

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, June 8, 2021 @ 5:45 p.m.**

**Agenda**

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

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- II. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals..... 19-123
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- IV. Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2021 – 2022 ..... 130-142
- V. Review and Recommend Action to Use HEERF Institutional Funds to Discharge Student Debt ..... 143
- VI. Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2021 ..... 144-145
- VII. Discussion and Action as Necessary on Staffing Plan Revisions for FY 2021 – 2022..... 146-157
  - a. Faculty Instructional Pool Funding Increase
  - b. Critical New Non-Faculty Position
  - c. Reclassifications of Non-Faculty Positions
  - d. Funding of Selected Previously Frozen Positions
  - e. Deletion of Vacant Department Chair and Non-Faculty Positions and Salary Pools
  - f. FY 2021 – 2022 Position Salary Funding Reserve

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**Approval of May 17, 2021 Finance, Audit, and Human Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 17, 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  
Monday, May 17, 2021 @ 3:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Monday, May 17, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:31 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Ms. Rose Benavidez, Mrs. Victoria Cantú, Mr. Gary Gurwitz, and Mr. Danny Guzman

Members absent: None

Also present: Dr. David Plummer, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, Mrs. Laura Requena, Ms. Nancy Sanchez, Chief Ruben Suarez, Ms. Alina Cantu, Mr. Tom Logan, and Mr. Andrew Fish.

**Approval of April 13, 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 April 13, 2021 were approved as written. The motion carried.

**Review and Action as Necessary on Award of Proposals, Purchases,  
Renewals, and Interlocal Agreement**

Approval of the following award of proposals, purchases, renewals, and interlocal agreement will be requested at the May 25, 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 Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement as listed below:

**A. Award of Proposals**

- 1) **Audio Visual Equipment for Classroom Upgrades (Award):** award the proposal for audio visual equipment for classroom upgrades to **SKC Communication Products, LLC.** (Richardson, TX), at a total amount of \$120,869.08;
- 2) **Audio Visual Equipment for Classroom Upgrades II (Award):** award the proposal for audio visual equipment for classroom upgrades II, at a total amount of \$53,381.37. The vendors are as follows:

Project No.	Project Name	Vendor	Amount
1	Pecan Campus – Business and Science Bldg G Room 109 (Science Lab)	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$9,325.09
2	Technology Campus – Building E Room 1.511 Precision Manufacturing Lab	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$5,977.82
3	Starr County Campus – Building J Room 108 Computer Lab	<b>Audio Visual Aids</b> (San Antonio, TX)	\$11,220.69
4	Starr County Campus – Building D Room 116 Large Classroom/Conference Space	<b>Pro Sound, Inc./ dba Pro Sound &amp; Video</b> (Pensacola, FL)	\$26,857.77
Total			\$53,381.37

- 3) **Audio Visual Equipment – Digital Signage, Parts, and Supplies (Award):** award the proposal for audio visual equipment – digital signage, parts, and supplies, at a total amount of \$55,128.87. The vendors are as follows:

Project No.	Project Name	Vendor	Amount
1	Boardroom Upgrade	<b>Audio Visual Aids (San Antonio, TX)</b>	\$14,683.00
2	College Wide Replacement Screens	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$8,626.25

<b>Project No.</b>	<b>Project Name</b>	<b>Vendor</b>	<b>Amount</b>
3	Interactive Display for Starr County Campus Bldg E Room 2.602	<b>Howard Technology Solutions</b> (Ellisville, MS)	\$4,810.00
4	Digital Signage Equipment for Starr County Campus	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$766.98
5	College Wide Interactive Classroom Display Upgrades	<b>SKC Communication Products, LLC.</b> (Richardson, TX)	\$26,242.64
Total			\$55,128.87

- 4) **Medical Office Skills Training (Award):** award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission;
- 5) **Small Business Skills Training (Award):** award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2021 through June 30, 2022 with two one-year options to renew, at no charge to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission;

**B. Purchases and Renewal (B-a. Instructional Item)**

- 6) **Online Tutoring Service Agreement (Purchase):** purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning May 26, 2021 through August 31, 2021, at a total amount of \$69,000.00 for three thousand (3,000) services hours;

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

- 7) **Furniture (Purchase):** purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$177,971.08. The vendors are as follows:

<b>#</b>	<b>Vendors</b>	<b>Amount</b>
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$14,591.30
B	<b>Cramer, LLC. /Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$35,499.75

C	<b>Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$1,208.40
D	<b>Diversified Metal Fabricators, Inc./Gateway Printing and Office Supply, Inc.</b> (Smithville, MO/Edinburg, TX)	\$24,640.58
E	<b>Environamics, Inc./Gateway Printing and Office Supply, Inc.</b> (Charlotte, NC/Edinburg, TX)	\$18,147.60
F	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$5,953.42
G	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$76,238.17
H	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,691.86
Furniture Total		\$177,971.08

8) **Network Cabling and Equipment Installation Services (Renewal):** renew the network cabling and equipment installation services contracts for the period beginning July 26, 2021 through July 25, 2022, at an estimated amount of \$70,000.00. The amount is based on prior year trends and will be expensed as needed. The vendors are as follows:

- **BridgeNet Communications** (Donna, TX)
- **Network Cabling Services, Inc.** (Houston, TX)
- **Telepro Communications** (Mission, TX)

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

9) **Computers, Laptops, and Tablet (Purchase):** purchase computers, laptops, and tablet from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$237,840.16.

#### **C. Interlocal Agreement**

10) **State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2021 through December 31, 2021, at an estimated amount of \$10,000.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement was \$794,190.56.

The motion carried.

## **Review and Action as Necessary on One-Time Payment for Regular and Temporary Full-Time Employees**

Approval of a one-time payment for regular and temporary full-time employees will be requested at the May 25, 2021 Board meeting.

Purpose – Administration proposed a one-time payment to regular and temporary full-time employees active on May 3, 2021 and who received a paycheck in calendar year 2020. Employees in the Unrestricted and Auxiliary Funds were eligible for the one-time payment. Employees in the Restricted Fund were eligible for the one-time payment if permitted and paid by the funding Grantor. Part-time employees would not be eligible under the proposal.

Justification – The payment to eligible full-time employees would be issued in appreciation and acknowledgement from the College Board and College Leadership for the extraordinary contribution made by faculty and staff under the most challenging circumstances resulting from the COVID-19 pandemic.

Background – In FY 2021, a salary increase was not proposed or granted to College employees due to the anticipated reduction in revenues including state appropriation, tuition and fees, and property taxes, resulting from the COVID-19 pandemic. In response to the pandemic, faculty and staff delivered new instruction methods for students and safety protocols and COVID-19 related policies and procedures for students and employees.

Although reductions in revenues were anticipated in FY 2021, trends have been positive which will result in sufficient revenue levels to cover the cost of the one-time payment. A FY 2021 budget amendment would be necessary and would be proposed and presented to the Board of Trustees in June. The payment would be issued in June to eligible employees.

The total estimated cost for the one-time payment to the Unrestricted Fund and Auxiliary Fund full-time eligible employees, including employer matching benefits costs, was proposed as follows:

	Scenario 1 \$500	Scenario 2 \$1,000
Total one-time Payment	\$741,000	\$1,482,000
Benefits	\$112,262	\$224,523
<b>Subtotal Unrestricted Fund</b>	<b>\$853,262</b>	<b>\$1,706,523</b>
Total one-time Payment	\$10,000	\$20,000

	Scenario 1 \$500	Scenario 2 \$1,000
Benefits	\$1,515	\$3,030
<b>Subtotal Auxiliary Fund</b>	<b>\$11,515</b>	<b>\$23,030</b>
<b>Grand Total</b>	<b>\$864,777</b>	<b>\$1,729,553</b>

Requirements of eligibility were proposed as follows:

- Full-time regular and temporary employees with an active position on May 3, 2021, and who received a paycheck in calendar year 2020.
- The employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund (as permitted by the Grantor) categories will be eligible for the one-time payment:
  - Executive
  - Administrative
  - Professional/Technical Support Full-Time Exempt
  - Professional/Technical Support Full-Time Non-Exempt
  - Classified
  - Faculty (Including Full-Time Lecturers)
- Part-time employees in the following categories would not be eligible for the proposed one-time payment:
  - Adjunct Faculty
  - Direct Wage
  - Dual Credit Faculty
  - Trainers
  - Work Study

Retiring faculty would have the option to opt-out from receiving this one- time payment to avoid delaying final retirement contributions.

Funding Source – The Unrestricted Fund, Auxiliary Fund, and Restricted Fund revenues would be utilized to fund this one-time payment to full-time eligible employees, as applicable. If approved, a budget amendment would be presented to the Board of Trustees for approval and the payment would be issued in June.

Reviewers – Cabinet members reviewed this information and recommended the proposed payment.

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

The Finance, Audit, and Human Resources Committee reviewed this item. Committee members and other trustees in attendance requested additional one-time payment scenarios for full-time eligible employees and also to include scenarios for part-time employees, noting that all employees contributed toward the mission of the College during the pandemic. The trustees also asked that the Board be presented with scenarios that would provide a net payment of \$1,000, or other amounts as needed, on average after any withholding.

The Finance, Audit, and Human Resources Committee did not take action on this item, and instead asked that the requested scenarios be presented to the full Board of Trustees for deliberation and action as needed.

### **Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Approved Budget**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget for the Committee's information and review.

This was a preliminary plan for the next fiscal year that includes the following assumptions:

#### **Revenues:**

- State appropriations were expected to decrease \$26,648 in FY 2021 - 2022. The projected decrease was mainly due to the decrease in the Higher Education Group Insurance (HEGI) Reimbursement revenue being offset by the increase in state contact hour appropriation revenue and the increases in other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The decrease in HEGI Reimbursement revenue was due to the removal of the supplemental (reimbursement) appropriation that was requested in the Legislative Appropriations Request (LAR) in August 2020. The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

<b>State Appropriations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
State Contact Hour Appropriation	\$37,954,853	\$40,708,445	\$2,753,592

<b>State Appropriations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Other State Appropriation-ORP	524,004	533,768	9,764
Other State Appropriation-TRS	2,155,023	2,195,178	40,155
Other State Appropriation-HEGI	6,159,713	6,159,713	-
Other State Appropriation-HEGI (Reimbursement)	2,830,159	-	(2,830,159)
Hazlewood Reimbursement	45,000	45,000	-
<b>Total State Appropriation</b>	<b>\$49,668,752</b>	<b>\$49,642,104</b>	<b>\$(26,648)</b>

- Tuition for FY 2021 - 2022 was based on projected enrollment of 14,597 traditional students, a 10% decrease from Fall 2020, and 12,281 dual enrollment tuition free students for Fall 2021. The tuition rates did not change from their FY 2020 – 2021 levels. In total, tuition revenue was projected to decrease \$291,986 in FY 2021 - 2022.

<b>Tuition</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Academic & Differential Tuition-Net TPEG	\$26,696,844	\$26,404,858	\$(291,986)
Continuing Ed/ITED-Net TPEG	3,004,456	3,004,456	-
<b>Total Tuition</b>	<b>\$29,701,300</b>	<b>\$29,409,314</b>	<b>\$(291,986)</b>

- Fees for FY 2021 - 2022 were based on projected enrollment of 14,597 traditional students, a 10% decrease from Fall 2020, and 12,281 dual enrollment tuition free students for Fall 2021. The projections included the Board approved changes to the American Welding Society Certification Testing and Material fee and the Welding and Other Course Fees fee. The mandatory, course, library, installment, parking, incidental, testing and other program specific fee rates did not change from their FY 2020 – 2021 levels. The projections indicated a decrease in fees revenue of \$628,663 in FY 2021 - 2022.

<b>Fees</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total Fees	\$23,345,146	\$22,716,483	\$(628,663)

- M&O Property Tax revenue for FY 2021 - 2022 was expected to increase \$8,966,223, due to an anticipated increase in tax collections.

<b>M&amp;O Property Taxes</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total M&O Property Taxes	\$49,306,802	\$58,273,025	\$8,966,223

- Other revenue was expected to increase \$928,230 in FY 2021 - 2022. The projected increase was mainly due to increased revenue in the Dual Credit Cost Reimbursement

being partially offset by the decrease in the Dual Credit Academy Participation Fee and testing commissions.

<b>Other Revenues</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Dual Credit Cost Reimbursement	\$4,008,795	\$5,000,000	\$991,205
Dual Credit Academy Participation Fee	408,825	350,000	(58,825)
Interest	1,200,000	1,200,000	-
Administrative Costs and Shuttle System Contribution	678,717	678,717	-
Testing Commissions	5,100	950	(4,150)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenues</b>	<b>\$6,366,179</b>	<b>\$7,294,409</b>	<b>\$928,230</b>

- The HEERF Lost Revenue of \$8,115,242 is expected in FY 2021 – 2022. The addition was due to the Higher Education Emergency Relief Fund (HEERF) Lost Revenue. The HEERF Lost Revenue represented the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue was funded from the HEERF II Institutional Portion allocated to the College.

<b>HEERF Lost Revenue</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total HEERF Lost Revenue	\$ -	\$8,115,242	\$8,115,242

- Carryover Allocations were projected to decrease \$2,128,432 in FY 2021 - 2022. The decrease resulted from the decrease of \$723,088 in Capital Purchases allocation, the decrease of \$328,007 in the Waived Fee Allocation, the decrease of \$2,000,000 in the Filled Positions allocation, the decrease of \$1,500,000 in the In Person-Hybrid Class Faculty Pay allocation, and the decrease of \$1,000,000 in the Lecturer Positions allocation being partially offset by the increase in the Unexpended Construction Plant Transfer of \$1,000,000, the addition of the Position Restoration allocation of \$422,663, and the addition of the Eligible Employee One-Time Payment allocation of \$2,000,000.

<b>Carryover Allocations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Unexpended Construction Plant Transfer	\$2,000,000	\$3,000,000	\$1,000,000
Continuing, Professional, and Workforce Education	450,000	450,000	-
Capital Purchases	723,088	-	(723,088)
Contingency Fund	2,000,000	2,000,000	-
Developmental Studies Book Royalties	4,813	4,813	-
Waived Fee Allocation	328,007	-	(328,007)
Filled Positions	2,000,000	-	(2,000,000)



<b>Carryover Allocations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
In Person-Hybrid Class Faculty Pay	1,500,000	-	(1,500,000)
Lecturer Positions	1,000,000	-	(1,000,000)
Position Restoration	-	422,663	422,663
One-Time Payment	-	2,000,000	2,000,000
<b>Total Carryover Allocations</b>	<b>\$10,005,908</b>	<b>\$7,877,476</b>	<b>\$(2,128,432)</b>

### **Expenditures, Transfers and Reserves:**

- The Salary expenditures budget for FY 2021 - 2022 was proposed to increase by \$1,781,410. The increase was due to the increase in funding for the faculty instructional pools in the amount of \$1,071,669, the one-time payment to eligible full-time faculty and staff in the amount of \$1,538,462, and the funding for the frozen Instructional Lab Assistant positions in the amount of \$325,125 being partially offset by the removal of the In Person-Hybrid Class Faculty Pay Pool (Pandemic Related) in the amount of \$1,153,846. No new positions or salary adjustments/reclassifications were proposed for FY 2021 – 2022.

	<b>Changes to FY 2021 - 2022 Salary Budget</b>	<b>Amount</b>
1.	Proposed Faculty Instructional Pool Funding Increase	\$1,071,669
2.	Proposed One-Time Payment (Eligible Full-Time Faculty and Staff)	1,538,462
3.	Proposed Frozen Instructional Lab Assistant Funding	325,125
4.	Proposed Removal of In Person-Hybrid Class Faculty Pay Pool (Pandemic Related)	(1,153,846)
	<b>Total</b>	<b>\$1,781,410</b>

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2021 - 2022 was proposed to increase by \$2,576,669 primarily due to an increase in on-behalf retirement and insurance expenditures, and the additional funding for the faculty instructional pools, one-time payment to eligible full-time faculty and staff, funding for the frozen Instructional Lab Assistant positions, and the removal of the In Person-Hybrid Class Faculty Pay pool.
- The Operating expenditures budget for FY 2021 - 2022 was proposed to increase by \$4,509,508 based on the needs of the College's departments.

- The Travel expenditures budget for FY 2021 - 2022 was proposed to decrease by \$6,000. Approximately 25 percent of the travel budget represented local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 - 2022 was proposed to decrease by \$212,704 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2021 - 2022 was proposed to increase by \$6,285,083. The increase was primarily due to the increase in the Transfer to the Unexpended Plant Fund of \$1,000,000 and the addition of the HEERF Fund Balance Reserve of \$8,115,242 being partially offset by the removal of the HEGI Reserve in the amount of \$2,830,159. The HEGI reserve was contingent on the receipt of the additional funding that was requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020.

In total, expenditures, transfers and reserves would increase as follows:

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Salaries	\$95,603,721	\$97,385,131	\$1,781,410
Benefits	27,466,307	30,042,976	2,576,669
Operating	33,946,190	38,455,698	4,509,508
Travel	2,235,954	2,229,954	(6,000)
Capital Outlay	1,446,175	1,233,471	(212,704)
<b>Total Expenditures</b>	<b>160,698,347</b>	<b>169,347,230</b>	<b>8,648,883</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	2,000,000	3,000,000	1,000,000
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
HEERF Fund Balance Reserve	-	8,115,242	8,115,242
HEGI Reserve	2,830,159	-	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>7,695,740</b>	<b>13,980,823</b>	<b>6,285,083</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$168,394,087</b>	<b>\$183,328,053</b>	<b>\$14,933,966</b>

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget was provided in the packet for the Committee's review and information. In order to balance the unrestricted fund budget, the College would continue to monitor trends, update projections and adjust revenues and expenditures as needed.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Unrestricted Projected Budget for FY 2021 – 2022 at the May 17,

2021 Finance, Audit, and Human Resources Committee meeting and addressed questions by the committee.

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

### **Review and Recommend Action to Close Three Bank Accounts**

Approval to close three bank accounts with the College's depository bank, BBVA, will be requested at the May 25, 2021 Board meeting.

Purpose – To close the three bank accounts listed below.

Financial Institution	Account Number	Primary Account Holder	Account Name
BBVA	6720987978	South Texas College	LT Bonds Series 2014
BBVA	6731734028	South Texas College	LT Bonds Series 2015
BBVA	6734303834	South Texas College	Operating Reserve

Justification – The LT Bonds Series 2014 and the LT Bonds Series 2015 bank accounts were established with bond proceeds used to pay for bond construction projects. The Operating Reserve bank account was established to comply with the Depository Services Contract, which required that the College maintain a non-interest bearing bank account with a balance of \$20,000,000.

All proceeds from the bonds had been expended and the current Depository Service Contract did not require the College to maintain a separate non-interest-bearing bank account.

Background – The LT Bonds Series 2014 Checking Account was established on February 21, 2014, the LT Bonds Series 2015 Checking Account was established on July 30, 2015, and the Operating Reserve Checking Account was established on December 1, 2015.

Bond construction projects were completed and bond funds had been expended. The funds totaling \$20,000,000 deposited in the Operating Reserve Checking Account had been transferred to the E&G Fund I Checking Account.

The three bank accounts, LT Bonds Series 2014, LT Bonds Series 2015, and the Operating Reserve Checking Accounts were inactive and had a zero balance.

Reviewers – The Vice President for Finance and Administrative Services and the Comptroller reviewed the information as presented.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval to close three bank accounts with the College's depository bank, BBVA, as presented. The motion carried.

### **Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for FY 2021 Summer Session**

Approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, will be requested at the May 25, 2021 Board meeting.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 Summer Session was needed to provide transportation services to STC students.

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

Background - 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. Both parties were allowed the opportunity to make any necessary adjustments as a result of the pandemic, therefore, Interlocal Agreements were negotiated separately for the Fall 2020 and the Spring 2021 Semesters.

Information regarding the FY 2021 Summer Session Transportation Services and Agreement are presented below.

#### **Summer Session Ridership Count History**

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

Transportation Route	FY 2018	FY 2019	FY 2020
LRGVDC			No Service Provided – Furloughed due to the pandemic
Starr (Green Line 1 & 2)	3,164	1,722	
Starr (Green Line Route 60/Roma)	856	751	
Mid Valley (Purple Line)	695	604	
STC			
Circulator (Yellow Line)	3,046	1,280	
<b>Total</b>	<b>7,761</b>	<b>4,357</b>	

### Summer 2021 Session

College staff worked with the LRGVDC to extend the current agreement to cover the FY 2021 Summer Session running from June 1, 2021 through August 31, 2021. The LRGVDC has agreed to continue to fund the cost for the Green Line Route 60 (Roma); however, they will not fund the Green Line 1, which connects the Starr County Campus to the Pecan Campus.

### LRGVDC Proposed Agreement for FY 2021 Summer Session

For Summer Session, the agreement included the following:

- The LRGDVC would continue to fund the cost for Green Line Route 60 (Roma).
- The College would remit payment to the LRGVDC for the operating cost of the Green Line 1 (Starr County Campus to Pecan Campus) in the amount of \$17,285.
- Green Line (Starr) - 2 was eliminated by the LRGVDC.
- Purple Line (Mid Valley) was eliminated by the LRGVDC.
- The College would cover the costs for the Yellow Line (Circular) 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 in the amount of \$142.04 from FY 2020 and federal/state grant contributions received from the LRGVDC, totaling a net cost of \$36,181.01

⇒ On January 20, 2020, the CARES Act awarded \$297,624.00 of which, as of today, May 13, 2021, the outstanding balance was \$142.04.

The following table illustrates the transportation services the College has provided by semesters and routes:

Routes	Fall 2020	Spring 2021 (Current)	Summer 2021 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)
Purple Line (Mid-Valley)	✓ (LRGVDC)**	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)
<b>Total Net Cost to South Texas College</b>	<b>\$23,304</b>	<b>\$69,481</b>	<b>\$53,466</b>

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

Funded by – (LRGVDC) or (STC)

The table below contains estimated costs for FY 2021 Summer Session for the LRGVDC and South Texas College:

	Amount
<b>Total Operating Cost for Services</b>	<b>\$130,550</b>
Contributions:	
State/Federal Operating	\$(63,272)
LRGVDC-Green Line Route 60 (Roma)	(13,812)
<b>Total Contributions</b>	<b>\$77,084</b>
<b>Total Net Cost to STC</b>	<b>\$53,466</b>
STC Direct Expenditures – Yellow Line	\$36,181
STC Payment to LRGVDC – Green Line	17,285
<b>Total Net Cost to South Texas College</b>	<b>\$53,466</b>

The cost by transportation routes for FY 2021 Summer Session were as follows:

Transportation Routes	Total Operating Cost for System	Contributions	Total Cost to LRGVDC	STC Payment to LRGVDC	STC Direct Expenditures
Starr (Green-1)	29,939	12,654	0	17,285	0
Starr (Green-Roma)	23,940	10,128	13,812	0	0

<b>Transportation Routes</b>	<b>Total Operating Cost for System</b>	<b>Contributions</b>	<b>Total Cost to LRGVDC</b>	<b>STC Payment to LRGVDC</b>	<b>STC Direct Expenditures</b>
Circular (Yellow)	76,671	40,490	0	0	36,181
<b>Total</b>	<b>\$130,550</b>	<b>\$63,272</b>	<b>\$13,812</b>	<b>\$17,285</b>	<b>\$36,181</b>

Not included in the table above were in-kind costs associated with vehicle insurance, utilities, and depreciation estimated at \$19,784.

An update regarding the LRGVDC transportation services costs and contribution for the Fall 2021 Semester would be presented to the Finance, Audit, and Human Resources Committee in July 2021.

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

Reviewers – The Interlocal Agreement was reviewed by Tom Logan, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and by the College's Legal Counsel. The FY 2021 Summer Session Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2021 Summer Session Interlocal Agreement was provided in the packet for the Committee's information and review. Appendix A is also enclosed to reflect the total cost per route for Fall 2020 and Spring 2021 semesters. The Transportation Services PowerPoint presentation was provided in the packet for the Committee's review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 Summer Session, a three-month period of June 1, 2021, through August 31, 2021, as presented, and contingent upon approval by the LRGVDC. 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 4:24 p.m.

I certify that the foregoing are the true and correct Minutes of the May 17, 2021 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Rene Guajardo  
Committee Chair



## **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement**

Approval of the following award of proposals, purchases, renewals, and interlocal agreement will be requested at the June 22, 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 Items**

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

#### **c. Technology Item**

### **C. Interlocal Agreement**

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

#### **1) Accounts Payable (Invoice) Automation System (Award)**

Award the proposal for an accounts payable (invoice) automation system to **Rich Arminio/Image Processing Systems, Inc. (IPS)** (Secaucus, NJ) (New), for the period beginning July 1, 2021 through June 30, 2023 with a one-year option to renew, at a total estimated amount of \$82,980.00.

Purpose – The Business Office is requesting to purchase an automated accounts payable invoice approval system subscription, which is a key element to the business continuity and disaster recovery plan especially during College closures when staff cannot be physically on campus. This system will automate the current manual invoice payment and online Financial Manager approval process for approximately 23,000 invoices received annually.

Justification and Benefit – The current accounts payable process is a manual process which includes physically entering invoices into the Banner system and Financial Manager approving/signing paper invoices. Manual routing of invoices for approval is the major delay in the accounts payable process. During the College closures, Financial Managers and staff worked from home, and were unable to review the hard copies of the invoices on a daily basis. The invoices were individually emailed, which resulted in a time-consuming process.

An accounts payable (invoice) automated system would improve process efficiencies by eliminating physical data-entry, enable online financial manager approvals, generate digital audit trails, match invoices to purchase orders, shorten process time, reduce human errors such as duplicate payments, and provide more transparency and internal controls, through full visibility into the accounts payable workflow.

By implementing an Accounts Payable solution that also includes a vendor portal, invoices can be submitted directly into the system by the vendors and picked up by Accounts Payable

staff regardless of their location, ensuring that no invoices go missing or delay in the approval process. Automating accounts payable allows users to restrict access and store documents, and invoices safely in accordance with data regulations.

The Business Office together with Information Technology, Information Security, and the Purchasing Department worked in developing the request for proposals specifications, security requirements, and documenting the process workflow.

Management also benefits from high-level reports on vendor performance, cash flow, and working capital by having an automated accounts payable system. The system allows for benchmarking their employees' day-to-day productivity, which reduces the need to follow up.

Background – Proposal documents were advertised on March 24, 2021 and March 31, 2021 and issued to eleven (11) vendors. Four (4) responses were received on April 16, 2021 and reviewed by the Business Office, Information Technology, Information Security, and Purchasing Department.

Funds for this expenditure are budgeted in the Business Office budget for FY 2020 – 2021.

## **2) DHSI Grant Consultant (Award)**

Award the proposal for the DHSI grant consultant to **Vasquez Consulting Services** (Edinburg, TX) (New), for the period beginning June 23, 2021 through August 31, 2025, at a total amount of \$158,750.00.

