

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, August 10, 2021 @ 5:30 p.m.**

**Agenda**

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

- I. Approval of July 13, 2021 Finance, Audit, and Human Resources Committee Minutes ..... 1-39
- II. Discussion and Action as Necessary on Potential Refunding of the Series 2015 Bonds..... 40-56
- III. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed ..... 57-59
- IV. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards ..... 60-67
- V. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement..... 68-111
- VI. Discussion and Action as Necessary on Procurement of Air Purifiers for Classrooms ..... 112-113
- VII. Update on No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award..... 114
- VIII. Review and Recommend Action on Proposed Budget for FY 2021 – 2022..... 115-131
- IX. Review and Discussion of South Texas College Proposed 2021 Tax Year Tax Rate ..... 132

- X. Review and Action as Necessary to Take Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Non-New-Revenue Rate or the Voter-Approval Rate.....133
- XI. Update on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards for FY 2022 ..... 134-142
- XII. Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence ..... 143-146
- XIII. Review and Recommend Action on Internal Audit Charter ..... 147-152
- XIV. Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2021 – 2022 ..... 153-156
- XV. Review and Recommend Acceptance of the Internal Audit Annual Report for FY 2021 ..... 157-168

**Approval of July 13, 2021 Finance, Audit, and Human Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of July 13, 2021 are presented for Committee approval.

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

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, July 13, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr.

Other Trustees Present: Ms. Rose Benavidez and Mr. Danny Guzman

Members absent: Mr. Rene Guajardo and Mr. Paul R. Rodriguez

Also present: Dr. David Plummer, Mrs. Mary Elizondo, Mr. Javier Villalobos, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, Mr. George McCaleb, Chief Ruben Suarez, Mrs. Laura Requena, Dr. Jesus Campos, Mr. Ray Pedraza, Ms. Alina Cantu, Ms. Vanessa Prado, Ms. Alicia Correa, Mr. Khalil Abdullah, Mr. Frank Jason Gutierrez, Mr. Ken Lyons, Mr. Raul Cabaza, Mrs. Arnette Oropeza, Mr. Tom Logan, and Mr. Andrew Fish.

**Approval of June 8 2021 Finance, Audit, and Human Resources  
Committee Minutes**

Dr. Alejo Salinas, Jr. noted that the Minutes proposed for the June 8, 2021 showed the correct action for the Committee's recommendation of Board approval to use HEERF Institutional Funds to discharge student debt, but those Minutes did not show that the motion carried.

Staff made the correction as noted by Dr. Salinas, and provided the amended Minutes for approval.

As sole committee member present, Dr. Alejo Salinas, Jr. approved the Minutes for the June 8, 2021 Finance, Audit, and Human Resources Committee Meeting as corrected. With only one Committee member in attendance, there was no vote, and the approval carried.

## **Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 - 2022**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2021 through August 31, 2022 will be requested at the July 27, 2021 Board meeting.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 - 2022 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 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.

In FY 2021 – 2022, increased student enrollment was anticipated, since Fall 2021 course schedule offers 60% of courses on campus or hybrid and 40% of courses on-line.

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. In FY 2020 – 2021, 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, Spring 2021 and Summer 2021 Semesters.

Information regarding the FY 2021 – 2022 Transportation Services and Agreement are presented below.

### **Ridership Count History**

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, Green Lines and the College's ridership count history for the Yellow Line for FY 2019, FY 2020 and FY 2021:

<b>Transportation Route</b>	<b>FY 2019</b>	<b>FY 2020*</b> (Service Ended March 22, 2020)	<b>FY 2021*</b> (As of May 31, 2021)
LRGVDC			
Starr (Green Line 1* & 2)	13,925	7,379	786
Starr (Green Line Route 60/Roma)	6,180	4,277	76
Mid Valley (Purple Line)	7,517	4,267	38

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021* (As of May 31, 2021)
STC			
Circulator (Yellow Line)	24,035	13,289	478
Park & Ride	20,870	18,070	No Service
<b>Total</b>	<b>72,527</b>	<b>47,282</b>	<b>1,378</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.

### Transportation Services – FY 2020 – 2021 and FY 2021 – 2022

The following table illustrates the transportation services in FY 2020 - 2021 and proposed in FY 2021 – 2022 by semesters and routes:

Routes	Fall 2020	Spring 2021	Summer 2021 (Current)	FY 2021 - 2022 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)
Purple Line (Mid-Valley)	✓ (LRGVDC)**	X	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
<b>Total Cost to South Texas College</b>	<b>\$23,304</b>	<b>\$69,481</b>	<b>\$54,097</b>	<b>\$279,109</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)

### Proposed Agreement for FY 2021 - 2022

- 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 \$85,358
  - ⇒ Green Line Route 60 (Roma) in the amount of \$64,476
- Green Line 2 (Starr County Campus to Pecan Campus) - would not be operational.
- Purple Line (Mid Valley) was eliminated by the LRGVDC. As an alternate option, riders could use Valley Metro-operated Route 31 to travel between the Mid Valley Campus and McAllen Central Station. The route travels along Business 83. The stops include

Harlingen Terminal, La Feria, RGV Outlets, STC Weslaco, Business at Sugar in Pharr and McAllen Central Station. From McAllen Central Station, the riders could transfer to a McAllen Metro bus. There is a route that includes a stop at the Pecan campus and a route that includes a stop at the Technology campus.

