

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 13, 2021 @ 5:30 p.m.

Agenda

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

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

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

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, March 9, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:34 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Mr. Danny Guzman

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, and Mr. Andrew Fish.

**Approval of February 9, 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 February 9, 2021 were approved as written. The motion carried.

**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 reviewed each item, including the procurement procedures and evaluation of all responses, and recommended approval as follows:

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

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 was \$1,836,871.69.

The Committee noted that the colocation agreement with Tyler Junior College had been presented to the Board as a “no-cost” agreement, and asked why the purchase of an internet service agreement under item #7 was required to support this agreement. They further asked whether Tyler Junior College could share the cost with South Texas College.

Administration briefly clarified that the agreement with Tyler Junior College was only for hosting equipment at the TJC and STC sites, and that portion was provided at no cost to either institutions. Administration agreed to provide further information regarding the proposal to share costs with TJC by the Board meeting.

Mr. Paul R. Rodriguez amended his motion to exclude item #7, for the purchase of an internet service agreement. Dr. Alejo Salinas, Jr. seconded the amendment. The motion carried.

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 requested approval 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 would be written-off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2021.

Reviewers – The various software programs were no longer in use or had not been renewed.

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., 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. The motion carried.

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 requested 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 requested 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 was 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 was turned off and the units had not been used since the 2013 Bond purchase of two (2) new GE XR646 x-ray units, which were 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 contained 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 would 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 was provided in the packet for Committee's information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the removal and disposal of radiology equipment by MXR Imaging Corporation at a total fee of \$2,500.00 as presented. The motion carried.

Review and Discussion of FY 2021 – 2022 Budget Development

Mary Elizondo, Vice President for Finance and Administrative Services, was available to present on the FY 2021 – 2022 Budget Development for the Committee's 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, was scheduled for presentation 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 was 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 were provided in the packet for the Committee's review and information.

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

The Committee decided to postpone this scheduled presentation until the March 30, 2021 Regular Board Meeting. No action was taken.

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 were 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 had 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.	Staff
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.	Yes
4	Will the Director of Purchasing summarize the Board evaluations?	Summarizing the vendor evaluations is at the Board's discretion.	Yes

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

Solicitation Process	Date and Time
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) was provided in the packet for the Committee’s information and review.

Mr. Jesus Ramirez, Legal Counsel, Dr. David Plummer, Interim College President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the March 9, 2021 Finance 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 solicitation of a request for qualifications for bond counsel services using the standard operating procedure. The motion carried.

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 asked 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 proposed 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 proposed 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 recommended that the Faculty and Administrative Cost Study be postponed.

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 to postpone the Faculty and Administrators Cost and Productivity Study 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 6:55 p.m.

I certify that the foregoing are the true and correct Minutes of the March 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 proposals, purchases, and renewals will be requested at the April 27, 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 Proposals

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposals

1) Audio Visual Equipment for Special Events (Award)

Award the proposal for audio visual equipment for special events to **SKC Communications Products, LLC**. (Richardson, TX), at a total amount of \$84,243.95.

Purpose – Educational Technologies is requesting to purchase audio visual equipment and accessories for district wide projects to provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community.

The projects are as follows:

Equipment and Accessories	Campus
Audio Conferencing Kits	District Wide
Cables and Accessories	District Wide
Display and Flight Cases	District Wide
Web Conferencing Kit, Lighting Kit, and Equipment	District Wide
Americans with Disabilities Act (ADA) Equipment	Mid Valley Campus, Nursing and Allied Health Campus, and Technology Campus

Justification and Benefit – The equipment will upgrade or replace outdated/obsolete audio visual and ADA equipment. This is necessary for use at college-wide special events/venues that will provide better services to our faculty, staff, and community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – Proposal documents were advertised on February 24, 2021 and March 3, 2021 and issued to twelve (12) vendors. Two (2) responses were received on March 11, 2021 and reviewed by the Educational Technologies, Information Technology, and Purchasing Department.

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

2) Dual User Virtual Reality Welding Training Simulator (Award)

Award the proposal for a dual user virtual reality welding training simulator to **Airgas USA, LLC.** (McAllen, TX), at a total amount of \$57,100.00. A second simulator has been solicited and will be presented at the Board meeting for approval.

Purpose – The welding program is requesting to purchase a dual user virtual reality welding training simulator for student instruction at the Technology Campus.

Justification and Benefit – The simulator is necessary for student training and instructor preparation as it realistically simulates the experience of a welding device. It provides a virtual hands-on training experience that allows students to complete more passes in traditional training and provides real-time feedback on different welding techniques and positions to both students and instructors.

This computer-based training system is an educational tool designed to supplement and enhance traditional welding training. It allows students to practice their welding technique in a simulated and immersive environment.

Background – Proposal documents were advertised on March 17, 2021 and March 24, 2021 and issued to eight (8) vendors. Three (3) responses were received on April 6, 2021 and reviewed by the Welding Program and Purchasing Department. One (1) vendor did not submit a complete proposal, therefore was not evaluated.

Funds for this expenditure are budgeted in the Carl Perkins grant capital budget for FY 2020 – 2021, which are only available through April 30, 2021.

3) Internet Services for South Texas College Sites (Award)

Award the proposal for internet services for South Texas College sites to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning July 1, 2021 through August 31, 2022, at an estimated annual amount of \$49,512.00.

Purpose – Information Technology is requesting to purchase direct and point-to-point internet services for several South Texas College sites.

Justification and Benefit – The internet services are necessary to support student instruction and the day to day operation of the College.

The service locations are as follows:

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Technology Campus – Cybersecurity Program Lab	Regional Center for Public Safety Excellence

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Pecan Campus – Cybersecurity Program Lab	Jag Parking Lot – Pecan Blvd
Regional Center for Public Safety Excellence – Cybersecurity Program Lab	Pecan Plaza – Office of Human Resources
Starr County Campus	Pecan Plaza – Department of Public Safety
	Pharr Teaching Center
	Starr County Campus

Background – Proposal documents were advertised on February 3, 2021 and February 10, 2021 and issued to seven (7) vendors. Two (2) responses were received on March 3, 2021 and were reviewed by Information Technology, Educational Technologies, and the Purchasing Department.

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

4) Vehicle Maintenance and Repair Services (Award)

Award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2021 through May 28, 2022 with two one-year options to renew, at an estimated amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Auto Haus of McAllen (McAllen, TX)	Boggus Motor Sales II, LLC. (McAllen, TX)
Brownsville Sports Center, Inc. (Brownsville, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Firestone Complete Auto Care (McAllen, TX)	Municipal Fire Apparatus Specialists, LLC. (McAllen, TX)
Pan American Auto, LLC. (McAllen, TX)	Rush Truck Centers of Texas, LP. / dba Rush Truck Center, Pharr (Pharr, TX)
Scott's Tire Center (Mission, TX)	Spikes Motors (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Tellus Equipment Solutions, LLC. (Katy, TX)

Purpose – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Policy Academy, Fire Science Program, Emergency Medical Technician Program, Educational Technologies, and Information Technology are requesting maintenance and repair services for College owned vehicles. The proposal award to each vendor is due to the different types of services and maintenance that is needed and the vendors availability to complete the services for the various types of College owned vehicles.

Justification and Benefit – The maintenance and repair services will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes for ninety-four (94) vehicles. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

The number of College owned department vehicles are as follows:

Department	Vehicles	Department	Vehicles
Central Receiving	11	Mail Services	3
Facilities Operations and Maintenance	26	Department of Public Safety (Police/Security/Shuttle Buses)	42
Policy Academy	4	Fire Science Program	2
Emergency Medical Technician Program	2	Educational Technologies	2
Information Technology	1	Food Service	1

Background – Proposal documents were advertised on February 10, 2021 and February 17, 2021 and issued to thirty-one (31) vendors. Twelve (12) responses were received on March 23, 2021 and were reviewed by Facilities Operations and Maintenance, Central Receiving, Department of Public Safety, and the Purchasing Department.

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

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

5) Mobile Hotspot Service Extension (Purchase/Subscribe)

Purchase/subscribe to one (1) additional month of mobile hotspot services from **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2021 through August 31, 2021, at a total amount of \$12,460.72. This will enable South Texas College libraries to continue making available to eligible students the three hundred twenty-eight (328) mobile broadband hotspot devices for one month following the expiration of the IMLS-TSLAC grant funding period. Additional Carl Perkins grant funded hotspots will be requested and presented at the Board meeting for approval.

Purpose – Library Services is requesting to subscribe to three hundred twenty-eight (328) mobile broadband hotspot devices for one (1) month to provide home Internet accessibility to eligible students served by the college allowing them home access to online courses and learning resources through the end of the summer.

Justification and Benefit – With \$50,000 in grant support from the U.S. Institute of Museum and Library Services (IMLS) through Texas State Library and Archives Commission, TSLAC CARES-Cycle 2 Grant (Grant #LS-246193-OLS-20), the College was able to subscribe to mobile broadband services for three hundred twenty-eight (328) devices made available to

eligible students. The TSLAC CARES-Cycle 2 Grant funding will expire on July 31, 2021. Library Services now requests authorization to subscribe to continued services for these 328 hotspot devices for the remainder of the summer from August 1, 2021 through August 31, 2021 at a cost of \$12,460.72. The monthly subscription cost per device is \$37.99.

The extension of services will make it possible for eligible students enrolled in summer courses to receive mobile broadband connectivity to access courses and learning resources through the end of the summer and not be impacted by the expiration of the TSLAC CARES-Cycle 2 Grant funding.

Funds for this expenditure are budgeted in the 2020-2021 Library Services budget for FY 2020 – 2021.

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

6) Furniture (Purchase)

Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), and Sourcewell Purchasing Cooperatives, at a total amount of \$67,257.68.

#	Vendor	Amount
A	Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$13,474.33
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$18,792.70
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$24,688.66
D	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$9,389.70
E	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$912.29
Furniture Total		\$67,257.68

The purchases can be summarized as follows:

- Clarus Glassboard, LLC./Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 7 Mobile Glassboards for the Clinical Simulation Program
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)
 - ⇒ Pecan Campus
 - 3 Chairs for the Library Art Gallery
 - 4 Chairs for the Library Programming & Community Services
 - 8 Chairs for the Library Public Services

- 2 Chairs for the Library Acquisitions
- 15 Faculty/Staff Chairs for the Office of Human Resources
- ⇒ Technology Campus
 - 38 Chairs for the Library Public Services
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 62 Chairs for the Division of Nursing and Allied Health
 - ⇒ Pecan Campus
 - 12 Chairs for the Office of Human Resources
- National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)
 - ⇒ Pecan Campus
 - 3 Waiting Area Sofas and 2 Tables for the Office of Human Resources
- The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 File Cabinet for the Office Administration Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Clinical Simulation, Library Acquisition, Library Art Gallery, Library Programming & Community Services, Library Public Services, New Furniture, Office Administration, and Construction - Pecan Plaza Human Resources Building A Renovation.

7) Asset Management, Chemical Inventory, and Inspection Software System (Renewal)

Renew the asset management, chemical inventory, and inspection software system contract with **SafetyStratus, Inc.** (Plano, TX), for the period beginning May 1, 2021 through April 30, 2022, at a total amount of \$20,000.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the asset management, chemical inventory, and inspection software system for safety compliance in various areas throughout the College districts.

Justification and Benefit – This system is necessary to assist the Environmental, Health and Safety Program with the management of life safety equipment, compliance inspections, inventorying chemicals from purchase to disposal in all science laboratories, and provide access to Safety Data Sheets (SDS).

Background – The Board awarded the contract for asset management, chemical inventory, and inspection software system at the March 31, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on May 1, 2021 and ends April 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/20	5/1/20 – 4/30/21	2 – one year options
1 st Renewal	4/27/21		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 Environmental budget for FY 2020 – 2021.

8) Ground Maintenance (Renewal)

Renew the ground maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2021 through July 25, 2022, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding an estimated amount of \$50,000.00 for sprinkler system repairs as needed, at a total estimated amount of \$673,035.84.

Purpose – Facilities Operations and Maintenance is requesting to renew the ground maintenance services for all the South Texas College campuses.

The services are as follows:

Services	Services Provided	Times Per Year
Mowing Services for eight (8) locations	Monthly	46
Tree Trimming	Annual	1
Shredding of Grass Services for four (4) locations	As needed	6
Irrigation Sprinkler System Inspections, Repairs, and Purchasing of Materials	Monthly	12
Plants, shrubs, mulch, and landscape materials	As needed	

Justification and Benefit – The ground maintenance contract will include the following services: mowing, shredding of grass, tree trimming flower beds, plants and replacement of plants, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Regional Center for Public Safety Excellence, Starr County, and Mid Valley campuses.