Purpose – Resource Development, Management, and Compliance is requesting a contract with an external consultant/evaluator to determine the extent to which the five (5) year Developing Hispanic-Serving Institutions (DHSI) program grant has achieved its specific objectives. These services are required under the U. S. Department of Education DHSI grant which was accepted at the September 22, 2020 Board of Trustees meeting.

Justification and Benefit – The services will require an external evaluation and verification of the DHSI grant activities and to guide the data and information collection and analysis processes ensuring that they are relevant and effective in assessing the quality, effectiveness, and impact of the DHSI grant objectives.

Background – Proposal documents were advertised on April 14, 2021 and April 21, 2021 and issued to forty-three (43) vendors. Three (3) responses were received on May 14, 2021 and reviewed by the Office of Strategic Initiatives, Grant System Management and Compliance Office, and Purchasing Department.

Funds for this expenditure are budgeted in the Developing Hispanic-Serving Institutions (DHSI) program grant budget for FY 2020 – 2021, FY 2021 – 2022, FY 2022 – 2023, FY 2023 – 2024, and FY 2024 – 25 pending Board approval of the budget.

### 3) Mail Services (Award)

Award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated annual amount of \$65,000.00, which is based on prior year expenditures.

Purpose – The Mail Services Department has requested the following services: postage on all envelopes/packages, add the intelligent mail barcode to all outgoing STC envelopes/packages, pre-sorting of all outgoing mail, and pickup and delivery mail to the McAllen post office.

Justification and Benefit – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves in postage.

Background – Proposal documents were advertised on April 7, 2021 and April 14, 2021 and issued to three (3) vendors. One (1) response was received on April 22, 2021 and reviewed by Mail Services, Business Office, and the Purchasing Department.

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

### 4) Nursing and Allied Health Equipment and Supplies (Award)

Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2021 through July 31, 2022, with two one-year options to renew, at an estimated total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Henry Schein Medical A Division of Henry Schein, Inc.</b> (Melville, NY)	<b>McKesson Medical-Surgical Government Solutions, LLC.</b> (Henrico, VA)
<b>Medicaleshop, Inc.</b> (New Milford, CT) (New)	<b>QuadMed, Inc.</b> (Jacksonville, FL) (New)
<b>Performance Health Supply, Inc. / dba Medco Supply Company</b> (Amherst, NY)	<b>Pocket Nurse Enterprises, Inc. / dba Pocket Nurse</b> (Monaca, PA)
<b>School Nurse Supply, Inc.</b> (Schaumburg, IL) (New)	<b>Unipack, Corp.</b> (Brooklyn, NY) (New)

Purpose – The Nursing and Allied Health instructional programs are requesting to purchase equipment and supplies for various courses and labs.

Justification and Benefit: The Nursing and Allied Health equipment and supplies will be used for student instruction in various instruction programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face

masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – Proposal documents were advertised on April 7, 2021 and April 14, 2021 and issued to thirty-three (33) vendors. Eight (8) responses were received on April 22, 2021 and reviewed by the Nursing and Allied Health Programs and Purchasing Department.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

#### **5) Pest Control Services (Award)**

Award the proposal for pest control services to **Zaap It Pest Control** (Mission, TX) (New), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated total amount of \$13,375.00.

Purpose – Facilities Operations and Maintenance is requesting district wide pest control services, which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services include monthly service at all six (6) cafeterias and the Central Receiving Warehouse, quarterly pest control service, and annual termites/fleas service for all buildings through the College district.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to twenty-four (24) vendors. Five (5) responses were received on May 20, 2021 and were reviewed by Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2021 – 2022 pending Board approval of the budget.

#### **6) Science Laboratory Supplies (Award)**

Award the proposal for science laboratory supplies for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated amount of \$270,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Anatomical Worldwide, LLC. / dba Anatomy Warehouse</b> (Evanston, IL)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply, Co.</b> (Burlington, NC)	<b>Fisher Scientific, Co. LLC.</b> (Hanover Pack, IL)

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Flinn Scientific, Inc.</b> (Batavia, IL)	<b>Jameco Electronics</b> (Belmont, CA)
<b>PASCO Scientific</b> (Roseville, CA)	<b>VWR International, LLC.</b> (Radnor, PA)

Purpose – The science programs are requesting lab supplies for the instructional labs, which are required for science courses.

Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing. Some of the supply items are as follows: specimens, instruments, models, chemicals, glassware, soil, test kits, materials, etc.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to twenty-two (22) vendors. Eight (8) responses were received on May 20, 2021 and reviewed by the Science Programs and Purchasing Department.

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

## **7) Security Cameras (Award)**

Award the proposal for security cameras to **Darvid, Inc. / dba Security Solutions of DFW** (Dallas, TX), at a total amount of \$24,205.60.

Purpose – The Department of Public Safety is requesting to purchase twenty-seven (27) cameras and licenses for four (4) different camera projects at Pecan and Nursing and Allied Health campuses. These cameras are to replace cameras that are no longer working and/or to cover blind spots in areas that need additional camera coverage.

Justification and Benefit – College surveillance cameras are a deterrent to crime, including acts of violence. The cameras are used to identify individuals involved in nefarious acts on campus and provide the documentation necessary to prosecute violators. These twenty-seven (27) cameras will help the College by adding additional coverage and/or replacing cameras that are no longer working and are unable to be repaired.

Background – Proposal documents were advertised on May 5, 2021 and May 12, 2021 and issued to eleven (11) vendors. Five (5) responses were received on May 20, 2021 and reviewed by the Department of Public Safety, Information Technology, and Purchasing Department.

Funds for this expenditure are budgeted in the Safety and Security budget for FY 2020 – 2021.

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

### **8) Books and Educational Materials (Renewal)**

Renew the books and educational materials contracts for the period beginning August 27, 2021 through August 26, 2022, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Purpose – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to renew the contracts for the purchase of books and educational materials for qualifying students in career and technical education programs.

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library as needed. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2021, Spring 2022, and Summer 2022 semesters.

Background – The Board awarded the contract for books and educational materials at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on August 27, 2021 and ends August 26, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	7/28/20	8/27/20 – 8/26/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		8/27/21 – 8/26/22

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

Funds for this expenditure are budgeted in the Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

## 9) Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$50,000.00.

Purpose – Library Services is requesting to renew the contract for the purchase of library serials that serve all the libraries district wide.

Justification and Benefit – The approximate one hundred forty-one (141) serials that include magazines, journals, and newspapers will be used by the libraries district wide to support the instructional programs and other needs of South Texas College students.

Background – The Board awarded the contract for library serials at the July 23, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/23/19	9/1/19 – 8/31/20	2 – one year options
1 <sup>st</sup> Renewal	6/23/20		9/1/20 – 8/31/21
2 <sup>nd</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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 Library Acquisitions budget FY 2021 – 2022, pending Board approval of the budget.

## 10) Library Materials (Renewal)

Renew the library materials contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

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

**Justification and Benefit** – The library materials will include books, reference materials, ebooks, and other materials for all the College’s academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

**Background** – The Board awarded the contracts for library materials at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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 Library Acquisitions and BAT & Support Materials budgets FY 2021 – 2022, pending Board approval of the budget.

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

### **11)Furniture (Purchase)**

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Purchasing Cooperative of America (PCA), Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$60,394.01.

#	Vendor	Amount
A	<b>Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc.</b> (Fort Worth, TX/Edinburg, TX)	\$3,428.09
B	<b>Cramer, LLC. / Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$11,833.25
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$380.64
D	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$11,445.24
E	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$4,400.98
F	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,333.37
G	<b>Landscape Forms</b> (Kalamazoo, MI)	\$3,584.40



#	Vendor	Amount
H	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$6,338.44
I	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$5,649.60
<b>Furniture Total</b>		\$60,394.01

The purchases can be summarized as follows:

- Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 2 Mobile Glass Boards for the Division Nursing and Allied Health
- Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)
  - ⇒ Pecan Campus
    - 24 Students Stools and 1 Faculty/Staff Stool for the Division of Math and Science
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Storage Shelving Unit for the Chemistry Program
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 1 Faculty/Staff Chair for the Centers for Learning Excellence
  - ⇒ Mid Valley Campus
    - 24 Student Lab Chairs for the Centers for Learning Excellence
    - 3 Faculty/Staff Chairs for Student Financial Services
  - ⇒ Pecan Campus
    - 1 Faculty/Staff Chair for Resource Development Management and Compliance
- Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 3 Lockers for staff use at the Centers for Learning Excellence
  - ⇒ Pecan Campus
    - 4 Lockers for staff use at the Centers for Learning Excellence
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Faculty/Staff Desk and 4 Chairs for the Office of Institutional Equity

- 1 Faculty/Staff Desk and 1 Table for the Academic Advancement Office
- 3 Tables for the Office Administration Program
- ⇒ Mid Valley Campus
  - 3 Stools for Student Financial Services
- Landscape Forms (Kalamazoo, MI)
  - ⇒ Regional Center for Public Safety Excellence
    - 3 Exterior Benches for the Fire Academy Program
- The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - 1 Faculty/Staff File Cabinet and 1 Bookcase for the Centers for Learning Excellence
  - ⇒ Pecan Campus
    - 6 Storage Cabinets for the Library Public Services
    - 1 Faculty/Staff Chair for Academic Advancement
  - ⇒ Regional Center for Public Safety Excellence
    - 1 Faculty/Staff Bookcase for the Fire Academy Program
  - ⇒ Technology Campus
    - 1 Faculty/Staff Chair for the Division of Business, Public Safety, and Technology
- Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 10 Tables for the Centers for Learning Excellence

Fund for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Centers for Learning Excellence, Chemistry, Division of Business, Public Safety, and Technology, Division Nursing and Allied Health, Academic Advancement Equipment-New Faculty/Programs, Library Public Services, New Furniture, Office Administration, Office of Institutional Equity, Regional Center for Public Safety Excellence–State, Resource Development Management and Compliance, and Student Financial Services.

## **12)Staff Uniforms and Service Agreement (Purchase/Rental)**

Purchase a staff uniforms and service agreement from **UniFirst Corporation** (Wilmington, MA), a Texas Association of School Boards - Buyboard approved vendor, for the period beginning July 1, 2021 through June 30, 2024, at an estimated annual amount of \$36,000.00 and a total estimated agreement amount of \$108,000.00.

Purpose – Facilities Operations and Maintenance and Custodial Department are requesting to purchase a services agreement to provide staff uniforms which includes the rental, pickup, delivery, and cleaning services.

Justification and Benefit – The uniforms will be worn daily by one hundred fifty (150) Facilities Maintenance and Custodial Department staff for identification through the College district.

The service will include weekly pickup of uniforms, delivery of clean uniforms, and repairs of uniforms as needed.

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

### **13)Collection Agency Services (Renewal)**

Renew the collection agency services contracts for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College. The vendors are as follows:

Primary	<b>S &amp; S Recovery, Inc.</b> (Memphis, TN)
Secondary	<b>Immediate Credit Recovery, Inc.</b> (Poughkeepsie, NY) <b>Key 2 Recovery, Inc.</b> (Hamilton, OH)

Purpose – The Business Office is requesting to renew the contracts for collection agency services for the collection of delinquent accounts due to the College from students, faculty, and staff.

Justification and Benefit - The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with waiver reimbursement guidelines.

Background – The Board awarded the contract for collection agency services at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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

### **14)Glass, Plexiglass, and Installation (Renewal)**

Renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$70,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>FDG Construction</b> (Mission, TX)	<b>G &amp; S Glass, LLC.</b> (Edinburg, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (San Antonio, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>R. E. Friedrichs Company</b> (Pharr, TX)	<b>Risica &amp; Sons, Inc.</b> (San Juan, TX)

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

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

The plexiglass will be installed as needed in areas that serve faculty, staff, students, and visitors for health and safety due to the pandemic. This will provide a barrier for individuals and maintain social distancing in open workspaces.

Background – The Board awarded the contracts for glass, plexiglass, and installation at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2021 and ends August 31, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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

#### **15) Maintenance and Repair Parts, Materials, and Supplies (Renewal)**

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>Architectural Division 8, Inc.</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Dealers Electrical Supply</b> (McAllen, TX)	<b>Diaz Floors &amp; Interior's, Inc.</b> (Pharr, TX)
<b>Ewing Irrigation</b> (McAllen, TX)	<b>Fairway Supply, Inc.</b> (Austin, TX)
<b>Fastenal Company</b> (McAllen, TX)	<b>Ferguson Enterprise</b> (Pharr, TX)

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>International Supplier Larey, Inc. / dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Interstate Batteries of the RGV</b> (McAllen, TX)
<b>Johnson Supply</b> (Pharr, TX)	<b>Johnstone Supply</b> (Pharr, TX)
<b>Lewis Mechanical Sales</b> (Corpus Christi, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>Martin Peña / dba Delta Specialties Sign &amp; Supply</b> (Edinburg, TX)	<b>Morrison Supply Company</b> (McAllen, TX)
<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)	<b>Sherwin Williams, Co.</b> (McAllen, TX)
<b>Trane U.S.A.</b> (Edinburg, TX)	<b>Valley Armature &amp; Electric</b> (Edinburg, TX)

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts to purchase parts, materials, and supplies for district wide daily maintenance and repair work order requests.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day-to-day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contracts for maintenance and repair parts, materials, and supplies at the August 19, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2021 and ends August 31, 2022.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	8/19/19	9/1/19 – 8/31/20	2 – one year options
1 <sup>st</sup> Renewal	6/23/20		9/1/20 – 8/31/21
2 <sup>nd</sup> Renewal	6/22/21		9/1/21 – 8/31/22

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 Facilities Maintenance budget for FY 2021 – 2022 pending Board approval of the budget.

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

### **16)Computers, Laptops, and Tablet (Purchase)**

Purchase of computers, laptops, and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$148,593.40.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 32 Computers for Computer Science Program
  - ⇒ 26 Computers for Learning Commons and Open
- Staff Computers
  - ⇒ 2 Computers for Resource Development, Management, and Compliance
- Student Laptops
  - ⇒ 10 Laptops for Architectural, Engineering, and Design Technology Program
- Staff Laptops
  - ⇒ 1 Laptop for Resource Development, Management, and Compliance
  - ⇒ 1 Laptop for Business Office
  - ⇒ 6 Laptops for Centers for Learning Excellence
  - ⇒ 3 Laptops for Early College High School Programs
  - ⇒ 4 Laptops for Dual Credit Pathways
  - ⇒ 2 Laptops for Educational Technologies
- Staff Tablet
  - ⇒ 1 Tablet for Music Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Computer Science Program, Learning Commons and Open Labs, Resource Development, Management and Compliance, Carl Perkins Grant Compliance, Business Office, Centers for Learning Excellence, Early College High School, Dual Credit Pathways, Educational Technologies, and Music Program.

## **C. Interlocal Agreement**

### **17) Contract Training Agreement (Services Agreement)**

Contract services agreement with **McAllen Independent School District** (McAllen, TX), for the period beginning September 1, 2021 through June 30, 2022, at no cost to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement with the McAllen ISD Department of Special Services / Parental Involvement Program. Under this agreement, McAllen ISD would pay the College an estimated \$99,434.55 for training services.

Justification and Benefit – The training services will include some of the following courses: Basic Cake Decorating, CPR Training, GED Spanish Review, Intro to Welding, Beginning and Intermediate Computers, Food Safety and Sanitation, and Healthy Cooking I and II. The participants will be identified by McAllen ISD and upon completion, South Texas College will award Continuing Education Units (CEUs), and provide a Certificate of Completion.

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 22, 2021 Board meeting the award of proposals, purchases, renewals, and interlocal agreement as listed below:

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

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

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

#### **C. Interlocal Agreement**

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

- 1) Accounts Payable (Invoice) Automation System (Award):** award the proposal for an accounts payable (invoice) automation system to **Rich Arminio / Image Processing Systems, Inc. (IPS)** (Secaucus, NJ) (New), for the period beginning July 1, 2021 through June 30, 2023 with a one-year option to renew, at a total estimated amount of \$82,980.00;
- 2) DHSI Grant Consultant (Award):** award the proposal for the DHSI grant consultant to **Vasquez Consulting Services** (Edinburg, TX) (New), for the period beginning June 23, 2021 through August 31, 2025, at a total amount of \$158,750.00;
- 3) Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated annual amount of \$65,000.00, which is based on prior year expenditures;
- 4) Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies, for the period beginning August 1, 2021 through July 31, 2022, with two one-year options to renew, at an estimated

total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Henry Schein Medical A Division of Henry Schein, Inc.</b> (Melville, NY)	<b>McKesson Medical-Surgical Government Solutions, LLC.</b> (Henrico, VA)
<b>Medicaleshop, Inc.</b> (New Milford, CT) (New)	<b>QuadMed, Inc.</b> (Jacksonville, FL) (New)
<b>Performance Health Supply, Inc. / dba Medco Supply Company</b> (Amherst, NY)	<b>Pocket Nurse Enterprises, Inc. / dba Pocket Nurse</b> (Monaca, PA)
<b>School Nurse Supply, Inc.</b> (Schaumburg, IL) (New)	<b>Unipack, Corp.</b> (Brooklyn, NY) (New)

- 5) **Pest Control Services (Award):** award the proposal for pest control services to **Zaap It Pest Control** (Mission, TX) (New), for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated total amount of \$13,375.00;
- 6) **Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2021 through August 31, 2022 with two one-year options to renew, at an estimated amount of \$270,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Anatomical Worldwide, LLC. / dba Anatomy Warehouse</b> (Evanston, IL)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply, Co.</b> (Burlington, NC)	<b>Fisher Scientific, Co. LLC.</b> (Hanover Pack, IL)
<b>Flinn Scientific, Inc.</b> (Batavia, IL)	<b>Jameco Electronics</b> (Belmont, CA)
<b>PASCO Scientific</b> (Roseville, CA)	<b>VWR International, LLC.</b> (Radnor, PA)

- 7) **Security Cameras (Award):** award the proposal for security cameras to **Darvid, Inc. / dba Security Solutions of DFW** (Dallas, TX), at a total amount of \$24,205.60;

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

- 8) **Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2021 through August 26, 2022, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Ambassador Education Solutions</b> (Melville, NY)	<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)
<b>Barnes &amp; Noble College Booksellers, LLC.</b> (Basking Ridge, NJ)	<b>Complete Book &amp; Media Supply, LLC.</b> (Cedar Park, TX)



Vendor (City/State)	Vendor (City/State)
<b>Hertz-New Method, Inc. / dba Perma-Bound Books</b> (Jacksonville, IL)	<b>Kamico Instructional Media, Inc.</b> (Salado, TX)
<b>Kaplan Early Learning Company</b> (Lewisville, NC)	<b>Lakeshore Equipment Company / dba Lakeshore Learning Materials</b> (Carson, CA)
<b>Wolters Kluwer Medical</b> (Philadelphia, PA)	

- 9) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$50,000.00;
- 10) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

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

- 11) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Purchasing Cooperative of America (PCA), Sourcwell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at a total amount of \$60,394.01.

#	Vendor	Amount
A	<b>Clarus Glassboard, LLC. / Gateway Printing and Office Supply, Inc.</b> (Fort Worth, TX/Edinburg, TX)	\$3,428.09
B	<b>Cramer, LLC. / Gateway Printing and Office Supply, Inc.</b> (Kansas City, MO/Edinburg, TX)	\$11,833.25
C	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$380.64

#	Vendor	Amount
D	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$11,445.24
E	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$4,400.98
F	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,333.37
G	<b>Landscape Forms</b> (Kalamazoo, MI)	\$3,584.40
H	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$6,338.44
I	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$5,649.60
<b>Furniture Total</b>		<b>\$60,394.01</b>

- 12)Staff Uniforms and Service Agreement (Purchase/Rental):** purchase a staff uniforms and service agreement from **UniFirst Corporation** (Wilmington, MA), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 1, 2021 through June 30, 2024, at an annual estimated amount of \$36,000.00 and a total estimated agreement amount of \$108,000.00;
- 13)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College. The vendors are as follows:

Primary	<b>S &amp; S Recovery, Inc.</b> (Memphis, TN)
Secondary	<b>Immediate Credit Recovery, Inc.</b> (Poughkeepsie, NY) <b>Key 2 Recovery, Inc.</b> (Hamilton, OH)

- 14)Glass, Plexiglass, and Installation (Renewal):** renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$70,000.00. The vendors are as follows:

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

- 15)Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors (City/State)</b>	<b>Vendors (City/State)</b>
<b>Architectural Division 8, Inc.</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Dealers Electrical Supply</b> (McAllen, TX)	<b>Diaz Floors &amp; Interior's, Inc.</b> (Pharr, TX)
<b>Ewing Irrigation</b> (McAllen, TX)	<b>Fairway Supply, Inc.</b> (Austin, TX)
<b>Fastenal Company</b> (McAllen, TX)	<b>Ferguson Enterprise</b> (Pharr, TX)
<b>International Supplier Larey, Inc. / dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Interstate Batteries of the RGV</b> (McAllen, TX)
<b>Johnson Supply</b> (Pharr, TX)	<b>Johnstone Supply</b> (Pharr, TX)
<b>Lewis Mechanical Sales</b> (Corpus Christi, TX)	<b>Luna Glass, LLC.</b> (McAllen, TX)
<b>Martin Peña / dba Delta Specialties Sign &amp; Supply</b> (Edinburg, TX)	<b>Morrison Supply Company</b> (McAllen, TX)
<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)	<b>Sherwin Williams, Co.</b> (McAllen, TX)
<b>Trane U.S.A.</b> (Edinburg, TX)	<b>Valley Armature &amp; Electric</b> (Edinburg, TX)

**B. Purchases and Renewals (B-c. Technology Item)**

**16) Computers, Laptops, and Tablet (Purchase):** purchase computers, laptops, and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$148,593.40;

**C. Interlocal Agreement**

**17) Contract Training Agreement (Interlocal Agreement):** contract service agreement with **McAllen Independent School District** (McAllen, TX), for the period beginning September 1, 2021 through June 30, 2022, at no cost to the College.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$2,701,298.01.

**SOUTH TEXAS COLLEGE**  
**1. ACCOUNTS PAYABLE (INVOICE) AUTOMATION SYSTEM**  
**PROJECT NO. 20-21-1032**

<b>NAME</b>		Aavenir, Inc.	Arista Consulting, LLC.	Rich Arminio / Image Processing Systems, Inc. (IPS)	SAP Concur Higher Education / Concur Technologies, Inc.
<b>ADDRESS</b>		2400 Cynbridge Dr	2200 N Canton Ctr Rd Ste 100B	150 Meadowlands Parkway	601 108th Ave NE Ste 1000
<b>CITY/STATE/ZIP</b>		Plano, TX 75025	Canton, MI 48187	Secaucus, NJ 07094	Bellevue, WA 98004
<b>PHONE</b>		650-477-8084	734-756-3616	201-710-2400	330-651-4383
<b>FAX</b>			734-234-4337		
<b>CONTACT</b>		Russel Seifert	Mayank Pundir	Greg Bartels	Kevin Owens
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Accounts Payable Automation System	\$62,500 / Year 23,000 Invoices 3-Year Commitment	\$1,000 / Month (Up to 400 Invoices/Month)	\$2,750 / Month (Includes 1,850 Invoices)	Annual pricing will range between \$22,704.96 - \$59,097.24. Pricing will depend on the services selected by STC.
2	Invoice Management (401 to 1,000 Invoices/Month)		\$2.00 / Invoice		
3	Invoice Management (Above 1,000 Invoices/Month)		\$1.50 / Invoice		
4	Implementation Fee	\$ 49,963.00	\$ 35,000.00	\$ 15,000.00	Annual pricing will range between \$6,120 - \$12,120. Pricing will depend on the services selected by STC.
5	Integration to ERP System (Banner)		\$ 17,000.00		
6	Annual Maintenance and Support	\$ 10,000.00	\$300 / Month for Extended Hours Support		None
7	Describe any other applicable charges or fees not addressed above (Pt. A)			Invoices in excess of 1,850 will be charged at a rate of \$1.25/invoice. IPS will perform deeper dive, if chosen to move forward, in order to assess the capture rules associated with the invoices received. This may impact pricing.	A. Pre-production Fees - Billed monthly, starting with the 1st day of the 7th month after the effective date on the contract, and ending the 1st day of the month following production ready status - IMPORTANT SAP Concur is waiving up to 6 months of this fee. Typical implementations take 3 - 5 months, so STC will likely not ever have to pay this fee assuming the project stays on track.

