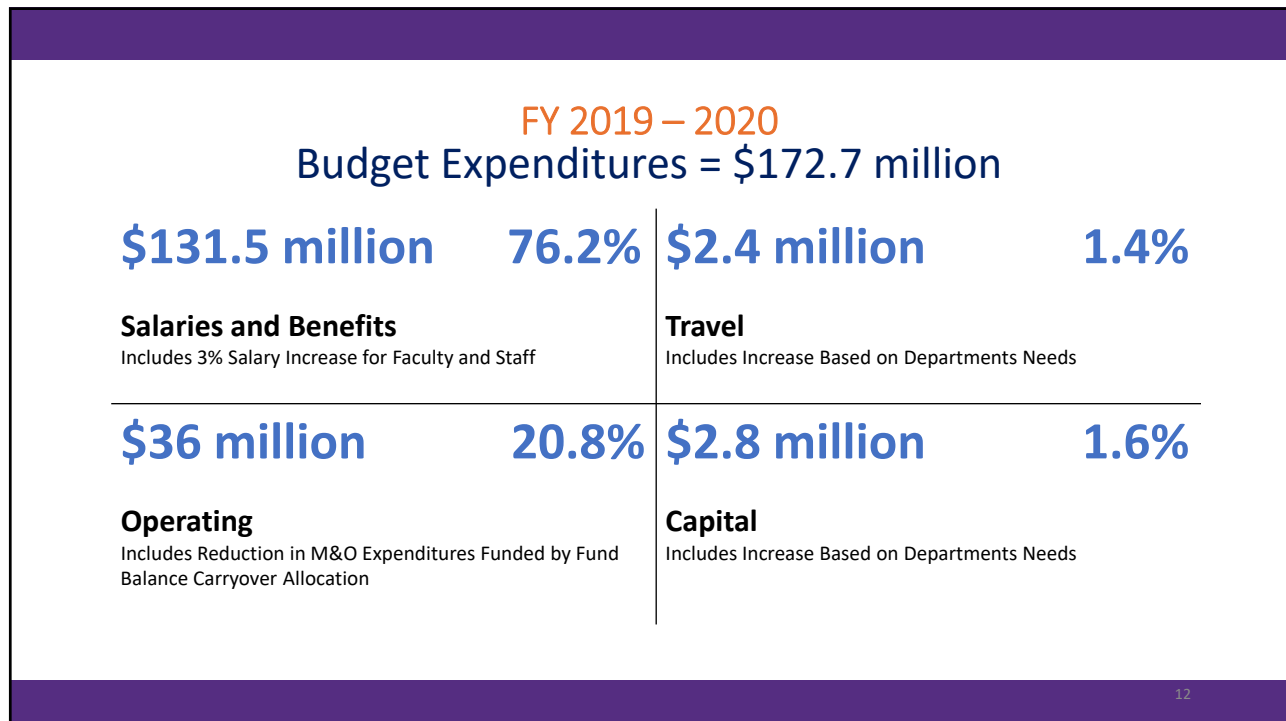
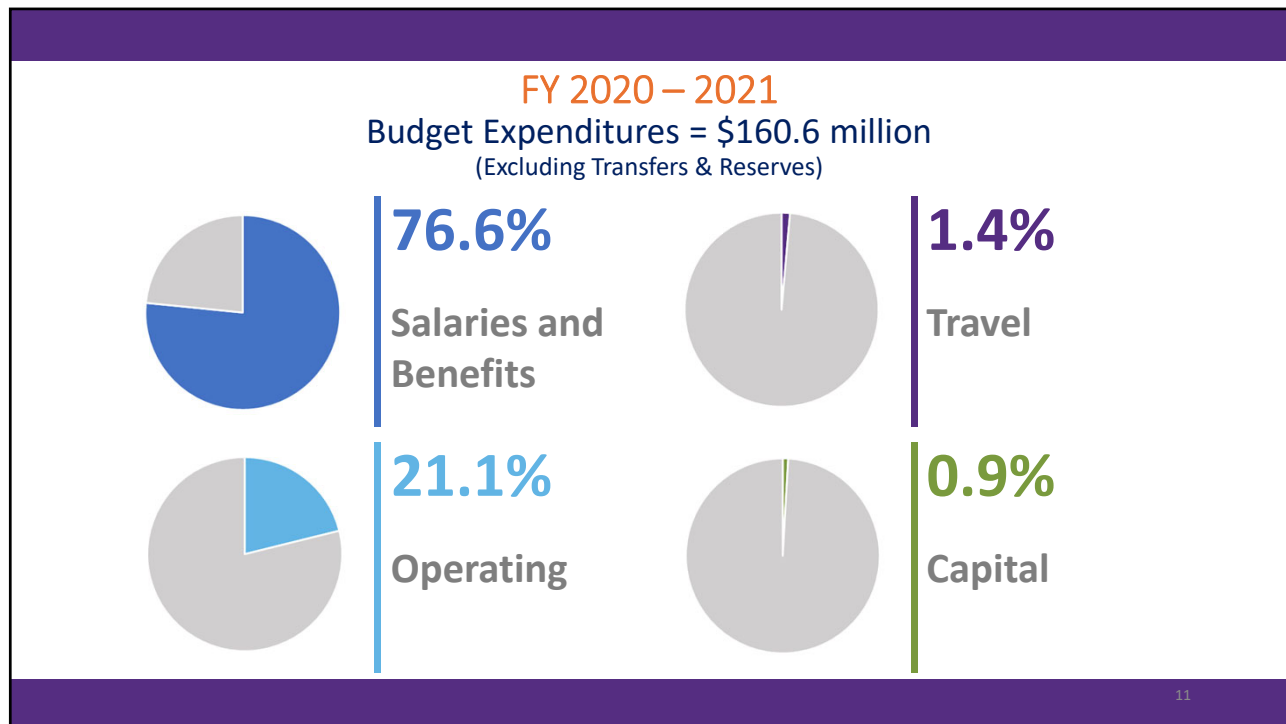
Includes Dual Credit Reimbursement Costs, Dual Credit Academy Participation Fee, Administrative Costs, and Carryover Allocations

9

FY 2019 – 2020

Budget Expenditures = \$172.7 million
(Excluding Transfers & Reserves)**76.2%****Salaries and
Benefits****1.4%****Travel****20.8%****Operating****1.6%****Capital**

10



FY 2020 – 2021			
Budget Expenditures = \$160.6 million			
\$123.1 million	76.6%	\$2.2 million	1.4%
Salaries and Benefits Used \$4.5 million from Fund Balance for Filled Positions, In Person - Hybrid Class Faculty Pay, and Lecturer Positions		Travel Includes Division Wide Reductions Due to Revenue Decline	
\$33.9 million	21.1%	\$1.4 million	0.9%
Operating Includes Division Wide Reductions Due to Revenue Decline		Capital Includes Division Wide Reductions Due to Revenue Decline	