- The College would cover cost of \$129,275.00 for the Yellow Line (Circular) routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus.

<b>FY 2021 - 2022</b>	<b>Amount</b>
<b>Total Operating Cost for Services</b>	<b>\$659,223</b>
Contributions:	
State/Federal Operating	\$(380,114)
<b>Total Net Cost to STC</b>	<b>\$279,109</b>
STC Direct Expenditures – Yellow Line	\$129,275
STC Payment to LRGVDC – Green Line 1	85,358
STC Payment to LRGVDC – Green Line Route 60 (Roma)	64,476
<b>Total Net Cost to South Texas College</b>	<b>\$279,109</b>

The budgeted cost by transportation routes for FY 2021 - 2022 were as follows:

<b>Transportation Routes</b>	<b>Total Operating Cost for System</b>	<b>Contributions</b>	<b>STC Direct Expenditures</b>	<b>STC Payment to LRGVDC</b>
Starr (Green-1)	204,569	119,211	0	85,358
Starr (Green-Roma)	153,519	89,043	0	64,476
Circular (Yellow)	301,135	171,860	129,275	0
<b>Total</b>	<b>\$659,223</b>	<b>\$380,114</b>	<b>\$129,275</b>	<b>\$149,834</b>

The increase of \$132,227, from total FY 2021 cost of \$146,882 to the total FY 2022 cost of \$279,109 was due to LRGVDC not covering any of the cost of the routes in FY 2022 and the LRGVDC being unable to add our in-kind cost into their active grant to reduce our payment for services.

Not included in the table above were in-kind costs associated with vehicle insurance, utilities, and depreciation estimated at \$82,398.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2021 - 2022.

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- 2022 Interlocal Agreement was still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2021 – 2022 Interlocal Agreement and a Presentation were provided in the packet for the Committee's information and review. 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 O. Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to address any questions by the Committee.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2021 through August 31, 2022, as presented, and contingent upon approval by the LRGVDC. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance**

Approval will be requested at the July 27, 2021 Board meeting to award the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance.

Purpose - The basic purpose of the student insurances are as follows:

- Student / Faculty Medical Professional Liability Insurance - provides coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty



- Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance
- Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in the Continuing Education Training Programs

Justification - Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 13, 2021 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**  
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2021 through August 26, 2022. The premium is \$23,800 which is \$10 per student. The recommendation is based on 2,380 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.** The premium is \$100 more than last year. Last year's premium was \$23,700 which was based on 2,370 students.
  - ⇒ The cost per student (\$10) is the same as the prior year.
  - ⇒ The carrier remained unchanged from the prior year.
- **Voluntary Student Accident Insurance:**  
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2021 through August 26, 2022. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**
  - ⇒ Should a student elect to purchase this voluntary coverage, the costs to him/her would be as follows:
    - \$75 for school time coverage (same as prior year)
    - \$160 for full time (24 hour) coverage (same as prior year)
    - \$9 for dental coverage (increase of \$1)
  - ⇒ The carrier remained unchanged from the prior year.
- **Workforce Training Programs Student Accident Insurance:**  
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 26, 2021 through August 26, 2022. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 534 participants. These participants are

enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students.**

- ⇒ The premium is the same as the prior year.
- ⇒ The premium is \$2,700 based on an estimated 534 participants (approximately \$5.06 per student) in the workforce training programs. Actual cost per student will be determined once enrollment numbers are received.
- ⇒ The carrier remained unchanged from the prior year.

Background – Proposal documents were advertised on May 19, 2021 and May 26, 2021 and issued to nine (9) vendors. Two (2) responses were received on June 11, 2021 and were evaluated by Mr. Raul Cabaza, III, Risk Management Consultant, Accountability, Risk, and Compliance and the Purchasing Department.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Ken Lyons, Risk Manager and Becky Cavazos, Director of Purchasing.

Enclosed Documents - The recommendations provided by Mr. Raul Cabaza, III, were provided in the packet for the Committee's information and review.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval to award the proposal for Student/Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance and Workforce Training Programs Student Accident Insurance at no cost to the College as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance**

Approval was planned for at the July 27, 2021 Board meeting to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2021 through August 31, 2022 at a total cost of **\$1,516,038.49**. This total was subsequently revised to **\$1,529,700**, due to a revised recommendation for Property / Inland Marine / Boiler & Machinery coverage and the withdrawal of the Cyber Liability quote provided by the carrier, Benchmark.