**SOUTH TEXAS COLLEGE**  
**1. ACCOUNTS PAYABLE (INVOICE) AUTOMATION SYSTEM**  
**PROJECT NO. 20-21-1032**

NAME		Aavenir, Inc.	Arista Consulting, LLC.	Rich Arminio / Image Processing Systems, Inc. (IPS)	SAP Concur Higher Education / Concur Technologies, Inc.
#	Description	Proposed	Proposed	Proposed	Proposed
8	Describe any other applicable charges or fees not addressed above (Pt. B)				B. Incremental Fees - Fee charged per transaction for each transaction over the commitment level, during a billing cycle. i.e. If STC commits to 23,000 invoices during the year but processes a 23,001st invoice it will be charged the incremental fee that one additional invoice and for any additional invoices thereafter during the billing cycle. If there are incremental fees (overages) they are trued up at the end of each billing cycle. IMPORTANT - For this proposal, we are flattening the incremental fees to match the same cost per transaction of the transactions within the committed volume.
<b>Escalation</b>					
9	3rd Year	0%	0%	0%	3-Year Commitment - No Increase; 2-Year Commitment a 5% increase in the 3rd year
<b>ESTIMATED TWO (2) YEAR COMMITMENT</b>		\$ 194,963.00	\$ 144,976.00	\$ 82,980.00	\$ 116,920.56
<b>TOTAL EVALUATION POINTS</b>		53.49	57.76	86.24	79.56
<b>RANKING</b>		4	3	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**  
**1. ACCOUNTS PAYABLE (INVOICE) AUTOMATION SYSTEM**  
**PROJECT NO. 20-21-1032 -- EVALUATION SUMMARY**

VENDOR		Aavenir, Inc.		Arista Consulting, LLC.		Rich Arminio / Image Processing Systems, Inc. (IPS)		SAP Concur Higher Education / Concur Technologies, Inc.	
ADDRESS		2400 Cynbridge Dr		2200 N Canton Ctr Rd Ste 100B		150 Meadowlands Parkway		601 108th Ave NE Ste 1000	
CITY/STATE/ZIP		Plano, TX 75025		Canton, MI 48187		Secaucus, NJ 07094		Bellevue, WA 98004	
PHONE		650-477-8084		734-756-3616		201-710-2400		330-651-4383	
FAX				734-234-4337					
CONTACT		Russel Seifert		Mayank Pundir		Greg Bartels		Kevin Owens	
1	The purchase price. (up to 40 points)	17	17	22.89	22.89	40	40	28.38	28.38
		17		22.89		40		28.38	
		17		22.89		40		28.38	
		17		22.89		40		28.38	
		17		22.89		40		28.38	
		17		22.89		40		28.38	
		17		22.89		40		28.38	
		17		22.89		40		28.38	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	10	8.37	10	8.62	10	11.06	13	13
		9		10		8		15	
		7		8		11		13	
		10		11		14		13	
		8		10		12		13	
		9		10		11.5		13	
		7		7		9		12	
		7		3		13		12	
3	The quality of the vendor's goods or services. (up to 16 points)	11	10.25	10	9.5	13	13.62	13	13.12
		8		8		12		13	
		11		8		14		13	
		13		13		15		15	
		11		10		13		13	
		14		12		16		15	
		8		10		13		12	
		6		5		13		11	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	11	10.87	11	9.75	15	14.56	18	18.06
		11		11		15		19	
		9		8		14		17	
		15		14		15		17	
		11		11		14		17	
		10		8		13.5		19.5	
		15		10		15		20	
		5		5		15		17	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2	2	2	2
		2		2		2		2	
		2		2		2		2	
		2		2		2		2	
		2		2		2		2	
		2		2		2		2	
		2		2		2		2	
		2		2		2		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	
		0		0		0		0	
		0		0		0		0	
		0		0		0		0	
		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)	5	5	5	5	5	5	5	5
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
TOTAL EVALUATION POINTS		53.49		57.76		86.24		79.56	
RANKING		4		3		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**  
**1. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	12-15 7-11 3-6 0-2 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	3 2 1 0 <b>Excellent Acceptable/New Vendor Marginal Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	1 0 <b>Yes No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	5 3-4 1-2 0 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

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

**Marginal** - respondent provided minimal information on requirements

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

**SOUTH TEXAS COLLEGE**  
**2. DHSI GRANT CONSULTANT**  
**PROJECT NO. 20-21-1040**

<b>VENDOR</b>		Helix Solutions	Leadership Empowerment Group, LLC.	Vasquez Consulting Services
<b>ADDRESS</b>		1107 E Robinson Ave	805 S Missouri Ave	3323 Royal St
<b>CITY/STATE/ZIP</b>		El Paso, TX 79902	Mercedes, TX 78570	Edinburg, TX 78539
<b>PHONE</b>		956-526-2042	956-565-2425	956-533-0817
<b>FAX</b>			956-565-2570	
<b>CONTACT</b>		Christopher C. Villa	Barbara Baggerly-Hinojosa	Humberto Vasquez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Year 1: Grant Consulting Services	\$ 78,500.00	\$ 57,000.00	\$12,550.00 (12 Days)
2	Year 2: Grant Consulting Services	\$ 45,500.00	\$ 31,000.00	\$36,550.00 (36 Days)
3	Year 3: Grant Consulting Services	\$ 45,500.00	\$ 32,000.00	\$36,550.00 (36 Days)
4	Year 4: Grant Consulting Services	\$ 45,500.00	\$ 32,000.00	\$36,550.00 (36 Days)
5	Year 5: Grant Consulting Services	\$ 53,000.00	\$ 32,000.00	\$36,550.00 (36 Days)
<b>TOTAL AMOUNT</b>		\$ 268,000.00	\$ 184,000.00	\$ 158,750.00
<b>TOTAL EVALUATION POINTS</b>		74.01	88.84	96.32
<b>RANKING</b>		3	2	1

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

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



**SOUTH TEXAS COLLEGE**  
**2. DHSI GRANT CONSULTANT**  
**PROJECT NO. 20-21-1040**  
**EVALUATION SUMMARY**

VENDOR		Helix Solutions		Leadership Empowerment Group, LLC.		Vasquez Consulting Services	
ADDRESS		1107 E Robinson Ave		805 S Missouri Ave		3323 Royal St	
CITY/STATE/ZIP		El Paso, TX 79902		Mercedes, TX 78570		Edinburg, TX 78539	
PHONE		(956) 526-2042		956-565-2425		(956) 533-0817	
FAX				956-565-2570			
CONTACT		Christopher C. Villa		Barbara Baggerly-Hinojosa		Humberto Vasquez	
1	The purchase price. (up to 40 points)	23.69	23.69	34.51	34.51	40	40
		23.69		34.51		40	
		23.69		34.51		40	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	17	16.33	16	16	17	17.33
		17		16		18	
		15		16		17	
3	The quality of the vendor's goods or services. (up to 18 points)	17	16.33	17	16.33	17	17.33
		17		17		18	
		15		15		17	
4	The extent to which the goods or services meet the College's needs. (up to 15 points)	14	12.66	15	14	14	14.66
		14		14		15	
		10		13		15	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3	2	2
		2		3		2	
		2		3		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Business. (up to 1 point)	0	0	1	1	0	0
		0		1		0	
		0		1		0	
7	The total long-term cost to the college to acquire the vendor's goods or services. (up to 5 points)	3	3	4	4	5	5
		3		4		5	
		3		4		5	
TOTAL EVALUATION POINTS		74.01		88.84		96.32	
RANKING		3		2		1	

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

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

**SOUTH TEXAS COLLEGE**  
**2. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	<b>12-15</b> <b>7-11</b> <b>3-6</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

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

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**SOUTH TEXAS COLLEGE**  
**3. MAIL SERVICES**  
**PROJECT NO. 20-21-1039**

<b>VENDOR</b>		Upper Valley Mail Services, LLC.
<b>ADDRESS</b>		1418 Beech Ave Ste 109
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501
<b>PHONE</b>		956-668-7678
<b>FAX</b>		956-630-0825
<b>CONTACT</b>		Patrick Hettler
<b>#</b>	<b>Description</b>	<b>Processing Price Per Piece</b>
1	Price per piece-pickup, Bar Coding and Sorting	\$0.066
2	Per piece price of First Class Mail for Pick-up, Metering, Barcoding, and Sorting	\$0.076
3	Per piece of Non-Profit Standard Mail: Pick-Up, Barcoding, and Sorting	\$0.039
4	Per piece with mail merge add:	\$0.015
5	2nd Year Escalation	0%
6	3rd Year Escalation	0%
<b>TOTAL EVALUATION POINTS</b>		97.65
<b>EVALUATION RANKING</b>		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**  
**3. MAIL SERVICES**  
**PROJECT NO. 20-21-1039**  
**EVALUATION SUMMARY**

VENDOR		Upper Valley. Mail Services, LLC.	
STREET		1418 Beech Ave Ste 109	
CITY/STATE/ZIP		McAllen, TX 78501	
PHONE		956-668-7678	
FAX		956-630-0825	
CONTACT		Patrick Hettler	
1	The purchase price. (up to 40 points)	40	40
		40	
		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17.66
		18	
		18	
3	The quality of the vendor's goods and/or services. (up to 18 points)	17	17.33
		17	
		18	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	14	14.66
		15	
		15	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
TOTAL EVALUATION POINTS		97.65	
RANKING		1	

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

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

**SOUTH TEXAS COLLEGE**  
**3. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	12-15 7-11 3-6 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	3 2 1 0 <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	1 0 <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	5 3-4 1-2 0 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

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**SOUTH TEXAS COLLEGE**  
**4. NURSING AND ALLIED HEALTH EQUIPMENT AND SUPPLIES**  
**PROJECT NO. 20-21-1041**

<b>VENDOR</b>		Henry Schein Medical A Division of Henry Schein, Inc.	McKesson Medical- Surgical Government Solutions, LLC.	Medicaleshop, Inc.	QuadMed, Inc.	Performance Health Supply, Inc. / dba Medco Supply, Company	Pocket Nurse Enterprises, Inc. / dba Pocket Nurse	School Nurse Supply, Inc.	Unipak, Corp.
<b>ADDRESS</b>		135 Duryea Rd	9954 Mayland Dr Ste 5176	87 Danbury Rd Unit 1	11210-1 Phillips Industrial Blvd E	25 Northpointe Pkwy Ste 25	610 Frankfort Rd	1690 Wright Blvd	PO Box 300027
<b>CITY/STATE/ZIP</b>		Melville, NY 11747	Henrico, VA 23233	New Milford, CT 06776	Jacksonville, FL 32256	Amherst, NY 14228	Monaca, PA 15061	Schaumburg, IL 60193	Brooklyn, NY 11230
<b>PHONE</b>		800-851-0400	833-343-2700	866-563-6812	904-880-2323	800-556-3326	800-225-1600	800-485-2737	888-808-5120
<b>FAX</b>		866-738-8999	800-944-6667	860-838-4671	904-880-2303	800-222-1934		800-485-2738	718-677-9371
<b>CONTACT</b>		Joanne Viggiano	Kimberly Zabriskie	Freny Ajmeri	Melinda Langorgen	Stephen Weiss	Terry Kitchen	Jeff Giesel	Brian Marcus
<b>#</b>	<b>Description</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>
1	Discount from Catalog Prices	18% (based on published price)	35%	0 - 25%	15% off MSRP Exceptions: Training manikins, simulators, and equipment = 5% off Exclusions: Uniforms & Apparel, Custom Items, and Clearance. Gloves, due to mfg allocations.	0 - 25%	Average 10% if single discount from all products. Average 15% from prices seen at www.pocketnurse.com	10% Please see attached list for excluded items.	11%
2	Additional Discounts				15% Exceptions: Training manikins, simulators, and equipment = 5% off Exclusions: Uniforms & Apparel, Custom Items, and Clearance. Gloves, due to mfg. allocations.		5% discount from the Pocket Nurse price on exception low volume items.		
3	Shipping Cost	Hazardous materials are subject to Department of Transportation Hazardous Materials handling changes of \$30.00. No minimum order requirement. A \$15.00 handling fee will be charged for orders under \$200.00. Manufacturer freight charges will apply for all equipment.	Additional fees may apply such as air freight shipments, same day delivery, after-hour delivery services, and cold chain, hazmat, and/or drop- ship fees.	Equipment: Free shipping above \$70 except for oversize, heavy, and large products. No minimum order required.  Supplies: Order below \$500 shipping fee of \$6.99 will be charged. No minimum order required.	Free standard shipping on orders with total of \$150 or more.	Shipping charges will apply at the time of order. It depends on the item that is being ordered.	A \$100 minimum order qualifies for free freight on all parcel-type, first floor deliveries via FedEx Ground. Third Party Freight deliveries will be calculated at time of order based upon quantity, weight and distance. Please be aware, all orders must have a merchandise minimum order size of \$50 before shipping to avoid a \$20 service charge.	Free shipping on orders over \$95.	Free freight \$1,000 and more.

**SOUTH TEXAS COLLEGE**  
**5. PEST CONTROL SERVICES**  
**PROJECT NO. 20-21-1048**

VENDOR			Bug Off Pest Control		***Bugworks Termite & Pest Control, Co.		Del Valle Termite and Pest Control Specialists		Mid Valley Pest Control, LLC.		Zaap It Pest Control	
ADDRESS			1609 Mozelle St		715 W Pecan		1508 W Dove Ave Ste G		8002 E Curry Rd		1013 E Sandstone Dr	
CITY/STATE/ZIP			Pharr, TX 78577		McAllen, TX 78501		McAllen, TX 78504		Edinburg, TX 78542		Mission, TX 78574	
PHONE			956-782-7378		956-687-2645		956-433-3348		956-383-2651		956-624-1577	
FAX			956-782-1149		956-687-2646				956-287-7717			
CONTACT			Tommy Cantu		Mark Sullivan		Juan E Quevedo		Ricky Campos		Pedro Balderas, Jr.	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Monthly Pest Control Service (for Cafeterias and Shipping and Receiving Warehouse only)												
1	12	Pecan Campus Cafeterias (3 Bldgs)	\$ 165.00	\$ 1,980.00	\$ 189.00	\$ 2,268.00	\$ 150.00	\$ 1,800.00	\$ 222.00	\$ 2,664.00	\$ 125.00	\$ 1,500.00
2	12	Technology Campus Cafeteria	\$ 55.00	\$ 660.00	\$ 63.00	\$ 756.00	\$ 75.00	\$ 900.00	\$ 74.00	\$ 888.00	\$ 125.00	\$ 1,500.00
3	12	Starr County Campus Cafeteria	\$ 65.00	\$ 780.00	\$ 63.00	\$ 756.00	\$ 75.00	\$ 900.00	\$ 74.00	\$ 888.00	\$ 125.00	\$ 1,500.00
4	12	Mid Valley Campus Cafeterias (2 Bldgs)	\$ 55.00	\$ 660.00	\$ 126.00	\$ 1,512.00	\$ 75.00	\$ 900.00	\$ 148.00	\$ 1,776.00	\$ 125.00	\$ 1,500.00
5	12	Nursing and Allied Health Cafeterias (2 Bldgs)	\$ 75.00	\$ 900.00	\$ 126.00	\$ 1,512.00	\$ 75.00	\$ 900.00	\$ 148.00	\$ 1,776.00	\$ 125.00	\$ 1,500.00
6	12	Central Receiving Warehouse	\$ 85.00	\$ 1,020.00	\$ 63.00	\$ 756.00	\$ 75.00	\$ 900.00	\$ 74.00	\$ 888.00	\$ 125.00	\$ 1,500.00
Monthly Total			6,000.00		7,560.00		6,300.00		8,880.00		9,000.00	
Quarterly Pest Control Service (for all buildings, lawns, and gardens)												
7	4	Pecan Campus	\$ 485.00	\$ 1,940.00	\$ 650.00	\$ 2,600.00	\$ 700.00	\$ 2,800.00	\$ 960.00	\$ 3,840.00	\$ 100.00	\$ 400.00
8	4	Technology Campus	\$ 465.00	\$ 1,860.00	\$ 300.00	\$ 1,200.00	\$ 350.00	\$ 1,400.00	\$ 360.00	\$ 1,440.00	\$ 100.00	\$ 400.00
9	4	Starr County Campus	\$ 385.00	\$ 1,540.00	\$ 400.00	\$ 1,600.00	\$ 125.00	\$ 500.00	\$ 700.00	\$ 2,800.00	\$ 100.00	\$ 400.00
10	4	Mid Valley Campus	\$ 425.00	\$ 1,700.00	\$ 418.00	\$ 1,672.00	\$ 175.00	\$ 700.00	\$ 480.00	\$ 1,920.00	\$ 100.00	\$ 400.00
11	4	Nursing and Allied Health Campus	\$ 285.00	\$ 1,140.00	\$ 138.00	\$ 552.00	\$ 175.00	\$ 700.00	\$ 240.00	\$ 960.00	\$ 100.00	\$ 400.00
12	4	Pecan Plaza	\$ 155.00	\$ 620.00	\$ 147.00	\$ 588.00	\$ 175.00	\$ 700.00	\$ 180.00	\$ 720.00	\$ 100.00	\$ 400.00
13	4	Regional Center for Public Safety Excellence	\$ 155.00	\$ 620.00	\$ 118.00	\$ 472.00	\$ 175.00	\$ 700.00	\$ 180.00	\$ 720.00	\$ 100.00	\$ 400.00
Quarterly Total			9,420.00		8,684.00		7,500.00		12,400.00		2,800.00	

**SOUTH TEXAS COLLEGE**  
**5. PEST CONTROL SERVICES**  
**PROJECT NO. 20-21-1048**

VENDOR			Bug Off Pest Control		***Bugworks Termite & Pest Control, Co.		Del Valle Termite and Pest Control Specialists		Mid Valley Pest Control, LLC.		Zaap It Pest Control	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<b>Annual Service (Termites and Fleas)</b>												
14	1	Pecan Campus	\$ 510.00	\$ 510.00	\$ 595.00	\$ 595.00	\$ 700.00	\$ 700.00	\$ 999.00	\$ 999.00	\$ 225.00	\$ 225.00
15	1	Technology Campus	\$ 425.00	\$ 425.00	\$ 415.00	\$ 415.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 225.00	\$ 225.00
16	1	Starr County Campus	\$ 425.00	\$ 425.00	\$ 154.00	\$ 154.00	\$ 200.00	\$ 200.00	\$ 850.00	\$ 850.00	\$ 225.00	\$ 225.00
17	1	Mid Valley Campus	\$ 425.00	\$ 425.00	\$ 178.00	\$ 178.00	\$ 225.00	\$ 225.00	\$ 750.00	\$ 750.00	\$ 225.00	\$ 225.00
18	1	Nursing and Allied Health Campus	\$ 255.00	\$ 255.00	\$ 140.00	\$ 140.00	\$ 225.00	\$ 225.00	\$ 400.00	\$ 400.00	\$ 225.00	\$ 225.00
19	1	Pecan Plaza	\$ 255.00	\$ 255.00	\$ 150.00	\$ 150.00	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 225.00	\$ 225.00
20	1	Regional Center for Public Safety Excellence	\$ 255.00	\$ 255.00	\$ 120.00	\$ 120.00	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 225.00	\$ 225.00
<b>Annual Total</b>			\$ 2,550.00		\$ 1,752.00		\$ 2,200.00		\$ 3,999.00		\$ 1,575.00	
<b>TOTAL BID AMOUNT</b>			\$ 17,970.00		\$ 17,996.00		\$ 16,000.00		\$ 25,279.00		\$ 13,375.00	
<b>2nd Year Escalation</b>			0%		Reduce by 1%		Reduce by 1%		0%		0%	
<b>3rd Year Escalation</b>			3%		Reduce by 1%		Reduce by 1%		0%		0%	
<b>TOTAL EVALUATION POINTS</b>			80.75		82.7		83.76		72.82		85.48	
<b>RANKING</b>			4		3		2		5		1	

\*\*\*Note: Vendor will award a \$500 annual student scholarship every year during the term of an awarded contract.

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

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



**SOUTH TEXAS COLLEGE**  
**5. PEST CONTROL SERVICES**  
**PROJECT NO. 20-21-1048 -- EVALUATION SUMMARY**

VENDOR		Bug Off Pest Control		Bug Works Termite & Pest Control, Co.		Del Valle Termite and Pest Control Specialists, LLC.		Mid Valley Pest Control, LLC.		Zaap It Pest Control	
ADDRESS		1609 Mozelle St		715 W Pecan		1508 W Dove Ave Ste G		8002 E Curry Rd		1013 E Sandstone Dr	
CITY/STATE/ZIP		Pharr, TX 78577		McAllen, TX 78501		McAllen, TX 78504		Edinburg, TX 78542		Mission, TX 78574	
PHONE		956-782-7378		956-687-2645		956-433-3348		956-383-2651		956-624-1577	
FAX		956-782-1149		956-687-2646				956-287-7717			
CONTACT		Tommy Cantu		Mark Sullivan		Juan E Quevedo		Ricky Campos		Pedro Balderas Jr	
1	The purchase price. (up to 40 points)	29.77	29.77	29.72	29.72	33.43	33.43	21.16	21.16	40	40
		29.77		29.72		33.43		21.16		40	
		29.77		29.72		33.43		21.16		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	16	15.83	16	15.66	16	15	16	15.83	16	14.66
		15		14		13		15		12	
		16.5		17		16		16.5		16	
3	The quality of the vendor's goods or services. (up to 18 points)	16	15.83	16	16.33	16	16	16	16	15	13.66
		15		15		15		15		10	
		16.5		18		17		17		16	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	13	13	13	13.66	13	13	13	13	12	11.16
		12		14		12		12		8	
		14		14		14		14		13.5	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.66	3	3	2	2	2	2	2	2
		3		3		2		2		2	
		2		3		2		2		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	1	1	0	0
		0		0		0		1		0	
		0		0		0		1		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	4	3.66	4	4.33	4	4.33	4	3.83	3.5	4
		3		4		4		3		4	
		4		5		5		4.5		4.5	
TOTAL EVALUATION POINTS		80.75		82.7		83.76		72.82		85.48	
RANKING		4		3		2		5		1	

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

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

**SOUTH TEXAS COLLEGE**  
**5. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	<b>12-15</b> <b>7-11</b> <b>3-6</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

**SOUTH TEXAS COLLEGE**  
**6. SCIENCE LABORATORY SUPPLIES**  
**PROJECT NO. 20-21-1047**

<b>VENDOR</b>		Anatomical Worldwide, LLC. /dba Anatomy Warehouse	Bio-Rad Laboratories, Inc.	Carolina Biological Supply, Co.	Fisher Scientific, Co. LLC.	Flinn Scientific, Inc.	Jameco Electronics	PASCO Scientific	VWR International, LLC.
<b>ADDRESS</b>		1630 Darrow Ave	2000 Alfred Nobel Dr	2700 York Rd	4500 Turnberry Dr	770 N Raddant Rd	1355 Shoreway Rd	10101 Foothills Blvd	100 Matonford Rd
<b>CITY/STATE/ZIP</b>		Evanston, IL 60201	Hercules, CA 94547	Burlington, NC 27215	Hanover Park, IL 60133	Batavia, IL 60510	Belmont, CA 94002	Roseville, CA 95747	Radnor, PA 19087
<b>PHONE</b>		800-422-1134	800-424-6723	336-586-4422	800-855-1177	800-452-1261	800-831-4242	916-786-3800	800-962-2660
<b>FAX</b>		312-789-4210	800-879-2289	336-538-6330	800-955-0740	866-452-1436	800-592-6718	916-786-7565	800-635-8439
<b>CONTACT</b>		Curt Schlesinger	Roselyn Boston	Gray Amick	Patricia Burns	Jim Nesbit	Randy Hujar	Greg Montgomery	Mark Tringali
<b>#</b>	<b>Description</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>
<b>Biology</b>									
1	Categories: Living Specimens, Preserved Specimens, Dissection Alternatives, Dissection Instruments, Reference Materials, Study Kits, Models, Labware and Supplies, Biology Equipment Supplies, Accessories and Material only for: Microbiology, Zoology, Botany, Physiology/Health, Biotechnology, Biotechnology, Prepared Microscopes Slides, Microscopes and etc.	2%	Educational Pricing Average of 20%	5%	19%-35%	10%	3%	3%	E&I Discount Contract # CNR-0149
<b>Chemistry</b>									
2	Categories: Reference Materials, Demonstration Materials, Chemical Kits, Glassware, Experiments, Chemicals, Labware, Chemistry Equipment Supplies, Accessories & Materials Only for: Molecular Model, Electrochemistry, Colorimeters, and Microscale Chemistry			5%	19% -35%	10%	3%	3%	E&I Discount Contract # CNR-0149
<b>Physics and Geology</b>									
3	Categories: Reference Materials, Environmental Test Kits Supplies, Accessories and Materials only for: Properties of Matter, Wave Motion & Sound, Light/Optics, Heat, Electronics Test Instruments, Electricity, Atomic and Nuclear Physics, Meteorology, Rock, Mineral, Fossil Collection, Field, Stream Tables, Soil, Water, Air, and PH			5%	19% -35%	10%	3%	3%	E&I Discount Contract # CNR-0149
<b>Geography</b>									
4	Categories: Reference Materials Supplies Accessories and Materials Only for: Soil, Water, Air, PH, and Dinosaurs			5%	19% -35%	10%	3%		E&I Discount Contract # CNR-0149
<b>Shipping</b>									
5	Shipping Charges	Free ground delivery for orders over \$100.00. Ground delivery charges apply to orders under \$100.00.	Shipping and handling vary per item.	Free stand freight on orders of \$200.00 or more. Shipping and handling fees apply to all orders less than \$200.00.	Free freight live, hazardous, and motor freight items. Hazardous materials surcharge of \$10 per order.	Free Shipping, some exceptions.	Orders under \$200.00 shall be subject to the following fees. Orders under \$49.99 - \$15.00 fee. Orders from \$50.00 - \$199.99 - \$10.00 fee.	Estimate 10% of total order (Minimum of \$16.00). All shipping & handling charges will be prepaid and added to invoice.	Customer Pays the following shipping charge: - Fuel surcharge per order - Furniture over \$25,000 - Bulky Chemicals -Large Capital Equipment -SciEd live products requiring special packaging -Air Shipments - Expedited Shipping

**SOUTH TEXAS COLLEGE**  
**7. SECURITY CAMERAS**  
**PROJECT NO. 20-21-1049**

<b>VENDOR</b>			Circle Industries		Convergint Technologies, LLC.		Darvid, Inc. / dba Security Solutions of DFW		Electra Link, Inc.		Halifax Security, Inc. / dba North American Video	
<b>ADDRESS</b>			9949 W Sam Houston Pkwy N		6710 W Expway 83 Ste 216		4350 Alpha Rd Ste 100		21755 IH-45 Bldg 10		301 Drum Point Rd	
<b>CITY/STATE/ZIP</b>			Houston, TX 77064		Harlingen, TX 78552		Dallas, TX 75244		Spring, TX 77388		Brick, NJ 08723	
<b>PHONE</b>			833-424-7253		956-525-2468		469-621-1543		281-350-6096		732-477-0686	
<b>FAX</b>			855-444-0549		210-855-4856				281-350-8295		732-477-0886	
<b>CONTACT</b>			Vicki Benys		Rick Alexander		Ronald D. Ruegge		Megan Lara		Suzanne Thomas	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
<b>Security Cameras and Licenses</b>												
1	7	Avigilon 12.0W-H5A-FE-DO1-IR (12MP Fisheye Camera with IR)	\$ 862.50	\$ 6,037.50	\$ 889.33	\$ 6,225.31	\$ 686.00	\$ 4,802.00	\$ 938.74	\$ 6,571.18	\$ 759.00	\$ 5,313.00
2	4	Avigilon 8.0C-H5A-D1-IR (8MP Indoor Dome Camera with IR)	\$ 1,032.75	\$ 4,131.00	\$ 1,064.88	\$ 4,259.52	\$ 820.00	\$ 3,280.00	\$ 1,119.99	\$ 4,479.96	\$ 909.00	\$ 3,636.00
3	6	Avigilon 6.0C-H5A-DO1-IR (6MP Outdoor Dome Camera with IR)	\$ 983.25	\$ 5,899.50	\$ 1,013.84	\$ 6,083.04	\$ 781.00	\$ 4,686.00	\$ 1,069.99	\$ 6,419.94	\$ 865.00	\$ 5,190.00
4	6	Avigilon 4.0C-H5A-DO1-IR (4MP Indoor Dome Camera with IR)	\$ 873.75	\$ 5,242.50	\$ 900.93	\$ 5,405.58	\$ 684.00	\$ 4,104.00	\$ 949.99	\$ 5,699.94	\$ 769.00	\$ 4,614.00
5	27	Avigilon ACC7 Enterprise License	\$ 221.85	\$ 5,989.95	\$ 228.75	\$ 6,176.25	\$ 175.00	\$ 4,725.00	\$ 241.24	\$ 6,513.48	\$ 196.00	\$ 5,292.00
6	1	Avigilon H4F-MT-NPTA1 (NPT Adapter for Fisheye Dome Camera)	\$ 45.90	\$ 45.90	\$ 47.32	\$ 47.32	\$ 36.00	\$ 36.00	\$ 51.24	\$ 51.24	\$ 41.00	\$ 41.00
7	1	Avigilon CM-MT-WALL1 (Pendant Wall Mount for Fisheye Camera)	\$ 53.55	\$ 53.55	\$ 55.21	\$ 55.21	\$ 42.00	\$ 42.00	\$ 58.74	\$ 58.74	\$ 47.00	\$ 47.00
8	2	Avigilon 4.0C-H5A-BO1-IR (4MP Outdoor Bullet Camera with IR)	\$ 873.75	\$ 1,747.50	\$ 900.93	\$ 1,801.86	\$ 690.00	\$ 1,380.00	\$ 949.99	\$ 1,899.98	\$ 769.00	\$ 1,538.00
9	1	Avigilon 3.0C-H5SL-BO1-IR (3MP Outdoor Bullet Camera with IR)	\$ 436.05	\$ 436.05	\$ 449.61	\$ 449.61	\$ 346.00	\$ 346.00	\$ 474.99	\$ 474.99	\$ 384.00	\$ 384.00
10	3	Avigilon H4-BO-JBOX (Junction Box for Outdoor Bullet Camera)	\$ 68.85	\$ 206.55	\$ 70.99	\$ 212.97	\$ 54.00	\$ 162.00	\$ 76.24	\$ 228.72	\$ 61.00	\$ 183.00
11	1	Avigilon 4.0C-H5A-D1 (Indoor Dome Camera)	\$ 720.62	\$ 720.62	\$ 743.04	\$ 743.04	\$ 570.00	\$ 570.00	\$ 782.49	\$ 782.49	\$ 634.00	\$ 634.00
12	1	Shipping and Handling	\$ 150.00	\$ 150.00	\$ 1,011.20	\$ 1,011.20	\$ 72.60	\$ 72.60		\$ -		\$ -
<b>TOTAL PROPOSAL AMOUNT</b>			\$ 30,660.62		\$ 32,470.91		\$ 24,205.60		\$ 33,180.66		\$ 26,872.00	
<b>TOTAL EVALUATION POINTS</b>			83.12		81.25		97.66		80.12		90.02	
<b>RANKING</b>			3		4		1		5		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  
7. SECURITY CAMERAS  
PROJECT NO. 20-21-1049  
EVALUATION SUMMARY**