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State Appropriations Revenue				
Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
State Appropriations – Contact Hour	\$42,172,061		\$37,954,853	\$41,436,656
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(4,217,208)</i>	<i>\$3,481,803</i>
<i>Increase/(Decrease) from FY 2019-2020</i>				<i>\$(735,405)</i>
Budget Assumption	First Year of the Biennium	↓	Second Year of the Biennium 10% Decrease	↑ First Year of the Biennium Increase Based on Preliminary Appropriations from HB1/SB1
Actuals (As of February 2021)	Exceeded Budget Due to Reallocation of Funds	↑	No Decrease, Exceeding Budget	
Projected (As of August 31, 2021)		↑	Exceed Budget	

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State Appropriations On Behalf & Hazlewood Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
State Appropriations – On Behalf & Hazlewood	\$6,273,316		\$11,713,899		\$8,883,740
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$5,440,583		\$(2,830,159)
<i>Increase/(Decrease) from FY 2019-2020</i>					\$2,610,424
Budget Assumption	Underfunded for the Biennium	↑	Underfunded for the Biennium Increase to Recover Funding Shortage	↓	Correctly Funded for the Biennium Remove Funding Recovered Revenue
Actuals (As of February 2021)	Exceeded Budget (Retirement Funding)	?	Pending Approval of Supplement Request at Legislative Session		
Projected (As of August 31, 2021)		✓	Meet Budget, Pending Approval of Supplement Request		

15

Optional Retirement Plan (ORP) Contribution Rates

SB 1812, Eighty-third Legislature, limited the payroll state contribution rate for Optional Retirement Program (ORP) to 50% of the contribution. Total projected State Retirement Contribution for ORP in FY 2021 – 2022 is **\$524,004**.

Classification	FY 2019 – 2020	FY 2020 – 2021	FY 2021 – 2022
Employee	6.65%	6.65%	Pending
Employer (Base)	6.6%	6.6%	Pending
Total (Minimum)	13.25%	13.25%	Pending
Optional ORP Supplement (Maximum)	1.9%	1.9%	Pending
Total (Maximum)	15.15%	15.15%	Pending

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Teacher Retirement System (TRS) Contribution Rates

SB 1812, Eighty-third Legislature, limited the payroll state contribution rate for Teacher Retirement System (TRS) to 50% of the contribution. Total projected State Retirement Contribution for TRS in FY 2021 – 2022 is **\$6,159,713**.

Classification	FY 2019 – 2020	FY 2020 – 2021	FY 2021 – 2022
Member Retirement Contribution	7.7%	7.7%	8.0%
State Contribution	7.5%	7.5%	7.75%

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Health Plan Premium Rates

SB 1812, Eighty-third Legislature, set the payroll state contribution rate for Higher Education Group Insurance (HEGI) contributions for community colleges at 50% of the cost associated with eligible employees. Total projected State Insurance Contribution in FY 2021 – 2022 is **\$2,155,023**.

Classification	FY 2019 – 2020		FY 2020 – 2021		FY 2021 – 2022	
	State Pays	Member Pays	State Pays	Member Pays	State Pays	Member Pays
Member Only	\$624.82	\$0	\$624.82	\$0	Pending	Pending
Member + Spouse	982.82	358.00	982.36	357.54	Pending	Pending
Member + Children	864.52	239.70	864.20	239.38	Pending	Pending
Member + Family	1,222.52	597.70	1,221.74	596.92	Pending	Pending

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Tuition and Fee Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Tuition and Fees	\$66,606,116		\$53,046,446		\$53,592,721
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(13,559,670)</i>		<i>\$546,275</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(13,013,395)</i>
Budget Assumption	1% Enrollment Decline in Traditional Students	↓	Enrollment Decrease in Traditional Students Enrollment Decrease: 25% for Fall, 10% for Spring, 0% for Summer	↑	Flat Enrollment in Traditional Students Increase Based on Trend and Flat Enrollment
Actuals (As of February 2021)	Budget Fall Due to Decrease in Fall Enrollment and Semester Credit Hours	↓	Enrollment Decrease: 19% for Fall, 20% for Spring, TBD for Summer		
Projected (As of August 31, 2021)		✓	Meet Budget (Breakeven), (Pending Summer Enrollment)		

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Property Taxes Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Property Taxes	\$51,707,955		\$49,306,802		\$50,806,802
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(2,401,153)</i>		<i>\$1,500,000</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(901,153)</i>
Budget Assumption	Collection Increase Increase by \$500,000	↓	Collection Decrease 5% Decrease	↑	Collection Increase Projection
Actuals (As of February 2021)	Exceeded Budget	↑	Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

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Dual Credit Reimbursement Cost Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Dual Credit Reimbursement Cost	\$4,454,217		\$4,008,795		\$5,000,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(445,422)</i>		<i>\$991,205</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$545,783</i>
Budget Assumption	Enrollment Decrease 1% Reduction	↓	Enrollment Decrease 10% Reduction	↑	Enrollment Increase Based on Trends
Actuals (As of February 2021)	Exceeded Budget	↑	No Decrease, Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

21

Interest Income Revenue

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Interest Income	\$2,750,000		\$1,200,000		\$1,200,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(1,550,000)</i>		<i>\$-</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(1,550,000)</i>
Budget Assumption	Interest Rate Increase	↓	Interest Rate Decrease	↔	Flat Interest Rate Maintain Revenue Level
Actuals (As of February 2021)	Exceeded Budget	↑	Decrease, But Exceeding Budget		
Projected (As of August 31, 2021)		↑	Exceed Budget		

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Other Revenues

Revenues	FY 2019 – 2020 Budget (Amended)		FY 2020 – 2021 Budget (Approved)		FY 2021 – 2022 Budget (Preliminary)
Other Revenues	\$1,558,271		\$1,157,384		\$1,094,409
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(400,887)</i>		<i>\$(62,975)</i>
<i>Increase/(Decrease) from FY 2019-2020</i>					<i>\$(463,862)</i>
Budget Assumption	Based on Departments Increase in Contributions	↓	Based on Departments Decrease in Contributions	↓	Based on Departments Decrease in Contributions
Actuals (As of February 2021)	Budget Fall	↓	Decrease in Contributions		
Projected (As of August 31, 2021)		↓	Budget Fall		

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Other Revenues Detail

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Conferences – CPWE	\$64,742	\$64,742	\$64,742
Dual Credit Enrollment Costs Reimbursement	4,454,217	4,008,795	5,000,000
Dual Credit Academy Participation Fee	454,250	408,825	350,000
Interest	2,750,000	1,200,000	1,200,000
Administrative Cost – Veterans	6,000	4,000	4,000
Administrative Cost - Pell	72,000	75,000	75,000
Administrative Cost – Federal Work Study	75,000	60,000	60,000
Administrative Cost – CPWE	110,299	110,247	110,247
Administrative Cost – Carl Perkins	91,145	-	-
Shuttle System Contribution	676,315	429,470	429,470
Testing Commissions	8,520	5,100	950
Total	\$8,762,488	\$6,366,179	\$7,294,409