Purpose - The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to fiscal year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

The College's Risk Management Consultant, Mr. Raul Cabaza III, attended the July 13, 2021 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Property / Inland Marine / Boiler & Machinery**

- ⇒ The Risk Management Consultant advised College staff on July 9, 2021, that the spreadsheet in the Finance, Audit, and Human Resources Committee packet that was distributed earlier in the day on July 9, 2021, did not reflect the correct values on certain line items for Option #1 and Option #2. The information was revised subsequently, based on clarification, and was provided as an update at the July 13, 2021 Committee meeting.
- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$1,017,738**. The policy offered a 5% named storm deductible, a 5% all other wind/hail deductible (applied per building with a \$100,000 minimum deductible per building), and a \$100,000 deductible for all other perils.
- ⇒ Flood insurance was included with a deductible of \$100,000 for Zones X and C and \$500,000 for Zone B. The deductible applied per occurrence and not per building.
- ⇒ The proposed premium of \$1,017,738 represented an increase of 8.7% from the prior year, which included a 3.96% increase in insured values.
- ⇒ The commercial property segment continued to be challenged by civil unrest, record breaking wind events, the COVID pandemic, and the winter freeze affecting pricing, limits and deductibles. Material and labor cost and demand were up and period for repairs increased due to supply chain problems.
- ⇒ The carrier remained unchanged from the prior year.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to Traveler's Casualty & Surety Company of America (Montalvo) at a cost of **\$8,577**.
- ⇒ The proposed premium of \$8,577 represented an increase of 2.4% from the prior year.
- ⇒ The crime included computer fraud, funds transfer fraud, and social engineer coverages and increased claims are being experienced.
- ⇒ The carrier remained unchanged from the prior year.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

- ⇒ Per former legal counsel, the College's exposure is shown in the table below:

	<b>Liability Exposure</b>
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

- ⇒ Per former legal counsel, under state law, the College was immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there was theoretically no limit of liability. Former legal counsel advised that though there was no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose was first to ensure the College had competent legal defense and coverage was within limits. Based on the College's claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.
- ⇒ School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of \$221,620. The program offered a \$1,000,000 limit for School Leaders E&O, General Liability and Law Enforcement Liability with deductibles of \$50,000 for School Leaders E&O, \$0 for General Liability, and \$0 for Employee Benefits Liability. Law Enforcement Liability deductible depended on if allegations were under General Liability or Professional Liability. The Automobile Liability limit was \$300,000 with a \$1,000 deductible applicable to both the liability and physical damage.

- ⇒ The proposed premium of \$221,620 represented an increase of 5.6% from the prior year.
- ⇒ The automobile insurance was affected by an increase in the number of insured units from 104 to 135, the litigation environment, cost of parts, the safety and electronic devices being placed on vehicles and the cost of materials.
- ⇒ The carrier remained unchanged from the prior year.

- **Workers Compensation Insurance**

- ⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$273,564**.
- ⇒ The proposed premium of \$273,564 represented a flat premium due to reduction in payroll but an overall rate increase of 14.5% from the prior year.
- ⇒ TASB considered a number of factors in pricing including payroll volatility, losses, and individual class changes. TASB reviews 6 years of losses and collects contribution to cover the ultimate cost of claims.
- ⇒ The carrier remained unchanged from the prior year.

- **Foreign Liability Insurance**

- ⇒ Foreign Liability Insurance to Ace American Insurance Co. (Montalvo) at a total cost of **\$8,201**.
- ⇒ Due to employee travel to Mexico, the purchase of an international insurance policy was recommended.
- ⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability includes the following limits:
  - \$1,000,000 Each occurrence
  - \$2,000,000 General aggregate
  - \$2,000,000 Products-completed operations aggregate
  - \$1,000,000 Personal and advertising injury
  - \$1,000,000 Damage to premises rented to South Texas College
  - \$25,000 Medical expenses (any one person)

- ⇒ The proposed premium of \$8,201 represented no increase from the prior year.
- ⇒ The carrier remained unchanged from the prior year.

- **Cyber Liability Insurance**

- ⇒ On July 13, 2021, the Risk Management Consultant was notified by Montalvo Insurance that the Cyber Liability quote had been withdrawn by the insurance carrier, Benchmark. All quotes with effective dates after July 1, 2021 are expired and withdrawn. The carrier, Benchmark, has put a temporary hold on all new public sector, school and college business nationwide as the cyber market continues to deteriorate with carriers exiting, restricting, and retracting from the market.
- ⇒ As such, College staff will work with the Risk Management Consultant to solicit a new request for proposal for Cyber Liability Insurance which will be presented at the August 24, 2021 Board of Trustees Meeting.

The total recommended award to Montalvo is **\$1,020,854.49**. The total recommended award to TASB is **\$495,184**.

	<b>TASB</b>	<b>Montalvo</b>
Property / Inland Marine and Boiler & Machinery		\$1,017,738
Crime		\$8,577
School Leaders E&O, General Liability, Law Enforcement	\$166,882	
Automobile	\$54,738	
Workers Compensation	\$273,564	
Foreign Liability		\$8,201
<b>TOTAL</b>	<b>\$495,184</b>	<b>\$1,034,516</b>
<b>GRAND TOTAL</b>	<b>\$1,529,700</b>	

Background – Proposal documents were advertised on May 19, 2021 and May 26, 2021 and issued to five (5) vendors. Two (2) responses were received on June 11, 2021 and were evaluated by Mr. Raul Cabaza, III, Risk Management Consultant, Accountability, Risk, and Compliance and the Purchasing Department.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2021 - 2022, pending Board approval of the budget.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Ken Lyons, Risk Manager and Becky Cavazos, Director of Purchasing.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for the Committee’s information and review.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval to award the proposals for Property / Inland Marine / Boiler & Machinery (\$1,017,738), Crime (\$8,577), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$221,620), Workers Compensation (\$273,564), and Foreign Liability (\$8,201) Insurance for the period September 1, 2021 through August 31, 2022 at a total cost of **\$1,529,700**. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions**

Approval of the following award of proposals, purchases, renewals, interlocal agreements, and contract extensions will be requested at the July 27, 2021 Board meeting.