Background – The Board awarded the contract for ground maintenance at the June 23, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on July 26, 2021 and ends July 25, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/23/20	7/26/20 – 7/25/21	2 – one year options
1 st Renewal	4/27/21		7/26/21 – 7/25/22

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 Ground Maintenance budget for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

9) Telephone Services (Renewal)

Renew the telephone services contract with **SmartCom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2021 through June 20, 2022, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00.

Purpose – Information Technology is requesting to renew the telephone services for all South Texas College campuses for a one-year period.

Justification and Benefit – All campuses require telephone service, which includes local and long-distance services, 1-800 services, plain old telephone services (POTS) lines for fire and elevator alarms, and fax lines.

Background – The Board awarded the contract for telephone services at the July 25, 2017 Board of Trustees meeting for three years with two one-year annual renewals. The last renewal period begins on June 21, 2021 and ends June 20, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	8/1/17 – 6/20/20	2 – one year options
1 st Renewal	5/26/20		6/21/20 – 6/20/21
2 nd Renewal	4/27/21		6/21/21 – 6/20/22

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 Telecom budget for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

10) Temporary Personnel Services (Renewal)

Renew the temporary personnel services contracts for the period beginning June 29, 2021 through June 28, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Vendor (City, State)	Vendor (City, State)
Select Staff (Edinburg, TX)	Temps Plus Staffing Services, LLC. (McAllen, TX)
Texas Staffing Pros, LLC. (McAllen, TX)	

Purpose – The Office of Human Resources is requesting to renew the contracts for temporary personnel services for instructional programs and support services departments requesting personnel. The services are requested as needed for the following positions: secretaries, administrative assistants, human resources staff, accounting assistants, etc.

Justification and Benefit – The contracts ensure compliance with South Texas College's requirements that the agencies provide documentation of their liability and worker's compensation insurance coverages. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies that submitted a renewal letter must comply with the requirements.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies for the College to use. The Office of Human Resources maintains this pool and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources a job description of the position being requested, experience preferred, and dates needed;
- The requirements are sent to several vendors that have the type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing, and one or more agency is selected to provide applicant resumes;
- If an employee or employees are available for the requesting position, resumes are provided from the vendor(s) to the Office of Human Resources;
- The requesting department review the resume(s), conducts interviews, if applicable, and makes their selection.

Background - The Board awarded the temporary personnel services contracts at the May 30, 2019 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins June 29, 2021 through June 28, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/30/19	6/29/19 – 6/28/20	2 – one year options
1st Renewal	6/23/20		6/29/20 – 6/28/21
2nd Renewal	4/27/21		6/29/21 – 6/28/22

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 requesting instructional programs and support services departments budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

11)Travel Services (Renewal)

Renew the travel services contract with **Echo Travel** (Edinburg, TX), for the period beginning July 1, 2021 through June 30, 2022, at a service fee of \$25.00 per airline ticket.

Purpose – The Purchasing Department is requesting a travel services contract to provide airline tickets for administration, faculty, and staff that travel for professional development and students that travel for educational purposes. This contract will be in place for required/ necessary future travel, which will be reviewed and approved by the Division Vice Presidents or President prior to purchase.

Justification and Benefit – The travel services will include processing of airline reservations, automobile rental reservations, hotel reservations, charter services, emergency services, and group travel rates.

Background - The Board awarded the travel services contract at the June 23, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins July 1, 2021 through June 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/23/20	7/1/20 – 6/30/21	2 – one year options
1 st Renewal	4/27/21		7/1/21 – 6/30/22

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 various requesting department budget for FY 2020 – 2021 the FY 2021 – 2022, pending Board approval of the budget.

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

12)Firewall Equipment Agreement (Purchase)

Purchase of firewall equipment agreement with **Hewlett-Packard Financial Services Company** (Berkeley Heights, NJ), for the period beginning April 1, 2021 through March 31, 2025, at an annual amount of \$57,210.11 and a total agreement amount of \$228,840.44.

Purpose – Information Technology requested to purchase two (2) datacenter firewall devices from SHI Government Solutions, which was approved at the February 25, 2020 Board of Trustees meeting. The agreement includes an initial payment of \$250,000.00, with four (4) annual payments of \$57,210.11.

Justification and Benefit – The four (4) annual payments will be paid to Hewlett-Packard Financial Services instead of SHI Government Solutions, therefore payment approval is requested.

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

13) Software License, Maintenance, and Support Agreements (Renewal)

Renew the software license, maintenance, and support agreements with **Evision, Inc.** (Irvine, CA), a sole source vendor, for the period beginning September 1, 2020 through July 31, 2022, at a total amount of \$52,517.00.

Purpose – Information Technology is requesting to renew the software, license, maintenance and support agreements that include the following software programs: Argos Enterprise, FormFusion, IntelliCheck Accounts Payable, and IntelCheck Payroll.

Justification and Benefit – The software programs are used in conjunction with Banner to complete day to day operations by various departments.

Software	Functions	Period
Argos Enterprise	Various Banner Reports	9/1/20 – 8/31/21
FormFusion	Banner Purchase Orders	8/1/21 – 7/31/22
IntelCheck Accounts Payable	Banner Vendor and Student Checks	8/1/21 – 7/31/22
IntelCheck Payroll	Banner Employee Checks	4/1/21 – 3/31/22

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 April 27, 2021 Board meeting the award of proposals, purchases, and renewals as listed below:

A. Award of Proposals

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposals

- 1) Audio Visual Equipment for Special Events (Award):** award the proposal for audio visual equipment for special events to **SKC Communications Products, LLC.** (Richardson, TX), at a total amount of \$84,243.95;

- 2) **Dual User Virtual Reality Welding Training Simulator (Award):** award the proposal for a dual user virtual reality welding training simulator to **Airgas USA, LLC.** (McAllen, TX), at a total amount of \$57,100.00. A second simulator has been solicited and will be presented at the Board meeting for approval;
- 3) **Internet Services for South Texas College Sites (Award):** award the proposal for internet services for South Texas College sites to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning July 1, 2021 through August 31, 2022, at an estimated annual amount of \$49,512.00;
- 4) **Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2021 through May 28, 2022 with two one-year options to renew, at an estimated amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Auto Haus of McAllen (McAllen, TX)	Boggus Motor Sales II, LLC. (McAllen, TX)
Brownsville Sports Center, Inc. (Brownsville, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Firestone Complete Auto Care (McAllen, TX)	Municipal Fire Apparatus Specialists, LLC. (McAllen, TX)
Pan American Auto, LLC. (McAllen, TX)	Rush Truck Centers of Texas, LP. / dba Rush Truck Center, Pharr (Pharr, TX)
Scott's Tire Center (Mission, TX)	Spikes Motors (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Tellus Equipment Solutions, LLC. (Katy, TX)

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

- 5) **Mobile Hotspot Service Extension (Purchase/Subscribe):** purchase/subscribe to one (1) additional month of mobile hotspot services from **AT&T Mobility, LLC.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2021 through August 31, 2021, at a total amount \$12,460.72. This will enable South Texas College libraries to continue making available to eligible students the three hundred twenty-eight (328) mobile broadband hotspot devices for one month following the expiration of the IMLS-TSLAC grant funding period;

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

- 6) **Furniture (Purchase):** Purchase furniture from National Cooperative Purchasing Alliance (NCPA), OMNIA Partners formerly National Intergovernmental Purchasing Alliance (NIPA), and Sourcewell Purchasing Cooperatives, at a total amount of \$67,257.68;

#	Vendor	Amount
A	Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$13,474.33

#	Vendor	Amount
B	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$18,792.70
C	Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$24,688.66
D	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$9,389.70
E	The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$912.29
Furniture Total		\$67,257.68

- 7) **Asset Management, Chemical Inventory, and Inspection Software System (Renewal):** renew the asset management, chemical inventory, and inspection software system contract with **SafetyStratus, Inc.** (Plano, TX), for the period beginning May 1, 2021 through April 30, 2022, at a total amount of \$20,000.00;
- 8) **Ground Maintenance (Renewal):** renew the ground maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2021 through July 25, 2022, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding an estimated amount of \$50,000.00 for sprinkler system repairs as needed, at a total estimated amount of \$673,035.84;
- 9) **Telephone Services (Renewal):** renew the telephone services contract with **SmartCom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2021 through June 20, 2022, at an estimated monthly amount of \$13,650.00 and an estimated annual amount of \$163,800.00;
- 10) **Temporary Personnel Services (Renewal):** renew the temporary personnel services contracts for the period beginning June 29, 2021 through June 28, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

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

11)Travel Services (Renewal): renew the travel services contract with **Echo Travel** (Edinburg, TX), for the period beginning July 1, 2021 through June 30, 2022, at a service fee of \$25.00 per airline ticket;

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

12)Firewall Equipment Agreement (Purchase): purchase of firewall equipment agreement with **Hewlett-Packard Financial Services Company** (Berkeley Heights, NJ), for the period beginning April 1, 2021 through March 31, 2025, at an annual amount of \$57,210.11 and a total agreement amount of \$228,840.44;

13)Software License, Maintenance, and Support Agreements (Renewal): renew the software license, maintenance, and support agreements with **Evisions, Inc.** (Irvine, CA), a sole source vendor, for the period beginning September 1, 2020 through July 31, 2022, at a total amount of \$52,517.00.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$1,983,767.63.

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT FOR SPECIAL EVENTS
PROJECT NO. 20-21-1031

NAME			Audio Visual Aids		SKC Communications Products, LLC.	
ADDRESS			2903 N Flores St		1910 Firman Dr Ste 120	
CITY/STATE/ZIP			San Antonio, TX 78212		Richardson, TX 75081	
PHONE			800-422-1282		214-570-2844	
FAX					800-454-4752	
CONTACT			Ernest Mendez		Chis Laing	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
Project #1 Audio Conferencing Kits						
1	10	Wireless Conference Unit	\$ 1,119.00	\$ 11,190.00	\$ 1,043.96	\$ 10,439.60
2	1	MXCWAPT-AAccess Point Receiver	\$ 2,759.00	\$ 2,759.00	\$ 2,612.50	\$ 2,612.50
3	1	Networked Charging Station	\$ 849.00	\$ 849.00	\$ 783.75	\$ 783.75
4	10	Dualflex Gooseneck Microphone (16")	\$ 172.00	\$ 1,720.00	\$ 151.53	\$ 1,515.30
5	1	USB Audio Network Interface	\$ 539.00	\$ 539.00	\$ 470.25	\$ 470.25
6	1	Catalyst Compact Switch	\$ 1,309.00	\$ 1,309.00	\$ 1,288.07	\$ 1,288.07
7	1	R7000 Nighthawk AC1900 Smart Wi-Fi Router	\$ 180.00	\$ 180.00	\$ 207.67	\$ 207.67
8	1	Shipping and Handling	\$ 195.00	\$ 195.00	\$ 432.93	\$ 432.93
Project #1 Total			\$ 18,741.00		\$ 17,750.07	
Project #2 Cables and Accessories						
9	3	18W USB Type-C Wall Charger with Power Delivery	\$ 36.00	\$ 108.00	\$ 10.71	\$ 32.13
10	3	USB Type-C to Lightning Charge & Sync Cable (6.6')	\$ 26.00	\$ 78.00	\$ 16.46	\$ 49.38
11	3	CVL Centraverve Cardioid Lavalier Microphone	\$ 46.00	\$ 138.00	\$ 35.20	\$ 105.60
12	2	AirStrap 360 Case for iPad Pro 9.7 & iPad Air 2 (Black)	\$ 29.00	\$ 58.00	\$ 21.36	\$ 42.72
13	4	Accusonic+2 XLR Male to XLR Female Microphone Cable [15' (4.57 m)]	\$ 35.00	\$ 140.00	\$ 23.23	\$ 92.92
14	6	Accusonic+2 XLR Male to XLR Female Microphone Cable [3' (0.9 m)]	\$ 25.00	\$ 150.00	\$ 15.91	\$ 95.46
15	8	Accusonic+2 XLR Male to XLR Female Microphone Cable [30' (9.1 m)]	\$ 49.00	\$ 392.00	\$ 30.09	\$ 240.72
16	4	Accusonic+2 XLR Male to XLR Female Microphone Cable [50' (15.24 m)]	\$ 56.00	\$ 224.00	\$ 38.40	\$ 153.60
17	4	Accusonic+2 XLR Male to XLR Female Microphone Cable [100' (30.48 m)]	\$ 88.00	\$ 352.00	\$ 61.99	\$ 247.96
18	2	2 RCA Male to 2 RCA Male Audio Cable (25')	\$ 14.00	\$ 28.00	\$ 12.23	\$ 24.46
19	2	Custom Series 1/8" Stereo Plug to Dual 1/4" Plugs Audio Cable (6')	\$ 15.00	\$ 30.00	\$ 18.66	\$ 37.32
20	2	1/8" Stereo Mini to Dual RCA Y-Cable - 10' (3m)	\$ 12.00	\$ 24.00	\$ 10.68	\$ 21.36