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Carryover Allocations

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Carryover Allocations	\$6,455,238	\$10,005,908	\$5,177,901
Increase/(Decrease) from Prior Fiscal Year		\$3,550,670	\$(4,828,007)
Increase/(Decrease) from FY 2019-2020			\$(1,277,337)
Budget Assumption	Reduce Based on Need (M&O Tax Bond Program 2013, Plant Fund, Capital Purchases)	Use Fund Balance for Salaries and Benefits Increase to Fund Salaries and Benefits	No Allocation for Salaries and Benefits Maintain Recurring Use of Carryover Allocation
Actuals (As of February 2021)	Entire Budgeted Amount Not Used	Salary and Benefits Fund Balance Allocations Not Used – Due to Excess State Revenue, Property Taxes, and CARES Funding	
Projected (As of August 31, 2021)		Not Use Entire Budgeted Amount Due to Salaries and Benefits Funded from Excess State Revenue, Property Taxes, and CARES Funding	

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Carryover Allocations Detail

Revenues	FY 2019 – 2020 Budget (Amended)	FY 2020 – 2021 Budget (Approved)	FY 2021 – 2022 Budget (Preliminary)
Contingency Fund	\$1,813,783	\$2,000,000	\$2,000,000
Book Royalties	5,455	4,813	4,813
Unexpended Construction Plant Fund	3,000,000	2,000,000	2,000,000
Continuing, Professional, and Workforce Education	450,000	450,000	450,000
Capital Purchases	-	723,088	723,088
M&O Tax Bond Program 2013	1,186,000	-	-
Waived Fee Allocation	-	328,007	-
Filled Positions	-	2,000,000	-
In Person – Hybrid Class Faculty Pay	-	1,500,000	-
Lecturer Positions	-	1,000,000	-
Total	\$6,455,238	\$10,005,908	\$5,177,901

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Higher Education Emergency Relief Fund (HEERF) I Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds

Federal CARES Act Formula Allocations	Amount Received	Student Expenditures	Institutional Expenditures
CARES Act Student Funds – Section 18004(a)(1) 50%	\$10,011,199	\$10,011,199	
CARES Act Institutional Funds – Section 18004(a)(1) 50%	10,011,199		10,011,199
Total CARES Act Section 18004(a)(1)	\$20,022,398		
CARES Act Minority Serving Institutions – Section 18004(a)(2)	1,255,089	1,255,089	
Grand Total	\$21,277,487	\$11,266,288	\$10,011,199

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HEERF I CARES Act Funds As of March 4, 2021

**Institutional
Funds:
\$10,011,199**

Expenditures	FY 2019 - 2020	FY 2020 – 2021*	Total
Staff Salaries	\$2,146,521	\$-	\$2,146,521
Staff Benefits	709,638	-	709,638
Faculty In Person – Hybrid Stipends	-	500,000	500,000
Operating (PPE, Other Equipment and Software)	297,933	-	297,933
Student Scholarship Awards	-	6,357,107	6,357,107
Total Expenditures	\$3,154,092	\$6,857,107	\$10,011,199

* Projected To Be Expended by March 5, 2021

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Higher Education Emergency Relief Fund (HEERF) II Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds

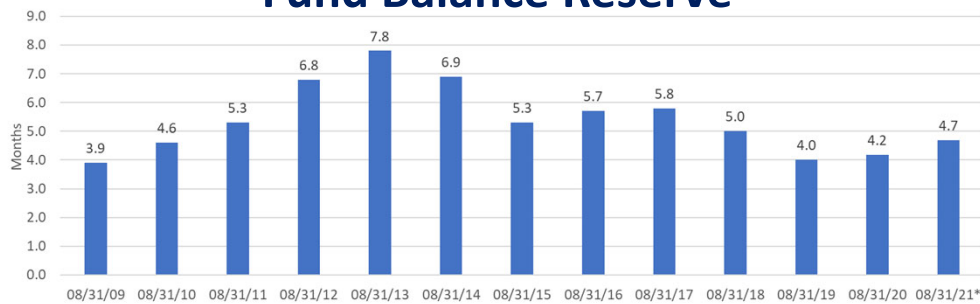
Institutional
Funds:
\$32,178,403

Federal CRRSAA Act Formula Allocations	Amount Received
Emergency Financial Aid Grants to Students	\$10,011,199
Institutional Portion	32,178,403
Grand Total	\$42,189,602

To Be Expended by January 14, 2022

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Fund Balance Reserve



	08/31/09	08/31/10	08/31/11	08/31/12	08/31/13	08/31/14	08/31/15	08/31/16	08/31/17	08/31/18	08/31/19	08/31/20	08/31/21*
Current Unrestricted (Undesignated) Fund Balance	\$40,854,291	\$53,722,303	\$60,837,499	\$79,624,462	\$91,784,899	\$87,171,492	\$71,932,033	\$85,533,204	\$91,427,550	\$75,850,909	\$60,708,372	\$58,763,688	\$ 65,763,688
Next FY Budgeted Unrestricted Fund Expenses (including transfers and reserves)	126,463,510	139,065,755	138,129,609	139,862,355	141,233,035	151,285,133	163,175,686	179,711,050	188,083,617	183,811,500	181,730,329	168,394,087	168,394,087
Number of Months Expense in Reserve	3.9 months	4.6 months	5.3 months	6.8 months	7.8 months	6.9 months	5.3 months	5.7 months	5.8 months	5.0 months	4.0 months	4.2 months	4.7 months
Current Unrestricted (Designated) Fund Balance	\$ -	\$ -	\$ 5,000,000	\$ 7,500,000	\$ 9,500,000	\$24,500,000	\$28,500,000	\$30,500,000	\$34,500,000	\$34,500,000	\$34,500,000	\$34,500,000	\$ 34,500,000
Total Current Unrestricted Fund Balance	40,854,291	53,722,303	65,837,499	87,124,462	101,284,899	111,671,492	100,432,033	116,033,204	125,927,550	110,350,909	95,208,372	93,263,688	100,263,688

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Preliminary Budget Summary – FY 2021 – 2022 Revenues



Summary of Revenues and Carryover Allocations	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Revenues	Difference FY 2021 Approved to FY 2022 Preliminary
State Contact Hour Appropriation	\$ 37,954,853	\$ 41,436,656	24.78%	\$ 3,481,803
Other State Appropriation-ORP	524,004	524,004	0.31%	-
Other State Appropriation-TRS	2,155,023	2,155,023	1.29%	-
Other State Appropriation-HEGI-Year 2	6,159,713	6,159,713	3.68%	-
Other State Appropriation-HEGI-Year 1 (Reimbursement)	2,830,159	-	0.00%	(2,830,159)
Other State Appropriation-Hazlewood Reimbursement	45,000	45,000	0.03%	-
Other State Appropriations Subtotal	11,713,899	8,883,740	5.28%	(2,830,159)
Total State Appropriations	49,668,752	50,320,396	30.10%	651,644
Academic & Differential Tuition-Net TPEG	26,696,844	27,677,422	16.55%	980,578
Continuing Ed/ATCP/ITED-Net TPEG	3,004,456	3,004,456	1.80%	-
Total Tuition	29,701,300	30,681,878	18.35%	980,578
Total Fees	23,345,146	22,910,843	13.70%	(434,303)
Total M&O Property Taxes	49,306,802	50,806,802	30.39%	1,500,000
Total Other Revenues	6,366,179	7,294,409	4.36%	928,230
Total Carryover Allocations	10,005,908	5,177,901	3.10%	(4,828,007)
Total Revenues and Carryover Allocations	\$ 168,394,087	\$ 167,192,229	100.00%	\$ (1,201,858)