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

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of all of the recommended items except item #17, which was for a proposed Creative Services Agency contract extension, as outlined below.

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

- 1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2021 through August 31, 2022, at an estimated total Carl Perkins grant amount of \$105,500.00. The fifty-nine (59) qualifying vendors are as follows:

<b>Vendors (City, State)</b>		
<b>Blessings Learning Academy of Alamo, TX, Inc.</b> (Alamo, TX)	<b>iKids Academy</b> (Alamo, TX) (New)	<b>New Generation Child Care Center</b> (Alamo, TX)
<b>Kid’z First Child Care Center, Inc.</b> (Alton, TX)	<b>Early Start Child Care Development Center</b> (Donna, TX)	<b>Garza’s Childcare and Development Center</b> (Donna, TX)
<b>Stepping Stones Day Care II</b> (Donna, TX)	<b>Alma’s Daycare Center</b> (Edinburg, TX)	<b>Brighter Future Learning Center</b> (Edinburg, TX)
<b>Cambridge Academy</b> (Edinburg, TX) (New)	<b>Amando, Inc. / dba Genesis Learning Center</b> (Edinburg, TX)	<b>Learning Path Day School</b> (Edinburg, TX)

<b>Vendors (City, State)</b>		
<b>The Children's College Learning Center (TCCLC) North</b> (Edinburg, TX)	<b>The Children's College Learning Center</b> (Edinburg, TX)	<b>The Learning Journey Day School</b> (Edinburg, TX)
<b>VIP Learning Center</b> (Edinburg, TX)	<b>Busy Bee Beehive Learning Center, LLC.</b> (Elsa, TX) (New)	<b>Building My Future, Learning Center #2</b> (Hidalgo, TX)
<b>Play, Learn, Construct &amp; Conserve Child Care Center</b> (La Joya, TX)	<b>Brackenridge Children's Center, LLC.</b> (McAllen, TX)	<b>Bright Beginnings</b> (McAllen, TX)
<b>Building My Future Academy</b> (McAllen, TX)	<b>Easter Seals Child Development</b> (McAllen, TX)	<b>Kids Cloud Academy</b> (McAllen, TX)
<b>Kids R Kids Child Care</b> (McAllen, TX) (New)	<b>Little Shining Star Daycare, Inc.</b> (McAllen, TX)	<b>Loving Angels Child Development Center, LLC.</b> (McAllen, TX)
<b>MommyLand Bilingual Academy</b> (McAllen, TX)	<b>Tony's Playhouse Discovery Center</b> (McAllen, TX)	<b>Bright Beginnings Learning Center</b> (Mission, TX)
<b>Honey's Little Bee's Learning Center</b> (Mission, TX)	<b>Kidz Crusade Academy, LLC.</b> (Mission, TX)	<b>Little Eagles Child Care</b> (Mission, TX) (New)
<b>Love Bugs CEC, LLC.</b> (Mission, TX) (New)	<b>Martha A. Garcia</b> (Mission, TX)	<b>Ready, Set, and Learn Daycare Center</b> (Mission, TX) (New)
<b>Children's Garden Daycare</b> (Palmview, TX)	<b>Fisher Kids Academy</b> (Palmview, TX)	<b>Lily's Little Kids Daycare Center</b> (Palmview, TX)
<b>Palmview Academy</b> (Palmview, TX) (New)	<b>Building My Future Learning Center</b> (Pharr, TX)	<b>Campanitas Day Care</b> (Pharr, TX)
<b>Candyland Daycare Center</b> (Pharr, TX) (New)	<b>Futuros Lideres Learning Center, LLC.</b> (Pharr, TX) (New)	<b>Go-Go Kids Learning Academy, LLC.</b> (Pharr, TX) (New)
<b>Kids Academy Daycare</b> (Pharr, TX)	<b>Kids Academy Daycare Center #2</b> (Pharr, TX)	<b>Kids At Play Learning Center</b> (Pharr, TX) (New)
<b>Kids On Duty II Daycare &amp; Learning Center</b> (Pharr, TX) (New)	<b>New Beginnings Learning Academy #1</b> (Pharr, TX) (New)	<b>Royal Education Center</b> (Pharr, TX)
<b>Betty's Day Care, LLC.</b> (Rio Grande City, TX)	<b>Kami's Cuddling Center</b> (Rio Grande City, TX)	<b>Learning Zone</b> (Rio Grande City, TX)
<b>Learning Zone II</b> (Rio Grande City, TX)	<b>Kidzland Daycare and Learning Institute</b> (Roma, TX) (New)	<b>El Shaddai International Christian Day Care Center</b> (Weslaco, TX)
<b>Little Miracles Learning Center</b> (Weslaco, TX) (New)	<b>The Honey Tree Learning Center</b> (Weslaco, TX) (New)	

- 2) **Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2021 through August 17, 2022 with two one-year options to



renew, at an estimated total amount of \$275,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	<b>Gulf Coast Paper, Co.</b> (Brownsville, TX)
Secondary Vendor(s)	<b>Rio Paper &amp; Supply, LLC.</b> (Pharr, TX) <b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX) <b>Yanitor Paper and Supplies, LLC.</b> (Pharr, TX)