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT FOR SPECIAL EVENTS
PROJECT NO. 20-21-1031

NAME			Audio Visual Aids		SKC Communications Products, LLC.	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
21	4	IMP 2 Direct Box	\$ 73.00	\$ 292.00	\$ 47.12	\$ 188.48
22	2	Amp 14/3 AC Power Extension Cord with Quad Box (100')	\$ 222.00	\$ 444.00	\$ 209.67	\$ 419.34
23	6	Pro Plug 6-Outlet Power Block with Surge Protection	\$ 40.00	\$ 240.00	\$ 31.10	\$ 186.60
24	20	CAT6 F/F Shielded Keystone Coupler	\$ 10.00	\$ 200.00	\$ 4.70	\$ 94.00
25	1	FM Digital Transmitter (87.5 to 108 MHz)	\$ 189.00	\$ 189.00	\$ 143.00	\$ 143.00
26	2	Transport Case with Foam (Black)	\$ 490.00	\$ 980.00	\$ 415.15	\$ 830.30
27	1	Tripod with FM18 Fluid Head	\$ 225.00	\$ 225.00	\$ 186.95	\$ 186.95
28	10	Protective Cable & Wire Concealment Ramp Track with Flip-Open Top Cover (9.8 x 39.6")	\$ 69.00	\$ 690.00	\$ 36.33	\$ 363.30
29	1	Shipping and Handling	\$ 150.00	\$ 150.00	\$ 88.89	\$ 88.89
Project #2 Total			\$ 5,132.00		\$ 3,644.49	
Project #3 Displays and Flight Cases						
30	4	85" Class HDR 4K UHD Smart QLED TV	\$ 2,967.00	\$ 11,868.00	\$ 2,531.41	\$ 10,125.64
31	4	EZ-LIFT Shipping and Display Case for 80-90" Flat-Screen Monitor	\$ 4,959.00	\$ 19,836.00	\$ 4,994.62	\$ 19,978.48
32	4	Drape Kit for EL-80 EZ-LIFT Case	\$ 272.00	\$ 1,088.00	\$ 251.93	\$ 1,007.72
33	2	EZ-LIFT Shipping and Display Case for 70-75" Flat-Screen Monitor	\$ 4,519.00	\$ 9,038.00	\$ 4,499.13	\$ 8,998.26
34	2	Drape Kit for EL-70 EZ-LIFT Case	\$ 249.00	\$ 498.00	\$ 229.03	\$ 458.06
35	6	Hanging Equipment Shelf	\$ 99.00	\$ 594.00	\$ 85.36	\$ 512.16
36	1	Shipping and Handling	\$ -	\$ -	\$ 1,027.01	\$ 1,027.01
Project #3 Total			\$ 42,922.00		\$ 42,107.33	
Project #4 Web Conferencing Kit, Lighting Kit, and Equipment						
37	2	IQ Camera for Conference Rooms with Mounting Bracket	\$ 837.35	\$ 1,674.70	\$ 726.03	\$ 1,452.06
38	1	USB 3 AOC Cable 1m - AF 5m (16'5")	\$ 268.88	\$ 268.88	\$ 210.98	\$ 210.98
39	1	USB 3 AOC Cable 1m - AF 10m (33')	\$ 302.63	\$ 302.63	\$ 237.46	\$ 237.46
40	4	Speak 750 UC USB & Bluetooth Speakerphone for Unified Communications	\$ 330.00	\$ 1,320.00	\$ 222.16	\$ 888.64
41	2	CTT-1000L Carbon Fiber Tabletop Tripod (Long)	\$ 162.50	\$ 325.00	\$ 107.21	\$ 214.42
42	2	Pelican 1520 Case with Foam (Silver)	\$ 155.38	\$ 310.76	\$ 131.96	\$ 263.92
43	3	Blackmagic Design ATEM Mini Extreme ISO 8-Channel HDMI live streaming switcher	\$ 980.00	\$ 2,940.00	\$ 1,230.77	\$ 3,692.31

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT FOR SPECIAL EVENTS
PROJECT NO. 20-21-1031

NAME			Audio Visual Aids		SKC Communications Products, LLC.	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
44	3	ATEM Streaming Bridge for ATEM Mini Pro Streaming Switchers	\$ 284.89	\$ 854.67	\$ 232.85	\$ 698.55
45	4	Samsung T7 2TB portable SSD	\$ 287.50	\$ 1,150.00	\$ 356.00	\$ 1,424.00
46	6	Portable Hard Drive Case	\$ 20.59	\$ 123.54	\$ 8.21	\$ 49.26
47	1	B1 Bluetooth Music Receiver (2019 Version)	\$ 236.25	\$ 236.25	\$ 166.32	\$ 166.32
48	2	Ceiling Microphone Suspension Kit	\$ 150.77	\$ 301.54	\$ 109.30	\$ 218.60
49	6	Stereo Line Interface	\$ 167.70	\$ 1,006.20	\$ 117.99	\$ 707.94
50	4	Hard Drive Anti-Slip Pads (Pair)	\$ 9.00	\$ 36.00	\$ 4.94	\$ 19.76
51	1	49" 32:9 Curved IPS Monitor	\$ 1,243.18	\$ 1,243.18	\$ 1,337.31	\$ 1,337.31
52	2	USB 3.1 Gen 1 Type-C Male to Type-A Male Sync and Charge Cable (6', Black, 3-Pack)	\$ 25.00	\$ 50.00	\$ 16.40	\$ 32.80
53	1	LED2000 Kala Bi-Color LED 3-Light Kit	\$ 2,325.00	\$ 2,325.00	\$ 2,089.93	\$ 2,089.93
54	1	Shipping and Handling	\$ 433.00	\$ 433.00	\$ 342.61	\$ 342.61
Project #4 Total			\$ 14,901.35		\$ 14,046.87	
Project #5 ADA Equipment						
55	4	LVL 2-Stationary RF System 72MHz/REG	\$ 1,051.00	\$ 4,204.00	\$ 981.77	\$ 3,927.08
56	8	Listen Ear Speaker/Reg	\$ 16.00	\$ 128.00	\$ 11.97	\$ 95.76
57	8	Premium Cable XLR/M TO XLR/F 15' RED/REG	\$ 8.00	\$ 64.00	\$ 14.81	\$ 118.48
58	6	Standard Series Cable/ HDMI to HDMI - 6'/REG	\$ 27.00	\$ 162.00	\$ 10.68	\$ 64.08
59	1	iSeries Case f/ATEM Mini/AM PRO Switcher/REG	\$ 59.00	\$ 59.00	\$ 47.97	\$ 47.97
60	1	Blackmagic Design ATEM Mini Extreme ISO 8-Channel HDMI Live Streaming Switcher	\$ 1,319.00	\$ 1,319.00	\$ 1,230.77	\$ 1,230.77
61	8	Basic DSP RF Receiver (72MHz)/REG	\$ 107.00	\$ 856.00	\$ 86.47	\$ 691.76
62	1	Samsung T7 2TB Portable SSD	\$ 375.00	\$ 375.00	\$ 356.00	\$ 356.00
63	1	Shipping and Handling	\$ 144.00	\$ 144.00	\$ 163.29	\$ 163.29
Project #5 Total			\$ 7,311.00		\$ 6,695.19	
TOTAL AMOUNT PROPOSED			\$ 89,007.35		\$ 84,243.95	
TOTAL EVALUATION POINTS			92.14		95.41	
RANKING			2		1	

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

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

SOUTH TEXAS COLLEGE
1. AUDIO VIUSAL EQUIPMENT FOR SPECIAL EVENTS
PROJECT NO. 20-21-1031
EVALUATION SUMMARY

VENDOR		Audio Visual Aids		SKC Communications Products, LLC.	
ADDRESS		2905 N Flores St		1910 Firman Dr Ste 120	
CITY/STATE/ZIP		San Antonio, TX 78213		Richardson, TX 75081	
PHONE		800-422-1282		214-570-2844	
FAX				800-454-4752	
CONTACT		Ernest Mendez		Chis Laing	
1	The purchase price. (up to 50 points)	47.32	47.32	50	50
		47.32		50	
		47.32		50	
		47.32		50	
		47.32		50	
		47.32		50	
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	9	9	9	8.5
		9		9	
		10		10	
		7		5	
		9		9	
		10		9	
3	The quality of the vendor's goods or services. (up to 18 points)	17	16.66	17	17
		18		18	
		17		17	
		13		15	
		17		17	
		18		18	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	17	16.33	18	17.08
		18		18	
		17		17	
		11		14	
		17		17.5	
		18		18	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.83	3	2.83
		3		3	
		3		3	
		3		3	
		2		2	
		3		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		92.14		95.41	
RANKING		2		1	

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

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - PRODUCT ONLY

	Product 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)	50		
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)	10	8-10 5-7 2-4 0-1	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	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
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 a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
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 c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

SOUTH TEXAS COLLEGE
2. DUAL USER VIRTUAL REALITY WELDING TRAINING SIMULATOR
PROJECT NO. 20-21-1038

NAME		Airgas USA, LLC.	Alamo Iron Works	Technical Laboratory Systems, Inc.
ADDRESS		201 N 23rd St	2771 Robindale Rd	7627 Columbia Dr
CITY/STATE/ZIP		McAllen, TX 78501	Brownsville, TX 78526	Katy, TX 77494
PHONE		(956) 682-6844	(956) 243-8718	(800) 445-1088
FAX		(956) 682-6936		(281) 391-1113
CONTACT		Roel J. Davila	Robert N. Garcia	Warner Brown
#	Description	Proposed	Proposed	Proposed
1	Dual User Virtual Reality Welding Training Simulator - Delivered with skid packaging	\$ 57,100.00	\$ 58,344.20	\$ 63,940.00
	Dual User Virtual Reality Welding Training Simulator - Delivered with crate packaging	\$ 59,700.00	\$ 60,996.45	
2	Training Options	Manufacturer: Two (2) days of free training in Ohio w/travel expenses at purchaser's expense. ***** Local: Free On-site Basic Training	Manufacturer: Two (2) days of free training in Ohio w/travel expenses at purchaser's expense. ***** Local: Free On-site Basic Training	Included
3	Preventive Maintenance	None	None	One (1) year on-site warranty
4	Additional Options	Oxy/Fuel Module Upgrade Kit - Two (2) required at \$2,500 each	Oxy/Fuel Cutting Upgrade Kit at \$2,575	Oxy/Fuel Upgrade Kit at \$2,860
TOTAL AMOUNT PROPOSED		\$ 57,100.00	\$ 58,344.20	\$ 63,940.00
TOTAL EVALUATION POINTS		98.66	97.38	****
RANKING		1	2	****

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

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

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

SOUTH TEXAS COLLEGE
2. DUAL USER VIRTUAL REALITY WELDING TRAINING SIMULATOR
PROJECT NO. 20-21-1038
EVALUATION SUMMARY

VENDOR		Airgas USA, LLC.		Alamo Iron Works	
ADDRESS		201 N 23rd St		2771 Robindale Rd	
CITY/STATE/ZIP		McAllen, TX 78501		Brownsville, TX 78526	
PHONE		(956) 682-6844		(956) 243-8718	
FAX		(956) 682-6936			
CONTACT		Roel J. Davila		Robert N. Garcia	
1	The purchase price. (up to 45 points)	45	45	44.39	44.39
		45		44.39	
		45		44.39	
2	The reputation of the vendor and of the vendor's goods or services. (up to 15 points)	15	15	14	14.33
		15		15	
		15		14	
3	The quality of vendor's goods or services. (up to 16 points)	16	16	16	16
		16		16	
		16		16	
4	The extent to which the goods or services meet the districts needs. (up to 20 points)	19	19.66	19	19.66
		20		20	
		20		20	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3	3	3
		3		3	
		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	
TOTAL EVALUATION POINTS		98.66		97.38	
RANKING		1		2	