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Preliminary Budget Summary – FY 2021 – 2022 Expenditures

Summary of Expenditures	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	% of Total Expenditures	Difference FY 2021 Approved to FY 2022 Preliminary
Total Salaries	\$ 95,603,721	\$ 95,603,721	57.74%	\$ -
Total Benefits	27,466,307	27,466,307	16.58%	-
Total Operating	33,946,190	33,946,190	20.50%	-
Total Travel	2,235,954	2,235,954	1.35%	-
Total Capital Outlay	1,446,175	1,446,175	0.87%	-
Total Expenditures	\$ 160,698,347	\$ 160,698,347	97.04%	\$ -
Transfers & Reserves				
Transfer to Unexpended Plant Fund	2,000,000	2,000,000	1.21%	-
Transfer to Office of ITED	865,581	865,581	0.52%	-
Contingency Fund	2,000,000	2,000,000	1.21%	-
Fund Balance Reserve	-	-	0.00%	-
HEGI Reserve	2,830,159	-	0.02%	(2,830,159)
Total Transfers & Reserves	7,695,740	4,865,581	2.96%	(2,830,159)
Total Expenditures, Transfers and Reserves	\$ 168,394,087	\$ 165,563,928	100.00%	\$ (2,830,159)
Revenues and Carryover Allocations over Expenditures	\$ -	\$ 1,628,301		\$ 1,628,301

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THANK YOU



Questions?

Discussion and Action as Necessary on Solicitation of a Request for Qualifications for Bond Counsel Services

Approval for the solicitation of a request for qualifications for bond counsel services will be requested at the March 30, 2021 Board of Trustees meeting.

Purpose – The College requires bond counsel services and representation in the areas of public education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes.

Justification – The bond counsel services are necessary to provide advice and counsel to administrative staff, the President, Board Committees, and Board of Trustees. A solicitation of a request for qualifications or appointment of an attorney or law firm is essential. The Board has the option of engaging the services for matters that include the following:

- A. Bond counsel will be expected to provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time pertaining to matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with South Texas College officials, Business Office staff, and the Colleges outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by South Texas College, including the Texas Office of Attorney General.
- E. Perform all usual and necessary legal services with reference to the authorization, sale, and delivery of any debt issuance and bond refunding that South Texas College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and insuring that all participants, including underwriters and investment banking firms, whether retained or contracted by South Texas College, disclose all conflicts of interest to and with South Texas College and any other parties involved in the bonds. Assist South Texas College in presentations to the major rating agencies in order to obtain rating for the bonds.

- G. Attend Board meetings and Finance Committee meetings to the extent required or requested by the College.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service filings required by federal tax law. Assist in any Internal Revenue Service inquiry and actions as needed.
- J. Render other written opinions of bond counsel pertaining to investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or under the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U. S. Justice Department for preclearance and canvassing of election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of Attorney General.
- O. Provide a complete bond transcript in paper and electronic format at the conclusion of each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable law pertaining to bonds.
- Q. All other matters necessary or incidental to the refunding and issuance of the bonds.

Background – At the April 16, 2020 Board of Trustees meeting, the Board contracted bond counsel services with The J. Ramirez Law Firm to provide legal advice for the issuance and purchase of tax exempt and taxable bonds.

Solicitation Process

The selection of legal services process is stated in the Texas Education Code, Government Code and South Texas College policy is 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 is provided below regarding the solicitation process. A Request for Qualifications (RFQ) may be used when selecting professional services for bond 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, and any submittal which quotes fees may be disqualified. 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 Clarification

Administration is requesting feedback from the Finance Committee regarding the following decisions associated with the Request for Qualifications for bond counsel services:

#	Decisions	Legal Counsel Comments	Committee Recommendations
1	Who will evaluate the requests for qualifications (RFQ) responses?	Evaluation process is at the Board’s discretion.	
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	Will the Purchasing staff be conducting the vendor references?	Conducting vendor references is at the Board’s discretion.	

#	Decisions	Legal Counsel Comments	Committee Recommendations
4	Will the Director of Purchasing summarize the Board evaluations?	Summarizing the vendor evaluations is at the Board's discretion.	

Evaluation Criteria – Proposed

The proposed evaluation criteria and points are as follows:

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

Timeline

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

Solicitation Process	Date and Time
Advertise qualifications	April 7, 2021 and April 14, 2021
Release the request for qualifications	April 7, 2021
Deadline for written questions/inquiries	April 19, 2021
Responses for written questions/inquiries	April 21, 2021
Proposal submittal due date	April 28, 2021
Finance, Audit, and Human Resources Committee update and review	May 11, 2021
Firm presentations	TBD (if applicable)
Board recommendation and approval	May 25, 2021

Enclosed Documents – The proposed draft Request for Qualifications (RFQ) follows 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 will be attending the March 9, 2021 Finance 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 March 30, 2021 Board meeting, the solicitation of a request for qualifications for bond counsel services, including the revised qualification as proposed, and with evaluation of qualifications to be conducted by the Board of Trustees.



SOUTH TEXAS COLLEGE

**PURCHASING DEPARTMENT
P O Box 9500
MCALLEN, TX 78502-9500**

REQUEST FOR QUALIFICATIONS

RFQ NUMBER: 20-21-10XX

**QUALIFICATIONS MUST BE RECEIVED BEFORE:
3:00 p.m., Central Time, April 28, 2021
Opening will be public**

If by US Postal Service, Mail to: South Texas College Purchasing Department P O Box 9500 McAllen, TX 78502-9500	Hand Deliver or Express Mail (Overnight, 2nd day, etc) to: South Texas College Purchasing Department 3200 W Pecan Blvd Bldg N Rm 145 McAllen, TX 78501
--	--

Show RFQ Number, Opening Date and Time on Return Envelope

NOTE: Qualifications must be time stamped at **South Texas College Purchasing Department** before the hour and date specified for receipt of qualifications.

Sealed qualifications shall be submitted in a sealed envelope plainly marked with the name and address of those submitting qualifications as well as the following: **STATEMENT OF QUALIFICATIONS FOR BOND COUNSEL SERVICES** plus the date and time of the formal opening. If the QUALIFICATIONS are sent through the mail or other delivery system, the sealed QUALIFICATIONS shall be enclosed in a separate envelope with "SEALED QUALIFICATIONS ENCLOSED" on the face thereof.