**3) Printing Projects (Award):** award the proposal for printing projects and general purpose printing for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$73,525.00,

a. Printing Projects – At an estimated total amount of \$13,525.00 to the following vendors in the amounts listed below:

Projects FY 2021 – 2022	Vendor	Amount
Official Stationery	<b>Capital Spectrum/ dba Communications Specialist, Inc. (CSI)</b> (Buda, TX)	\$5,265.00
Business Cards	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)	\$8,260.00

b. General Purpose Printing – At an estimated total amount of \$60,000.00 to the following ten (10) vendors:

Vendor (City/State)	Vendor (City/State)
<b>Border Press, Inc.</b> (Brownsville, TX)	<b>Brand It, LLC.</b> (McAllen, TX) (New)
<b>Capital Spectrum/ dba Communications Specialist, Inc. (CSI)</b> (Buda, TX) (New)	<b>Copy Plus, LLC.</b> (McAllen, TX)
<b>FedEx Office and Printing Services, Inc.</b> (Plano, TX)	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)
<b>NJ Color Graphics and Printing</b> (Mission, TX) (New)	<b>Promo Universal, LLC.</b> (Corpus Christi, TX)
<b>San Antonio Printing</b> (McAllen, TX)	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)

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

**4) Air Condition Filters and Installation (Purchase):** purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas

Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total monthly amount of \$13,300.00 and an estimated annual total amount of \$159,600.00, which is based on prior year expenditures;

- 5) **Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$85,000.00, which is based on prior year expenditures;
- 6) **Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$89,000.00, which is based on prior year expenditures;
- 7) **Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase):** purchase heating ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2021 through August 25, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 8) **Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 and August 31, 2022, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 9) **Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2021 through August 31, 2022, at no charge to the College;
- 10) **Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$95,000.00, which is based on prior year expenditures;
- 11) **Mass Notification System Agreement (Renewal):** renew the mass notification system agreement with **Rave Mobile Safety** (Farmingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$54,651.64;
- 12) **Mobile Hotspot Services (Renewal):** renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through

December 31, 2021, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00;

- 13) Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2021 through September 30, 2022, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary:	<b>Gateway Printing and Office Supplies, Inc.</b> (Edinburg, TX)
Secondary:	<b>Copy Plus</b> (McAllen, TX)

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

- 14) Student Laptops and Carrying Bags (Purchase):** purchase student laptops and carrying bags from **Dell Marketing L.P.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$222,686.00. This request will be purchased using the U. S. Department of Education, Higher Education Emergency Relief Fund II (HEERF II) funds.

#### **C. Interlocal Agreements**

- 15) Professional Development Services (Interlocal Agreement/Renewal):** renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$17,500.00;
- 16) Contract Training Agreement (Interlocal Agreement):** approve a contract training agreement with **Pharr San Juan Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning August 1, 2021 through July 31, 2022, at no charge to the College;

#### **D. Contract Extensions**

- 18) Vending Services – Beverages (Contract Extension):** extend the vending services – beverages contract with **Pepsico** (Hidalgo, TX) for an additional fourteen (14) months, from previously approved end date of July 31, 2024 to September 30, 2025.

Recommend Action - The total for all award of proposals, purchases, renewals, interlocal agreements, and contract extensions is \$1,679,942.64.

With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

Administration noted that the following item could be postponed until the July 27, 2021 Regular Board Meeting, when new President Dr. Ricardo J. Solis could provide his recommendation on the proposed contract extension.

**17) Creative Agency Services (Contract Extension):** extend the creative agency services contract with **Interact Communications, Inc.** (Clarksville, MD) for an additional six (6) months, beginning September 1, 2021 to February 28, 2022, at a total estimated amount of \$409,195.04.

The Finance, Audit, and Human Resources Committee did not recommend action on item #17 as presented and asked that it be presented directly to the Board.

### **Review and Recommend Action on Bond Counsel Services**

Approval of bond counsel services will be requested at the July 27, 2021 Board of Trustees meeting.

Award the qualifications for bond counsel services to **Orrick, Herrington, & Sutcliffe, LLP.** (Houston, TX) (New), for the period beginning August 1, 2021 through July 31, 2022 with two one-year options for renew.

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

Justification – The bond counsel services were necessary to provide advice and counsel to administrative staff, the President, Board Committees, and Board of Trustees. A request for qualifications and appointment of an attorney or law firm was essential. The Board would need to engage the services for matters that include the following:

Bond counsel would be expected to:

- A. Provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time pertaining to matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with South Texas College officials, Business Office staff, and the Colleges outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.

- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by South Texas College, including the Texas Office of Attorney General.
- E. Perform all usual and necessary legal services with reference to the authorization, sale, and delivery of any debt issuance and bond refunding that South Texas College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and insuring that all participants, including underwriters and investment banking firms, whether retained or contracted by South Texas College, disclose all conflicts of interest to and with South Texas College and any other parties involved in the bonds. Assist South Texas College in presentations to the major rating agencies in order to obtain rating for the bonds.
- G. Attend Board meetings and Finance Committee meetings to the extent required or requested by the College.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service filings required by federal tax law. Assist in any Internal Revenue Service inquiry and actions as needed.
- J. Render other written opinions of bond counsel pertaining to investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or under the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U. S. Justice Department for preclearance and canvassing of election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of Attorney General.
- O. Provide a complete bond transcript in paper and electronic format at the conclusion of each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable law pertaining to bonds.
- Q. All other matters necessary or incidental to the refunding and issuance of the bonds.