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

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

SOUTH TEXAS COLLEGE
2. PROPOSAL CRITERIA - PRODUCT ONLY

	Product 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)	50		
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)	10	8-10 5-7 2-4 0-1	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	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
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 a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
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 c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable

Total Points

100

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

SOUTH TEXAS COLLEGE
3. INTERNET SERVICES FOR SOUTH TEXAS COLLEGE SITES
PROJECT NO. 20-21-1028

NAME			Smartcom Telephone, LLC.		VTX Communications, LLC.	
ADDRESS			600 Ash Ave		881 E Hidalgo Ave	
CITY/STATE/ZIP			McAllen, TX 78501		Raymondville, TX 78580	
PHONE			956-687-7070		956-642-1324	
FAX			956-213-1203		956-642-1004	
CONTACT			Alan Yoder		Marcus Ramirez	
#	Qty	Description	Monthly Charge	Annual Amount	Monthly Charge	Annual Amount
Direct Internet Connection						
1	12	Technology Campus - Cybersecurity Program Lab (50M)	\$ 379.00	\$ 4,548.00	\$ 375.00	\$ 4,500.00
2	12	Pecan Campus - Cybersecurity Program Lab (50M)	\$ 379.00	\$ 4,548.00	\$ 375.00	\$ 4,500.00
3	12	Regional Center for Public Safety Excellence - Cybersecurity Program Lab (50M)	\$ 379.00	\$ 4,548.00		
4	12	Starr County Campus (1 Gbps)	\$ 695.00	\$ 8,340.00	\$ 1,200.00	\$ 14,400.00
Point-to-Point Connections (1 Gbps) - Pecan Campus to:						
5	12	Regional Center for Public Safety Excellence	\$ 299.00	\$ 3,588.00		
6	12	Jag Parking Lot - Pecan Blvd	\$ 299.00	\$ 3,588.00		
7	12	Pecan Plaza - Office of Human Resources	\$ 299.00	\$ 3,588.00		
8	12	Pecan Plaza - Department of Public Safety	\$ 299.00	\$ 3,588.00		
9	12	Pharr Teaching Center	\$ 299.00	\$ 3,588.00		
10	12	Starr County Campus	\$ 799.00	\$ 9,588.00	\$ 1,200.00	\$ 14,400.00
11		Additional Fees	Estimated MRC \$16.00 total for the 6 Point-to-Point circuits.			
Escalation						
12	2nd Year		0%		0%	
13	3rd Year		0%		0%	
TOTAL AMOUNT PROPOSED			\$ 49,512.00		\$ 37,800.00	
TOTAL EVALUATION POINTS			93.49		79.3	
RANKING			1		2	

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

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

SOUTH TEXAS COLLEGE
3. INTERNET SERVICES FOR STC SITES
PROJECT NO. 20-21-1028
EVALUATION SUMMARY

VENDOR		Smartcom Telephone, LLC.		VTX Communications, LLC.	
ADDRESS		600 Ash Ave		881 E Hidalgo Ave	
CITY/STATE/ZIP		McAllen, TX 78501		Raymondville, TX 78580	
PHONE		956-687-7070		956-642-1324	
FAX		956-213-1203		956-642-1004	
CONTACT		Alan Yoder		Marcus Ramirez	
1	The purchase price. (up to 40 points)	39.89	39.89	30.5	30.5
		39.89		30.5	
		39.89		30.5	
		39.89		30.5	
		39.89		30.5	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	15	16.2	15	15.8
		16		14	
		17		17	
		17		17	
		16		16	
3	The quality of the vendor's goods or services. (up to 18 points)	15	16.4	14	14.4
		17		10	
		16		16	
		17		16	
		17		16	
4	The extent to which the vendor's goods or services meet the District's needs. (up to 15 points)	13	13.8	13	12.6
		14		10	
		14		13	
		14		14	
		14		13	
5	The vendor's past relationship with the District. (up to 3 points)	3	2.8	3	2.2
		3		1	
		3		3	
		2		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	4	4.4	3	3.8
		4		4	
		5		3	
		4		4	
		5		5	
TOTAL EVALUATION POINTS		93.49		79.3	
RANKING		1		2	

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

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

SOUTH TEXAS COLLEGE
3. PROPOSAL CRITERIA - SERVICE ONLY

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

Definitions of evaluation terms:

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

SOUTH TEXAS COLLEGE
4. VEHICLE MAINTENANCE AND REPAIR SERVICES
PROJECT NO. 20-21-1030

VENDOR		Auto Haus of McAllen	Boggus Motor Sales II, LLC.	Brownsville Sports Center, Inc.	Charles Clark Chevrolet, Co.	Firestone Complete Auto Care	Municipal Fire Apparatus Specialists, LLC.	Pan American Auto, LLC.	Rush Truck Centers of Texas, LP. / dba Rush Truck Center, Pharr	Scott's Tire Center	Spikes Motors	Stutz Auto Service, Inc.	Tellus Equipment Solutions, LLC.
ADDRESS		2320 W Vine	1400 E Hwy 83	345 Paredes Line Rd	801 W Business 83 Hwy	4111 N 23rd St	5200 N 26th St	1001 E Whitewing Ave Ste C	4700 N Cage Blvd	2204 E 2 Mile	805 E Expway 83	2408 Pecan Blvd	2002 Grand Pkwy N Ste 305
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78501	Brownsville, TX 78526	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504	McAllen, TX 78501	Pharr, TX 78577	Mission, TX 78574	Mission, TX 78572	McAllen, TX 78501	Katy, TX 77449
PHONE		956-687-1153	956-686-7411	956-546-3055	956-578-0470	956-682-1502	956-605-3473	956-322-3194	956-227-0708	956-369-5121	956-585-1601	956-682-4278	832-605-4401
CONTACT		Nuria Escalona	Denisse Valero	Dustin James	Martin Anaya	Jonathan Campos	James Farrell, Jr.	Omar F. Molina	Mario M Trevino	Scott Matthews	TJ Tijerina	Kerry Stutz	Jeff Kappel
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Preventive Maintenance													
1	Cars & SUV's (Only Foreign) Mercedes, BMW, Range Rover, Porsche	\$130 per vehicle											
2	Complete Premium Fuel System Kit 3-part		\$149.95										
3	Diesel injector Flush Kit		\$229.95										
4	Diesel Cleaner Kit		\$549.95										
5	Transmission Filter Change		\$187.64										
6	Transmission Flush		\$239.95 - 16 qtrs \$349.95 - 22 qtrs										
7	Coolant Flush		\$179.95 - 2 gal (gas) \$239.95 - 5 gal (diesel)										
8	Power Steering Flush		\$89.95										
9	Super Duty Brake Fluid 64oz - DOT 4		\$139.95										
10	Synthetic Gear Oil - Per Differential or Transfer Case		\$129.95										
11	Brake Service - Per Axle		\$141.52										
12	Rotor Resurfacing - Per Axle		\$85.92										
13	Honda Pioneer 1000-5			TBD									
14	Cargo Vans, Pickups, & Cars						\$85.00	\$44.00			\$132.00	\$64.95	
15	Full Size SUV, Medium SUV						\$90.00	\$50.41	\$125.00		\$132.00	\$64.95	
16	Diesel Full Size						\$151.00	\$235.00	\$125.00		\$132.00	\$64.95	
17	Buses/Cargo Trucks						\$151.00	\$50.41	\$125.00		\$149.00	\$400.00	
18	GMC Cargo Truck										\$132.00	\$400.00	
19	Peterbilt Model 386 Truck											\$450.00	
20	2017 & 2018 Tahoe PPV, 2018 GMC Yukon SLE											\$79.95	
21	Diesel Fire Truck/Peterbilt, etc.						\$450.00						
22	Oil Changes		\$39.95 - Premium Oil Change Kit (2 part)		\$69.95 all / up to 5 quarts								
23	Air Filters		\$38.20 - Gas 62.74 - Diesel 7.3L & 6.7L 107.48 - All New Diesel & Gas Engines										
Repair Work													
24	Labor for general repair work	\$100.00	\$125.00	\$95.00	\$130.00	\$105.00	\$100.00	\$85.00	\$125.00		\$132.00	\$95.00	\$100.00 / \$110 out-of-shop repairs
25	Body Repairs		\$42.00										
26	Frame Repairs		\$50.00										
27	Paint Repairs		\$42.00										
28	Paint Materials		\$35.00										
29	Emergency Vehicle Lighting/Accessory Install						\$110.00						
30	Parts Discount off currently published list price	15%	20%	0%	15%	10%	0%	10%	15%	0%	20%	5%	0%
Other Services													
31	Tow Truck Services			\$300 Per Unit Round Trip			Subcontracted with 15% markup. Will be verified with receipt submittal from contractor + 15%	\$85 Light Duty Vehicles \$450 Heavy Duty Vehicles				\$75 McAllen to Stutz \$150 Rio Grande City to Stutz, and \$100 Weslaco to Stutz	
32	Texas State Vehicle Inspection		\$7.00		\$7.00	\$7.00		\$7.00 State Inspection \$40 DOT Inspection	\$40.00		\$7.00	\$7.00	
33	Emergency Roadside Service						\$125 initial service call, regular labor rate after that. Any service performed after 6 p.m., weekends, or before 9 a.m. weekdays will be overtime hourly rate of \$145	\$35 service call fee, hourly rate remains at \$85/hr	\$150.00 call out fee Plus one hour of diagnostics			\$50 McAllen \$100 Rio Grande City \$75 Weslaco Plus needed services	
34	Percentage Discount on Purchase of New Tires				Price Match Competitors		15% Markup			0%			
35	Tire Services						15% Markup, Subcontracted			Free mounting, free balancing, free rotations, free flat repairs			
Price Escalation													
36	2nd Year		5%	0%	0%		3%	0%		3%		5%	
37	3rd Year		5%	0%	0%		3%	0%		3%		5%	

SOUTH TEXAS COLLEGE
5. MOBILE HOTSPOT SERVICES

NAME			AT&T Mobility, LLC.	
ADDRESS			P O Box 6463	
CITY/STATE/ZIP			Carol Stream, IL 60197	
PHONE			956-605-4849	
CONTACT			Hector Orellana	
#	Qty	Description	Unit Price	Extension
1	1	Monthly Hotspot Service for 328 units Monthly Amount Per Unit: \$37.99	\$ 12,460.72	\$ 12,460.72
TOTAL AMOUNT			\$ 12,460.72	

SOUTH TEXAS COLLEGE
6. DISTRICT WIDE FURNITURE REQUESTS
APRIL 27, 2021

#	Qty	Description	Unit Price	Extension	Requesting Department
Clarus Glassboards, LLC. /Gateway Printing and Office Supply, Inc. (NCPA)					
1	7	Go Mobile Glassboard 40"x73, 4 Casters, CBC-301	\$1,708.29	\$11,958.03	Clinical Simulation - Ruben Torres
					Mobile glassboards will be used for instruction by faculty and students in the debriefing rooms.
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$1,516.30	\$1,516.30	
		Clarus Glassboards, LLC. Total		\$13,474.33	
Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	3	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$1,458.66	Library Art Gallery - Lisa Walters
					Chairs are needed for the continuous operation of serving students, faculty, staff, and community members.
2	4	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$1,944.88	Library Programming & Community Services - Lisa Walters
					Chairs are needed for the continuous operation of serving students, faculty, staff, and community members.
3	8	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$3,889.76	Library Public Services - Lisa Walters
					Chairs are needed for the continuous operation of serving students, faculty, staff, and community members at Pecan campus.
4	3	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$1,458.66	Library Public Services - Lisa Walters
					Chairs are needed for the continuous operation of serving students, faculty, staff, and community members at Technology Campus.
5	1	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$486.22	Library Acquisition - Lisa Walters
					Staff standard chairs are needed to replace an old staff chair and for a new hire.
6	1	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$486.22	Library Acquisition - Lisa Walters
					Staff standard chairs are needed to replace an old staff chair and for a new hire.
7	15	TR2,Task, Enhanced Synhro Cntrl, A17 Multi-Adj Arm	\$486.22	\$7,293.30	Pecan Plaza Human Resources Bldg A Reno - Dr. David Plummer
					Staff chairs needed for the renovation of Pecan Plaza Human Resources Bldg A Renovation FFE
8	1	Labor to receive, inspect, deliver, install and remove debris	\$1,775.00	\$1,775.00	
		Exemplis Corporation Total		\$18,792.70	