The QUALIFICATIONS will not be awarded on opening day. The Board of Trustees will only award until after study and consideration of the qualifications. Acceptance of the qualifications shall not constitute or imply the Owner's acceptance of the suitability of the firm.

For information regarding any part of this statement of qualifications, call:

Becky Cavazos, Purchasing Dept, Phone: (956) 872-4681 or email at stcpurchasing@southtexascollege.edu

NOTE: Qualifications received after the 3:00 pm deadline will not be accepted and will be returned to firm unopened.

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**SECTION 1
ACKNOWLEDGEMENT OF RECEIPT**

**THIS FORM MUST BE COMPLETED AND FAXED
UPON RECEIVING THE REQUEST FOR QUALIFICATIONS**

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the RFQ and intend to respond. Send the completed page via Fax or as an email attachment with the subject line "20-21-1025 Statement of Qualifications for Bond Counsel Services" to the following contact information:

South Texas College
Purchasing Department
Fax No.: (956) 872-4688
Email: stcpurchasing@southtexascollege.edu

By doing this, we will be able to provide notification of any addenda to the RFQ.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____

Name: (Print) _____

Title: _____

Signature: _____ Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does not have an interest in responding.

SECTION 2 INTRODUCTION

2.1 Background on STC

South Texas College (“STC” or the “College”) is a comprehensive community college serving the Counties of Hidalgo and Starr in South Texas. It has six campuses including three in McAllen: the Pecan Campus, the Technology Campus, and the Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; the Starr County Campus in Rio Grande City; and the Regional Center for Public Safety Excellence in Pharr. Established in 1993, STC serves an area with a population of approximately 940,000 and has an enrollment of approximately 32,742 (22,689 FTE). It offers more than 100 degree and certificate programs.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. The College offers certificates and institutional awards, and is also approved for veteran’s educational training in Certificate and Associate of Applied Science degree programs by the Texas Education Agency. The College offers over 120 degree and certificate options.

STC has a diversified revenue structure with the three main sources of unrestricted revenue deriving from student tuition and fees, local taxes, and state appropriation.

STC’s innovative endeavors and dedication to excellence have paved the way to praise and acclaim. The College has received numerous awards from national, state and local bodies that recognize its leadership among the community colleges in the State of Texas and the nation.

In June 2019, the College received the inaugural “Seal of Excelencia” by Washington D.C. based Excelencia in Education, affirming more than 25 years of creating a college-going culture for Hispanic students of the Rio Grande Valley. Excelencia created the seal of approval to challenge colleges to increase Latino enrollment and improve student retention rates and faculty representation on their campuses.

In 2019, the College received the Pioneer Award from the Community College Baccalaureate Association in recognition of progress toward making baccalaureates accessible to all.

2.2 Purpose and Objectives

South Texas College is soliciting qualifications from qualified firms to provide professional Bond Counsel Services or opinions in advisory capacity to be performed in accordance with the scope of services. South Texas College wishes to contract for a period of one (1) year with an option to renew for two (2) additional one-year periods.

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SECTION 3 INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Acceptance and Consideration of Qualifications

- A. STC reserves the right to accept or reject any or all qualifications, to waive informalities and minor technicalities, or to cancel this RFQ in part or in its entirety, according to what is in the best interest of STC.
- B. Only sealed qualifications will be accepted. Faxed or emailed qualifications will NOT be accepted.
- C. Qualifications received after the stated deadline for submittal will not be accepted under any circumstances and will be returned to the respondent unopened.
- D. Unsigned qualifications will NOT be considered.
- E. Qualifications which are qualified with conditional clauses, or alterations, or irregularities of any kind are subject to disqualification by STC, at its option.
- F. All accepted qualifications will become the property of the STC Purchasing Department upon submission.

3.2 Qualifications Preparation Instructions

- A. Each qualification shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content and responsiveness to the qualification requirements.
- B. Qualifications must be typed or printed on letter size (8 1/2 x 11) white paper suitable for copies.
- C. All pages of the qualifications should be numbered sequentially.
- D. All sections of this RFQ requiring information and/or a signature must be filled out and returned as part of the submittal package.
- E. Respondents must submit **one original and seven (7) copies**, of the complete qualifications.

3.3 Alteration of Qualifications

Qualifications cannot be altered or amended after submission deadline. However, a qualification may be withdrawn and re-submitted at any time prior to the deadline for submittals. The signer of the qualifications, guaranteeing authenticity, must initial any interlineations, alterations, or erasures made on the qualifications document.

3.4 Submittal Documents

The following documents, at a minimum, **must be filled out, signed** by an authorized representative, and returned as part of your qualifications:

- A. Answers to Respondent Questionnaire and Request for Documentation (Section 7)
- B. Addenda Checklist (Exhibit 1)
- C. **Signed** Execution of Offer (Exhibit 2)
- D. **Signed** References (Exhibit 3)

3.5 Submittal Deadline and Location

- A. All qualifications must be received by STC no later than **3:00 p.m. (CST), April 28, 2021.**
- B. Hand deliver or express mail to:

South Texas College
Purchasing Department
3200 W Pecan Blvd Bldg N Ste 145
McAllen, Texas 78501

3.6 South Texas College Contacts

Any questions or concerns regarding this Request for Qualifications shall be directed to:

Becky Cavazos
Director of Purchasing
South Texas College
3200 W Pecan Blvd Bldg N Ste 145
McAllen, Texas 78501
Phone: (956) 872-4681
Email: beckyc@southtexascollege.edu

STC specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above-named individual(s).

3.7 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by addendum (amendment) and mailed and/or faxed to all parties recorded by STC as having received a copy of the RFQ. All such addenda issued by STC prior to the time that qualifications are received shall be considered part of the RFQ, and the Respondent shall acknowledge receipt of such in their response.

Only those STC replies to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarification will be without legal effect.

3.8 Addenda Acknowledgement

Addenda must be acknowledged with bid submittal. An addenda acknowledgement form is included as part of this RFQ (Exhibit 1) and must be returned with the response if applicable.

3.9 Open Records

STC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.10 Award of Contract

STC shall reserve the right to award a contract for all or any of the requirements in this Request for Qualifications, to award multiple contracts, or to not award any contract, according to what is in the best interest of STC.

STC will evaluate and rank each qualification with respect to the selection criteria contained in this RFQ. After opening and ranking, an award may be made on the basis of the qualifications initially submitted, without discussion, clarification or modification, or, STC may discuss with the selected Respondent offers for cost reduction and other elements of the Respondent's qualifications. If STC determines that it is unable to reach a contract satisfactory to STC with the selected Respondent, then STC will terminate discussions with the selected Respondent and proceed to the next Respondent in order of selection ranking until a contract is reached or STC has rejected all qualifications.

3.11 Validity Period

Qualifications are to be valid for a minimum of ninety (90) days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.12 Response Irregularities

Qualifications that are qualified with conditional clauses, alterations, and items not requested in the RFQ documents, or irregularities of any kind are subject to disqualification by STC at its option.