VENDOR		Circle Industries		Convergent Technologies, LLC.		Darvid, Inc. / dba Security Solutions of DFW		Electra Link, Inc.		Halifax Security, Inc. / dba North American Video	
ADDRESS		9949 W Sam Houston Pkway N		6710 W Expway 83 Ste 216		4350 Alpha Rd Ste 1000		21755 IH-45 Bldg 10		301 Drum Point Rd	
CITY/STATE/ZIP		Houston, TX 77064		Harlingen, TX 78552		Dallas, TX 75244		Spring, TX 77388		Brick, NJ 08723	
PHONE		833-424-7253		956-525-2468		469-621-1543		281-350-6096		732-477-0686	
FAX		855-444-0549		210-855-4856				281-350-8295		732-477-0886	
CONTACT		Vicki Benys		Rick Alexander		Ronald D. Ruegge		Megan Lara		Suzanne Thomas	
1	The purchase price and the long cost to the College to acquire the vendor's goods and/or services. (up to 50 points)	39.47	39.47	37.27	37.27	50	50	36.47	36.47	45.03	45.03
		39.47		37.27		50		36.47		45.03	
		39.47		37.27		50		36.47		45.03	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	8	8.66	8	8.66	9	9	8	8.66	8	8.33
		10		8		10		9		8	
		8		10		8		9		9	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	16.66	16	16.66	17	17.33	16	16.33	17	17
		17		17		18		17		17	
		17		17		17		16		17	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	15	16.33	16	16.66	17	17.33	16	16.66	17	17
		17		17		18		17		17	
		17		17		17		17		17	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	3	3	2	2	2	2.66
		2		2		3		2		3	
		2		2		3		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	1	1	0	0	0	0
		0		0		1		0		0	
		0		0		1		0		0	
TOTAL EVALUATION POINTS		83.12		81.25		97.66		80.12		90.02	
RANKING		3		4		1		5		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**  
**7. PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
<b>1 Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
<b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
<b>3 Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>5 Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b> a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
<b>8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>	<b>100</b>		

**Definitions of evaluation terms:**

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



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

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

8a

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

June 1, 2021

Ambassador Education Solutions  
Attn: Ms. Kristen White  
445 Broad Hollow Rd. Ste. 206  
Melville, NY 11747

Dear Ms. White:

On July 28, 2020, South Texas College awarded a contract to Ambassador Education Solutions for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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

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

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

June 1, 2021

Barnes & Noble Booksellers, Inc.  
Attn: Ms. Tracy Vidakovich  
122 Fifth Avenue  
New York, NY 10011

Dear Ms. Vidakovich:

On July 28, 2020, South Texas College awarded a contract to Barnes & Noble Booksellers, Inc. for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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

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

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June 1, 2021

Barnes & Noble College Booksellers, LLC.  
Attn: Ms. Kim Otte  
120 Mountain View Blvd  
Baskin Ridge, NJ 07920

Dear Ms. Otte:

On July 28, 2020, South Texas College awarded a contract to Barnes & Noble College Booksellers, LLC. for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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June 1, 2021

Complete Book & Media Supply, LLC.  
Attn: Ms. Kendall Montiegel  
1200 Toro Grande Dr. Ste. 200  
Cedar Park, TX 78613

Dear Ms. Montiegel:

On July 28, 2020, South Texas College awarded a contract to Complete Book & Media Supply, LLC. for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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June 1, 2021

Hertz-New Method, Inc./dba Perma-Bound Books  
Attn: Ms. Carol Foster  
617 E. Vandalia Rd.  
Jacksonville, IL 62650

Dear Ms. Foster:

On July 28, 2020, South Texas College awarded a contract to Hertz-New Method, Inc./dba Perma-Bound Books for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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Director of Purchasing

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

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June 1, 2021

Kamico Instructional Media, Inc.  
Attn: Mr. Jeremy McCray  
P O Box 1143  
Salado, TX 76571

Dear Mr. McCray:

On July 28, 2020, South Texas College awarded a contract to Kamico Instructional Media, Inc. for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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June 1, 2021

Kaplan Early Learning Company  
Attn: Ms. Elizabeth Patterson  
1310 Lewisville-Clemmons Road  
Lewisville, NC 27023

Dear Ms. Patterson:

On July 28, 2020, South Texas College awarded a contract to Kaplan Early Learning Company for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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Director of Purchasing

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June 1, 2021

Lakeshore Equipment Company/dba Lakeshore  
Learning Materials  
Attn: Mr. Rafael Muro  
2695 E. Dominguez St.  
Carson, CA 90895

Dear Mr. Muro:

On July 28, 2020, South Texas College awarded a contract to Lakeshore Equipment Company/dba Lakeshore Learning Materials for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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June 1, 2021

Wolters Kluwer Medical  
Attn: Mr. Tom Kayo  
2001 Market St.  
Philadelphia, PA 19103

Dear Mr. Kayo:

On July 28, 2020, South Texas College awarded a contract to Wolters Kluwer Medical for Books and Educational Materials. 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 August 27, 2021 through August 26, 2022.

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June 1, 2021

EBSCO Information Services  
Attn: Ree Sherer  
P.O. Box 2543  
Birmingham, AL 35202

Dear Mr. Sherer:

On July 23, 2019, South Texas College awarded a contract to EBSCO Information Services for Library Serials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

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June 1, 2021

ABDO Publishing Company  
Attn: Ms. Joslyn Lillion  
8000 W. 78<sup>th</sup> St. Ste. 310  
Edina, MN 55439

Dear Ms. Lillion:

On August 25, 2020, South Texas College awarded a contract to ABDO Publishing Company for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Baker & Taylor, LLC.  
Attn: Ms. Lee Ann Queen  
2810 Coliseum Ctr. Dr. Ste. 300  
Charlotte, NC 28217

Dear Ms. Queen:

On August 25, 2020, South Texas College awarded a contract to Baker & Taylor, LLC. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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Director of Purchasing

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



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3201 W. Pecan Blvd., McAllen, TX 78501

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P.O. Box 9701, McAllen, TX 78502-9701  
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June 1, 2021

Bound to Bound Books, Inc.  
Attn: Ms. Lori Smith  
1880 W. Morton  
Jacksonville, IL 62650

Dear Ms. Smith:

On August 25, 2020, South Texas College awarded a contract to Bound to Bound Books, Inc. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Cengage Learning, Inc.  
Attn: Mr. Roger Strong  
200 Pier Four Blvd, Ste. 400  
Boston, MA 02210

Dear Mr. Strong:

On August 25, 2020, South Texas College awarded a contract to Cengage Learning, Inc. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Central Programs, Inc. /dba Gumdrop Books  
Attn: Ms. Nancy Crovetti  
802 N. 41<sup>st</sup>. St.  
Bethany, MO 64424

Dear Ms. Crovetti:

On August 25, 2020, South Texas College awarded a contract to Central Programs, Inc./dba Gumdrop Books for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Crabtree Publishing Company  
Attn: Ms. Andrea Crabtree  
341 Fifth Ave. Ste. 1402-145  
New York, NY 10016

Dear Ms. Crabtree:

On August 25, 2020, South Texas College awarded a contract to Crabtree Publishing Company for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

EBSCO Industries, Inc.  
Attn: Mr. Alan Saltzman  
10 Estes St.  
Ipswich, MA 01938

Dear Mr. Saltzman:

On August 25, 2020, South Texas College awarded a contract to EBSCO Industries, Inc. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Ingram Library Services, LLC.  
Attn: Ms. Pamela R. Smith  
P O Box 3006  
La Vergne, TN 37086

Dear Ms. Smith:

On August 25, 2020, South Texas College awarded a contract to Ingram Library Services, LLC. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Lektro, Inc./dba Escue & Associates  
Attn: Mr. Greg Escue  
4309 River Ranch Circle  
Robstown, TX 78380

Dear Mr. Escue:

On August 25, 2020, South Texas College awarded a contract to Lektro, Inc./dba Escue & Associates for Library Materials. 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 September 1, 2021 through August 31, 2022.

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June 1, 2021

Midwest Library Service  
Attn: Mr. Herbert M. Lesser  
11443 St. Charles Rock Rd.  
Bridgeton, MO 63044

Dear Mr. Lesser:

On August 25, 2020, South Texas College awarded a contract to Midwest Library Service for Library Materials. 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 September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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

June 1, 2021

Midwest Tape, LLC.  
Attn: Ms. Sue Bascuk  
1417 Timberwolf Dr.  
Holland, OH 43528

Dear Ms. Bascuk:

On August 25, 2020, South Texas College awarded a contract to Midwest Tape, LLC. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

June 1, 2021

Perma-Bound Books  
Attn: Ms. Heather Cook  
617 E. Vandalia Rd.  
Jacksonville, IL 62650

Dear Ms. Cook:

On August 25, 2020, South Texas College awarded a contract to Perma-Bound Books for Library Materials. 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 September 1, 2021 through August 31, 2022.

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

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Director of Purchasing

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

June 1, 2021

ProQuest, LLC.  
Attn: Mr. Christopher Kaul  
789 E. Eisenhower Parkway  
Ann Arbor, MI 48106

Dear Mr. Kaul:

On August 25, 2020, South Texas College awarded a contract to ProQuest, LLC. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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



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

June 1, 2021

Rittenhouse Book Distributors, Inc.  
Attn: Ms. Nicole Gallo  
51 Fehleley Dr.  
King of Prussia, PA 19406

Dear Ms. Gallo:

On August 25, 2020, South Texas College awarded a contract to Rittenhouse Book Distributors, Inc. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

June 1, 2021

Scholastic Library Publishing, Inc.  
Attn: Ms. Allison Henderson  
P O Box 5277  
Brookfield, CT 06804

Dear Ms. Henderson:

On August 25, 2020, South Texas College awarded a contract to Scholastic Library Publishing, Inc. for Library Materials. 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 September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 22, 2021**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Clarus Glassboards, LLC. /Gateway Printing and Office Supply, Inc. (NCPA)</b>					
1	2	Go Mobile Glassboard 40" x 73, 4 Casters, CBC-301	\$1,418.87	\$2,837.74	Division of Nursing and Allied Health - Jayson Valerio
					Mobile Glassboards to be used by faculty and students during classroom lecturers and in program skills labs
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$590.35	\$590.35	
		<b>Clarus Glassboards, LLC. Total</b>		<b>\$3,428.09</b>	
<b>Cramer, LLC. /Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	24	RPSD2.282 Fusion Fit R+ Desk Height Chair, Small Back	\$414.70	\$9,952.80	New Furniture - Rick De La Garza
	1	RPMM2.282 Fusion R+ Mid Height Stool, Medium Back, No Arms	\$505.45	\$505.45	Stools are needed for the Pecan Campus Bldg G Science Lab for the Division of Math and Science
2	1	Labor to receive, inspect, deliver, install and remove debris	\$1,375.00	\$1,375.00	
		<b>Cramer, LLC. Total</b>		<b>\$11,833.25</b>	
<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	1	2036KH Heavy Duty Plus Trakslider Top Shelf 36"	\$ 32.29	\$ 32.29	Chemistry Program - Enriqueta Cortez
	4	2036TH Unslotted Heavy Duty Plus Shelf 36"W x 20D"	\$ 32.29	\$ 129.16	Shelving will be used in the Chemistry Department
	2	7620LO Open "L" Upright 20"D x 76 1/4"H	\$ 47.24	\$ 94.47	to store equipment and glassware
	4	HR20 Heavy Duty Plus Shelf Reinforcement 20"	\$ 2.88	\$ 11.52	
	10	HS-3611 Heavy Duty Plus Shelf Support 36"	\$ 5.82	\$ 58.20	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 55.00	\$ 55.00	
		<b>Datum Filing Systems, Inc. Total</b>		<b>\$ 380.64</b>	
<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	2	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$486.22	\$972.44	Resource Development, Mgmt, and Compliance - Virginia R. Champion
					Chairs are needed for the Officer of Resources Development, Management and Compliance staff
2	24	1052FT3.UP Rio Light task chair, Upholstered Seat	\$286.58	\$6,877.92	Centers for Learning Excellence (CLE) - Lynell Williams
					Student chairs are necessary to replace old and out of warranty chairs at the Mid Valley Campus CLE
3	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$486.22	\$486.22	Centers for Learning Excellence (CLE) - Lynell Williams
					Faculty/Staff chairs will replace old and out of warranty chairs at the Nursing and Allied Health Campus CLE
4	3	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$486.22	\$1,458.66	Student Financial Services - Juan Galvan
					Faculty/Staff chairs will replace old and out of warranty chairs at Mid Valley Campus Student Financial Services Office



**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 22, 2021**

#	Qty	Description	Unit Price	Extension	Requesting Department
5	1	Labor to receive, inspect, deliver, install and remove debris	\$1,650.00	\$1,650.00	
		<b>Exemplis Corporation Total</b>		<b>\$11,445.24</b>	
		<b>Gateway Printing and Office Supply, Inc. (PCA)</b>			
1	3	BS6-121812-1MGY Medium Grey Assm-6 BX-1 WD	\$275.00	\$825.00	Centers for Learning Excellence (CLE) - Lynell Williams
18		MAS-1710 MK Grooved key lock dead bolt	\$25.00	\$450.00	Lockers will be used at the Mid Valley Campus CLE
	1	MSCH Material Surcharge	\$174.42	\$174.42	
2	4	BS6-121812-1MGY Medium Grey Assm-6 BX-1 WD	\$275.00	\$1,100.00	Centers for Learning Excellence (CLE) - Lynell Williams
	24	MAS-1710 MK Grooved key lock dead bolt	\$25.00	\$600.00	Lockers will be used at the Pecan Campus CLE
	1	MSCH Material Surcharge	\$232.56	\$232.56	
3	1	Labor to receive, inspect, deliver, install and remove debris	\$1,019.00	\$1,019.00	
		<b>Gateway Printing and Office Supply, Inc. Total</b>		<b>\$4,400.98</b>	
		<b>Krueger International, Inc. / Gateway Printing &amp; Office Supply, Inc. (Sourcewell)</b>			
1	4	SLLAU C-2 Strive 4-leg Armchairs	\$262.16	\$1,048.64	Office of Institutional Equity - Mary Elizondo
	1	D1-U-Shape Desk Unit	\$2,977.72	\$2,977.72	Desk and chair are needed for the new department director
2	1	BR3FX-74P 36" Round Barron Table	\$711.66	\$711.66	Equipment-New Faculty/Programs - Anahid Petrosian
	1	700 Series Desk, Full Modesty Panel,7D/D3066-74P-F	\$763.28	\$763.28	Desk and table is needed for new staff member
	1	700 Series Desk Return Full Modesty Panel 7D/R2448-74P-F	\$555.06	\$555.06	
	1	700 Series Files Supporting Ped-Box S7P/1530WBBF	\$557.38	\$557.38	
	1	700 Series Files Supporting Ped-File S7P/1524WFF	\$483.72	\$483.72	
3	3	C5-Impress Task Stool Armless Stool Pedestal Base	\$487.20	\$1,461.60	Student Financial Services - Juan Galvan
	3	Upcharge per Unit	\$38.13	\$114.39	Counter stools will replace old and out of warranty stools used at the Mid Valley Campus Student Financial Services Office
4	3	B26F-74P, Barron Fixed Leg Rect T Base 24" x 72"	\$816.64	\$2,449.92	Office Administration Program - Iris Jasso
					Tables will be used by the Office Administration for students participating in Fall hybrid classes
5	1	Labor to receive, inspect, deliver, install and remove debris	\$2,210.00	\$2,210.00	
		<b>Krueger International, Inc. Total</b>		<b>\$13,333.37</b>	
		<b>Landscape Forms (NCPA )</b>			
1	3	Harpo Bench	\$1,054.80	\$3,164.40	RCPSE - State - Roel Moroles
	1	Shipping and Handling	\$420.00	\$420.00	Benches are needed for students during fire trainings
		<b>Landscape Forms Total</b>		<b>\$3,584.40</b>	

**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 22, 2021**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partners)</b>					
1	1	HIEH3 Ignition Executive Chair	\$424.97	\$424.97	Division of Business, Public Safety, and Technology - Sara Lozano
					Chair needed to replace an old and out of warranty chair
2	6	HSC2472 Storage Cabinet 24D x 36W x 72H	\$606.56	\$3,639.36	Library Public Services - Lisa Walters
					Storage cabinets are needed to store and secure equipment at the Pecan Campus Library
3	1	HIEH3 Ignition Executive Chair	\$424.97	\$424.97	Equipment-New Faculty/Programs - Anahid Petrosian
					Chair needed to replace an old and out of warranty chair
4	1	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W	\$238.16	\$238.16	RCPSE - State - Roel Moroles
					Bookcase needed to store files and binders
5	1	H314 Vertical File 4 Drawer Letter w/lock	\$298.82	\$298.82	Centers for Learning Excellence (CLE) - Lynell Williams
	1	HS72ABC Brigade Bookcase 5-shelf	\$238.16	\$238.16	File cabinet and bookcase will be utilized by department staff at the Nursing and Allied Health CLE
6	1	Labor to receive, inspect, deliver, install and remove debris	\$1,074.00	\$1,074.00	
		<b>The Hon Company Total</b>		<b>\$6,338.44</b>	
<b>Versteel / Gateway Printing and Office Supply, Inc. (NCPA)</b>					
1	10	WAW23060VIFX Wavelink W2 30 x 60 Vibe Fixed Table	\$ 509.96	\$ 5,099.60	Centers for Learning Excellence (CLE) - Lynell Williams
					Tables to be used by student at the Mid Valley Campus
					Centers for Learning Excellence
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 550.00	\$ 550.00	
		<b>Versteel Total</b>		<b>\$ 5,649.60</b>	
		<b>Furniture Total</b>		<b>\$60,394.01</b>	

**SOUTH TEXAS COLLEGE**  
**12. STAFF UNIFORMS AND SERVICES AGREEMENT**

<b>NAME</b>			UniFirst Corporation	
<b>ADDRESS</b>			68 Jonspin Rd	
<b>CITY/STATE/ZIP</b>			Wilmington, MA 01887	
<b>PHONE</b>			210-224-0711	
<b>CONTACT</b>			Teresa Jensen	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	3	Facilities Operations and Maintenance and Custodial Services - Rental of Staff Uniforms Includes: Rental, Pickup, Delivery, Cleaning Services, and Repairs Period: 7/1/21 - 6/30/24	\$ 36,000.00	\$ 108,000.00
<b>TOTAL AMOUNT</b>			\$ 108,000.00	



Purchasing and Distribution Services  
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June 1, 2021

S & S Recovery, Inc.  
Attn: Mr. John Welborn  
4210 Altruria Road, #131  
Memphis, TN 38135

Dear Mr. Welborn:

On July 28, 2020, South Texas College awarded a contract to S & S Recovery, Inc. for Collection Agency 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 September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

June 1, 2021

Immediate Credit Recovery, Inc.  
Attn: Mr. Lynn Reynolds  
6 Neptune Rd. Ste. 110  
Poughkeepsie, NY 12601

Dear Mr. Reynolds:

On July 28, 2020, South Texas College awarded a contract to Immediate Credit Recovery, Inc. for Collection Agency 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 September 1, 2021 through August 31, 2022.

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www.SouthTexasCollege.edu

June 1, 2021

Key 2 Recovery, Inc.  
Attn: Mr. Justin Kailer  
201 N. Brookwood Ave.  
Hamilton, OH 45013

Dear Mr. Kailer:

On July 28, 2020, South Texas College awarded a contract to Key 2 Recovery, Inc. for Collection Agency 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 September 1, 2021 through August 31, 2022.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



June 1, 2021

FDG Construction  
Attn: Mr. Humberto Saenz  
1616 E. Griffin Pkwy, Ste. 110  
Mission, TX 78572

Dear Mr. Saenz:

On August 25, 2020, South Texas College awarded a contract to FDG Construction for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 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](mailto:beckyc@southtexascollege.edu).

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Director of Purchasing

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www.SouthTexasCollege.edu

June 1, 2021

G&S Glass, LLC.  
Attn: Mr. Gustavo Casas  
616 N. Closner Blvd  
Edinburg, TX 78541

Dear Mr. Casas:

On August 25, 2020, South Texas College awarded a contract to G&S Glass, LLC. for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 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](mailto:beckyc@southtexascollege.edu).

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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





June 1, 2021

Gateway Printing & Office Supply, Inc.  
Attn: Mr. Butch Shook  
14803 Bulverde Rd.  
San Antonio, TX 78247

Dear Mr. Shook:

On August 25, 2020, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 25, 2022.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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14d

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June 1, 2021

Luna Glass, LLC.  
Attn: Mr. Jose Luna  
224 N. McColl Road, Suite E  
McAllen, TX 78501

Dear Mr. Luna:

On August 25, 2020, South Texas College awarded a contract to Luna Glass, LLC. for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 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

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

14e

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

June 1, 2021

R. E. Friedrichs Company  
Attn: Mr. Austin C. Friedrichs  
3409 S. Jackson Rd.  
Pharr, TX 78577

Dear Mr. Friedrichs:

On August 25, 2020, South Texas College awarded a contract to R. E. Friedrichs Company for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 25, 2022.

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Sincerely,

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Director of Purchasing

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

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





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June 1, 2021

Risica & Sons, Inc.  
Attn: Mr. Pat Risica  
403 E. Expwy 83  
San Juan, TX 78589

Dear Mr. Risica:

On August 25, 2020, South Texas College awarded a contract to Risica & Sons, Inc. for Glass, Plexiglass, and Installation. 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 August 26, 2021 through August 25, 2022.