SOUTH TEXAS COLLEGE
6. DISTRICT WIDE FURNITURE REQUESTS
APRIL 27, 2021

#	Qty	Description	Unit Price	Extension	Requesting Department
Krueger International, Inc. / Gateway Printing & Office Supply, Inc. (Sourcewell)					
1	1	K162/JR39 Impress Task, Pedestal Base, T-Arms,	\$488.36	\$488.36	New Furniture - Rick De La Garza
	1	Upcharge per Unit	\$38.13	\$38.13	Replacement furniture needed for the Nursing and
	18	DN5200 Doni Task Armless Chair, Uph Seat, Solid	\$335.24	\$6,034.32	Allied Health Campus Bldg A.
2	1	K162/JR39 Impress Task, Pedestal Base, T-Arms,	\$488.36	\$488.36	New Furniture - Rick De La Garza
	1	Upcharge per Unit	\$38.13	\$38.13	Replacement furniture needed for the Nursing and
	42	DN5200 Doni Task Armless Chair, Uph Seat, Solid	\$312.12	\$13,109.04	Allied Health Campus Bldg A.
3	12	MSP Maestro Stack Chair, Polypropylene	\$96.86	\$1,162.32	Pecan Plaza Human Resources Bldg A Reno - Dr. David Plummer
					Breakroom chairs needed for the renovation at Pecan
					Plaza Human Resources FFE
4	1	Labor to receive, inspect, deliver, install and remove debris	\$3,330.00	\$3,330.00	
		Krueger International, Inc. Total		\$24,688.66	
National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	2	N95MAX Swift, 1 Seat Armless Contrast	\$ 1,656.45	\$ 3,312.90	Pecan Plaza Human Resources Bldg A Reno - Dr. David Plummer
	1	N95MBX Swift 2 Seat Armless Contrast	\$ 2,368.80	\$ 2,368.80	Lobby area seating and tables to used at the newly renovated
	2	N32T24ENL Round End Table, Laminate	\$ 1,229.00	\$ 2,458.00	Pecan Plaza Human Resources Bldg A.
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 1,250.00	\$ 1,250.00	
		National Office Furniture, Inc. Total		\$ 9,389.70	
The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	1	H884 Lateral File 4 Drawer, 36W	\$687.29	\$687.29	Office Administration Program - Iris Jasso
					File Cabinet needed for Faculty Secretary
2	1	Labor to receive, inspect, deliver, install and remove debris	\$225.00	\$225.00	
		The Hon Company Total		\$912.29	
		Furniture Total		\$67,257.68	



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

April 7, 2021

SafetyStratus, Inc.
Attn: Ms. Aditya Avadhanula
7924 Preston Rd. Ste. 350
Plano, TX 75024

Dear Ms. Avadhanula:

On March 31, 2020, South Texas College awarded a contract to SafetyStratus, Inc. for Asset Management, Chemical Inventory, and Inspection Software System. 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 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: _____



8

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

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www.SouthTexasCollege.edu

April 7, 2021

TLC Total Lawn Care, LLC
Attn: Mr. Gerry Bower
4234 North FM 88
Weslaco, TX 78599

Dear Mr. Bower:

On June 23, 2020, South Texas College awarded a contract to TLC Total Lawn Care, LLC. for Grounds Maintenance. 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 July 26, 2021 through July 25, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through July 25, 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

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

April 7, 2021

SmartCom Telephone, LLC.
Attn: Mr. Alan Yoder
600 Ash Ave
McAllen, TX 78501

Dear Mr. Yoder:

On July 25, 2017, South Texas College awarded a contract to SmartCom Telephone, LLC. for Telephone 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 fourth year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 21, 2021 through June 20, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 20, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



10a

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

April 7, 2021

AMP Personnel Services, LLC.
Attn: Ms. Kendra Green
3700 N 10th St Ste 302
McAllen, Texas 78501

Dear Ms. Green:

On May 30, 2019, South Texas College awarded a contract to AMP Personnel Services, LLC., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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

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10b

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

April 7, 2021

Elite Employment Services, LLC.
Attn: Mr. Andres Santos
1313 W. Polk Ave Ste. 13
Pharr, Texas 78577

Dear Mr. Santos:

On May 30, 2019, South Texas College awarded a contract to Elite Employment Services, LLC., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



10c

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

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

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

April 7, 2021

Express Employment Professionals
Attn: Mr. W. Matt Foerster
504 N. 10th St. Ste. B1-B5
McAllen, TX 78501

Dear Mr. Foerster:

On May 30, 2019, South Texas College awarded a contract to Express Employment Professionals, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701
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April 7, 2021

Extra Extras, Inc.
Attn: Mr. John F. Cuellar
151 E. Los Toritos
Weslaco, TX 78596

Dear Mr. Cuellar:

On May 30, 2019, South Texas College awarded a contract to Extra Extras, Inc., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



10e

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

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www.SouthTexasCollege.edu

April 7, 2021

Fewell Professional Services, LLC./dba FPS Staffing
Attn: Ms. Teresa Du Bois
712 Morgan Blvd Ste. 116
Harlingen, TX 78550

Dear Ms. Du Bois:

On May 30, 2019, South Texas College awarded a contract to Fewell Professional Services, LLC./dba FPS Staffing, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



April 7, 2021

Link Staffing Services
Attn: Mr. Derek Maxwell
5240 N. 10th St. Unit 9
McAllen, TX 78504

Dear Mr. Maxwell:

On May 30, 2019, South Texas College awarded a contract to Link Staffing Services, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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

10g

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

April 7, 2021

Manpower Group US, Inc.
Attn: Ms. Mary Ochoa
500 West Military Highway, Ste. 115
McAllen, TX 78503

Dear Ms. Ochoa:

On May 30, 2019, South Texas College awarded a contract to Manpower Group US, Inc., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

t (956) 872-4681
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10h

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

April 7, 2021

Onin Staffing
Attn: Mr. J. Reid Markle
1128 Pecan Blvd Ste. B
McAllen, TX 78501

Dear Mr. Markle:

On May 30, 2019,, South Texas College awarded a contract to Onin Staffing, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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

10i

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

April 7, 2021

R&D Contracting, Inc. / dba R&D Personnel
Attn: Mr. Ricardo Gonzalez
4409 N. 22nd St.
McAllen, TX 78504

Dear Mr. Gonzalez:

On May 30, 2019, South Texas College awarded a contract to R&D Contracting, Inc. / dba R&D Personnel, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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

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10j

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

April 7, 2021

Region Staffing
Attn: Mr. Jaime Salazar
1309 W. Nolana Loop Ste. C
Pharr, TX 78577

Dear Mr. Salazar:

On May 30, 2019, South Texas College awarded a contract to Region Staffing, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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
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t (956) 872-4681
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10k

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

April 7, 2021

Select Staff

Attn: Ms. Valerie Reyna
2220 West Trenton Rd
Edinburg, TX 78539

Dear Ms. Reyna:

On May 30, 2019, South Texas College awarded a contract to Select Staff, for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

t (956) 872-4681
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101

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

April 7, 2021

Temps Plus Staffing Services, LLC.
Attn: Mr. Ebed Silva
2213 Primrose Ave
McAllen, TX 78504

Dear Mr. Silva:

On May 30, 2019, South Texas College awarded a contract to Temps Staffing Services, LLC., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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
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10m

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

April 7, 2021

Texas Staffing Pros, LLC.
Attn: Mr. Sam Olivares
4104 N. 23rd St.
McAllen, TX 78504

Dear Mr. Olivares:

On May 30, 2019, South Texas College awarded a contract to Texas Staffing Pros, LLC., for Temporary Personnel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from June 29, 2021 through June 28, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 28, 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

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f (956) 872-4688

11

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

April 7, 2021

Echo Travel
Attn: Ms. Sandra Urie
1903 S. Closner Blvd., Suite 2
Edinburg, TX 78501

Dear Ms. Urie:

On June 23, 2020, South Texas College awarded a contract to Echo Travel for Travel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 1, 2021 through June 30, 2022.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through June 30, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

SOUTH TEXAS COLLEGE
12. FIREWALL EQUIPMENT AGREEMENT

NAME			Hewlett-Packard Financial Services Company	
ADDRESS			200 Connell Dr Ste 5000	
CITY/STATE/ZIP			Berkeley Heights, NJ 07922	
PHONE			888-254-0006	
CONTACT			Danielle Thlijani	
#	Qty	Description	Unit Price	Extension
1	4	Palo Alto Networks PA-5250 with redundant AC power supplies Part#: PAN-PA-5250-AC	\$ 57,210.11	\$ 228,840.44
		Palo Alto Networks PA-5200 4-post rack mount kit. Part#: PAN-PA-5200-RACK4		
		Threat prevention subscription 5-year prepaid for device in an HA pair, PA-5250 Part#: PAN-PA-5250-TP-5YR-HA2		
		WildFire Subscription 5-year prepaid for device in an HA pair, PA-5250 Part#: PAN-PA-5250-WF-5YR-HA2		
		4-Hour Premium support 5-year prepaid, PA-5250 Part#: PAN-SVC-4HR-5250-5YR		
		4-Hour Premium support 5-year prepaid, PA-5250 Part#: PAN-SVC-4HR-5250-5YR		
		Palo Alto Networks Ignite USA Conference 2020 1 Ticket Part#: PAN-IGNITE-2020-1TIX		
		QSFP28 from factor, 100Gb active optical cable with 2 transceivers and 10m of cable permanently bonded as an assembly. Part#: PAN-QSFP28-AOC-10M		
TOTAL AMOUNT			\$ 228,840.44	

SOUTH TEXAS COLLEGE

13. SOFTWARE LICENSE, MAINTENANCE, AND SUPPORT AGREEMENTS

NAME			Evision, Inc.	
ADDRESS			440 Exchange Ste 200	
CITY/STATE/ZIP			Irvine, CA 92602	
PHONE			714-824-5252	
CONTACT			Linda Doring	
#	Qty	Description	Unit Price	Extension
1	1	Argos Annual Subscription - Includes: Argos Enterprise, Scheduling & Delivery, Free Form SQL, OLAP, API, Interactive Charts, DataBlock Connector, Cloud Connector, Salesforce Connector, Clustering (up to 3 Nodes) Period: 9/1/20 - 8/31/21	\$ 11,486.00	\$ 11,486.00
2	1	FormFusion Annual Subscription - Includes: FormFusion Enterprise, PL/SQL Script Director, Imaging Integration, E-Mail with Encryption Period: 8/1/21 - 7/31/22	\$ 21,890.00	\$ 21,890.00
3	1	IntelleCheck Accounts Payable - Includes: Direct Deposit, E-Mail, Positive Pay Period: 8/1/21 - 7/31/22	\$ 10,936.00	\$ 10,936.00
4	1	IntelleCheck Payroll - Includes: Direct Deposit, E-Mail, Positive Pay Period: 4/1/21 - 3/31/22	\$ 8,205.00	\$ 8,205.00
TOTAL AMOUNT			\$ 52,517.00	

Review and Recommend Action to Renew the Hidalgo County Agreement for Tax Assessment Collection

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2021 through August 31, 2022 will be requested at the April 27, 2021 Board meeting.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2021. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 24, 2020, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2021 will remain at \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of FY 2011 – 2012 and FY 2021– 2022.

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2021 - 2022	\$103,212.00	0%	Not Available
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
Continued...			
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41
2014 – 2015	\$98,304.00	5%	\$52,781,657.49
2013 – 2014	\$93,626.00	0%	\$42,343,115.93
2012 – 2013	\$93,626.00	0%	\$41,616,411.41
2011 – 2012	\$93,626.00	0%	\$41,248,920.80

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2021 – 2022, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follows in the packet for the Committee's review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 27, 2021 Board Meeting, the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2021 through August 31, 2022 as presented.

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. R7A



P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

March 25, 2021

Dr. David C. Plummer, Interim President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

Dear Dr. Plummer:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2021 will remain at **\$103,212.00**. Effective September 1, 2021

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC
Hidalgo County Tax Assessor-Collector

XC: Hon. Richard Cortez
Hidalgo County Judge

Ms. Arcilia Duran, CPA
Hidalgo County Auditor

Accepted & Agreed:



By: _____
Signature

Title

Date

Review and Recommend Action to Renew the Starr County Agreement for Tax Assessment Collection

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2021 through August 31, 2022 will be requested at the April 27, 2021 Board meeting.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2021. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2020, and the annual fee approved was 3.5% of the College's total tax collections for the period of September 1, 2020 through August 31, 2021 for tax year 2020. The annual fee for Fiscal Year 2021 is estimated to be \$147,763.59. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2021 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2022 is estimated to be \$153,407.32, based on 3.5% of the College's total estimated tax collections for the period of September 1, 2021 through August 31, 2022. The monthly collection fee of approximately \$12,783.94 will be reduced from taxes collected.