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

At the March 30, 2021 Board of Trustees meeting, the Board approved the solicitation of a request for qualifications for bond counsel services using the standard operating procedure.

Qualification documents were advertised on April 14, 2021 and April 21, 2021 and issued to thirty-seven (37) firms. Five (5) responses were received on April 30, 2021 and reviewed by the Business Office and Purchasing Department. One (1) respondent has withdrawn the submitted qualifications.

Funds for this expenditure were budgeted in the Legal Services budget for FY 2020 – 2021 and FY 2021 – 2022 pending Board approval of the budget.

Enclosed Documents – The summary of qualifications and evaluation summary was provided in the packet for the Committee's information and review.

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

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the award of a bond counsel services agreement to Orrick, Herrington, & Sutcliffe, LLP, as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Proposed FY 2021 - 2022 Committee Meeting Schedule**

The Finance, Audit, and Human Resources Committee was asked to review the following proposed schedule and recommend amendment or approval as appropriate.

The Board would be asked to review and take action on a calendar of Committee and Board Meetings for FY 2021 - 2022 at the July 27, 2021 Regular Board Meeting.

The proposed meeting schedule for the Finance, Audit, and Human Resources Committee was as follows:

<b><u>Weekday</u></b>	<b><u>Date</u></b>	<b><u>Meeting Time</u></b>
Tuesday	September 14, 2021	5:30 p.m.
Tuesday	October 19, 2021	5:30 p.m.
Tuesday	November 9, 2021	5:30 p.m.
Tuesday	December 7, 2021	5:30 p.m.
Tuesday	January 18, 2022	5:30 p.m.
Tuesday	February 8, 2022	5:30 p.m.
Tuesday	March 8, 2022	5:30 p.m.
Tuesday	April 12, 2022	5:30 p.m.

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	May 10, 2022	5:30 p.m.
Tuesday	June 14, 2022	5:30 p.m.
Tuesday	July 12, 2022	5:30 p.m.
Tuesday	August 9, 2022	5:30 p.m.
Tuesday	September 13, 2022	5:30 p.m.

Finance, Audit, and Human Resources Committee Meetings were generally scheduled for the second Tuesday of each month, and are proposed for a starting time of 5:30 p.m. There may be some deviation based upon scheduling conflicts, and any adjustments would be communicated with as much early notification as practical.

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the proposed Committee meeting schedule. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on 2018 – 2021 Junior College Audit Report on Safety and Security**

Approval of the 2018 – 2021 Junior College Audit Report on Safety and Security will be requested at the July 27, 2021 Board Meeting.

Purpose – Following the Texas School District safety and security procedures, an audit was conducted for all College district facilities to determine compliance with state statutes and safety protocols.

Justification – To comply with the Texas Education Code, a safety and security audit was conducted for the years 2018 – 2021. The code requires the results of the audit be signed by the President of the Junior College District, presented to the College Board of Trustees and submitted to the Texas School Safety Center. The report is subject to the approval and signature of the incoming College president, which is scheduled to occur before the Board Meeting of July 27, 2021.

Background – The Texas Education Code requires public junior college districts to report the results of security audits to the Texas School Safety Center. Section 37.108 of the Code states,

*“At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a*

*district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity”.*

The audit consisted of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions were distributed to the departments and responses to the answers were used in compiling the requested information. Each building on the campuses was examined for safety concerns and procedures were reviewed for compliance with state statutes. The results were required to be posted on the School Safety Center website prior to September 15, 2021.

Reviewers – The Vice President of Finance and Administrative Services and the Department of Public Safety staff reviewed the information presented.

Enclosed Documents – The 2018 – 2021 Junior College Audit Report on Safety and Security was provided in the packet for the Committee’s review and discussion.

Ruben Suarez, Chief of Police for the Department of Public Safety attended the July 13, 2021 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board acceptance of the results of the safety and security audit be approved for submission to the Texas School Safety Center, as required by state law and as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 - 2021**

Approval of proposed revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 - 2021 will be requested at the July 27, 2021 Board meeting.

Purpose – To revise the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 - 2021 in order to charge the fee to partnering agencies at the Regional Center for Public Safety Excellence (RCPSE) for the Car Fire Simulator as part of the Training that will now be offered.

Justification - On June 22, 2021, the Board approved the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2021 – 2022, which included the new Car Fire Simulator Training fee.



The Car Fire Simulator was ready to use and there were requests from partnering agencies to utilize the simulator in FY 2020 – 2021, therefore, the revised Car Fire Simulator Training fee for FY 2020 - 2021 was as follows:

	Current Rate	Change	Proposed Changes FY 2020-2021
Fees: • Car Fire Simulator Training (per 4 hours)		Variable, based on recovery of costs	Variable, based on recovery of costs

Reviewers - The revised Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 was reviewed by staff and President's Cabinet.