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Sincerely,

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Director of Purchasing

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

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

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



June 1, 2021

Architectural Division 8, Inc.  
Attn: Cliff Carnahan  
2810 N Expressway 77, Suite F  
Harlingen, TX 78552

Dear Mr. Carnahan:

On August 27, 2019 South Texas College awarded a contract to Architectural Division 8, Inc. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

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



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June 1, 2021

Burton Companies  
Attn: C. Scott Vaughan  
529 E. Business 83  
Weslaco, TX 78596

Dear Mr. Vaughan:

On August 27, 2019 South Texas College awarded a contract to Burton Companies for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Sincerely,

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Director of Purchasing

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

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

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





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3201 W. Pecan Blvd., McAllen, TX 78501

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

June 1, 2021

Bush Supply Company  
Attn: Juan Eraña  
2308 W. Trenton Rd  
Edinburg, TX 78539

Dear Mr. Eraña:

On August 27, 2019 South Texas College awarded a contract to Bush Supply Company for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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

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



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3201 W. Pecan Blvd., McAllen, TX 78501

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June 1, 2021

Central Plumbing & Electric Supply  
Attn: Gene Paul Peña  
625 S. Airport Dr.  
Weslaco, TX 78596

Dear Mr. Peña:

On August 27, 2019 South Texas College awarded a contract to Central Plumbing & Electric Supply for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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





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3201 W. Pecan Blvd., McAllen, TX 78501

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June 1, 2021

Dealers Electrical Supply  
Attn: Jose Ric Olivarez  
1401 E. Upas Ave  
McAllen, TX 78539

Dear Mr. Olivarez:

On August 27, 2019 South Texas College awarded a contract to Dealers Electrical Supply for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Sincerely,

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Director of Purchasing

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

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



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

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f (956) 872-4688

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June 1, 2021

Diaz Floors & Interior's Inc.  
Attn: Andres Diaz  
1205 W. Polk Ave  
Pharr, TX 78577

Dear Mr. Diaz:

On August 27, 2019 South Texas College awarded a contract to Diaz Floors & Interior's Inc. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Sincerely,

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Director of Purchasing

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

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

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



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3201 W. Pecan Blvd., McAllen, TX 78501

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f (956) 872-4688

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June 1, 2021

Ewing Irrigation  
Attn: Dagoberto Villarreal  
1312 E. Upas  
McAllen, TX 78502

Dear Mr. Villarreal:

On August 27, 2019 South Texas College awarded a contract to Ewing Irrigation for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Sincerely,

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





Purchasing and Distribution Services  
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t (956) 872-4681  
f (956) 872-4688

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June 1, 2021

Fairway Supply, Inc.  
Attn: Juan Perez  
8814 Shoal Creek  
Austin, TX 78757

Dear Mr. Perez:

On August 27, 2019 South Texas College awarded a contract to Fairway Supply, Inc. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Sincerely,

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Director of Purchasing

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

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



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

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

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

June 1, 2021

Fastenal Company  
Attn: Rigoberto Martinez  
225 N. McColl Rd.  
McAllen, TX 78501

Dear Mr. Martinez:

On August 27, 2019 South Texas College awarded a contract to Fastenal Company for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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



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

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

15j

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

June 1, 2021

Ferguson Enterprise  
Attn: Jesus Campos  
705 E. Expwy 83  
Pharr, TX 78577

Dear Mr. Campos:

On August 27, 2019 South Texas College awarded a contract to Ferguson Enterprise for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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





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June 1, 2021

International Supplier Larey, Inc./dba  
International Industrial Supply, Co.  
Attn: Moises Lara  
3620 E. 14<sup>th</sup> St.  
Brownsville, TX 78521

Dear Mr. Lara:

On August 27, 2019 South Texas College awarded a contract to International Supplier Larey, Inc./dba International Industrial Supply, Co. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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June 1, 2021

Interstate Batteries of the RGV  
Attn: Isaiah Lopez  
3317 W. Expwy 83  
McAllen, TX 78503

Dear Mr. Lopez:

On August 27, 2019 South Texas College awarded a contract to Interstate Batteries of the RGV for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

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f (956) 872-4688

15m

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

June 1, 2021

Johnson Supply  
Attn: Robert Salinas  
801 Mozelle St.  
Pharr, TX 78577

Dear Mr. Salinas:

On August 27, 2019 South Texas College awarded a contract to Johnson Supply for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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



Purchasing and Distribution Services  
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f (956) 872-4688

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

June 1, 2021

Johnstone Supply  
Attn: Rick Garcia  
3107 N. Sugar Rd.  
Pharr, TX 78577

Dear Mr. Garcia:

On August 27, 2019 South Texas College awarded a contract to Johnstone Supply for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

June 1, 2021

Lewis Mechanical Sales  
Attn: Stephen C. Lewis  
P O Box 331353  
Corpus Christi, TX 78463

Dear Mr. Lewis:

On August 27, 2019 South Texas College awarded a contract to Lewis Mechanical Sales for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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



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f (956) 872-4688

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P.O. Box 9701, McAllen, TX 78502-9701  
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June 1, 2021

Luna Glass, LLC.  
Attn: Jose Luna  
224 N. McColl, Ste. E  
McAllen, TX 78501

Dear Mr. Luna:

On August 27, 2019 South Texas College awarded a contract to Luna Glass, LLC. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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Director of Purchasing

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

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

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



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

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

15q

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

June 1, 2021

Martin Peña dba Delta Specialties Sign & Supply  
Attn: Martin Peña  
10205 E. Hwy 107  
Edinburg, TX 78542

Dear Mr. Peña:

On August 27, 2019 South Texas College awarded a contract to Martin Peña dba Delta Specialties Sign & Supply for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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15r

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June 1, 2021

Morrison Supply Company  
Attn: Joel Leal  
1101 N. 23<sup>rd</sup> St.  
McAllen, TX 78501

Dear Mr. Leal:

On August 27, 2019 South Texas College awarded a contract to Morrison Supply Company for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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15s

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June 1, 2021

MSC Industrial Supply, Co.  
Attn: David Lugo  
402 US 77 Frontage Rd.  
Harlingen, TX 78550

Dear Mr. Lugo:

On August 27, 2019 South Texas College awarded a contract to MSC Industrial Supply, Co. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

15t

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

June 1, 2021

Sherwin Williams, Co.  
Attn: Ben Garza  
3500 N. 10<sup>th</sup> St.  
McAllen, TX 78501

Dear Mr. Garza:

On August 27, 2019 South Texas College awarded a contract to Sherwin Williams, Co. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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  
f (956) 872-4688

15u

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

June 1, 2021

Trane U.S.A.  
Attn: Ricardo Montalvo  
503 W. Owassa  
Edinburg, TX 78539

Dear Mr. Montalvo:

On August 27, 2019 South Texas College awarded a contract to Trane U.S.A. for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





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15v

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

June 1, 2021

Valley Armature & Electric  
Attn: Kasey L. Lewis  
1313 N. Expwy 281  
Edinburg, TX 78542

Dear Mr. Lewis:

On August 27, 2019 South Texas College awarded a contract to Valley Armature & Electric for Maintenance and Repair Parts, Materials and Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2021 through August 31, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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**  
**16. DISTRICT WIDE TECHNOLOGY REQUEST**  
**JUNE 22, 2021**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	32	Computer 5080 Tower XCTO, i7-10700 Processor, 16GB Memory, 512GB Hard Drive, Intel Integrated Graphics, 22" Monitor, Warranty	\$ 915.82	\$ 29,306.24	Saeed Molki - Computer Science Program Replacement of out-of-warranty systems for student lab
2	2	Computer 5080 Tower XCTO, i7-10700 Processor, 16GB Memory, 512GB Hard Drive, Intel Integrated Graphics, Warranty	\$ 915.82	\$ 1,831.64	Virginia Champion - Resource Development, Management and Compliance New systems for dept staff
3	26	Precision 3650 Tower, i7-11700 Processor, 32GB Memory, 512GB Hard Drive Nvidia Quadro RTX 5000, 34" Curved Monitor, Warranty	\$ 3,088.58	\$ 80,303.08	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for student lab
<b>COMPUTER TOTAL</b>				<b>\$ 111,440.96</b>	
<b>LAPTOPS</b>					
4	10	Laptop Inspiron G7 17-7700, 8GB Memory, 16GB Hard Drive, Nvidia® GeForce RTX, Warranty	\$ 1,615.39	\$ 16,153.90	Samantha Uriegas/Laura Salas - Carl Perkins Grant Compliance New systems for AEDT Program student lab
5	1	Laptop Latitude 5420 BTX Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 883.16	\$ 883.16	Samantha Uriegas - Carl Perkins Grant Compliance New system for grant dept staff
6	1	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty	\$ 1,125.50	\$ 1,125.50	Myriam Lopez - Business Office New system for dept staff
7	5	Laptop Latitude 3510, Intel Core i5-10210U, 8GB Memory, 256GB Hard Drive, Intel UHD 620 Graphics, Keyboard, Warranty	\$ 653.10	\$ 3,265.50	Lynell Williams - Centers for Learning Excellence New systems for dept staff
8	1	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-10210U, 8GB Memory, 256GB Hard Drive, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty	\$ 1,125.50	\$ 1,125.50	Lynell Williams - Centers for Learning Excellence New system for dept staff
9	3	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-10210U, 8GB Memory, 256GB Hard Drive, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty	\$ 1,125.50	\$ 3,376.50	Rebecca De Leon - Early College High School Replacement of outdated systems for dept staff
10	4	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-10210U, 8GB Memory, 256GB Hard Drive, Intel UHD 620 Graphics, Docking Station, Keyboard and Mouse, Warranty	\$ 1,125.50	\$ 4,502.00	Antonio De La Cruz - Dual Credit Pathways Replacement of outdated systems for dept staff
11	2	Laptop Mobile Precision 5550 CTO, Intel Core i7-10750H, 32GB Memory, 512GB Hard Drive, Nvidia Quadro T1000, Warranty	\$ 2,221.69	\$ 4,443.38	Marie Evans - Educational Technologies New systems for dept staff
<b>LAPTOP TOTAL</b>				<b>\$ 34,875.44</b>	
<b>TABLET</b>					
12	1	Apple 12.9 inch iPad Air Wi-Fi 1 TB-Space Gray, Magic Keyboard, Apple Pencil, 3-year AppleCare Warranty	\$ 2,277.00	\$ 2,277.00	William Buhidar - Music Program New system for dept faculty
<b>TABLET TOTAL</b>				<b>\$ 2,277.00</b>	
<b>COMPUTER/LAPTOP/TABLET TOTAL</b>				<b>\$ 148,593.40</b>	

**CONTRACT TRAINING AGREEMENT**  
**South Texas College**

This **Contract Training Agreement** ("Agreement") is made and entered into as of the 10<sup>th</sup> of May, 2021 (the "Effective Date") and is by and between **SOUTH TEXAS COLLEGE (STC)**, an institution of higher education authorized by the laws and Constitution of the State of Texas, and **McAllen Independent School District (DISTRICT)**, a Texas public school district.

**WHEREAS**, the District requires training and educational services, as more fully described in **Attachment "A,"** and STC has the expertise, resources, personnel, and experience required to provide such services;

**WHEREAS**, this Agreement is of mutual interest and benefit to STC and the District;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, the District and STC (sometimes collectively referred to herein as the "Parties") agree as follows:

**1. Services and Fees**

a. During the term of this Agreement, STC shall provide training services to the District as set forth in **Attachment "A"** (the "Services") which is incorporated herein by reference. The Services may be modified, reduced or expanded with the advance written consent of the Parties. If there is any conflict between the terms and conditions of the Services described in **Attachment "A"** and those contained in the body of this Agreement, the terms of the Agreement shall control.

b. The District shall pay STC for the Services in accordance with the terms and conditions set forth in **Attachment "A."**

**2. STC's Responsibilities and Representations**

a. STC represents that all persons connected with STC who are directly in charge of providing the Services are duly registered and/or licensed under the laws, rules and regulations of any authority having jurisdiction, if so required by such laws, rules and regulations.

b. STC represents that to the best of its actual knowledge, as a result of providing the Services, there are no conflicts of interest between the District and any other person or entity for whom STC is providing or has provided training services. If, during the course of this Agreement, STC becomes aware of facts that constitute or may reasonably lead to a conflict of interest, STC shall promptly notify the District.

c. Except as may be expressly set forth in **Attachment "A,"** STC represents that its performance does not depend on the acquisition of rights from any third party and that the conveyance of any deliverables described as part of the Services will not knowingly infringe on the intellectual property rights of any third party.

d. STC shall: i) designate an administrator to oversee and administer STC's performance of the Services; ii) provide one or more qualified trainers, training materials and equipment appropriate for the Services; iii) assume full responsibility for complying with the requirements of the U.S. Copyright Act with respect to any training materials provided by STC in connection with providing the Services; iv) ensure that any facilities that will be used for the Services will be open and ready for use on the date(s) and time(s) specified for the Services, if the Services will take place at STC; and v) provide certificates of completion for the participants who complete the training requirements as outlined in the Services.

### 3. District's Responsibilities and Representations

a. The District shall: i) designate a contact person to communicate with STC about any specific requirements of the training program for which the Services are being provided and in connection with general planning and coordination; ii) refrain from copying, reproducing, creating derivative works, publishing, or further distributing any training materials provided by STC; and iii) make all required payments to STC within 30 days of receipt of the invoice.

b. If the District fails to make any payment as required by this Agreement, the District agrees to indemnify STC for all costs and expenses incurred by STC in its efforts to collect all amounts due including, but not limited to, court filing fees, litigation expenses, attorneys' fees, and any bank fees.

### 4. Default and Termination

a. If a party breaches this Agreement, the other party may, so long as such party has not caused the breach, terminate this Agreement upon ten (10) days written notice describing the details of the breach. The termination shall, however, not be effective if the breach is fully cured prior to the end of the ten-day period.

b. STC may for any reason, or no reason, terminate this Agreement at any time upon giving thirty (30) days advance written notice to the District. If STC terminates this Agreement for convenience, it shall have no liability to the District of any kind other than refunding any sums paid by the District for any services that were not performed.

c. The District acknowledges and agrees that by providing the Services, STC is not making any representation or warranty concerning the District's future performance or success and that STC is not responsible in any way for the operation of the District's business.

d. If STC breaches its obligations under this Agreement, the District's sole and exclusive remedy will be limited to, at STC's option, the correction or replacement of any of the Services or to the repayment of the portion of the compensation paid by the District corresponding to the non-conforming Services. STC shall not be liable to the District for any other damages, either special, direct, indirect, incidental, consequential or otherwise, and in no event shall the liability of STC exceed the total amount paid by the District under this Agreement.



e. Neither party will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

5. Miscellaneous

a. The relationship created by this Agreement shall be that of independent contractor. Nothing in this Agreement shall be read to make the employees or agents of either party an employee or an agent of the other.

b. This Agreement constitutes all representations, oral and written, of the work to be performed, replaces all previous agreements, and constitutes the entire agreement between the Parties; this Agreement may be modified only in writing, signed by each party, after reasonable notice.

c. The District agrees that STC may use the District's business name in the promotion of training services.

d. As a public community college of the state of Texas, STC is immune from actions in tort, except those arising from the use of a motor vehicle. Nothing in this Agreement shall be interpreted to constitute a waiver of this immunity by STC or an agreement by the Parties to indemnify or hold each other harmless except as provided for in Section 3.b.

e. This Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, successors, representatives, and assigns of the Parties, as the case may be.

f. STC, as part of an institution of higher education and recipient of federal and state funding, is subject to federal and state civil rights laws and regulations prohibiting it from discriminating on the basis of race, ethnicity, gender, creed, age, disability or Veterans status in any program or activity of STC. This Agreement, and the Services offered pursuant to this Agreement, are subject to the provisions of those laws and regulations, and the District agrees that it will cooperate in any civil rights investigation conducted by STC or any external agency regarding the Services or STC's performance of this Agreement.

g. This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. Each party submits to the exclusive jurisdiction of the courts located in Hidalgo County, Texas for the purpose of any action or proceeding brought by either of them in connection with this Agreement or any alleged breach thereof.

h. Neither party shall assign its rights or obligations hereunder without the prior written consent of the other party. STC shall not subcontract, either directly or indirectly, any of its responsibilities hereunder without the prior written consent of the District.

**IN WITNESS WHEREOF**, South Texas College and the District have executed and delivered this Agreement as of the date first above written.

**(STC) SOUTH TEXAS COLLEGE:MCALLEN INDEPENDENT SCHOOL DISTRICT:**

By: \_\_\_\_\_  
Dr. David C. Plummer,  
Interim President

By: \_\_\_\_\_  
Mr. Jose A. Gonzalez,  
Superintendent of Schools

By: \_\_\_\_\_  
Olivia de la Rosa  
Director

By: \_\_\_\_\_  
Mrs. Anjanette Gonzalez-Garza  
Director of State and Federal Programs

By: \_\_\_\_\_  
Stephen L. Crain  
Attorney

**Type of Funding:**      *Federal \_\_ (if Federal funds, CFDA \_\_\_\_\_); State \_\_; Local \_\_; Private \_\_*

Upon the execution of this Agreement, please return both copies in the envelope provided for your convenience. When all signatures are obtained, one fully executed original will be returned for your records. Please mail to:

South Texas College  
Department of Continuing Education  
Attn. Olivia de la Rosa, Director  
2621 W. Pecan Blvd.  
McAllen, TX 78501  
Phone (956) 872-3856  
Fax (956) 872-6753

**ATTACHMENT A**  
**SERVICES AND COSTS**

South Texas College will Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, CPR Training, GED Spanish Review, GED Spanish Review II, Introduction to Welding, Introduction to Welding Multiple, Beginning Computers, Intermediate Computers, Food Safety and Sanitation, Serv Safe Manager, Healthy Cooking and Healthy Cooking II to McAllen ISD participants. Upon successful completion of each course, participants will receive CEU's (Continuing Education Units) and a Certificate of Completion.

Program Title: MISD Parental Involvement Programs

Total No. of Hours: Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating-12 hours, CPR Training- 8 hours, GED Spanish Review, GED Spanish Review II-40 hours, Introduction to Welding, Introduction to Welding Multiple-54 hours Beginning Computers, Intermediate Computers-12Hrs, Food Safety and Sanitation, Serv Safe Manager-6 hours, Healthy Cooking and Healthy Cooking II-12 hours.

Administrator Responsible: J. Raul Ruiz, Program Developer & Coordinator

District Contact: Anjanette Garza, Director of Special Services

District Billing: 2000 N. 23<sup>rd</sup> St.  
McAllen, TX 78501

Dates: September 2021 through June 2022

Time: Various

Location: MISD Facilities

Program	# of Sessions	Min # of Students	Tuition	Supplies	Processing Fee	Total per Student	Total Per Session	Total per all Session
Basic Cake Decorating	1	15	\$38.40	\$50.00	\$5.76	\$94.16	\$1,412.40	\$1,412.40
Basic Cake Decorating	7	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$4,636.80
Intermediate Cake Decorating	1	15	\$38.40	\$50.00	\$5.76	\$94.16	\$1,412.40	\$1,412.40
Intermediate Cake Decorating	7	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$4,636.80
Advanced Cake Decorating	1	15	\$38.40	\$50.00	\$5.76	\$94.16	\$1,412.40	\$1,412.40
Advanced Cake Decorating	7	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$4,636.80
CPR Training	8	10	\$43.20	-	\$6.48	\$49.68	\$496.80	\$3,974.40

Program	# of Sessions	Min # of Students	Tuition	Supplies	Processing Fee	Total per Student	Total Per Session	Total per all Session
GED Spanish Review	3	20	\$144.00	-	\$21.60	\$165.60	\$3,312.00	\$9,936.00
GED Spanish Review II	3	20	\$144.00	-	\$21.60	\$165.60	\$3,312.00	\$9,936.00
Intro to Welding	2	12	\$378.00	\$400.00	\$56.70	\$834.70	\$10,016.40	\$20,032.80
Intro to Welding Multiple	2	12	\$378.00	\$400.00	\$56.70	\$834.70	\$10,016.40	\$20,032.80
Beginning Computers	2	20	\$36.00	-	\$5.40	\$41.40	\$828.00	\$1,656.00
Intermediate Computers	2	20	\$36.00	-	\$5.40	\$41.40	\$828.00	\$1,656.00
Food Safety and Sanitation	3	15	\$27.90	\$50.00	\$4.19	\$82.09	\$1,231.28	\$3,693.83
Serv Safe Manager	3	15	\$27.90	\$70.00	\$4.19	\$102.09	\$1,531.28	\$4,593.83
Cooking Healthy	3	15	\$55.80	-	\$8.37	\$64.17	\$962.55	\$2,887.65
Cooking Healthy II	3	15	\$55.80	-	\$8.37	\$64.17	\$962.55	\$2,887.65
<b>GRAND TOTAL</b>								<b>\$99,434.55</b>

The minimum cost per session per program shall remain as shown in the *Total per Session* column as the "Recovery of Cost" in order for STC to complete training for all remaining students. Additional students will be charged at the rate listed in the *Total per Student* column for each program.

**Review and Recommend Action to Revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus**

Approval to revise Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus will be requested at the June 22, 2021 Board meeting.

Purpose – The proposed revisions to the policies are necessary to reflect the College's current operations, procedures, and regulations relating to an alcohol and drug-free workplace and campus.

Justification – The request for the revisions to the policies are necessary for the following reasons:

- Policy 4213:
  - ⇒ To strengthen compliance in accordance with federal regulations to conduct drug and alcohol testing program for covered employees.
  - ⇒ To include language limiting the use of alcohol as part of the following programs: culinary arts, enology, wine technology, brewing, or beer technology where alcohol is used solely for instructional purposes.
  - ⇒ To align the current policy with the College's Public Safety Department drug and alcohol testing procedures.
  - ⇒ To change the title from "Drug Free Workplace and Campus" to "Drug-Free and Alcohol-Free Workplace and Campus."
  - ⇒ To incorporate revisions to clarify information and strengthen the overall policy.
- Policy 6320:
  - ⇒ To strengthen the policy in accordance with the Controlled Substances Act.
  - ⇒ To modify the policy to permit the use of alcohol in accordance with Board Policy 4213: Drug-Free and Alcohol-Free Workplace and Campus.

Background – South Texas College adopted both Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus on November 9, 1995.

Policy #4213 currently prohibits the possession and consumption of alcohol on campus. The Culinary Arts Program and the Workforce/Continuing Education Program have requested the use of alcohol as part of the curriculum for instructional purposes only. Therefore, it is proposed that Policy #4213 permit the use of alcohol limited to the programs and Policy #6320 references the exception.

Reviewers – The revised policies have been reviewed by staff, President's Cabinet, President's Administrative staff, Planning and Development Council (PDC), the Vice President for Finance and Administrative Services, Interim Vice President for Academic Affairs, and STC Legal Counsel, Mr. Jose Guerrero

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

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

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 22, 2021 Board meeting, to revise Policy #4213: Drug Free Workplace and Campus, and to change the title to "Drug-Free and Alcohol-Free Workplace and Campus", and revise Policy #6320: Prohibition of Drugs and Alcohol on Campus, as presented and which supersedes any previously adopted Board policy.



## MANUAL OF POLICY

Title **Drug-Free and Alcohol-Free ~~Drug-Free~~ Workplace and Campus** 4213

Legal Authority Approval of the Board of Trustees Page 1 of 3

Date Approved by Board As Amended by Board Minute Order dated **June 22, 2021**

### I. Purpose

South Texas College (College) is committed to maintaining a drug-free and alcohol-free workplace and campus for employees. The following policy is established for employees at South Texas College, with this goal in mind.

~~The policy of South Texas College is to maintain a drug-free workplace and campus. For the purposes of this policy "workplace and campus" is defined as College property, any College-sponsored activity, or any other site for the performance of work for the College. Activities prohibited by this policy shall be considered good cause, as that term is used in policies, for discipline, including but not limited to suspension, non-renewal or immediate termination of employment, if the activities occur on College property or at College-sponsored activities or at any other site for the performance of the work of the College. The provisions of policies shall apply to violations of this policy.~~

### II. Policy

All College employees shall be provided a copy of this policy. As a condition of employment, all College employees must comply with this policy.

It is the policy of South Texas College to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol ~~Prohibited activities under this policy include unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in schedules I through V of section 202 of 21 U.S.C. S 812, 21 C.F.R. Sections 1308.11-1308.15, as amended from time to time, in the workplace or campus, as defined by this policy.~~ by any College employee.

South Texas College prohibits any employee from being under the influence of alcohol or any non-prescribed controlled substance while in the workplace or campus.

South Texas College prohibits any employee from being under the influence of any legally prescribed drug while on duty with the College at any workplace or campus if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

The use of alcohol is permitted as part of the Culinary Arts Program, Enology or Wine Technology Program, Brewing, or Beer Technology Program, where the alcohol is used solely for instructional purposes. A student who is 18 years of age or older may taste the alcohol for educational purposes as part of the curriculum for the Culinary Arts Program, Enology or Wine Technology, Brewing or Beer Technology Program, provided that the service and tasting of the alcohol is supervised by a faculty or staff member who is at least 21 years of age in accordance with Sec. 106.16 of the Alcoholic Beverage Code. For this purpose, "taste" means to draw the alcohol into the mouth without swallowing or otherwise consuming the alcohol. The Culinary Arts Program, Enology or Wine Technology Program, and the Brewing and Beer Technology Program shall maintain written procedures regarding the use and safeguarding of alcohol.

~~To implement this policy, the administration shall establish a program to inform employees of the following:~~

- ~~1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the property of the College or at any part of the College's activities;~~

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title **Drug-Free and Alcohol-Free ~~Drug-Free~~ Workplace and Campus** 4213  
Legal Authority Approval of the Board of Trustees Page 2 of 3  
Date Approved by Board As Amended by Board Minute Order dated **June 22, 2021**

- ~~2. College policy of maintaining a drug free workplace and campus;~~
- ~~3. Any available drug counseling, rehabilitation, and employee assistance programs; and~~
- ~~4. A clear statement that South Texas College will impose sanctions on students and employees (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.~~

### Sanctions

1. An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, suspension, or other adverse action, including termination or expulsion under this policy and/or under Board Policy 4901: Standards of Conduct. The decision to discipline an employee should be made in accordance with Board Policy 4911: Disciplinary Action Procedures.
2. An employee who engages in conduct prohibited by this policy may be subject to referral for prosecution.
3. Any College employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined by this policy, must report that conviction to the Office of Human Resources ~~College~~ no later than 5 days after the conviction in accordance with Board Policy 4112: Self-Reporting of Criminal Conduct. If the convicted employee was performing work pursuant to a federal grant or to a federal contract for the procurement of goods or services valued at \$25,000 or more, the administration shall notify the federal contracting or granting agency of the conviction from the employee, ~~or otherwise.~~ Within 30 days after receiving notice of the conviction described in this paragraph ~~policy~~, the College shall impose discipline on the employee, or require the employee to ~~satisfactory participation in a enroll in a College-approved~~ drug abuse assistance or rehabilitation program. ~~by, any employee who is convicted of a violation of a criminal drug statute if the violation occurred in the workplace or on campus.~~ A convicted employee shall be required to satisfactorily complete the College-approved drug abuse assistance or rehabilitation program, as a condition of continued employment.

### Drug and Alcohol Testing

The College shall conduct testing to bus drivers in accordance with federal regulations, 49 CFR Part 655 (Federal Transit Administration funding received through agreement with the Lower Rio Grande Valley Development Council), and 49 C.F.R. Part 40, and in accordance with South Texas College Department of Public Safety's Student Transportation Services Drug and Alcohol-Free Workplace Procedures.

All applicants recommended for employment into safety-sensitive positions or individuals being transferred into safety-sensitive positions from non-safety sensitive positions are required to be given a pre-employment drug and alcohol test before making an offer of employment or transfer. Random, reasonable suspicion, and post-accident drug testing shall be conducted on all safety-sensitive employees. The South Texas College Department of Public Safety maintains written procedures regarding drug and alcohol testing.

### **III. Definitions:**

For purposes of this policy:

1. Alcohol – shall mean alcoholic beverages, distilled spirits, liquor, wine or vinous liquor, ale, malt liquor, wine cooler, mixed beverage, or beer, as these terms are defined in Chapter 1 of the Texas Alcoholic Beverages Code, as amended.

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title **Drug-Free and Alcohol-Free ~~Drug-Free~~ Workplace and Campus** 4213

Legal Authority Approval of the Board of Trustees Page 3 of 3

Date Approved by Board As Amended by Board Minute Order dated **June 22, 2021**

2. Controlled substances – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; the Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Control Substances Act.
3. Safety Sensitive Positions – shall mean a duty position or job category that requires the performance of a safety-sensitive function of Police Officers and Police Dispatchers.
4. Workplace or campus – shall mean any property or premises owned or otherwise under the possession and control of the College, any College-sponsored activity, or any other site used for the performance of work for the College or for teaching College students.

### IV. History

Origination Date Approved by Board	November 9, 1995
Date Amended and Approved by Board	June 22, 2021

~~Strikethrough denotes deletion~~

**Denotes addition**

## MANUAL OF POLICY

Title	Prohibition of Drugs and Alcohol on Campus	6320
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	As Amended by Board Minute Order dated June 22, 2021	

### I. Purpose

South Texas College is committed to maintaining a safe, healthy, and lawful working and educational environment for its employees and students.

### II. Policy

~~South Texas College prohibits alcoholic beverages and narcotic drugs, stimulants, hallucinogenics, and barbiturates within all owned or leased College buildings or grounds.~~ South Texas College prohibits employees and students from the unlawful possession, sale, distribution, offering, and/or consumption of controlled substances, as defined by the Controlled Substances Act, Subchapter I, Schedules I-V, on facilities and property owned, leased, or operated by the College, or while engaged in College-related activities or functions.