Below is a summary of fees charged by Starr County each year for the periods of FY 2011 – 2012 to FY 2019 – 2020 and the estimated fee for Fiscal Year 2020 – 2021 and Fiscal Year 2021 – 2022, based on a rate of 3.5% of total tax collections.

Ten Year History of Fees for Starr County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2021 – 2022	\$153,407.32***	3.82%	Not Available
2020 – 2021	\$147,763.59**	3.55%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	\$4,058,100.49

Ten Year History of Fees for Starr County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
Continued...			
2017 – 2018	\$147,862.05*	68.24%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	\$3,352,380.96
2013 – 2014	\$87,886.00	0%	\$2,735,855.80
2012 – 2013	\$87,886.00	0%	\$2,735,414.30
2011 – 2012	\$87,886.00	0%	\$2,978,854.04

*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

**Estimated Fee Amount to be paid by August 31, 2021,

***Estimated Fee Amount to be approved at April 27, 2021 Board Meeting

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for FY 2021 – 2022, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follows in the packet for the Committee's review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 27, 2021 Board Meeting, the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% or approximately \$153,407.32 for the taxable year 2021 of the College's total tax collected from September 1, 2021 through August 31, 2022, as per the Starr County Commissioner's Court approval on March 8, 2021, as presented.

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

April 6th, 2021

Dr. David C. Plummer, Interim President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Plummer:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2021 will be 3.5% of all current and delinquent taxes collected from September 1, 2021 through August 31, 2022 as per Commissioner's Court approval on March 8th, 2021.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.

Sincerely,



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

Review and Recommend Action to Approve and Implement a Late Cancellation Fee for Dual Credit Sections Assigned to be Taught by South Texas College Faculty

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships will review and discuss the proposed Late Cancellation Fee for Dual Credit Sections assigned to be taught by South Texas College faculty which could be implemented beginning in Academic Year 2021 – 2022.

Purpose - Instituting a Late Cancellation Fee for Dual Credit Sections assigned to STC Faculty for Academic Year 2021 - 2022.

Proposed Fee - The Late Fee will be based on 20% of the minimum approved Dual Credit Programs Flat Rate of \$4,500. Therefore, the fee would be \$900 per each cancelled section, which would partially offset STC's staff time and effort for the creation, staffing, and then subsequent cancellation of sections.

Justification - South Texas College's Dual Credit Programs supports partnerships with 21 school districts, and at 70 separate high school campuses, across Hidalgo and Starr Counties. In Fall 2020, 1,556 dual credit sections were offered, serving 12,282 dual credit students from partnering school districts.

STC ensures that the dual credit course schedule is reviewed, approved, and finalized by partnering school district at least two months prior to the start of an academic semester. Dual Credit Programs Scheduling Staff, Program Chairs, and Academic Deans provide the oversight to assign qualified faculty to teach the dual credit courses, whether those faculty are employed by the College or the partnering district.

Specifically, STC Program Chairs and Academic Deans coordinate College faculty schedules for each district site. The number of faculty and their assigned course loads at district sites have increased over the years, where in Fall 2020, 270 STC Faculty were assigned to teach 620 sections at high school campuses.

There will be no Late Cancellation Fee charged if the partnering school districts comply with the cancellation dates included in the Annual Interlocal Agreement. In addition, the cancellation fee is only applied to sections that are assigned to be taught by STC faculty.

Cancellation Dates by Semester: The last day school districts can cancel a section assigned to STC faculty

- Fall 2021 semester: August 6, 2021
- Spring 2022 semester: January 4, 2022
- Summer 2022 summer terms: May 23, 2022 (Summer I); June 29, 2022 (Summer II)
- Dates for future terms will be outlined in Interlocal Agreements with each partnering school district.

Background - The deadline to request STC faculty to teach dual credit sections for Fall 2020 was set for August 10, 2020, however, sixty (68) dual credit sections assigned to STC Faculty were not confirmed until the first-class day. In addition, thirty-six (36) sections were cancelled the first-class day, thus affecting teaching assignments of faculty who were assigned to teach those cancelled sections. The cancellation of sections also necessitated major changes in teaching assignments of most faculty in those departments as department chairs had to ensure that all departmental faculty have sufficient teaching assignments to meet the faculty contract requirements with the College.

The major goal of establishing the late cancellation fee after the deadline is to deter cancelation by the partnering school districts after announced cancelation dates and also to partially recuperate the cost related to time and effort expended on activities such as:

- Time spent by Program Chairs and Academic Deans in assessment of overall Departmental Course Schedule to accommodate dual section requests
- Staff time in creation and then cancellation of courses for Dual Credit Programs Schedule
- Time spent by division dean in requesting and hiring additional faculty to staff dual sections requests by partnering school districts
- Time spent in collaboration with Curriculum Department for proper scheduling
- Time spent by Program Chair reshuffling of multiple STC Faculty Schedules to restore Contractual Load to STC faculty who had been assigned confirmed dual sections cancelled at the last moment
- As a last resort, Academic Affairs has to create and compensate STC Faculty members impacted by cancelled sections through special assignments to ensure faculty have their contractual loads.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 27, 2021 Board meeting, to approve and implement the late cancellation fee for Dual Credit sections assigned to be taught by South Texas College faculty, beginning in Academic Year 2021 – 2022 as presented.

Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) will be requested at the April 27, 2021 Board meeting.

Purpose – Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports **received from employees** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

Justification – During academic year 2020 - 2021 (commencing September 1, 2020), the College has received reports concerning sexual harassment, sexual assault, dating violence or stalking incidents from employees.

Background – Texas Education Code Section 51.252 requires **employees** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee, to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports only include incidents submitted by employees and does not include incidents submitted by students or others. Therefore, this is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

On October 27, 2020, the College President presented to the Board, the FY 2019 – 2020 annual report.

The Interim President is now presenting the FY 2020 – 2021 Quarter 1 and Quarter 2 reports.

The Quarter 1 (September 2020 – November 2020) and Quarter 2 (December 2020 – February 2021) Reports include incidents defined in the TEC, Section 51.251 as “sexual harassment,” “sexual assault,” “dating violence,” or “stalking”, which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance provided by the Texas Higher Education Coordinating Board.

Reviewers - The Vice President for Finance and Administrative Services/Title IX Coordinator have reviewed the information being presented.


Enclosed Documents – The items below follow in the packet for the Board's information and review:

1. South Texas College CEO's SB212 Quarter 1 (September 2020 – November 2020)
2. South Texas College CEO's SB212 Quarter 2 (December 2020 – February 2021)

Dr. David C. Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services/Title IX Coordinator, will be present at the Committee Meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 27, 2021 Board meeting, the acceptance of South Texas College Chief Executive Officer Reporting Requirements for Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

Title IX Coordinator SB212 Quarterly Report

TO: Dr. Shirley A. Reed, M.B.A., ED. D, South Texas College President 
FROM: Lisa Y. Guerra, Esq., Institutional Equity Officer/Title IX Coordinator
DATE: December 9, 2020
RE: Title IX Coordinator Required Reporting (Tex. Educ. Code § 51.253(a))

Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports *received from employees* who are required to report under the TEC, Section 51.252. TEC Section 51.252 requires employees to report all known information concerning the incidents that they reasonably believe constitute sexual harassment which are alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident.

This report includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking", which are also violations of the Sexual Misconduct provisions of South Texas College Policy #4216 – Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation.

For the purposes of complying with the Title IX Coordinator reporting requirements under TEC Section 51.253(a), this report has been modeled following guidance provided by the Texas Higher Education Coordinating Board. The first attached written report, Appendix A, Table 1, includes all of the information required to be reported for the first quarter of the 2020-2021 Academic Year (September 1, 2020 – November 30, 2020).

Also attached is Appendix A, Table 2 which is a report of **employees** who are alleged to have **knowingly failed to report** an incident of sexual harassment or who have **filed a false report** with the intent to harm or deceive in violation of TEC, Section 51.255.

The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Please Note: This is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.¹

¹ For example, reports made by students and all other non-employees are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

Appendix A

Title IX Coordinator Report
2020-2021 Academic Year
Q1 (September 1, 2020 – November 30, 2020)

Appendix A, Table 1

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

Report Number	Date Received (Quarter)	Alleged Conduct Reported by Employees Under § 51.252	Investigation Status	Disciplinary Status
20/21-019	9/25/20 (Q1)	Sexual Harassment	Initial Assessment	Not yet applicable
20/21-023	10/14/20 (Q1)	Sexual Harassment	Initial Assessment	Not yet applicable

Appendix A, Table 2

Table 2. Alleged Conduct under TEC, Section 51.255(a) – failure to report or false report.

Report Number	Date Received	Alleged Conduct Under § 51.255(a)	Investigation Status	Disciplinary Status
None	None	None	None	N/A

Appendix B

Summary Data Report 2020-2021 Academic Year Q1 (September 1, 2020 – November 30, 2020)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252²	2
Number of confidential reports ³ under Section 51.252	0
Number of investigations conducted under Section 51.252	0
Disposition ⁴ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation ⁵	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process ⁶	0

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

² For example, reports made by students and all other non-employees are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

³ "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center or Student Ombuds).

⁴ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.

⁵ "No Finding of a Policy Violation" in this section refers to instances where there is no finding of responsibility after a hearing or an appeal process; investigations completed with a preponderance of evidence not met are excluded, because it would not have moved forward into a disciplinary process.

⁶ The institution may have determined "not to initiate a disciplinary process." The reasons for not initiating a discipline process can include, but are not limited to: case dismissal; insufficient information to investigate; confidential employee reporting (no identifiable information); the respondent's identity was unknown or not reported; the respondent was not university-affiliated; the complainant requested the institution not investigate the report; informal resolution was completed; investigation is ongoing; or investigation was completed with a preponderance of evidence not met.

Title IX Coordinator SB212 Quarterly Report

TO: Dr. David Plummer, M.B.A., ED. D, South Texas College Interim President
FROM: Mary Elizondo, M.B.A., CPA, CFE, CGMA, Vice President for Finance & Administrative Services/Title IX Coordinator
DATE: March 8, 2021
RE: Title IX Coordinator Required Reporting (Tex. Educ. Code § 51.253(a))

Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports *received from employees* who are required to report under the TEC, Section 51.252. TEC Section 51.252 requires employees to report all known information concerning the incidents that they reasonably believe constitute sexual harassment which are alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident.

This report includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking", which are also violations of the Sexual Harassment and other Prohibited Behavior provisions of South Texas College Policy #4216 – Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the Title IX Coordinator reporting requirements under TEC Section 51.253(a), this report has been modeled following guidance provided by the Texas Higher Education Coordinating Board. The first attached written report, Appendix A, Table 1, includes all of the information required to be reported for the second quarter of the 2020-2021 Academic Year (December 1, 2020 – February 28, 2021).

Also attached is Appendix A, Table 2 which is a report of **employees** who are alleged to have **knowingly failed to report** an incident of sexual harassment or who have **filed a false report** with the intent to harm or deceive in violation of TEC, Section 51.255.

The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Please Note: This is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.¹

¹ For example, reports made by students and all other non-employees are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

Appendix A

Title IX Coordinator Report
2020-2021 Academic Year
Q2 (December 1, 2020 – February 28, 2021)

Appendix A, Table 1

Table 1. Alleged Conduct Reported *by Employees* under TEC, Section 51.252

Report Number	Date Received (Quarter)	Alleged Conduct Reported by Employees Under § 51.252	Investigation Status	Disciplinary Status
20/21-036	<i>Date Pending (Q2)</i>	<i>Sexual Harassment</i>	<i>Initial Assessment</i>	<i>Not yet applicable</i>
20/21-039	<i>1/28/21 (Q2)</i>	<i>Sexual Harassment</i>	<i>Investigation Ongoing</i>	<i>Not yet applicable</i>

Appendix A, Table 2

Table 2. Alleged Conduct under TEC, Section 51.255(a) – failure to report or false report.

Report Number	Date Received	Alleged Conduct Under § 51.255(a)	Investigation Status	Disciplinary Status
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>N/A</i>

Appendix B

Summary Data Report 2020-2021 Academic Year Q2 (December 1, 2020 – February 28, 2021)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252²	2
Number of confidential reports ³ under Section 51.252	0
Number of investigations conducted under Section 51.252	0
Disposition ⁴ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation ⁵	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process ⁶	0

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

² For example, reports made by students and all other non-employees are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

³ "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center or Student Ombuds).