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SECTION 4 EVALUATION CRITERIA FOR AWARD

4.1 Evaluation Information

STC will utilize an evaluation team for the evaluation of this RFQ. The evaluation will include the overall response to the RFQ and the general requirements defined in the RFQ. STC must be confident that the respondent's good/services will perform and meet the needs of STC. STC will evaluate and make the award on the qualifications that is determined to be the best value to STC based on the criteria listed below.

All qualifications must be complete and convey all of the information requested to be considered responsive. If the qualifications fail to conform to the essential requirements of the RFQ, STC alone will determine whether the respondent will be a candidate for further consideration.

4.2 Evaluation Criteria and Weights

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

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SECTION 5 SCOPE OF SERVICES

General Statement of Services

South Texas College (STC) is seeking responses to this Request for Qualifications (“RFQ”) from individual attorneys or firms with the qualifications and experience required to provide Bond Counsel services. These Bond Counsel services may include review analysis, legal advice and representation concerning debt issuance, use of proceeds, IRS filings, and other matters related to current and future college debt and bond elections.

5.1 Requirements and Qualifications

Respondents must meet the following requirements:

- A. Must have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
- B. Must have experience with various and bond debt instruments including tax-exempt and taxable bonds, notes, commercial paper, variable rate obligations, swaps, leases, contract revenue, and conduit financing;
- C. Must have experience and expertise in addressing federal tax issues related to tax-exempt and taxable debt obligation;
- D. Must have experience with rating agencies and detailed familiarity with colleges and universities credit rating process;
- E. Must have knowledge of rating criteria used by major credit rating agencies and experience with obtaining credit supports and bond insurance;
- F. Must be able to comply with the required performance schedule, taking into consideration all existing business commitments;
- G. Must have a satisfactory record of performance;
- H. Must have necessary attorneys and staff support capability to perform any resulting contract;
- I. Must be qualified as an established firm, regularly engaged in the type of business necessary to fulfill the contract requirements;
- J. Must have experience with the Texas Bond Review Board and Office of the Attorney General in relation to public financing;
- K. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to South Texas College; signing and submitting the qualifications is also certifying to such non-delinquency;
- L. Be otherwise qualified and eligible to receive an award under applicable laws and regulations;
- M. Must have a satisfactory record of integrity and ethics;
- N. All respondent law firms shall comply with the Code of Professional Responsibility of the State Bar of Texas and other applicable law regarding conduct, including conflict of interest;
- O. Must comply with all federal, state, and local laws governing or covering this type of service;
- P. Respondent(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in A through K under this section and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any request for additional information may result in the respondent being declared non-responsive and the qualifications being rejected;
- Q. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposed or prime contractor if the person assisted in the

development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other firms; and

- R. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors). South Texas College will contract only with the individual firm or formal organization that submits a response to this RFQ.

5.2 Scope of Services

South Texas College (College) is seeking legal services from an experience and qualified firm to serve as Bond Counsel. The firm must possess demonstrated ability, knowledge, and expertise to provide bond services to the College. It is important that the firm have sufficient depth of talent and experience in education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes and that it be in position to respond quickly and efficiently.

Services outlined in the RFQ will be performed by the awarded firm with the absence of subcontracting.

Statement of Work is as follows:

- A. Bond counsel will be expected to provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time pertaining to matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with South Texas College officials, Business Office staff, and the College's outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other State entity with supervisory powers over the issuance of bonds by South Texas College, including the Texas Office of the Attorney General.
- E. Perform all usual and necessary legal services with reference to the authorization, sale, and delivery of any debt issuance and bond refunding that South Texas College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and insuring that all participants, including underwriters and investment banking firms, whether retained or contracted by South Texas College, disclose all conflicts of interest to and with South Texas College and any other parties involved in the bonds. Assist South Texas College in presentations to the major rating agencies in order to obtain rating for the bonds.

- G. Attend Board meetings and Finance Committee meeting to the extent required or requested.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service filings required by federal tax law. Assist in any IRS inquiry and actions as needed.
- J. Render other written opinions of bond counsel pertaining to investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or under the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U. S. Justice Department for preclearance and canvassing election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of the Attorney General.
- O. Provide a complete bond transcript in paper and electronic format at the conclusion of each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable law pertaining to bonds.
- Q. All other matters necessary or incidental to the refunding and issuance of the bonds.

In addition to matters pertaining to bond issuance and refunding, the Bond Counsel may also be engaged to provide legal advice on other matters regarding debt financing arrangement and possibly prepare associated legal documents on of South Texas College. Such engagement would be compensated on a time and expenses basis, specifically authorized in advance by South Texas College.

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SECTION 6

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a material part of and govern any Purchase Order and/or Contract resulting from this Request for Qualifications.

6.1 Time of Performance

Time is of the essence in the rendering of services and delivery of products hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract and according to any service schedule(s) agreed upon by STC and Contractor.

6.2 Acceptance and Ownership of Materials

All services performed under this Contract shall be to the satisfaction of STC and in accordance with the specifications, terms, and conditions of the Contract. STC reserves the right to inspect the final product furnished and/or the services performed, and to determine the quality, acceptability, and fitness of such product and/or services. Contractor agrees that the copyright to all market research results and materials developed for STC shall become the property of STC. This shall include, but not be limited to, all rights to photos, advertisements, questionnaires, survey instruments, and other creative materials developed for STC during the contract period.

6.3 Default

In the event that Professional Marketing Firm fails to carry out or comply with any of the terms and conditions of the Contract with STC, STC may notify Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) days. In the event that Contractor fails to remedy such failure or default within the ten (10) day period, STC shall have the right to cancel the Contract.

The cancellation of the Contract, under any circumstances whatsoever, shall not affect or relieve the Contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the Contract and such cancellation by STC shall not limit any other right or remedy available to STC at law or in equity.

6.4 Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless STC, its officers, employees, and agents harmless from and against any and all claims, damages, losses and expenses of whatever kind or nature, including but not limited to attorneys' fees, of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Contractor pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the Contractor.

6.5 Compliance with Law

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

6.6 Payments

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of

6.7 Termination

- A. STC shall have the right to terminate the contract for convenience and without cause upon thirty (30) days' written notice to Contractor.
- B. STC may terminate this Contract, without penalty, either in whole or in part, if funds are not appropriated by STC in its budget specifically for this contract.

In no event shall such termination by STC, as provided for under this Section, give rise to any liability on the part of STC, including, but not limited to, claims of the Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing. STC's sole obligation hereunder is to pay Contractor for products and/or services ordered and received prior to the date of termination.

6.8 Contract Amendments

The Contract may be amended, in writing, within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the Contract must be forwarded to the STC Purchasing Department for prior review and approval.

6.9 Independent Contractor Status

The Contractor shall supervise and direct the work, using its best skill and attention. The Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work, and acknowledges that it is being engaged by STC as an independent contractor.