South Texas College also prohibits employees and students from being under the influence, possessing, or consuming alcoholic beverages on facilities and property owned, leased, or operated by the College, except as permitted in accordance with Board Policy 4213: Drug-Free and Alcohol-Free Workplace and Campus.

### III. Definitions

Controlled Substance – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; The Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Controlled Substances Act.

### IV. History

Origination Date Approved by Board	November 9, 1995
Date Amended and Approved by Board	June 22, 2021

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

- a. Student Tuition and Fees
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts
- c. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees

Approval of proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, and Regional Center for Public Safety Excellence (RCPSE) will be requested at the June 22, 2021 Board meeting.

The following changes to the Student Tuition and Fees are recommended to accommodate Out-of-District and Non-Resident School Districts who have contacted College Administration seeking to establish partnership for FY 2021 - 2022 to offer virtual dual credit courses taught by South Texas College Faculty. The changes to the Regional Center for Public Safety Excellence (RCPSE) tuition and fees schedules encompass Continuing Education courses related to Public Safety and add the fee associated with the Car Fire Simulator Training that will now be offered to partnering agencies.

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

### a. Student Tuition and Fees

- Revise Independent Dual Credit Tuition per Credit Hours as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>			
• Out-of-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	\$80.00 Plus Applicable Differential Tuition	\$87.00 Plus Applicable Differential Tuition	\$87.00 Plus Applicable Differential Tuition

- Add new Independent Dual Credit Tuition per Credit Hours as follows:

	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>	
• Out-of-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	\$87.00 Plus Applicable Differential Tuition

	Proposed Rate FY 2021-2022
• Non-Resident Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	\$87.00 Plus Applicable Differential Tuition
• Non-Resident Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	\$87.00 Plus Applicable Differential Tuition

- Add new Independent Dual Credit Fees as follows:

	Proposed Rate FY 2021-2022
<b>INDEPENDENT DUAL CREDIT FEES:</b>	
• Out-of-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	All fees, including course and incidental fees are applicable and will not be waived.
• Non-Resident Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived.
• Non-Resident Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College Who Do Not Receive Approval to Enroll in a Regular (Non-S) Section(s).	All fees, including course and incidental fees are applicable and will not be waived.

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

- Add new Dual Credit Tuition as follows:

	Proposed Rate FY 2021-2022
<b>DUAL CREDIT TUITION:</b>	
• Per credit hour tuition for Out-of-District dual credit students sponsored by partnering school districts	\$87.00



	Proposed Rate FY 2021-2022
• Per credit hour tuition for Non-Resident dual credit students sponsored by partnering school districts	\$87.00

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

- Revise Continuing Education Law Enforcement Courses Tuition and Fees as follows:

	Current Rate	Change	Proposed Rate FY 2021-2022
• Continuing Education <del>Law Enforcement</del> <b>Public Safety</b> Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule

- Add new Regional Center for Public Safety Excellence (RCPSE) Fee as follows:

	Proposed Rate FY 2021-2022
Fees: • Car Fire Simulator Training (per 4 hours)	Variable, based on recovery of costs

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

Enclosed- The three (3) proposed Tuition and Fees Schedules for FY 2021 - 2022 follow in the packet for the Committee's information and review. The proposed revisions for FY 2021 - 2022 are highlighted in yellow.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Sara Lozano, Dean of Division of Business, Public Safety, and Technology, 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 June 22, 2021 Board meeting, the proposed revisions to Tuition and Fees Schedules for FY 2021 - 2022 for students, dual credit students sponsored by partnering school districts, and Regional Center for Public Safety Excellence (RCPSE) as presented.

# STUDENT TUITION AND FEES FY 2021-2022

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

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Out-of-State per credit hour		250.00	250.00
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero	Deleted	Deleted
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (In-District)		7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Out-of-District)		8.00 or variable tuition including zero	8.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition (Non-Resident)		18.00 or variable tuition including zero	18.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			87.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition	<del>80.00</del> 87.00 Plus applicable differential tuition
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College			87.00 Plus applicable differential tuition

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			87.00 Plus applicable differential tuition
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			All fees, including course and incidental fees are applicable and will not be waived
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable and will not be waived
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College			All fees, including course and incidental fees are applicable and will not be waived
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).			All fees, including course and incidental fees are applicable and will not be waived
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees

# STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester			900.00
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring: • Registration Fee per semester	150.00	150.00	150.00
Summer Minimesters: • Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	150.00	150.00
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	150.00	150.00
Information Technology Fee per credit hour	30.00	31.00	31.00
Learning Support Fee per credit hour	12.00	14.00	14.00
Student Activity Fee per credit hour (Summer 2020 Sessions - Fee waived)	4.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non- "S" section) courses - Fee waived • Fall 2020 traditional (non-"S" section) courses - Fee waived • Spring 2021 traditional (non-"S" section) courses- Fee waived	10.00	10.00	10.00
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee Spring 2020 - Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Emergency Loan Late Payment Fee Spring 2020 -Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
<b>TESTING FEES:</b>			
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00



## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Credit By Examination	Tuition	Tuition	Tuition
<b>GED Exam Fee-1st and 4th Attempts</b> <ul style="list-style-type: none"> <li>GED Exam Fee-<b>\$36.25</b> English Language Arts</li> <li>GED Exam Fee-<b>\$36.25</b> Mathematics only</li> <li>GED Exam Fee-<b>\$36.25</b> Science only</li> <li>GED Exam Fee-<b>\$36.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
<b>GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts</b> <ul style="list-style-type: none"> <li>GED Retest Exam Fee-<b>\$16.25</b> English Language Arts</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Mathematics only</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Science only</li> <li>GED Retest Exam Fee-<b>\$16.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
<b>HiSET Exam Fee (All Five Exams-1st and 4th Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee-Reading only \$25.00</li> <li>HiSet Exam Fee-Writing only \$25.00</li> <li>HiSET Exam Fee-Math only \$25.00</li> <li>HiSET Exam Fee-Science only \$25.00</li> <li>HiSET Exam Fee-Social Studies only \$25.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee-Reading only \$15.00</li> <li>HiSET Exam Fee-Writing only \$15.00</li> <li>HiSET Exam Fee-Math only \$15.00</li> <li>HiSET Exam Fee-Science only \$15.00</li> <li>HiSET Exam Fee-Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>TSI Assessment Exam Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	As per prior format and schedule	25.00	25.00
• TSI Assessment Exam Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Math only		15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading only		15.00	15.00
<b>TSI Assessment Exam Retesting Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	As per prior format and schedule	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams		29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only		15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only		15.00	15.00

# STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
American Welding Society Certification Testing and Material Fees		250.00	Recovery of costs and processing fees
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session) <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> <li>Summer Session</li> </ul>	40.00 40.00 20.00	50.00 50.00 25.00	50.00 50.00 25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session) <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> <li>Summer Session</li> </ul>	30.00 30.00 10.00	40.00 40.00 20.00	40.00 40.00 20.00
Reservation Fee: (per semester/session) <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> <li>Summer Session</li> </ul>	65.00 65.00 20.00	65.00 65.00 25.00	65.00 65.00 25.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	25.00
Course Repeat Fee per credit hour <ul style="list-style-type: none"> <li>Third or more attempt (Excludes Developmental)</li> <li>Enrollment in Developmental Studies Courses (&gt;18 credit hours)</li> </ul>	125.00 125.00	125.00 125.00	125.00 125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	29.00
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> <li>Gear Rental</li> <li>Self Contained Breathing Apparatus</li> <li>Testing</li> </ul>	280.00/4 weeks 360.00/Semester 85.00	1060.00	1060.00

## STUDENT TUITION AND FEES FY 2021-2022

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022 <b>PROPOSED CHANGES</b>
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.)  • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429		165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (non- "S" Section) (per course)  • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451		Recovery of costs and processing fees	150.00
Information Technology and Other Course Fees: Certification (per course)  • For the following courses: CPMT 1166 and CPMT 2350		Recovery of costs and processing fees	Recovery of costs and processing fees



## TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS

	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022  PROPOSED CHANGES
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts			87.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts			87.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:</b>			
Associate Degree Nursing	75.00	0.00	0.00
Emergency Medical Technology	55.00	0.00	0.00
Occupational Therapy Assistant	55.00	0.00	0.00
Patient Care Assistant	35.00	0.00	0.00
Pharmacy Tech	55.00	0.00	0.00
Physical Therapist Assistant	55.00	0.00	0.00
Radiologic Technology/Sonography	65.00	0.00	0.00
Respiratory Therapy	65.00	0.00	0.00
Vocational Nursing	75.00	0.00	0.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00



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

	<b>Board Approved FY 2019-2020</b>	<b>Board Approved FY 2020-2021</b>	<b>Board Approved FY 2021-2022</b> <b>PROPOSED CHANGES</b>
Continuing Education <del>Law Enforcement</del> Public Safety Courses	\$6.50 per contact hour, or variable tuition based on recovery of costs	\$6.50 per contact hour, or variable tuition based on recovery of costs	<del>\$6.50 per contact hour, or variable tuition based on recovery of costs</del> As per Workforce/Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule
Fees:			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	23.00	23.00	23.00
• Target Range Qualifier Simulator Training (per student for 30 minutes)	18.00	18.00	18.00
• Driving Simulator Training (per student for 30 minutes)	38.00	38.00	38.00
• Car Fire Simulator Training (per 4 hours)			Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour	100.00 per day or 18.00 per hour
• Skills Pad ( per agency per hour)	25.00	25.00	25.00
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
• TCOLE Licensing Certification Exam			
• Basic Peace Officer Exam		35.00	35.00
• Basic Jailer Exam		35.00	35.00
• Telecommunicator Exam		35.00	35.00
• Police Officer to Jailer Exam		35.00	35.00

### **Review and Recommend Action to Use HEERF Institutional Funds to Discharge Student Debt**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt will be requested at the June 22, 2021 Board meeting.

Purpose – To use HEERF Institutional Funds to discharge student debt as allowed by the Department of Education guidance and to offer students the opportunity to eliminate their debt burden.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used to reimburse sources of lost revenue including unpaid student accounts. If approved for this use, student unpaid delinquent account balances for the Fall 2020 and Spring 2021 terms will be discharged with HEERF Institutional Funds. As a result, approximately 3,488 students with a total of \$1,930,559 in debt will be not expected to pay this outstanding debt in the future. In addition, the debt will not be referred to a collection agency as per Board Policy #5537: Collection of Delinquent Accounts.

Background – The US Department of Education, Higher Education Emergency Relief Fund II (HEERF II) Institutional Portion allocation under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in the amount of \$32,178,403 was ratified by the Board of Trustees on January 26, 2021. In addition, the US Department of Education, Higher Education Emergency Relief Fund III (HEERF III) Institutional Portion allocation under the American Rescue Plan (ARP) in the amount of \$36,274,751 was ratified by the Board of Trustees on May 25, 2021.

As of June 2, 2021, the proposed estimated student debt that would be discharged is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Fall 2020	1,514	\$1,009,841
Spring 2021	1,974	920,718
<b>Total</b>	<b>3,488</b>	<b>\$1,930,559</b>

Reviewers – The Interim President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds.

Dr. David Plummer, Interim President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 22, 2021 Board meeting, to use HEERF Institutional Funds to discharge of student debt as presented.



**Review and Recommend Action on Unrestricted Fund Balance Designations as of  
August 31, 2021**

Approval of the Unrestricted Fund Balance Designations as of August 31, 2021 will be requested at the June 22, 2021 Board Meeting.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2020, the total fund balance in the Unrestricted Fund is \$93,263,688, which includes the Board designated amount of \$34,500,000, as reflected in the table below. The total designation of \$34,500,000 includes:

- 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding,
- 2) a \$15,000,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system,
- 3) a \$4,000,000 designation for the deferred maintenance of facilities,
- 4) a \$6,000,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and
- 5) \$2,000,000 for furniture replacements.

**ADDITIONAL DESIGNATION**

Management is proposing an additional Unrestricted Fund Balance designation in the amount of \$3,000,000 in Fiscal Year 2020 - 2021 for ERP infrastructure maintenance and renewal. This recommendation is presented because the acquisition of a new ERP system with updated technological features will be necessary in the future. The College must be prepared to fund a high cost ERP system.

In addition, the designation is also requested to be renamed to ERP Procurement and Infrastructure Maintenance and Renewal to include the possible procurement of an ERP system in the future.

Including the proposed additional fund balance designations for fiscal year 2020 - 2021, the total designation as of August 31, 2021 would be \$37,500,000, as follows.

<b>Summary of Fund Balance Designations</b>			
<b>Fund Balance Designations Per Category</b>	<b>FY 2019 - 2020</b>	<b>FY 2020 - 2021</b>	<b>Increase</b>
Health Insurance Premiums	\$7,500,000	\$7,500,000	\$-
ERP Procurement and Infrastructure Maintenance & Renewal	15,000,000	18,000,000	3,000,000
Facilities Deferred Maintenance	4,000,000	4,000,000	-
Business Continuity and Disaster Plan	6,000,000	6,000,000	-
Furniture Replacement	2,000,000	2,000,000	-
<b>Total Fund Balance Designation as of August 31</b>	<b>\$34,500,000</b>	<b>\$37,500,000</b>	<b>\$3,000,000</b>

As reflected below, as of August 31, 2021, the total estimated Undesignated Unrestricted Fund Balance is \$63,912,449 which represents approximately four and one-third (4.3) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances include the projected increase in fund balance due to FY 2020 - 2021 activity. After the completion of the FY 2020 – 2021 audit, management may propose an additional increase to the ERP procurement and infrastructure maintenance and renewal designation contingent on the final increase to the fund balance due to FY 2020 – 2021 activity, including the GASB liabilities.

<b>Unrestricted Fund Balance</b>			
	<b>Undesignated Fund Balance</b>	<b>Designated Fund Balance</b>	<b>Total Fund Balance</b>
Fund Balance – September 1, 2020	\$58,763,688	\$34,500,000	\$93,263,688
Less: Proposed Plant Funds Transfer	(2,000,000)	-	(2,000,000)
Proposed Amended Fund Balance	56,763,688	34,500,000	91,263,688
FY 2020 – 2021 Additional Designation	(3,000,000)	3,000,000	-
FY 2020 – 2021 Projected Net Fund Balance Increase	10,148,761	-	10,148,761
<b>Fund Balance – Projected August 31, 2021</b>	<b>\$63,912,449</b>	<b>\$37,500,000</b>	<b>\$101,412,449</b>

<b>Unrestricted Months Expense in Reserve</b>	
	<b>Undesignated Fund Balance</b>
Adjusted Fund Balance	\$63,912,449
# Months Expenses in Reserve	4.3 Months

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 22, 2021 Board meeting, the Unrestricted Fund Balance Designation as of August 31, 2020 in the amount of \$3,000,000 as presented.

### **Discussion and Action as Necessary on Staffing Plan Revisions for FY 2021 – 2022**

- a. Faculty Instructional Pool Funding Increase
- b. Critical New Non-Faculty Position
- c. Reclassifications of Non-Faculty Positions
- d. Funding of Selected Previously Frozen Positions
- e. Deletion of Vacant Department Chair and Non-Faculty Positions and Salary Pools
- f. FY 2021 – 2022 Position Salary Funding Reserve

Approval of Staffing Plan Revisions for FY 2021 – 2022 will be requested at the June 22, 2021 Board meeting.

Purpose – To discuss staffing plan revisions for FY 2021 – 2022, which include the approval of the faculty instructional pool funding increase, critical new non-faculty position, reclassification of non-faculty positions, funding of selected previously frozen positions, deletion of vacant department chair and non-faculty positions and salary pools and for FY 2021-2022 position salary funding reserve.

Justification – Administration has reviewed the proposed staffing plan revisions for FY 2021 – 2022 with staff, which include the faculty instructional pool funding increase, critical new non-faculty position, reclassification of non-faculty positions, funding of selected previously frozen position, deletion of vacant department chair and non-faculty positions, and salary pools, and FY 2021-2022 position salary funding reserve and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions for FY 2021 – 2022 are as follows:

<b>Staffing Plan Revisions</b>	<b>Net Salary Budget</b>
a. Faculty Instructional Pool Funding Increase	\$1,083,613
b. Critical New Non-Faculty Position	0
c. Reclassifications of Non-Faculty Positions	1,448
d. Funding of Selected Previously Frozen Positions	473,156
e. Deletion of Vacant Department Chair and Non-Faculty positions and Salary Pools	0
f. FY 22 Position Salary Funding Reserve	398,101
<b>Total</b>	<b>\$1,956,318</b>

**a. Faculty Instructional Pool Funding Increase**

A faculty instructional pool funding increase in the amount of \$1,083,613 will be required in Fiscal Year 2021-2022 to support student enrollment.

Funding	Amount
Faculty Instructional Pool Funding Increase	\$1,083,613
<b>Total Faculty Instructional Pool Funding Increase</b>	<b>\$1,083,613</b>

**b. Critical New Non-Faculty Position**

One (1) critical new non-faculty position is proposed for FY 2021 – 2022 to support the demand for matriculation events and activities for Dual Credit students in the future. A proposed net increase in salary budget of zero is being requested for this position as follows:

Funding	Amount
Salary Budget for Proposed Critical New Non-Faculty Position (Frozen)	\$2
Less -- Funding from Vacant Position	(2)
<b>Net Salary Budget Increase for Critical New Non-Faculty Position</b>	<b>\$0</b>

**c. Reclassifications of Non-Faculty Positions**

Reclassifications of Non-Faculty Positions for FY 2021 - 2022 are proposed due to the expansion of work duties or redistribution of work that has increased the position's accountability or has increased the complexity of fulfilling responsibilities.

Proposed reclassifications of positions result in a title, classification, pay grade change, and/or possible salary adjustments, and a fund source change and are necessary due to the following:

- a department is being restructured and the duties of the positions are increased or shifted;
- there will be or has been significant and sustained changes(s) to the position;
- when the college is unable to recruit qualified applicants for the position because of its current classification.

Reclassifications of positions were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

A total of eight (8) reclassifications are proposed, resulting in the title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments

totaling \$78,047 has been identified from vacant positions and salary pools, resulting in a net salary budget increase in the amount of \$1,446 as follows:

Funding	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions	\$79,493
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(78,047)
<b>Net Salary Budget Increase for Reclassifications of Positions</b>	<b>\$1,446</b>

**d. Funding of Selected Previously Frozen Non-Faculty Positions**

A total of twelve (12) previously frozen positions are proposed to be unfrozen. These positions are critically necessary for the operations of the College functions.

Funding	Amount
Salary Budget Proposed to Unfreeze Non-Faculty Positions	\$473,156
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(0)
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>	<b>\$473,156</b>

**e. Deletion of Vacant Department Chair and Non-Faculty Positions, and Salary Pools**

The budget of the deleted vacant Department Chair and Non-Faculty Position and Salary Pools will fund salary pools.

Administration has reviewed with staff the need to delete vacant faculty-related positions for FY 2021 - 2022 and supports the recommendations.

The appropriate supervisor recommended the deletion of the vacant department chair and non-faculty positions and salary pools and were reviewed with the Office of Human Resources.

A total of eleven (11) vacant department chair positions are proposed to be deleted. The funds budgeted for these positions will be transferred to fund instructional salary pools for all academic divisions. The instructional pools are used to fund adjunct faculty, lecturers, and special assignment stipends.

One staff position is proposed to be deleted and the funds will be transferred to fund another a pool.

A total of three (3) direct wage pools are proposed to be deleted and the funds will be transferred to create new direct wage pools allocated by campus.

There is no impact on budget.

**f. FY 2021 – 2022 Position Salary Funding Reserve**

A position salary funding reserve will be budgeted in Fiscal Year 2021 - 2022 to provide Administration the opportunity to fund critical faculty or staff positions that may become necessary during the fiscal year.

Funding	Amount
Position Salary Funding Reserve for FY 2021 – 2022	\$398,103
<b>Total Position Salary Funding Reserve for FY 2021 – 2022</b>	<b>\$398,103</b>

The proposed faculty instructional pool funding increase, critical new non-faculty position, the reclassifications of non-faculty positions, and the deletion of vacant department chair and non-faculty positions and salary pools, and FY 2022 position salary funding reserve, may need to be adjusted before final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A listing of the proposed faculty instructional pool funding increase, critical new non-faculty position, the reclassifications of non-faculty positions, and the deletion of vacant department chair and non-faculty positions and salary pools, and FY 2022 position salary funding reserve for FY 2021 - 2022 follow in the packet for the Committee's information and review.

Dr. David Plummer, Interim President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

It is recommended that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 22, 2021 Board Meeting of the Staffing Plan Revisions for FY 2021 – 2022 as presented.



**South Texas College**  
**Faculty Instructional Pool Funding Increase for FY 2021-2022**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>					
1	VPAA Reserve Pool (Faculty Instructional Pool)	\$ 1,265,739	\$ 1,083,613	\$ 2,349,352	\$ 1,083,613
Rationale: •Funds requested will be used to fund VPAA Reserve Pool.					
<b>Total for Vice President for Academic Affairs</b>		<b>\$ 1,265,739</b>	<b>\$ 1,083,613</b>	<b>\$ 2,349,352</b>	<b>\$ 1,083,613</b>
<b>Net Salary Budget Increase for Faculty Instructional Pool Funding</b>					<b>\$ 1,083,613</b>

**South Texas College**  
**Critical New Non-Faculty Position for FY 2021 - 2022**

#	Organization Name	Title	Classification	Grade	Salary	Impact to Budget
<b>Vice President for Student Affairs and Enrollment Management</b>						
1	Dual2Degree	Coordinator of Transition Services for Dual Credit	Prof/Tech Support Exempt	D	\$ 2	\$ -
Rationale: • To support the demand for matriculation events and activities for Dual Credit Students.						
<b>Total Requested for Student Affairs and Enrollment Management</b>					<b>\$ 2</b>	<b>\$ -</b>
Total for Critical New Non-Faculty Position					\$ 2	\$ -
Less Funding from Vacant Positions					(2)	
<b>Net Salary Budget Increase for Critical New Non-Faculty Position</b>					<b>\$ -</b>	

**South Texas College**  
**Reclassifications of Non-Faculty Positions for FY 2021-2022**

#	Title	Classification	Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>							
1	Reclassification for Staff Secretary (Position 710502) to Secretary	Classified Non-Exempt	A to B	\$ 33,397	\$ 1,255	\$ 34,652	\$ -
Rationale: •The Staff Secretary's duties have expanded to include the same duties as the Secretary position. All FOM Department Secretaries (Staff Secretary and Secretary) are cross-trained in all duties (i.e. data entry, invoices, requisitions, etc.), which allows all positions to assist in the duties of the Department as needed. Title change is needed to accurately reflect the functions being performed. Position will require a budget adjustment of \$1,255. Funding source identified with no impact to budget.							
2	Reclassification for Staff Secretary (Position 711499) to Secretary	Classified Non-Exempt	A to B	\$ 19,653	\$ 1,318	\$ 20,971	\$ -
Rationale: •The Staff Secretary's duties have expanded to include the same duties as the Secretary position. All FOM Department Secretaries (Staff Secretary and Secretary) are cross-trained in all duties (i.e. data entry, invoices, requisitions, etc.), which allows all positions to assist in the duties of the Department as needed. Title change is needed to accurately reflect the functions being performed. Position will require a budget adjustment of \$1,318. Funding source identified with no impact to budget.							
3	Reclassification for FPC Administrative Assistant (Position 724501) to FPC Coordinator	Classified Non-Exempt to Prof/Tech Support Non-Exempt	F to D	\$ 33,949	\$ 9,000	\$ 42,949	\$ -
Rationale: •The Administrative Assistant duties have expanded beyond the job description and is currently assisting with special projects and specific tasks. Additionally, this position would be assigned supervisory duties to manage any secretarial, clerical, part-time, or direct wage staff for their day to day duties. Position will require a budget adjustment of \$12,000. Funding source identified with no impact to budget.							
4	Reclassification for Human Resources Records Technician (Position 705240) to HRIS Workflow Specialist	Classified to Prof/Tech Support Non-Exempt	A to B	\$ 20,000	\$ 9,000	\$ 29,000	\$ -
Rationale: •The duties and responsibilities of the current position have evolved to centralize document imaging and include record retention and coordination. This position will assist in testing and implementing automation workflow processes. Position will require a budget adjustment of \$15,000. Funding source identified with no impact to budget.							
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 106,999</b>	<b>\$ 20,573</b>	<b>\$ 127,572</b>	<b>\$ -</b>
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>							
9	Reclassification for Digital Sign/Clsm Tech Training Support Specialist (Position 719271) to Educational Technologies Instructional Support Manager	Prof/Tech Support Exempt	Grade C to Grade E	\$ 45,619	\$ 6,321	\$ 51,940	\$ -
Rationale: • The duties and responsibilities of the current position have evolved to include testing and implementing new classroom technologies and classroom related Web 2.0 software and provides support to faculty and staff in the use of those technologies. Manages the designs and provides trainings for new technologies and Web 2.0 software. Manages, designs, and develops all digital signage content, including the purchase, implementation and coordinating of all Digital Signage equipment at all institutional sites. Position will require a salary adjustment of \$6,321. Funding source identified with no impact to budget.							
10	Reclassification for Administrative Assistant (Position 702171) to Senior Administrative Assistant	Classified to Prof/Tech Non-Exempt	Grade F to Grade A	\$ 38,229	\$ 2,946	\$ 41,175	\$ 1,446
Rationale: • The current administrative assistant supports the Dean and a Director. The degree of support is at a higher level of administration than current position title and description. The current position also coordinates activities amongst three departments (IEA, RAS, and IRESP) and many functions including Institutional Effectiveness, Research and Analytical Services, Accreditation, and Strategic Planning. The change is to more accurately reflect the degree of support and job duties that are provided at this position. Position will require a salary adjustment of \$2,946. Funding source identified with no impact to budget.							