Dr. David Plummer, Interim President, attended the Committee meeting to address any questions by the Committee.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the proposed revision to the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021 as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **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 was 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	532,963	8,959
Other State Appropriation-TRS	2,155,023	2,191,868	36,845

<b>State Appropriations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Other State Appropriation-HEGI	6,159,713	6,235,046	75,333
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>\$49,098,912</b>	<b>\$(4,797,293)</b>

- State appropriations were expected to decrease \$4,797,293 in FY 2021 - 2022. The projected decrease was 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 HEGI, 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 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	\$27,890,315	\$1,193,471
Continuing Ed/ITED-Net TPEG	3,004,456	2,990,658	(13,798)
<b>Total Tuition-Net Tuition</b>	<b>\$29,701,300</b>	<b>\$30,880,973</b>	<b>\$1,179,673</b>

- Tuition for FY 2021 - 2022 was based on projected enrollment of 16,219 traditional students, a 0% 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 increase \$1,179,673 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	\$24,334,646	\$989,500

- Fees for FY 2021 - 2022 were based on projected enrollment of 16,219 traditional students, a 0% 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 an increase in fees revenue of \$989,500 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 was expected to decrease \$844,491, due to an anticipated decrease in tax collections. The projected decrease in tax collections was 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	600,000	(600,000)
Administrative Costs and Shuttle System Contribution	678,717	679,326	609
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>\$6,695,018</b>	<b>\$328,839</b>

- Other revenue was expected to increase \$328,839 in FY 2021 - 2022. The projected increase was mainly due to increased revenue in the Dual Credit Cost Reimbursement and the Administrative Costs and Shuttle System Contribution being partially offset by the decrease in the Dual Credit Academy Participation Fee, Interest, 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	\$7,738,146	\$(1,554,422)

- HEERF Lost Revenue was expected to decrease \$1,554,422 in FY 2021 – 2022. The decrease was due to a reduction in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue that would be recognized by the College. 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>Carryover Allocations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Unexpended Construction Plant Transfer	\$2,000,000	\$3,500,000	\$1,500,000
Continuing, Professional, and Workforce Education	450,000	450,000	-

<b>Carryover Allocations</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
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>\$5,954,813</b>	<b>\$776,912</b>

- Carryover Allocations were projected to increase \$776,912 in FY 2021 - 2022. The increase resulted from the increase in the Unexpended Construction Plant Transfer of \$1,500,000 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	\$1,000,000
2.	Proposed Non-Faculty Pool Funding Increase	33,000
3.	Proposed Direct Wage Pool Funding Increase	50,613
4.	Reclassification of Non-Faculty Positions, Restoration of Salaries of Previously Frozen Positions, Reduction of Funding Sources Used for Salary Adjustments, and Salary Reserve Pool	2,205,148
5.	Proposed Removal of One-Time Payment (Eligible Full-Time Faculty and Staff)	(2,644,650)
6.	Proposed Removal of In Person-Hybrid Class Faculty Pay Pool (Pandemic Related)	(1,153,846)
7.	Changes in Salaries due to Vacancies and New Hires	(500,363)
	<b>Total</b>	<b>\$(1,010,098)</b>

- The Salary expenditures budget for FY 2021 - 2022 was proposed to decrease by \$1,010,098. The decrease was due to the increase in funding for the faculty instructional pools in the amount of \$1,000,000, the increase in funding for the non-faculty pool in the amount of \$33,000, the increase in funding for direct wage pools in the amount of \$50,613, and reclassification of non-faculty positions, restoration of salaries of previously frozen positions, reduction of funding sources used for salary adjustments, and salary reserve pool in the amount of \$2,205,148 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 \$500,363. No annual salary increases were 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 was proposed to increase by \$2,460,816. The increase was 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 was proposed to increase by \$5,600,454 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 represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2021 - 2022 was proposed to decrease by \$22,117 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2021 - 2022 was proposed to decrease by \$10,944,337. The decrease was primarily due to the increase in the Transfer to the Unexpended Plant Fund of \$500,000 being offset by the decrease in the Transfer to the Renewals & Replacements Plant fund of \$1,000,000, the decrease in the HEERF Fund Balance Reserve of \$1,554,422, 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 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	\$98,248,371	\$97,238,273	\$(1,010,098)
Benefits	27,668,623	30,129,439	2,460,816
Operating	32,249,628	37,850,082	5,600,454
Travel	2,235,954	2,229,954	(6,000)
Capital Outlay	1,446,175	1,424,058	(22,117)
<b>Total Expenditures</b>	<b>161,848,751</b>	<b>168,871,806</b>	<b>7,023,055</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,000,000	3,500,000	(500,000)

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Transfer to R&R Plant Fund	1,000,000	-	(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	7,738,146	(1,554,422)
HEGI Reserve	2,830,159	-	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>25,048,064</b>	<b>14,103,727</b>	<b>(10,944,337)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$186,896,815</b>	<b>\$182,975,533</b>	<b>\$(3,921,282)</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 July 13, 2021 Finance, Audit, and Human Resources Committee meeting and addressed by the Committee.

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

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

- A. Increases to FY 2021 – 2022 Salary Reserve Pool
- B. Title Changes of Non-Faculty and Faculty Positions
- C. Annual Salary Increase for Faculty and Non-Faculty Personnel

Approval of the Proposed Staffing Plan Revisions requests for FY 2021 – 2022 will be requested at the July 27, 2021 Board meeting.