6.10 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit outside this Agreement. Subject to Section 3.9, neither party shall make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Contractor or STC, unless required by law.

6.11 Publicity

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

6.12 Severability

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

6.13 Non-Waiver of Defaults

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

6.14 Force Majeure

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

6.15 Governing Law

This contract will be governed and construed according to the laws of the State of Texas. Both parties agree that venue for any litigation arising from this contract shall lie in Hidalgo County, Texas.

6.16 Assignment

The Contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

6.17 Insurance

Contractor shall obtain and keep in effect during the term of this contract, insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Contractor shall furnish to STC copies of the policies of insurance **before commencement** of any work under this contract.

TYPE OF COVERAGE		LIMITS
A.	Worker's Compensation	Statutory
B.	Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate
C.	Comprehensive Automobile Liability (owned, non-owned and hired vehicles)	\$1,000,000 each occurrence \$1,000,000 aggregate
D.	Professional Liability (This coverage includes infringement of copyright, unauthorized use of ideas, names, music or similar materials, breach of contract related to ideas or writings; personal injury)	\$1,000,000 each occurrence

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SECTION 7

RESPONDENT QUESTIONNAIRE AND REQUEST FOR DOCUMENTATION

The Respondent recognizes that in selecting a provider of the requested services, STC will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct, and complete. STC reserves the right to confirm this information listed below and shall be free from any liability to respondent for conducting such inquiry.

Provide concise and complete answers to each question on a separate page(s). It is not necessary to repeat the question, but it is important that you reference the answer with the same section and subsection numbers as the questions.

7.1 Company Profile

- A. Provide a brief history of the firm and its operations.
- B. Respondent Name: _____
(give exact legal name as it will appear and state company headquarters information below):
- a. Principal address: _____
- b. City: _____ State: _____ Zip Code: _____
- c. Telephone No. _____ Fax No: _____
- d. Website address: _____
- e. Year established: _____
- f. Number of Consecutive Years in Business under present name: _____
- g. Social Security Number or Federal Employer Identification Number: _____
- h. Texas Comptroller's Taxpayer Number, if applicable: _____
NOTE: (this 11-digit number is sometimes referred to as the Comptroller's TIN or TID)
- i. DUNS Number: _____
- C. Provide any other names under which Respondent has operated within the last 10 years and length of time under for each.
- D. Explain changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you expect may occur.
- E. Does Respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes _____

No _____

If "Yes", state anticipated changes.

- F. Please indicate if this response is for multiple locations or divisions within your company and list applicable information.
- G. Describe the general capabilities of your firms, including information relating to total size and staffing, research capabilities, technology support, professional staff and clerical support, and the specific involvement of tax attorneys.
- H. Describe any financing for which your firm or any of its attorneys proposed to be assigned to the College's work have rendered any opinion which has resulted in the loss of tax exemption on bonds issued by clients.
- I. Describe the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against your firm in any matter related to the firm's bond work. Similar information should be provided for current or pending litigation.
- J. Do you anticipate or know of any staff or management changes in the near future, e.g. retirements, extended leaves, downsizing, or expansion that will affect the team proposed for this engagement?
- K. Describe how the firm will communicate with and deliver services to the College. If the firm is located outside of Hidalgo County and Starr County, include in the description any special arrangement the respondent will make to ensure delivery of quality services in a timely manner.
- L. What distinguishes your firm in the area of bond legal services, and how would your firm offer the College superior representation?
- M. Please describe any past relationship of your firm relating to the public finance function of the College.

Signature of Company Representative Authorized to Contractually Bind Company:

7.2 Bond Counsel Experience and Availability

7.2.1 Bond Counsel Experience and Availability

- A. Identify the Bond Counsel who would serve in potential engagements with STC and provide contact information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Cellphone Number: _____ Email Address: _____

- B. List the experience of the firm and/or the attorneys proposed to be assigned to STC (see number G below also) as bond counsel, underwriter's counsel, tax counsel, or disclosure counsel. This information may be presented in an Appendix, in chart form, organized to clearly indicate the type of issuer, name of issuer, title of bonds, date and amount by type of issuer: i.e., institutions of higher education, state agencies, local governments, special purpose districts, school districts, and others.
- C. In narrative form, describe your experience and qualifications, including any necessary licenses, and how they relate to and would add unique value to STC in issuing new debt.
- D. Provide a brief summary describing a complex transaction or combination of transactions in which the Bond Counsel provided expertise which could be utilized and applied to STC's potential future transactions.
- E. Provide a statement of availability to South Texas College.
- F. List specific experience with Texas Community College Districts, Texas School Districts and other local government units and other Texas public entity bond issuances (including par amounts, type of security and purpose) within the last three years for which your firm has served as Bond Counsel, as well as that of the individual(s) assigned to work with the college. Include a representative list of current and past clients indicating entities in which you have prepared bond election documents.

Include the following information with your response:

- a. Type of issue
 - b. Size of issue
 - c. Manner in which bonds were sold (competitive, negotiated or private placement)
 - d. Indicate whether your firm was sole or co-counsel on the project.
- G. Provide resumes, which include each person's licensure, current office location, position with the firm, and years of experience, for those individuals who would be assigned to serve STC, and indicate specifically the proposed role of each individual. Specify who would be assigned as the primary day-to-day contact for STC and indicate the role they played in the transactions listed in B, above.

- H. Provide detail for up to three instances where your firm provided an added value to your client during a financing activity or developed or implemented an innovative financing technique or program.
- I. How would your firm assist the College in tracking private use activity to assure compliance with the IRS regulations? Describe a specific transaction, a private use issue encountered, and any solution developed to address the issue which best demonstrates your first experience in this area.
- J. How would your firm assist clients dealing with an IRS audit?

7.2.2 References

- A. Provide at least five recent public entity references/clients that you have worked with in the last five (5) years. Please refer to the form in Exhibit 5.

7.3 Experience with Public Entities

7.3.1 Overall public finance experience and track record of the firm.

- A. Does your firm have experience with public entities? If yes, please provide a list.
- B. Does your firm have experience as a bond counsel for the selection of underwriters for Texas bonds?
- C. Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.
- D. Describe the firm's experience in assisting the public entities with the selection of underwriters for negotiated bond sales.
- E. Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.
- F. Describe the firm's relevant innovative financing experience including innovations previously developed, related to tax-exempt securities, including results and success of such innovations.
- G. Describe specific experience of the firm and staff with refunding bonds issued by public entities.
- H. Provide any other pertinent information that would be helpful in assessing the firm's ability to perform financial advisory and continuing disclosure services to South Texas College.

7.3.2 Describe specific experience of the firm and staff with debt obligations issued by the public entities.

EXHIBIT 1
ADDENDA CHECKLIST

Any addenda issued by STC to this RFQ will become part of the RFQ. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFQ.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name: _____

Authorized Signature (only if addenda have been issued)

EXHIBIT 2
EXECUTION OF OFFER

In compliance with this RFQ, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all goods and/or services at the prices quoted. Failure to sign this Execution of Offer ("Offer"), or signing it with a false statement, shall void the Qualifications and any resulting contract and may cause the Respondent to be removed from STC vendor lists.