**South Texas College**  
**Reclassifications of Non-Faculty Positions for FY 2021-2022**

#	Title	Classification	Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
11	Reclassification for Library Tech (Position 715101) to Librarian II Electronic Resource Management - Vacant	Classified Non-Exempt to Prof/Tech Exempt	Grade A to Grade D	\$ 27,084	\$ 26,541	\$ 53,625	\$ -
Rationale: • The Librarian II - Electronic Resource Management position is needed to provide leadership to the department as digital / electronic journal collections are added have become a major component of the collection. This position will manage all aspects of electronic resources including evaluation, data mining and reporting, and managing the budget. The library invests in over 120 electronic journal databases to serve all college curricula. This position is required to hold a Masters Degree from a program accredited by the American Library Association (ALA). Position will require a salary adjustment of \$26,541. Funding source identified with no impact to budget.							
12	Reclassification for Library Tech (Position 700031) to Coordinator of Library - Vacant	Classified to Prof/Tech Exempt	Grade A to Grade C	\$ 26,388	\$ 23,112	\$ 49,500	\$ -
Rationale: • An increase in projects and enhanced administrative support including the library renovations and expansions, an increase in grant activity, ongoing records management support, inventory coordination, and administrative support for library budget planning, have resulted in the need for a position to assist with the these varied duties. Position will require a salary adjustment of \$23,112. Funding source identified with no impact to budget.							
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 137,320</b>	<b>\$ 58,920</b>	<b>\$ 196,240</b>	<b>\$ 1,446</b>
Salary Budget for Proposed Reclassifications of Non-Faculty Positions				\$ 244,319	\$ 79,493	\$ 323,812	\$ 1,446
Less Funding from Savings of Existing Vacant Positions and Vacant Pool Positions					(78,047)		
<b>Net Salary Budget Increase for Reclassifications of Positions</b>					<b>\$ 1,446</b>		

**South Texas College**

**Proposed Request to Unfreeze Non-Faculty Positions for FY 2021-2022**

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>							
1	701555	Licensed Lab Assistant-EMT	Prof/Tech Non-Exempt	\$ 2	\$ 33,988	\$ 33,990	\$ 33,988
2	715559	Nursing Lab Clinical Coord	Prof/Tech Non-Exempt	2	49,995	49,997	49,995
3	701204	Lab Specialist II - Biology	Prof/Tech Non-Exempt	2	35,948	35,950	35,948
4	701412	Lab Spec II - Engineering	Prof/Tech Non-Exempt	2	30,898	30,900	30,898
5	705285	Dual Credit Program Spec	Prof/Tech Non-Exempt	2	31,825	31,827	31,825
6	701283	Academic Adv Support Spec	Prof/Tech Non-Exempt	2	39,875	39,877	39,875
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 12</b>	<b>\$ 222,529</b>	<b>\$ 222,541</b>	<b>\$ 222,529</b>
<b>Vice President for Finance and Administrative Services</b>							
7	706360	FAS Business Systems Spec	Prof/Tech Non-Exempt	\$ 2	\$ 39,873	39,875	\$ 39,873
8	717514	Police Sergeant	Prof/Tech Non-Exempt	2	69,779	69,781	69,779
9	700119	Maintenance Technician	Classified	2	35,033	35,035	35,033
10	719184	Accounting Assistant	Classified	2	\$ 27,534	27,536	27,534
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 8</b>	<b>\$ 172,219</b>	<b>\$ 172,227</b>	<b>\$ 172,219</b>
<b>Vice President for Student Affairs and Enrollment Management</b>							
11	702461	Admissions Specialist	Prof/Tech Non-Exempt	2	29,998	30,000	29,998
12	841612	DW Staff - OAR	Pool	2	\$ 48,410	48,412	48,410
<b>Total for Vice President for Student Affairs and Enrollment Management</b>				<b>\$ 4</b>	<b>\$ 78,408</b>	<b>\$ 78,412</b>	<b>\$ 78,408</b>
<b>Grand Total</b>				<b>\$ 24</b>	<b>\$ 473,156</b>	<b>\$ 473,180</b>	<b>\$ 473,156</b>
<b>Less Funding from Savings of Existing Vacant Positions and Vacant Pool Positions</b>							<b>\$ -</b>
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>							<b>\$ 473,156</b>

**South Texas College**  
**Proposed Deletion of Vacant Department Chair Positions, Non-Faculty**  
**Positions, and Salary Pools for FY 2021-2022**

#	Position #	Title	Classification
<b>Faculty Related Position</b>			
<b>Vice President for Academic Affairs</b>			
1	380044	Accounting	Department Chair
2	380408	Economics	Department Chair
3	380312	Fire Science	Department Chair
4	380007	Paralegal	Department Chair
5	380302	CBMT	Department Chair
6	380310	Electrician Asst	Department Chair
7	380309	Diesel Tech	Department Chair
8	380413	Office Admin	Department Chair
9	380426	College Success	Department Chair
10	380561	MAT	Department Chair
11	380056	Health Info	Department Chair
<b>Staff Position</b>			
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>			
12	709423	Lrng Exel Spec for Online Svcs	Professional/Technical Non-Exempt
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>			
<b>Direct Wage Pools</b>			
13	841171	DW Staff - RAS	DW Pool
14	841423	DW - Customer Svc Clerk	DW Pool
15	842423	DW - Learning Excellence Spec	DW Pool



**South Texas College**  
**Proposed Reduction of Pool Positions for FY 2021-2022**

#	Position #	Title	Classification
<b>Vice President for Academic Affairs</b>			
1	840550	DW Staff - Radiology Tech	Direct Wage Pool
2	849557	DW Staff - NAH Division	Direct Wage Pool
3	840352	DW Staff - OPOD	Direct Wage Pool
4	848204	DW Staff - Biology	Direct Wage Pool
5	841308	DW Staff - Auto Tech	Direct Wage Pool
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>			
6	840423	DW - Testing Technician	Direct Wage Pool
7	840104	DW Staff - Library Acquisition	Direct Wage Pool
8	841101	DW Staff - Library Pub Svcs	Direct Wage Pool
9	840102	DW Staff - Ed Technologies Pool	Direct Wage Pool
10	840171	DW Staff - IEA	Direct Wage Pool
11	844423	DW - SLA/SI Leader	Direct Wage Pool

**South Texas College**  
**Position Salary Funding Reserve for FY 2021-2022**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>					
1	Position Salary Funding Reserve	\$ -	\$ 398,103	\$ 398,103	\$ 398,103
Rationale: •Funds requested will be used to fund positions in FY 2021 - 2022.					
<b>Total for Office of the President</b>		\$ -	\$ 398,103	\$ 398,103	\$ 398,103
<b>Net Salary Budget for Position Salary Funding Reserve</b>					\$ 398,103

### **Review and Discussion of Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Proposed Amended Budget**

Enclosed is the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget for your information and review.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

**Revenues:**

<b>State Appropriations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
State Contact Hour Appropriation	\$42,182,306	\$40,094,035	\$(2,088,271)
Other State Appropriation-ORP	524,004	527,761	3,757
Other State Appropriation-TRS	2,155,023	2,170,474	15,451
Other State Appropriation-HEGI	6,159,713	6,159,713	-
Other State Appropriation-HEGI (Reimbursement)	2,830,159	-	(2,830,159)
Hazlewood Reimbursement	45,000	45,000	-
<b>Total State Appropriation</b>	<b>\$53,896,205</b>	<b>\$48,996,983</b>	<b>\$(4,899,222)</b>

- State appropriations are expected to decrease \$4,899,222 in FY 2021 - 2022. The projected decrease is mainly due to the decrease in the Higher Education Group Insurance (HEGI) Reimbursement revenue and the decrease in state contact hour appropriation being offset by the increases in other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The decrease in HEGI Reimbursement revenue is due to the removal of the supplemental (reimbursement) appropriation that was requested in the Legislative Appropriations Request (LAR) in August 2020. The state contact hour appropriation revenue is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.

<b>Tuition</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Academic & Differential Tuition-Net TPEG	\$26,696,844	\$26,404,858	\$(291,986)
Continuing Ed/ITED-Net TPEG	3,004,456	3,004,456	-
<b>Total Tuition-Net Tuition</b>	<b>\$29,701,300</b>	<b>\$29,409,314</b>	<b>\$(291,986)</b>

- Tuition for FY 2021 - 2022 is based on projected enrollment of 14,597 traditional students, a 10% decrease from Fall 2020, and 12,281 dual enrollment tuition free students for Fall 2021. The tuition rates did not change from their FY 2020 – 2021 levels. In total, tuition revenue is projected to decrease \$291,986 in FY 2021 - 2022.

<b>Fees</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total Fees	\$23,345,146	\$22,716,483	\$(628,663)

- Fees for FY 2021 - 2022 are based on projected enrollment of 14,597 traditional students, a 10% decrease from Fall 2020, and 12,281 dual enrollment tuition free students for Fall 2021. The projections include the Board approved changes to the American Welding Society Certification Testing and Material fee and the Welding and Other Course Fees fee. The mandatory, course, library, installment, parking, incidental, testing and other program specific fee rates did not change from their FY 2020 – 2021 levels. The projections indicate a decrease in fees revenue of \$628,663 in FY 2021 - 2022.

<b>M&amp;O Property Taxes</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total M&O Property Taxes	\$59,117,516	\$58,273,025	\$(844,491)

- M&O Property Tax revenue for FY 2021 - 2022 is expected to decrease \$844,491, due to an anticipated decrease in tax collections. The projected decrease in tax collections is a conservative estimate since the effects of the COVID-19 pandemic on tax collections is unknown.

<b>Other Revenues</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Dual Credit Cost Reimbursement	\$4,008,795	\$5,000,000	\$991,205
Dual Credit Academy Participation Fee	408,825	350,000	(58,825)
Interest	1,200,000	1,200,000	-
Administrative Costs and Shuttle System Contribution	678,717	678,717	-
Testing Commissions	5,100	950	(4,150)
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenues</b>	<b>\$6,366,179</b>	<b>\$7,294,409</b>	<b>\$928,230</b>

- Other revenue is expected to increase \$928,230 in FY 2021 - 2022. The projected increase is mainly due to increased revenue in the Dual Credit Cost Reimbursement being partially offset by the decrease in the Dual Credit Academy Participation Fee and testing commissions.

<b>HEERF Lost Revenue</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Total HEERF Lost Revenue	\$ 9,292,568	\$8,115,242	\$(1,177,326)

- HEERF Lost Revenue is expected to decrease \$1,177,326 in FY 2021 – 2022. The decrease is due to a reduction in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue that will be recognized by the College. The HEERF Lost

Revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue is funded from the HEERF II Institutional Portion allocated to the College.

<b>Carryover Allocations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Unexpended Construction Plant Transfer	\$2,000,000	\$3,000,000	\$1,000,000
Continuing, Professional, and Workforce Education	450,000	450,000	-
Capital Purchases	723,088	-	(723,088)
Contingency Fund	2,000,000	2,000,000	-
Developmental Studies Book Royalties	4,813	4,813	-
<b>Total Carryover Allocations</b>	<b>\$5,177,901</b>	<b>\$5,454,813</b>	<b>\$276,912</b>

- Carryover Allocations are projected to increase \$276,912 in FY 2021 - 2022. The increase resulted from the increase in the Unexpended Construction Plant Transfer of \$1,000,000 being partially offset by the decrease of \$723,088 in the Capital Purchases allocation.

**Expenditures, Transfers and Reserves:**

	<b>Changes to FY 2021 - 2022 Salary Budget</b>	<b>Amount</b>
1.	Proposed Faculty Instructional Pool Funding Increase	\$1,083,613
2.	Reclassification of Non-Faculty Positions, Restoration of Salaries of Previously Frozen Positions, and Position Salary Funding Reserve	872,705
3.	Proposed Removal of One-Time Payment (Eligible Full-Time Faculty and Staff)	(2,644,650)
4.	Proposed Removal of In Person-Hybrid Class Faculty Pay Pool (Pandemic Related)	(1,153,846)
5.	Changes in Salaries due to Vacancies and New Hires	(117,011)
	<b>Total</b>	<b>\$(1,959,189)</b>

- The Salary expenditures budget for FY 2021 - 2022 is proposed to decrease by \$1,959,189. The decrease is due to the increase in funding for the faculty instructional pools in the amount of \$1,083,613 and reclassification of non-faculty positions, restoration of salaries of previously frozen positions, and position funding reserve in the amount of \$872,705 being partially offset by the removal of the one-time payment to eligible full-time faculty and staff in the amount of \$2,644,650, the removal of the In Person-Hybrid Class Faculty Pay Pool (Pandemic Related) in the amount of \$1,153,846, and decrease in salaries due to vacancies and new hires in the amount of \$117,011. No new positions or salary adjustments/reclassifications are proposed for FY 2021 – 2022.

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2021 - 2022 is proposed to increase by \$2,045,664. The increase is primarily due to an increase in on-behalf retirement and insurance expenditures, and additional funding for the faculty instructional pools and the partial restoration of frozen positions being partially offset by the removal of the one-time payment to eligible full-time faculty and staff, and the removal of the In Person-Hybrid Class Faculty Pay pool.
- The Operating expenditures budget for FY 2021 - 2022 is proposed to increase by \$4,562,924 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2021 - 2022 is proposed to decrease by \$6,000. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 - 2022 is proposed to decrease by \$212,704 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2021 - 2022 is proposed to decrease by \$11,067,241. The decrease is primarily due to the decrease in the Transfer to the Unexpended Plant Fund of \$1,000,000, the decrease in the HEERF Fund Balance Reserve of \$1,177,326, the removal of the Fund Balance Reserve in the amount of \$6,059,756, and the removal of the HEGI Reserve in the amount of \$2,830,159. The HEGI reserve was contingent on the receipt of the additional funding that was requested by the College as a supplemental appropriation in the Legislative Appropriations Request (LAR) in August 2020.

In total, expenditures, transfers and reserves will increase as follows:

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Salaries	\$98,248,371	\$96,289,182	\$(1,959,189)
Benefits	27,668,623	29,714,287	2,045,664
Operating	32,249,628	36,812,552	4,562,924
Travel	2,235,954	2,229,954	(6,000)
Capital Outlay	1,446,175	1,233,471	(212,704)
<b>Total Expenditures</b>	<b>161,848,751</b>	<b>166,279,446</b>	<b>4,430,695</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	4,000,000	3,000,000	(1,000,000)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	6,059,756	-	(6,059,756)



<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
HEERF Fund Balance Reserve	9,292,568	8,115,242	(1,177,326)
HEGI Reserve	2,830,159	-	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>25,048,064</b>	<b>13,980,823</b>	<b>(11,067,241)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$186,896,815</b>	<b>\$180,260,269</b>	<b>\$(6,636,546)</b>

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to the FY 2020 - 2021 approved budget follows in the packet for the Committee's review and information. In order to balance the unrestricted fund budget, the College will continue to monitor trends, update projections and adjust revenues and expenditures as needed.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Unrestricted Projected Budget for FY 2021 – 2022 at the June 8, 2021 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

**South Texas College**

**Unrestricted Fund**

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

**As of June 2, 2021**

Summary of Revenues and Carryover Allocations	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Preliminary)	% of Total Revenues	Difference FY 2021 Approved to FY 2022 Preliminary
State Contact Hour Appropriation	\$ 42,182,306	\$ 40,094,035	22.24%	\$ (2,088,271)
<i>Other State Appropriation-ORP</i>	524,004	527,761	0.29%	3,757
<i>Other State Appropriation-TRS</i>	2,155,023	2,170,474	1.20%	15,451
<i>Other State Appropriation-HEGI</i>	6,159,713	6,159,713	3.42%	-
<i>Other State Appropriation-HEGI-(Reimbursement)</i>	2,830,159	-	0.00%	(2,830,159)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.02%	-
Other State Appropriations Subtotal	11,713,899	8,902,948	4.91%	(2,810,951)
<b>Total State Appropriations</b>	<b>53,896,205</b>	<b>48,996,983</b>	<b>27.18%</b>	<b>(4,899,222)</b>
<i>Academic &amp; Differential Tuition-Net TPEG</i>	26,696,844	26,404,858	14.65%	(291,986)
<i>Continuing Ed/ITED-Net TPEG</i>	3,004,456	3,004,456	1.67%	-
<b>Total Tuition-Net of TPEG</b>	<b>29,701,300</b>	<b>29,409,314</b>	<b>16.31%</b>	<b>(291,986)</b>
<b>Total Fees</b>	<b>23,345,146</b>	<b>22,716,483</b>	<b>12.60%</b>	<b>(628,663)</b>
<b>Total M&amp;O Property Taxes</b>	<b>59,117,516</b>	<b>58,273,025</b>	<b>32.33%</b>	<b>(844,491)</b>
<b>Total Other Revenues</b>	<b>6,366,179</b>	<b>7,294,409</b>	<b>4.05%</b>	<b>928,230</b>
<b>Total HEERF Lost Revenue</b>	<b>9,292,568</b>	<b>8,115,242</b>	<b>4.50%</b>	<b>(1,177,326)</b>
<b>Total Carryover Allocations</b>	<b>5,177,901</b>	<b>5,454,813</b>	<b>3.03%</b>	<b>276,912</b>
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 186,896,815</b>	<b>\$ 180,260,269</b>	<b>100.00%</b>	<b>\$ (6,636,546)</b>

Summary of Expenditures	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Preliminary)	% of Total Expenditures	Difference FY 2021 Approved to FY 2022 Preliminary
<b>Total Salaries</b>	<b>\$ 98,248,371</b>	<b>\$ 96,289,182</b>	<b>53.42%</b>	<b>\$ (1,959,189)</b>
<b>Total Benefits</b>	<b>27,668,623</b>	<b>29,714,287</b>	<b>16.48%</b>	<b>2,045,664</b>
<b>Total Operating</b>	<b>32,249,628</b>	<b>36,812,552</b>	<b>20.42%</b>	<b>4,562,924</b>
<b>Total Travel</b>	<b>2,235,954</b>	<b>2,229,954</b>	<b>1.24%</b>	<b>(6,000)</b>
<b>Total Capital Outlay</b>	<b>1,446,175</b>	<b>1,233,471</b>	<b>0.68%</b>	<b>(212,704)</b>
<b>Total Expenditures</b>	<b>\$ 161,848,751</b>	<b>\$ 166,279,446</b>	<b>92.24%</b>	<b>\$ 4,430,695</b>
<b>Transfers &amp; Reserves</b>				
Transfer to Unexpended Plant Fund	4,000,000	3,000,000	1.66%	(1,000,000)
Transfer to Office of ITED	865,581	865,581	0.48%	-
Contingency Fund	2,000,000	2,000,000	1.11%	-
Fund Balance Reserve	6,059,756	-	0.00%	(6,059,756)
HEERF Fund Balance Reserve	9,292,568	8,115,242	4.51%	(1,177,326)
HEGI Reserve	2,830,159	-	0.00%	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>25,048,064</b>	<b>13,980,823</b>	<b>7.76%</b>	<b>(11,067,241)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$ 186,896,815</b>	<b>\$ 180,260,269</b>	<b>100.00%</b>	<b>\$ (6,636,546)</b>

<b>Revenues and Carryover Allocations over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
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\* Based on a flat enrollment from FY 2020 - 2021.



SOUTH TEXAS  
COLLEGE

# Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 – 2022 with Comparison to FY 2020 – 2021 Amended Budget

JUNE 8, 2021

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

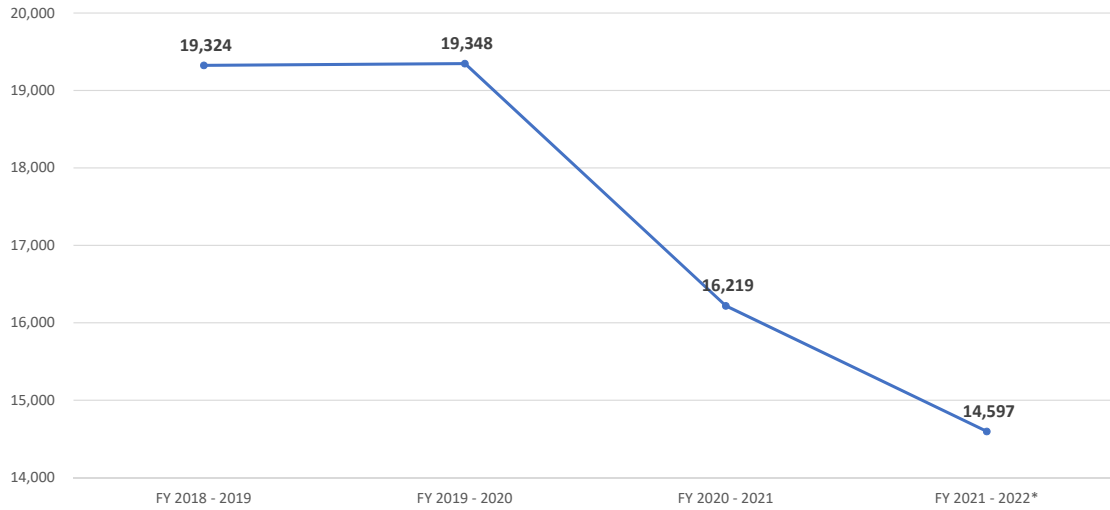
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## FY 2021 - 2022 Traditional and Dual Credit Enrollment Headcount Projection

Term	FY 2020 - 2021 Traditional (Actual and Projected)	FY 2021 - 2022 Traditional Projected	Enrollment Decrease (from FY 2020 - 2021)	% Reduction
Fall	16,219	14,597	1,622	-10%
Spring	13,933	13,933	-	0%
Summer*	7,071	7,071	-	0%
<b>Total</b>	<b>37,223</b>	<b>37,223</b>	<b>-</b>	<b>0%</b>
Term	FY 2020 - 2021 Dual Credit (Actual and Projected)	FY 2021 - 2022 Dual Credit Projected	Enrollment Decrease (from FY 2020 - 2021)	% Reduction
Fall	12,281	12,281	-	0%
Spring	12,986	12,986	-	0%
Summer*	6,622	6,662	-	0%
<b>Total</b>	<b>31,889</b>	<b>31,889</b>	<b>-</b>	<b>0%</b>

\* Projected - FY 2020 - 2021 Summer Headcount

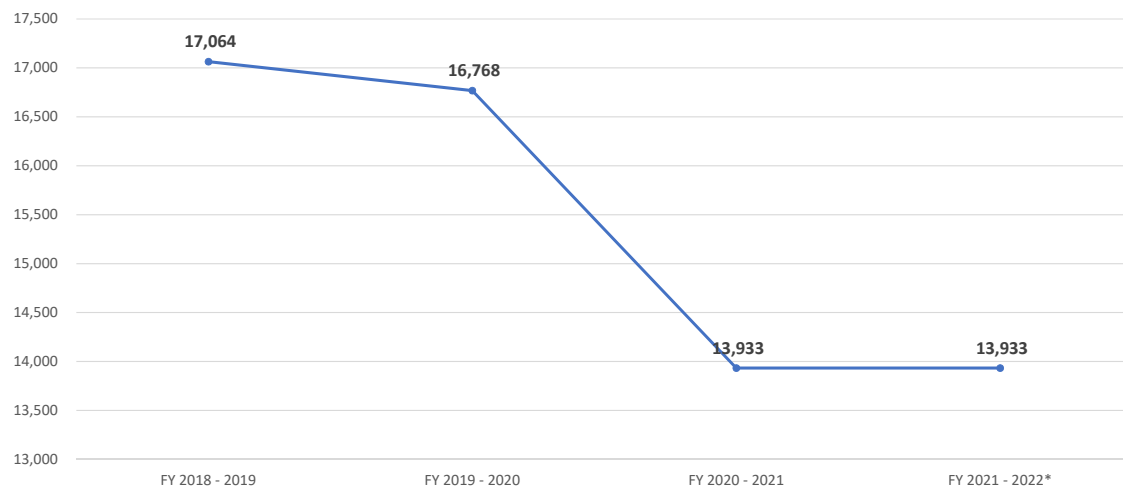
### FY 2018 – 2019 to FY 2021 - 2022 Traditional Enrollment Headcount History - Fall



\* Projected

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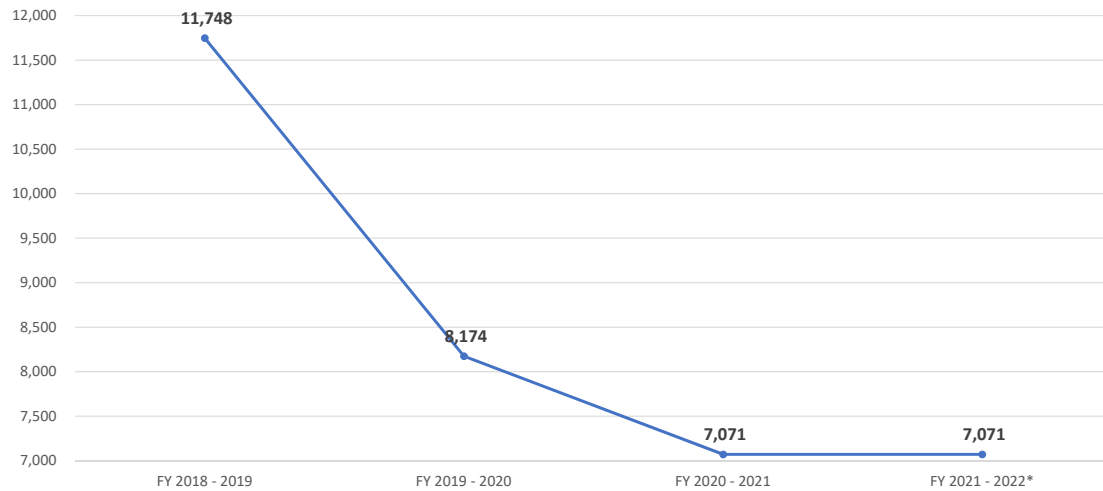
### FY 2018 – 2019 to FY 2021 - 2022 Traditional Enrollment Headcount History - Spring



\* Projected

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## FY 2018 – 2019 to FY 2021 - 2022 Traditional Enrollment Headcount History - Summer



\* Projected

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## Preliminary Unrestricted Revenues FY 2021 - 2022

Summary of Revenues	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,182,306	\$40,094,035	\$(2,088,271)
Other State Appropriations:			
Optional Retirement Plan	524,004	527,761	3,757
Teacher Retirement System	2,155,023	2,170,474	15,451
Higher Education Group Insurance	6,159,713	6,159,713	-
Higher Education Group Insurance-(Reimbursement)	2,830,159	-	(2,830,159)
Hazlewood Reimbursement	45,000	45,000	-
Other State Appropriations Subtotal	11,713,899	8,902,948	(2,810,951)
<b>Total State Appropriations</b>	<b>53,896,205</b>	<b>48,996,983</b>	<b>(4,899,222)</b>
<b>Total Tuition-Net of TPEG</b>	<b>29,701,300</b>	<b>29,409,314</b>	<b>(291,986)</b>
<b>Total Fees</b>	<b>23,345,146</b>	<b>22,716,483</b>	<b>(628,663)</b>
<b>Total M&amp;O Property Taxes</b>	<b>59,117,516</b>	<b>58,273,025</b>	<b>(844,491)</b>
<b>Total Other Revenues</b>	<b>6,366,179</b>	<b>7,294,409</b>	<b>928,230</b>
<b>Total HEERF Lost Revenue</b>	<b>9,292,568</b>	<b>8,115,242</b>	<b>1,177,326</b>
<b>Total Carryover Allocations</b>	<b>5,177,901</b>	<b>5,454,813</b>	<b>276,912</b>
<b>Total Revenues</b>	<b>\$186,896,815</b>	<b>\$180,260,269</b>	<b>\$(6,636,546)</b>

\* Based on 10% enrollment reduction for Fall.