⁴ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.

⁵ "No Finding of a Policy Violation" in this section refers to instances where there is no finding of responsibility after a hearing or an appeal process; investigations completed with a preponderance of evidence not met are excluded, because it would not have moved forward into a disciplinary process.

⁶ The institution may have determined "not to initiate a disciplinary process." The reasons for not initiating a discipline process can include, but are not limited to: case dismissal; insufficient information to investigate; confidential employee reporting (no identifiable information); the respondent's identity was unknown or not reported; the respondent was not university-affiliated; the complainant requested the institution not investigate the report; informal resolution was completed; investigation is ongoing; or investigation was completed with a preponderance of evidence not met.

Update on Transportation Services Operation Plan for FY 2020 - 2021

Update of Transportation Services Operation Plan for FY 2020 - 2021 will be presented.

Purpose – Transportation Services are currently in operation to serve students from Hidalgo and Starr Counties.

Justification – An update on the Transportation Services Operation Plan for FY 2020 - 2021 is provided and includes the ridership trend for the period of September 1, 2020 through February 28, 2021 and consideration of operations for Summer 2021.

Background - As a result of the pandemic, face-to-face classes on campus were significantly reduced and employee's presence on campus was also reduced due to a rotational work schedule implemented in order to reduce the density on campus. South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) were allowed the opportunity to make any necessary adjustments to the Transportation Services agreement as a result of the pandemic. The Interlocal Agreements were negotiated separately for the Fall 2020 and Spring 2021 Semesters.

Fall 2020 and Spring 2021 Semesters

On August 25, 2020 and on November 24, 2020, the Board of Trustees approved and authorized the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the LRGVDC for the Fall 2020 and the Spring 2021 semesters, respectively.

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

- LRGVDC agreed to fund all the costs for routes to the Starr County Campus (Green Lines – Roma 1, and 2 and Mid Valley Campus (Purple Line), totaling \$258,140.
- The College covered the costs for the Yellow Line routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus to be reimbursed by CARES Act Funds carried over from FY2020 and federal/state grant contributions received from LRGVDC with a net cost of \$23,303.

For the Spring 2021 semester, the agreement continued the Fall's operation except for the following:

- LRGVDC eliminated Green Line 2 service.
- LRGVDC modified and reduced the routes of the Purple Line.
- STC maintained and continued operating the Yellow Line service and federal/state grant contributions were received from LRGVDC to assist with the cost, resulting in a net cost of \$69,481.

The table below provides the estimated total cost for the Fall 2020 and Spring 2021 semesters for LRGVDC and South Texas College:

Fiscal Year 2020 - 2021	LRGVDC	STC		
	Operating Cost for the Green and Purple Line	Operating Cost for the Yellow Line	Grant Contribution	Net Cost
Fall 2020	\$258,140	\$99,547	\$76,244	\$23,303
Spring 2021	319,278	146,143	76,662	69,481
Total	\$577,418	\$245,690	\$152,906	\$92,784

Ridership Activity – September through February

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the months of September through February:

Ridership Activity for South Texas College September through February			
Transportation Routes	FY 2019	FY 2020	FY 2021
LRGVDC			
Starr (Green Line 1 & 2)	8,929	6,822	687
Starr (Green Line Route 60/ Roma)	3,822	3,968	51
Mid Valley (Purple Line)	4,869	3,809	38
STC			
Circulator (Yellow Line)	15,787	12,188	361
Total	33,407	26,787	776

*Green Line(Starr/Pecan) is traditionally comprised of two exact routes. As of 11/16/20, Green Line has consisted of one route. **Purple Line (MV/NAH) was suspended as of 10/12/20.

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

Summer 2021 Agreement

College Administration is working with the LRGVDC to determine whether the current terms will be extended for FY 2021 Summer Session or whether the terms will be modified. The final terms for the Summer 2021 agreement, which cover the period of June 1, 2021 through August 31, 2021, have not been provided to the College by the LRGVDC. The final Summer 2021 agreement will be included in the April 27, 2021 Board meeting for consideration, if received from the LRGVDC.

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for the months of June through August:

Ridership Activity for South Texas College June through August			
Transportation Routes	FY 2018	FY 2019	FY 2020
LRGVDC			No Service Provided
Starr (Green Line 1)	3,164	1,722	
Starr (Route 60/Roma)	856	751	
Mid Valley (Purple Line)	695	604	
STC			
Circulator (Yellow Line)	2,646	1,280	
Total	7,361	4,357	

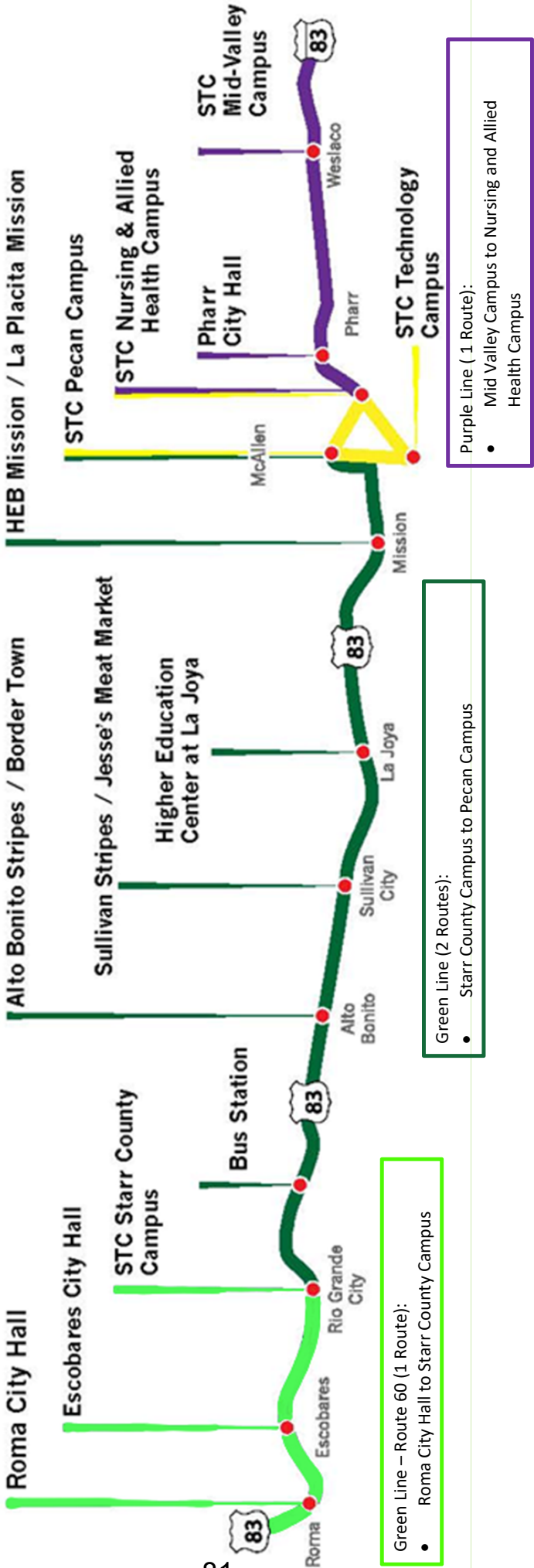
Reviewers – Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, and Comptroller have reviewed the information being presented.

Enclosed Documents – The Shuttle Bus Lines Map follows in the packet for the Committee's review and information.

Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager will be present at the Committee Meeting to address any questions by the Committee.

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

Shuttle Bus Lines Service Map



Presentation on Internal Audit Function's Purpose and Concepts

Mr. Khalil Abdullah, (Internal Auditor, CAE) will present general information on the College's Internal Audit Function.


Purpose – The presentation will provide an overview of the Office of Internal Audit's position within the College and provide information on the benefits of maintaining an internal audit function.

Justification – The presentation will seek to provide information to committee members related to the Office of Internal Audit to assist them in their oversight role of the internal audit function. It will also highlight the benefits of completing an external quality assurance review (QAR) required by the Institute of Internal Auditors (IIA) *Standards*:

- 1310 – *Requirements of the Quality Assurance and Improvement Program* – The quality assurance and improvement program must include both internal and external assessments.
- 1312 – *External assessments* – External assessments must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The chief audit executive (CAE) must discuss with the board:
 - ⇒ The form and frequency of external assessment
 - ⇒ The qualifications and independence of the external assessor or assessment team, including any potential conflict of interest.


Enclosed Documents – The Internal Audit Purpose & Concepts Presentation follows in the packet for the Committee's information and review.

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



Office of Internal Audits

KHALIL M. ABDULLAH CPA, CIA, CGAP, MACC



Office of Internal Audit Staff

Mr. Khalil Abdullah

- ▶ Certified Internal Auditor (CIA);
- ▶ Certified Public Accountant (CPA);
- ▶ Certified Government Auditing Professional (CGAP);

Mr. Jose Luis Silva

- ▶ Certified Internal Auditor (CIA);
- ▶ Certified Government Auditing Professional (CGAP);
- ▶ Certified Fraud Examiner (CFE);

Policy 5460 – Internal Audit Function



- ▶ It is the policy of the College to maintain an internal audit function;
- ▶ In accordance with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing.

The International Professional Practices Framework (IPPF)



IPPF



Includes the following:

- ▶ A definition of Internal Auditing
- ▶ IIA Code of Ethics
- ▶ International Standards for the profession
- ▶ Implementation Guidance
- ▶ Supplemental Guidance
- ▶ Core Principles

Definition of Internal Auditing



An **independent, objective** assurance and consulting activity designed to add value and improve an organization's operations.

It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Independence & Objectivity



1110 – Organizational Independence – the CAE (Internal Auditor) must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The Internal Auditor must confirm to the board, at least annually, the organizational independence of the internal audit activity.

Organizational Independence is effectively achieved when the Internal Auditor reports functionally to the board.

1120 – Individual Objectivity – Internal auditors must have an impartial, unbiased attitude and avoid any conflicts of interest.

What kind of work does Internal Audits do?



Audits: (Assurance Activities) – Examinations of audit evidence for the purpose of providing an independent assessment.

Types of audits include:

- ▶ Operational
- ▶ Compliance
- ▶ Financial
- ▶ Investigative

What kind of work does Internal Audits do?



Consulting: (Advisory activities) – Are generally performed at the specific request of management or the Board.

Examples of consulting activities would include:

- ▶ Assisting on special projects (e.g. compilation of fraud survey responses);
- ▶ Providing feedback or advise on internal controls and risks;

Internal Audit vs. External Audit



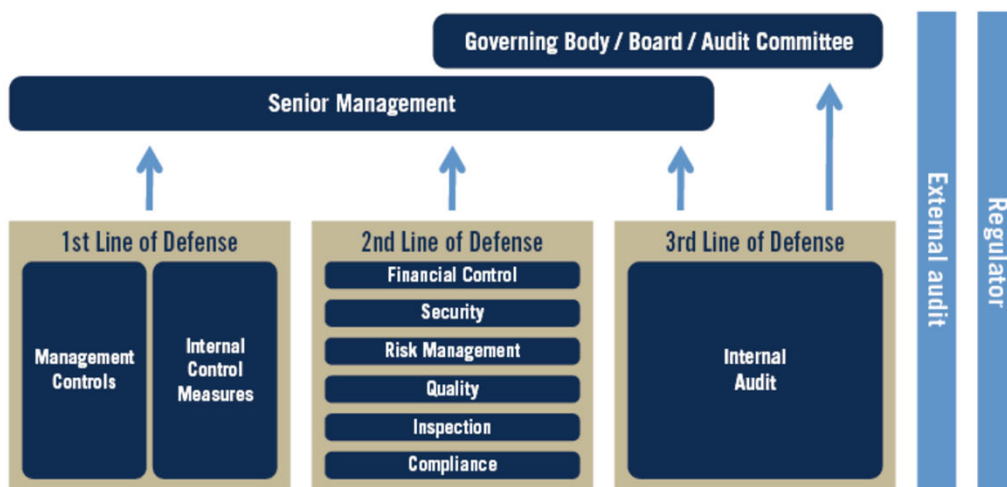
Internal Audit

- ▶ Employed by the organization (though independent of the activities they audit).
- ▶ Diverse background and skill set.
- ▶ Broad Focus
 - ▶ Organizational efficiencies & effectiveness;
 - ▶ Compliance with laws & policies;
 - ▶ Organizational objectives;
 - ▶ Risk management;
 - ▶ Governance;

External Audit

- ▶ Hired by the organization to provide a specific service.
- ▶ Primarily accounting background
- ▶ Narrow Focus (i.e. accurate financial statements)

The Three Lines of Defense Model



Adapted from ECIIA/FERMA Guidance on the 8th EU Company Law Directive, article 41

How are audits/consulting engagements selected?