By signature hereon, the Respondent hereby certifies that it:

i) is a lawfully established business and is regularly engaged in providing the goods and/or services requested herein.

ii) has the necessary experience, knowledge, abilities, skills, and resources to provide the goods and/or perform the services requested herein.

iii) is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Chapter 171 of the Tax Code or is not subject to the payment of such taxes, and the Respondent agrees that any false statement with respect to its franchise tax status shall be a material breach of any contract that may result from the submission of the Qualifications.

iv) is not currently delinquent in the payment of any property taxes owed to STC.

v) is aware that if Texas Government Code § 2252.908 is applicable to any contract awarded to the Respondent as a result of this RFQ, the Respondent is required to make an electronic filing of Form 1295 with the Texas Ethics Commission as a condition of being awarded the contract.

vi) is a publicly-traded company or, if not a publicly-traded company, no owner, employee or director of the Respondent is either currently employed by STC or has been an employee of STC within the immediate twelve (12) months prior to the time set for the submission of Qualifications to this RFQ.

vii) is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

viii) has not, in connection with the Qualifications, given or offered to give, and does not intend to and shall not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to an employee or trustee of STC or to a family member of an STC employee or trustee.

By signature hereon, the Respondent hereby certifies that:

a) neither the Respondent nor anyone acting on its behalf has violated the antitrust laws of the State, codified in Section 15.01, et seq., Texas Business and Commerce Code or the Federal antitrust laws, or has disclosed, directly or indirectly, any information contained in the Respondent's Qualifications to any competitor or any other person engaged in such line of business.

b) pursuant to *Texas Local Government Code*, Chapter 176, all vendors who contract or seek to contract with "local governmental entity" such as STC may be required to complete a conflict of interest questionnaire ("CIQ") if the vendor has a relationship with an officer of STC who is considered a "local government officer" or with a family member of such officer. If completion of a CIQ is required as of the effective date or at any

time during the term of the Contract, the Respondent shall file the CIQ with STC's designated records administrator: Mary G. Elizondo, Vice President of Finance and Administrative Services (marye@southtexascollege.edu), or her successor. At <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>, the Respondent can find the official CIQ form along with a list of STC officers who are defined by Chapter 176 as "local government officers."

c) pursuant to *Texas Education Code*, Chapter 44.034, a person or business entity, **excluding** publicly-traded companies and certain vendors of library goods and services, that does business with STC, must notify STC if such person, or an owner or operator of such business entity, has ever been convicted of a felony, and must include in the notification a general description of the conduct that resulted in the felony conviction. At <https://finance.southtexascollege.edu/purchasing/purchase/files/Form-Criminal-History.pdf>, the Respondent can find a Criminal History Disclosure Form ("CHDF") that shall be used for this purpose. If the Respondent is required to submit a CHDF pursuant to Chapter 44.034 as of the effective date of the Contract or at any time during the term of the Contract, the Respondent shall send the CHDF to Mary G. Elizondo, Vice President of Finance and Administrative Services (marye@southtexascollege.edu), or her successor, with a copy to Rebecca Cavazos, Director of Purchasing (beckyc@southtexascollege.edu), or her successor.

c) the individual signing this Offer as well as the other documents included in the Qualifications is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Qualifications.

d) pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(b), the individual or business entity named in the Qualifications or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate.

The Respondent hereby acknowledges that the Qualifications must include the Respondent's Taxpayer Identification Number and full legal name and address; the failure to sign the Qualifications will disqualify it; and the authorized agent signing the Qualifications may be required by STC to provide evidence of the agent's authority to bind the Respondent to a contract.

Signature: _____

Printed Name: _____

Title: _____

Taxpayer Identification Number: _____

Respondent's Name: _____

Street Address: _____

City/State/Zip: _____

Telephone No.: _____

Email: _____

Fax No.: _____

**EXHIBIT 3
REFERENCES
THIS FORM MUST BE RETURNED**

Please list at least five (5) references of educational institutions or current commercial customers who can verify the quality of service your company provides. STC prefers customers of similar size and scope of work as noted herein.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE FOUR

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

REFERENCE FIVE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____ Email Address: _____

Description of Services: _____

Signature (Authorized Company Representative) _____

Company Name: _____

Discussion and Action as Necessary on Postponing the Faculty and Administrators Cost and Productivity Study

Approval on postponing the Faculty and Administrators Cost and Productivity Study will be requested at the March 30, 2021 Board meeting.

Purpose – Administration is seeking to postpone the Faculty and Administrators Cost and Productivity Study that was approved by the Board of Trustees at the October 27, 2020, Board meeting.

Justification – After careful consideration of the impact of the coronavirus pandemic on enrollment, Administration is proposing to postpone the Faculty and Administrators Cost and Productivity Study previously approved by the Board of Trustees due to the lessened validity of past enrollment trends in predicting future enrollment and associated costs for the formulation of recommendations by outside consultants.

Background – The initial Faculty Cost and Productivity study was proposed prior to the coronavirus pandemic because enrollment for both traditional and dual credit programs at South Texas College had leveled off and, in some years, decreased; however, faculty costs had increased. The study's scope of work was developed and presented to the Board. The study would analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results would be incorporated into future operations.

The scope of work has been revised since the initial Board approval of the study on February 25, 2020. The scope of the study was amended to include Administrators. Administrators were included in the study primarily to obtain the services for both Faculty and Administrators concurrently to decrease the cost and timeframe of conducting two separate studies.

Below are previous board actions regarding the study:

1. On February 25, 2020, the Board of Trustees approved the issuance of a Request for Proposals (RFP) for a Faculty Cost and Productivity Study.
2. At the September 22, 2020 Board meeting, the Board of Trustees requested the study include Administrators in the cost and productivity study.
3. At the October 27, 2020 Board meeting, the Board of Trustees approved to reject all Faculty Cost and Productivity Study proposals received and approved a new RFP be issued to include both Faculty and Administrators in the cost and productivity study.

Administration is proposing that the Faculty and Administrators Cost and Productivity Study be postponed at this time. After having College staff review the previously proposed

methodologies for the study, all of the potential vendors use three years' worth of enrollment and financial data to develop their calculations and subsequent models.

The Fall 2020 and Spring 2021 semesters' unpredictable enrollment and subsequent financial effect due to the pandemic has highlighted that the enrollment premises upon which the studies would be based, would not be representative and would not provide accurate models at this time. Given that the enrollment assumptions for this coming Fall will continue to be unpredictable for the near future, the data used for a cost study would not be reliable to create recommendations for the future.

Therefore, Administration recommends that the Faculty and Administrative Cost Study be postponed.

It is requested that the Finance, Audit, and Human Resources Committee recommend action as necessary at the March 30, 2021 Board of Trustees meeting, on postponing the Faculty and Administrators Cost and Productivity Study as presented.