## Preliminary Unrestricted Expenditures FY 2021 - 2022

Summary of Expenditures	FY 2020 - 2021 Budget (Approved)	FY 2021 - 2022 Budget (Proposed)*	Increase/ (Decrease)
Total Salaries	\$98,248,371	\$96,289,182	\$(1,959,189)
Total Benefits	27,668,623	29,714,287	2,045,664
Total Operating	32,249,628	36,812,552	4,562,924
Total Travel	2,235,954	2,229,954	(6,000)
Total Capital Outlay	1,446,175	1,233,471	(212,704)
Total Expenditures	\$161,848,751	\$166,279,446	\$4,430,695
Transfers & Reserves			
Transfer to Plant Funds	4,000,000	3,000,000	(1,000,000)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	6,059,756	-	(6,059,756)
HEERF Fund Balance Reserve	9,292,568	8,115,242	(1,177,326)
HEGI Reserve	2,830,159	-	(2,830,159)
Total Transfers & Reserves	25,048,064	13,980,823	(11,067,241)
Total Expenditures, Transfers & Reserves	\$186,896,815	\$180,260,269	\$(6,636,546)
Revenues over Expenditures	\$-	\$-	\$-

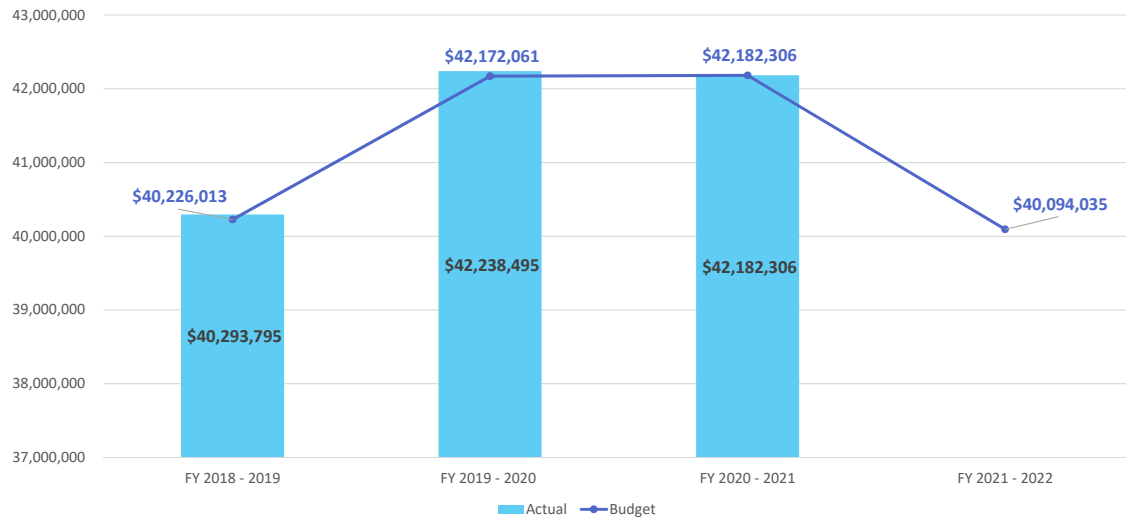
\* Based on 10% enrollment reduction for Fall term.

## FY 2021 - 2022 State Contact Hour Appropriation Changes

Appropriation Category	Revenue Increase/(Decrease)
State Contact Hour Appropriation	\$(2,088,271)



## FY 2018 – 2019 to FY 2021 - 2022 State Contact Hour Appropriation History

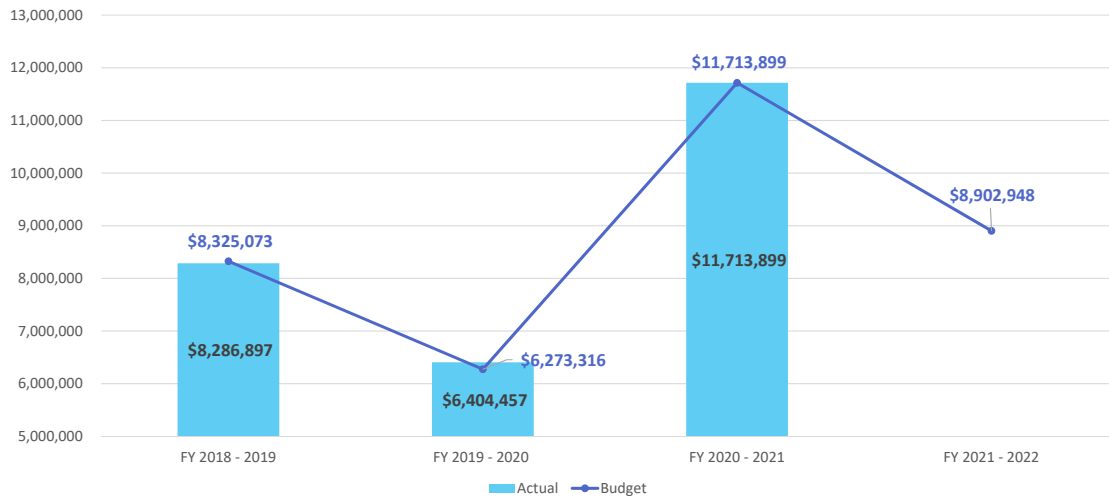


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## FY 2021 - 2022 State On-Behalf Appropriation Changes

Appropriation Category	Revenue Increase/(Decrease)
Other State Appropriation:	
Optional Retirement Program	3,757
Teacher Retirement System	15,451
Higher Education Employees Group Insurance - (Reimbursement)	(2,830,159)
<b>Total Other State Appropriation Changes</b>	<b>\$(2,810,951)</b>
Expenditure Category	Revenue Increase/(Decrease)
Benefits	
Retirement-ORP Eligible	3,757
Retirement-TRS Eligible	15,451
Transfers & Reserves	
HEGI Reserve	(2,830,159)
<b>Total Other State Appropriation Changes</b>	<b>\$(2,810,951)</b>

## FY 2018 – 2019 to FY 2021 - 2022 State On-Behalf Appropriation History



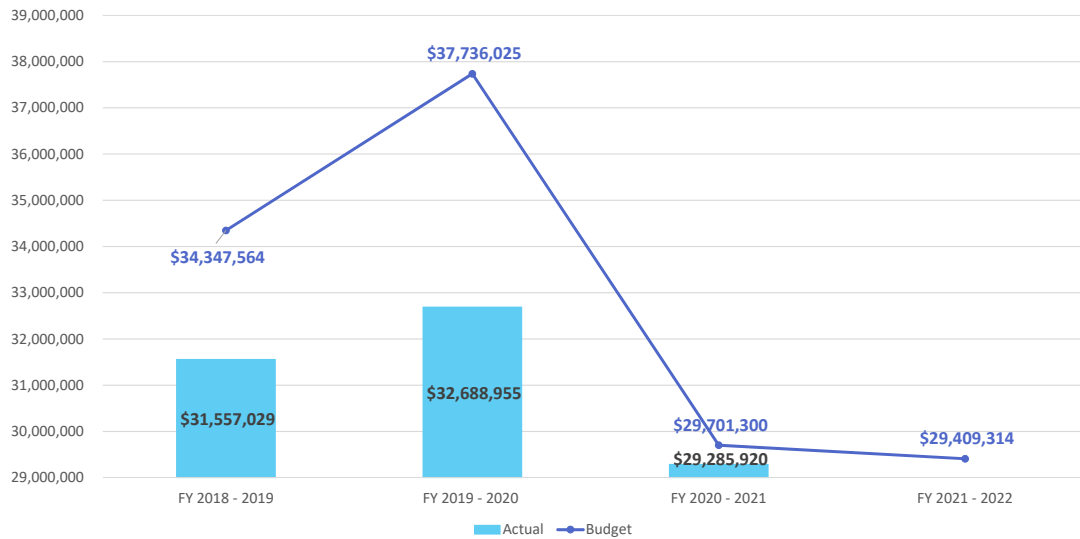
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## FY 2021 - 2022 Tuition Changes

Tuition Category	Revenue Increase/(Decrease)
Academic Tuition Decrease Due to Trend and 10% Enrollment Reduction (Fall)	\$(1,026,044)
Differential Tuition Increase Due to Trend and 10% Enrollment Reduction (Fall)	182,983
Bachelor of Applied Science in Organizational Leadership Increase Due to Trend and 10% Enrollment Reduction (Fall)	526,010
Continuing, Professional, and Workforce Education (CPWE) Increase	-
Texas Public Education Grants (TPEG)	25,065
<b>Total Tuition Changes-Net of TPEG</b>	<b>\$(291,986)</b>

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## FY 2018 – 2019 to FY 2021 - 2022 Tuition History



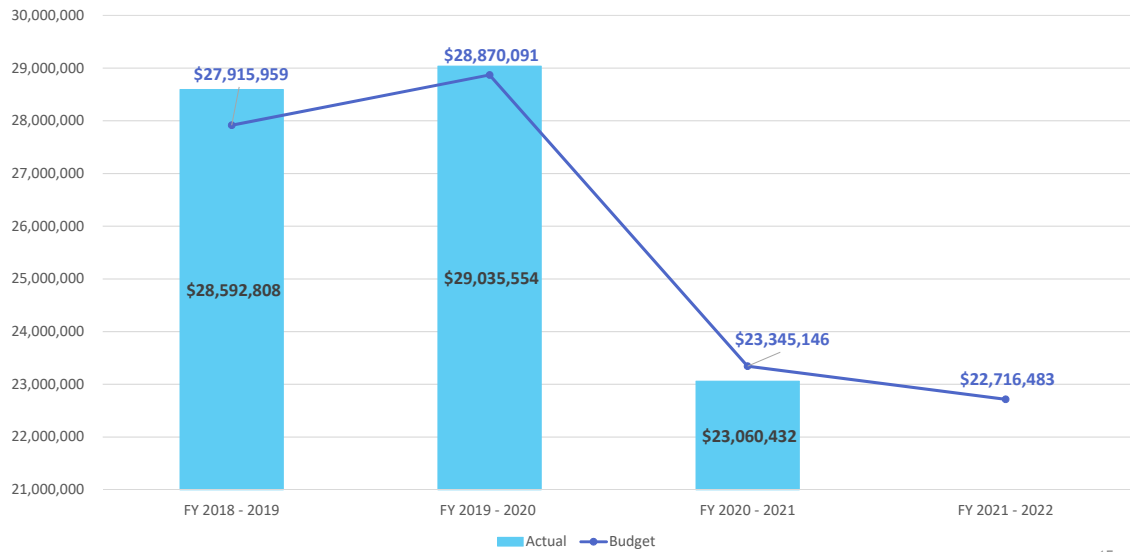
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## FY 2021 - 2022 Fee Changes

Fee Category	Revenue Increase/(Decrease)
Fee Decrease Due to Trend and 10% Enrollment Reduction (Fall)	
Revenue projection also includes fee rate changes:	
American Welding Society Certification Testing (Recovery of Costs)	\$(628,663)
Welding and Other Course Fees Certification (\$150)	
<b>Total Fee Changes</b>	<b>\$(628,663)</b>

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## FY 2018 – 2019 to FY 2021 - 2022 Fee History



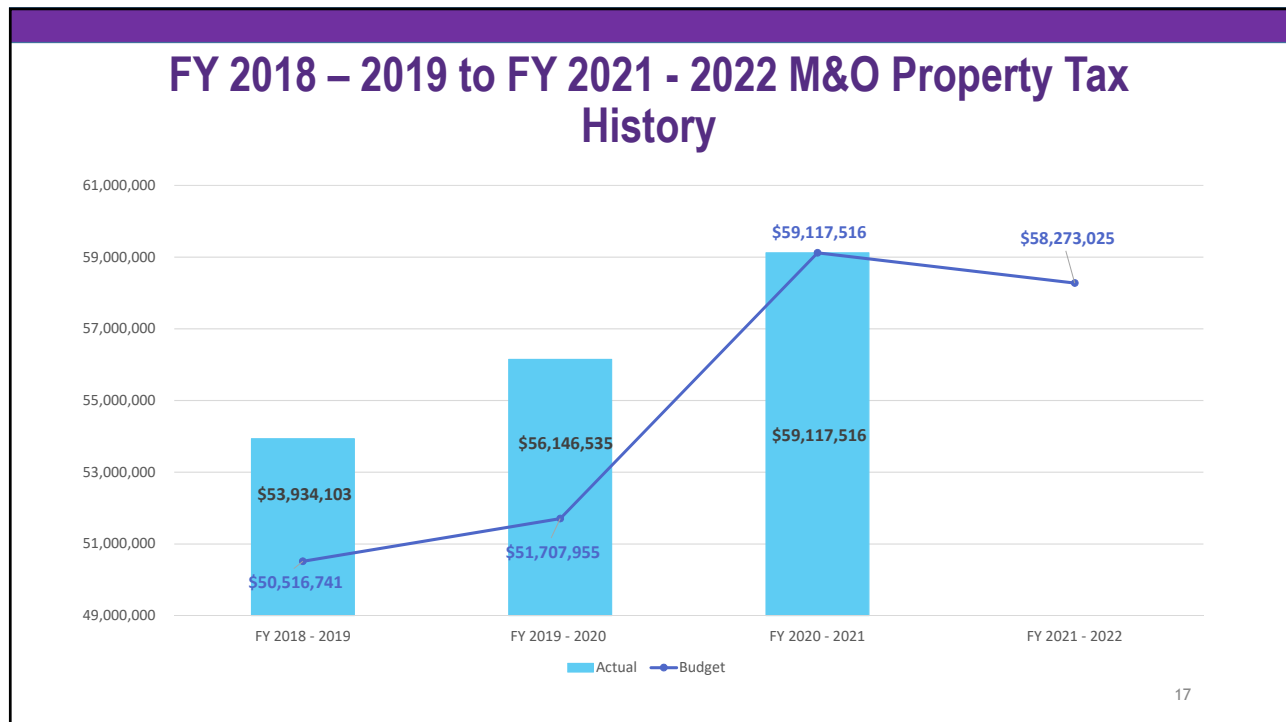
15

## FY 2021 - 2022 M&O Property Tax Changes

M&O Property Taxes	Revenue Increase/(Decrease)
M&O Tax Collections, Delinquent Tax, and Penalties and Interest*	\$(844,491)

\* Based on increased collection revenues

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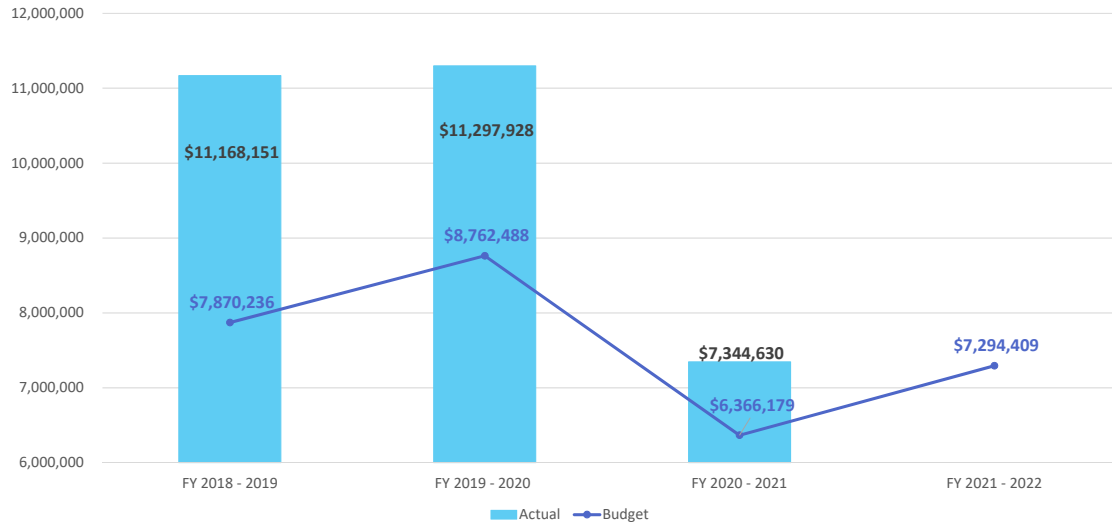


### FY 2021 - 2022 Other Revenue Changes

Other Revenue Category	Revenue Increase/(Decrease)
Dual Credit Enrollment Cost Reimbursement Increase	\$991,205
Dual Credit Academy Participation Fee Reduction	(58,825)
Interest	-
Administrative Costs	-
Testing Commissions Reduction	(4,150)
Conferences-Continuing, Professional, and Workforce Education	-
<b>Total Other Revenue Changes</b>	<b>\$928,230</b>

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## FY 2018 – 2019 to FY 2021 - 2022 Other Revenue History



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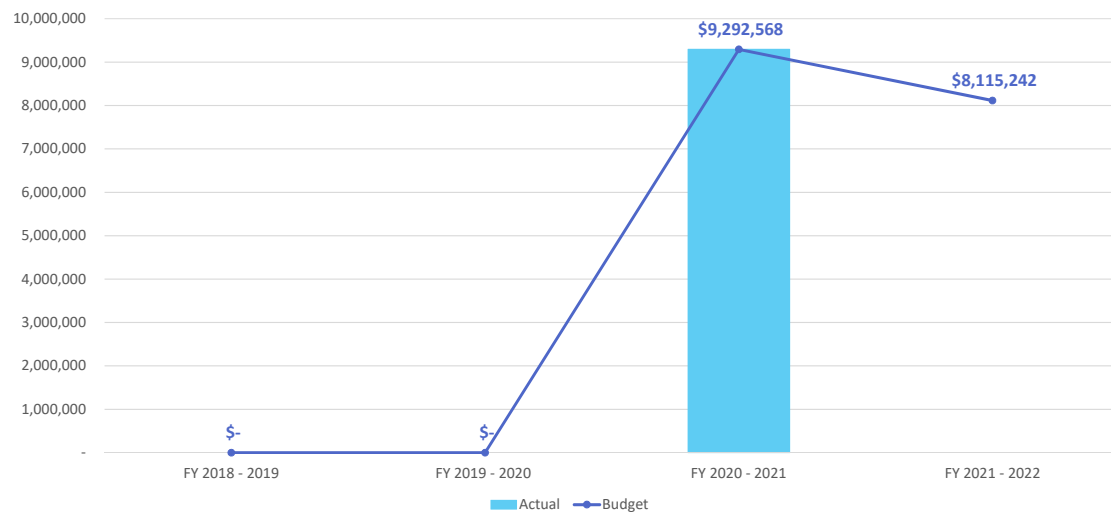
## FY 2021 - 2022 HEERF Lost Revenue

HEERF Lost Revenue Category	Revenue Increase/(Decrease)
HEERF Lost Revenue	\$(1,177,326)

Expenditure Category	Revenue Increase/(Decrease)
HEERF Fund Balance Reserve	\$(1,177,326)

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## FY 2018 – 2019 to FY 2021 - 2022 HEERF Lost Revenue History



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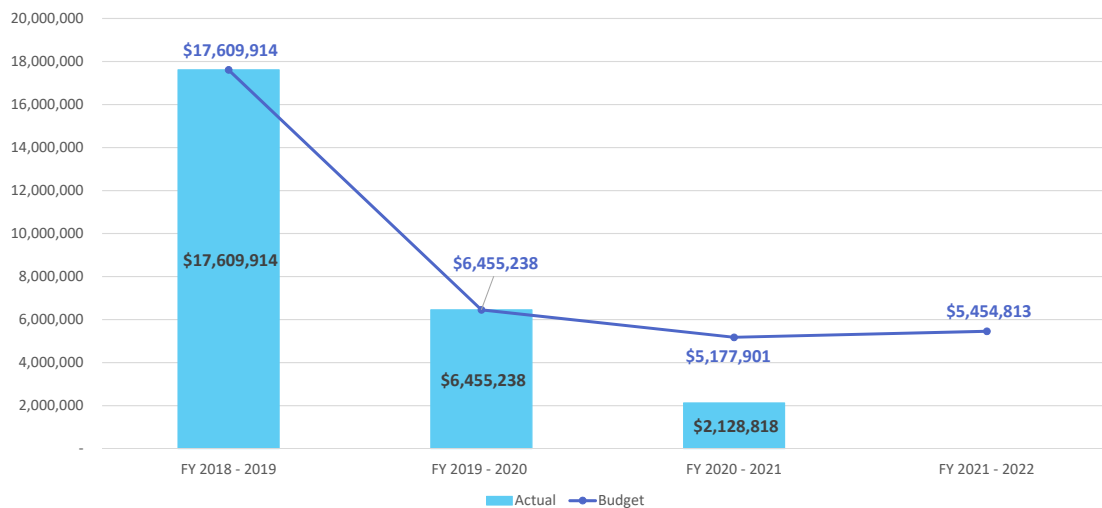
## FY 2021 - 2022 Carryover Allocations Revenue Changes

Carryover Allocation Category	Revenue Increase/(Decrease)
Contingency Fund	\$-
Unexpended Construction Plant Fund	1,000,000
Capital Purchases	(723,088)
Developmental Studies Book Royalties	-
Waived Fee Allocation (Electronic Distance Learning) Reduction*	-
Filled Positions Reduction*	-
In Person-Hybrid Class Faculty Pay Reduction*	-
Lecturer Positions	-
<b>Total Carryover Allocations Revenue Changes</b>	<b>\$276,912</b>

\* Carryover Allocations to fund salary and benefits not used in FY 2020 - 2021. Current year revenue and HEERF funding used.



## FY 2018 – 2019 to FY 2021 - 2022 Carryover Allocations Revenue History



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## FY 2021 - 2022 Salary Expenditure Changes

Expenditure Category	Expenditure Increase/(Decrease)
Salaries Increase Proposals:	\$-
Instructional Pool Funding Increase	1,083,613
Reclassification of Non-Faculty Positions, Restoration of Salaries of Previously Frozen Positions, and Position Salary Funding Reserve	872,705
Removal of One-Time Payment (Eligible Full-Time Faculty and Staff)	(2,644,650)
Removal of In Person-Hybrid Class Faculty Pay Pool	(1,153,846)
Changes in Salaries due to Vacancies and New Hires	(117,011)
<b>Salaries Increase Total</b>	<b>\$(1,959,189)</b>

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## FY 2021 - 2022 Expenditure Changes

Expenditure Category	Expenditure Increase/(Decrease)
Salaries Increase Total	\$(1,959,189)
Benefits Increase Due to Increase in On-Behalf Expenditures and Additional Salary Expenditures	2,045,664
Operating Increase Due to Requests from Financial Managers	4,562,924
Travel Reduction Due to Requests from Financial Managers	(6,000)
Capital Reduction Due to Requests from Financial Managers	(212,704)
<b>Total Expenditure Changes</b>	<b>\$4,430,695</b>

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## FY 2021 - 2022 Transfers & Reserves Changes

Transfers & Reserves Category	Expenditure Increase/(Decrease)
Transfer to Unexpended Plant Fund	\$(1,000,000)
Fund Balance Reserve	(6,059,756)
HEERF Fund Balance Reserve	(1,177,326)
HEGI Reserve	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>\$(11,067,241)</b>

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## FY 2021 - 2022 Revenues over Expenditures

Summary of Revenues and Expenditures	Budgeted Amount
Total Revenue	\$180,260,269
Total Expenditures, Transfers & Reserves	180,260,269
Revenues over Expenditures	\$-

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## Preliminary Unrestricted Revenues FY 2021 - 2022

Summary of Revenues	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Increase/ (Decrease)
State Contact Hour Appropriation	\$42,182,306	\$40,094,035	\$(2,088,271)
Other State Appropriations:			
Optional Retirement Plan	524,004	527,761	3,757
Teacher Retirement System	2,155,023	2,170,474	15,451
Higher Education Group Insurance	6,159,713	6,159,713	-
Higher Education Group Insurance-(Reimbursement)	2,830,159	-	(2,830,159)
Hazlewood Reimbursement	45,000	45,000	-
Other State Appropriations Subtotal	11,713,899	8,902,948	(2,810,951)
Total State Appropriations	53,896,205	48,996,983	(4,899,222)
Total Tuition-Net of TPEG	29,701,300	29,409,314	(291,986)
Total Fees	23,345,146	22,716,483	(628,663)
Total M&O Property Taxes	59,117,516	58,273,025	(844,491)
Total Other Revenues	6,366,179	7,294,409	928,230
Total HEERF Lost Revenue	9,292,568	8,115,242	1,177,326
Total Carryover Allocations	5,177,901	5,454,813	276,912
Total Revenues	\$186,896,815	\$180,260,269	\$(6,636,546)

\* Based on 10% enrollment reduction for Fall.

## Preliminary Unrestricted Expenditures FY 2021 - 2022

Summary of Expenditures	FY 2020 - 2021 Budget (Approved)	FY 2021 - 2022 Budget (Proposed)*	Increase/ (Decrease)
Total Salaries	\$98,248,371	\$96,289,182	\$(1,959,189)
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Total Operating	32,249,628	36,812,552	4,562,924
Total Travel	2,235,954	2,229,954	(6,000)
Total Capital Outlay	1,446,175	1,233,471	(212,704)
Total Expenditures	\$161,848,751	\$166,279,446	\$4,430,695
Transfers & Reserves			
Transfer to Plant Funds	4,000,000	3,000,000	(1,000,000)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	6,059,756	-	(6,059,756)
HEERF Fund Balance Reserve	9,292,568	8,115,242	(1,177,326)
HEGI Reserve	2,830,159	-	(2,830,159)
Total Transfers & Reserves	25,048,064	13,980,823	(11,067,241)
Total Expenditures, Transfers & Reserves	\$186,896,815	\$180,260,269	\$(6,636,546)
Revenues over Expenditures	\$-	\$-	\$-

\* Based on 10% enrollment reduction for Fall term.

## FY 2021 - 2022 Revenue and Expenditure Changes

Revenue Category	Increase/(Decrease) from FY 2020 - 2021	Expenditure Category	Increase/(Decrease) from FY 2020 - 2021
State Contact Hour Appropriation	\$(2,088,271)	Total Salaries	\$(1,959,189)
Other State Appropriations:		Total Benefits	2,045,664
• ORP	3,757	Total Operating	4,562,924
• TRS	15,451	Total Travel	(6,000)
Total Tuition - Net TPEG	(291,986)	Total Capital Outlay	(212,704)
Total Fees	(628,663)	Fund Balance Reserve	(6,059,756)
Total M&O Property Taxes	(844,491)		
Total Other Revenues	928,230	Total Transfer to Unexpended Plant Fund	(1,000,000)
Carryover Allocation - Capital Purchases	(723,088)		
Total Carryover Allocations - Unexpended Construction Plant	1,000,000	Total HEERF Fund Balance Reserve	(1,177,326)
Total HEERF Lost Revenue	(1,177,326)	Total HEGI Reserve	(2,830,159)
Other State Appropriations: Higher Education Employees Group Insurance - (Reimbursement)	(2,830,159)		
Total Revenues and Carryovers	\$(6,636,546)	Total Expenditures, Transfers & Reserves	\$(6,636,546)



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