1. Risk assessment;
2. Identify engagements to include in the list or proposed projects for the Internal auditor (Audit Plan);
3. The proposed projects are reviewed with management;
4. Proposed audit plan presented to FAHR committee;
5. The proposed plan is sent to the Board of Trustees for final approval.

Presentations to the FAHR Committee



The Internal Auditor will attend the FAHR Committee meetings to present the following:

- Audit Reports;
- Internal Assessment;
- External Quality Assurance Review (QAR);
- Changes to the Audit Charter
- The Risk-Based Audit Plan
- Certification of organizational independence

Benefits of Internal Audit



- ▶ Increases accountability within the organization;
- ▶ Establishes a "perception of detection,"
- ▶ Helps to Identify redundancies in operations
- ▶ Serves as an early warning system
- ▶ Helps make the organization process-dependent rather than person-dependent.

Office of Internal Audits Website

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



MANUAL OF POLICY

Title	Internal Audit Function	5460
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated July 26, 2016	

It is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Technical competence of the internal audit staff will be maintained by appropriate continuing education. The internal audit function has full, free, and unrestricted access to any of the College's records (manual or electronic), property, and personnel relevant to any subject under review and is to exercise prudence in the use of these resources.

Internal audit function provides an independent review and appraisal of accounting, financial and other operations of any activity as a service to management. The objective of internal auditing is to assist the administration in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

The scope of internal auditing will be defined by the Internal Audit Charter.

The Internal Audit Charter shall be reviewed and approved by the Board of Trustees on an annual basis.

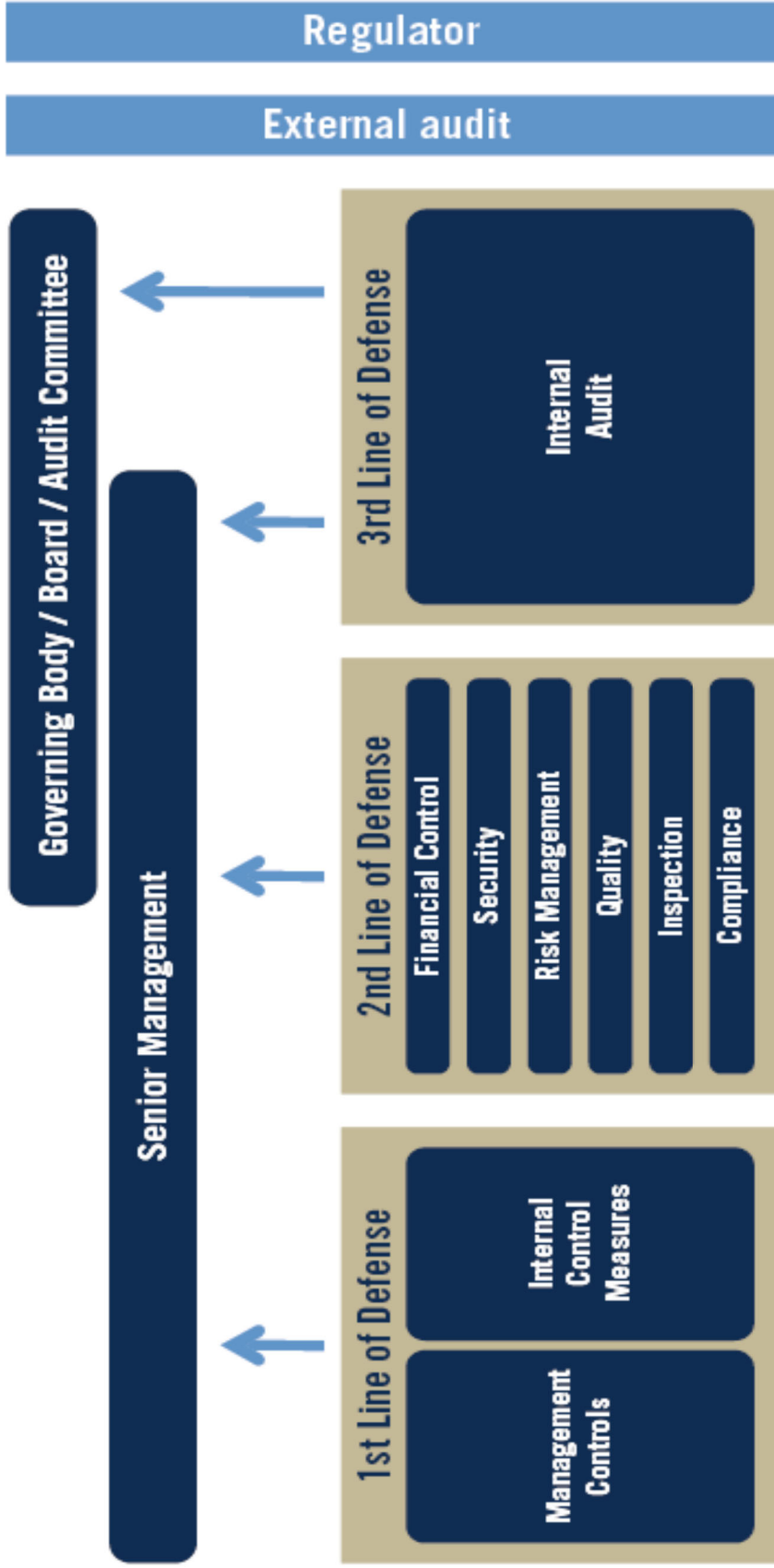
The results of internal audit reviews shall be reported to the Vice President of Finance and Administrative Services, to the President, to the Board of Trustees' Finance, Audit, and Human Resources Committee and when appropriate, to other College offices administratively concerned with the internal audit function activity reviewed. A report of activities will be provided to the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit findings;
- 2) Internal audit recommendations;
- 3) Management responses; and
- 4) Dates of implementation of audit recommendation(s);

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

The College will conform with International Standards for the Professional Practice of Internal Auditing, including the Definition of Internal Auditing, and the Code of Ethics as promulgated and periodically revised by the Institute of Internal Auditors.

The Three Lines of Defense Model



Adapted from ECIIA/FERMA Guidance on the 8th EU Company Law Directive, article 41

IMPORTANT QUESTIONS TO ASK

QUESTIONS THAT SHOULD BE ANSWERED IN ORDER TO ADEQUATELY GAUGE AND PROVIDE TO VARIOUS STAKEHOLDERS REASONABLE ASSURANCE OF INTERNAL AUDIT QUALITY:

- | | | | |
|-------------------------------------|---|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Does the internal audit activity have in place a Quality Assurance and Improvement Program? | <input type="checkbox"/> | Does the activity have the tools and other resources it needs? |
| <input type="checkbox"/> | Has the activity performed its work in accordance with its charter? | <input type="checkbox"/> | Does the activity engage in ongoing internal reviews and analysis of supervision, documentation, policies, and procedures? |
| <input type="checkbox"/> | Do the internal auditors adhere to The IIA's Code of Ethics? | <input checked="" type="checkbox"/> | Does the activity engage in periodic reviews that include customer surveys, risk assessments, work paper reviews, review and analysis of performance metrics, and best-practice benchmarking? |
| <input type="checkbox"/> | Are the internal audits conducted in conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> ? | <input type="checkbox"/> | Do members of the team participate in professional development training? |
| <input type="checkbox"/> | Does the activity operate effectively and efficiently? | <input checked="" type="checkbox"/> | Have team members acquired professional designations that demonstrate their competency? |
| <input type="checkbox"/> | Is the staff size adequate? | <input checked="" type="checkbox"/> | Has the internal audit activity obtained an independent external quality assessment within the past five years? |
| <input type="checkbox"/> | Are the existing skill sets appropriate? | | |
| <input type="checkbox"/> | Does the activity contribute to the improvement of organizational operations, and is it perceived by stakeholders to add value? | | |

10-POINT OVERSIGHT CHECKLIST

TO PROVIDE ADEQUATE OVERSIGHT OF INTERNAL AUDITING,
AN AUDIT COMMITTEE SHOULD ENSURE THE FOLLOWING:

- ① The audit committee engages in an open, transparent relationship with the chief audit executive (CAE).
- ② The audit committee reviews and approves the internal audit charter annually.
- ③ As a result of discussions with the CAE, the audit committee has a clear understanding of the strengths and weaknesses of the organization's internal control and risk management systems.
- ④ The internal audit activity is sufficiently resourced with competent, objective internal audit professionals to carry out the internal audit plan, which has been reviewed and approved by the audit committee.
- ⑤ The internal audit activity is empowered to be independent by its appropriate reporting relationships to executive management and the audit committee.
- ⑥ The audit committee addresses with the CAE all issues related to internal audit independence and objectivity.
- ⑦ The internal audit activity is quality-oriented, and has in place a Quality Assurance and Improvement Program.
- ⑧ The audit committee regularly communicates with the chief audit executive about the performance and improvement of the CAE and the internal audit activity.
- ⑨ Internal audit reports are actionable, and audit recommendations and/or other improvements are satisfactorily implemented by management.
- ⑩ The audit committee meets periodically with the CAE without the presence of management.

Review and Discussion on the South Texas College Education Foundation

Dr. David Plummer, Interim President, will review and discuss the South Texas College Education Foundation with the Committee.

While the South Texas College Education Foundation has been inactive since its incorporation, many Texas college's have robust foundations that provide valuable services to support their colleges, including investment of endowed funds, issuance of student scholarships, emergency loans to students pending financial aid disbursements, and other support for students experiencing exceptional hardship.

History of the Foundation

In 1997, Articles of Incorporation were filed to establish the South Texas Community College Education Foundation. There was a push at that time to recruit an executive director who would lead public outreach and fundraising efforts to build the Foundation into an independent body to offer student and institutional support. The College was never able to recruit an appropriate leader for this initiative, and the Foundation has remained inactive. At the time of its establishment, the members of Board of Trustees for South Texas College were named as the Foundation's Board of Directors.

In April 2016, administration considered another push to start a supporting foundation. The Board of Trustees approved the filing of a Certificate of Amendment, which amended the College name, the Registered Agent / Registered Office, and the Articles of Incorporation. At that time, the amendment included designating the current members of the Board of Trustees for South Texas College as the Foundation's Board of Directors.

The Foundation's Board of Directors was last updated in 2019. Amendments are required every four years, and can be filed more frequently as needed.

Future of the Foundation

Dr. Plummer would like the Committee's feedback on a pathway to finally bring the Foundation to actively support its charitable and educational purposes as originally intended. A Foundation separate from the College, but operating through a memorandum of understanding with the College, could be a tremendous asset to raise funds, generate public support, promote South Texas College, and most importantly, support student success programs.

Foundation Board

One challenge is that a quorum of the Foundation Board cannot meet to discuss business that will be intimately tied to College business, without also constituting a quorum of the South Texas College Board of Trustees. This invokes numerous requirements under Texas law regarding open meetings, open records, public transparency, and other issues that could complicate the separate work of the Foundation.

Upon an informal survey of community college foundations across the state, administration has not found any foundation board of directors that includes a quorum of the college's

trustees. In many foundations, only a single trustee and/or the college president also serves on the foundation board, and in others, the foundation is fully governed by community members.

A recommendation to the Foundation Board of Directors would be to consider aligning the foundation structure with other successful models.

Memorandum of Understanding

Once the Foundation Board of Directors is prepared to take the Foundation forward, the next step would be the development of a Memorandum of Understanding between the College and the Foundation, which would outline the purpose, responsibilities, and controls that would let College administration and resources support the Foundation's work, and would assist in keeping the goals of the Foundation and the College aligned.

Based on examples from other foundations, this MOU could include requirements to provide open books and regular reporting to the South Texas College Board of Trustees.

Potential Goals of the Foundation

While the Foundation's Board of Directors must set the goals, an active South Texas College Educational Foundation could:

- pursue many opportunities to promote the College to public and private supporters;
- increase community involvement and partnership with the College;
- gather and invest funds strategically to support long term planning; and
- provide an alternative source of revenue to support quality educational programs and student success.

No action is requested. This item is provided for the Committee's information and feedback to administration.