Purpose – To discuss additional proposed staffing plan revisions requests for FY 2021 – 2022, which included no annual salaries for faculty and non-faculty personnel, increased salary reserve pool, and title changes of non-faculty and faculty positions.

Justification – The projected Fall semester student enrollment increased, which resulted in additional projected tuition and fee revenue. Administration therefore proposed additional staffing plan revision requests for FY 2021 – 2022, which were not included in the previous board meeting.

Background – On June 22, 2021, the Board approved the Staffing Plan Revisions Requests for FY 2021 – 2022. However, additional staffing requests were proposed.

The sections listed below provided a breakdown of the additional staffing plan revisions requests by category:

**A. FY 2021 – 2022 Salary Reserve Pool**

The FY 2021 – 2022 Salary Reserve Pool was proposed to be increased to fund currently frozen positions that may be unfrozen as needed in FY 2021 - 2022 and as approved by the President. The pool reserve would increase by \$1,445,608.

<b>FY2021 - 2022 Salary Reserve Pool</b>	<b>Amounts</b>
Board Approved 6/22/21	\$339,549
Total Additional Adjustment Proposed on 7/13/21	1,445,608
<b>Total Funding Availability</b>	<b>\$1,785,157</b>

**B. Title Changes of Non-Faculty and Faculty Positions**

A total of nine (9) positions were proposed to change titles to align with department restructuring. The title change did not affect pay grade and classification and does not required a salary adjustment. This request would not impact the budget for Fiscal Year 2021 – 2022.

**C. Annual Salary Increase for Faculty and Non-Faculty Personnel**

No annual salary increases for any personnel classification were recommended for FY2021 – 2022.

On July 2, 2021, College Administration met with Dr. Ricardo Solis, incoming College President, to review the salary reserve pool and the additional frozen positions proposed as priority to unfreeze.

The salary reserve pool would be utilized as needed and will depend on actual student enrollment and associated revenue. Recommendation of positions to unfreeze would be provided to Dr. Ricardo Solis for review and approval before unfreezing the positions.

The proposed no annual salary for faculty and non-faculty personnel, increase to salary reserve pool, and additional title changes of non-faculty and faculty positions may need to be adjusted before final approval of the staffing plan by the Board, based on final revenue projections.

Enclosed Documents – A presentation and a listing of the Proposed Staffing Plan Revisions Request for FY 2021 – 2022 were provided 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, attended the Committee meeting to address questions by the Committee.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the Proposed Staffing Plan Revisions Requests for FY 2021 – 2022 as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Proposed Employee Pay Plan for FY 2021 – 2022**

Approval of the Proposed Employee Pay Plan for FY 2021 - 2022 will be requested at the July 27, 2021 Board meeting.

Purpose - The Proposed Employee Pay Plan for FY 2021 - 2022 for all employee groups was presented for the Committee's review and consideration. The Employee Pay Plan includes the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2021 - 2022.

Background – The Proposed Salary Pay Plan for FY 2021 – 2022 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, and Executive employees
- Direct Wage Employees Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan



- Faculty Roles, Compensation Rates, and Faculty Salary Plan

Reviewers - The Interim President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. The critical new positions included within the Plan were reviewed and approved by the Board of Trustees in June 2021.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2021 - 2022 was included under separate cover for the Committee's review and information.

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

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval the Proposed Employee Pay Plan for FY 2021 - 2022, as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action on Proposed Staffing Plan for FY 2021 – 2022**

Approval of the Proposed Staffing Plan for FY 2021 - 2022 will be requested at the July 27, 2021 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2021 – 2022 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2021 - 2022.

Background – As indicated in Policy #4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Critical New positions and Reclassifications of Non-Faculty positions were included within the Plan and were reviewed and approved by the Board of Trustees in June 2021.

Funding Source – The budget to fund each position was reflected in the appropriate department and listed on the Staffing Plan and was subject to Board approval of the FY 2021 – 2022 Budget.

Reviewers – The Interim President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

Enclosed Documents - A copy of the Staffing Plan for FY 2021 - 2022 was included under separate cover for the Committee's review and information.

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.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval of the Proposed Staffing Plan for FY 2021 - 2022, as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

### **Review and Recommend Action to Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses**

Approval to use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for purchase and installation of ultraviolet (UV) air purifiers in College buses will be requested at the July 27, 2021 Board meeting.

Purpose – To use HEERF II Institutional Funds for purchase and installation of ultraviolet (UV) air purifiers in College buses as allowed by the Department of Education guidance as a safety measure against the spread of COVID-19 and to provide clean and safe to breathe air for our students and staff riding in the buses.

Justification – Guidance provided by the Department of Education states that the HEERF II Institutional Funds must be used to implement COVID-19 health and safety measures. If approved for this use, six ultraviolet (UV) air purifiers would be purchased and installed on the College buses using HEERF II Institutional Funds.

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.

Currently, there were six (6) College-owned buses used for the South Texas College operated Jag Express Transportation Service. These buses transport students on the Yellow Line route circulator to the Pecan Campus, Technology Campus, and the Nursing and Allied Health Campus. There were no additional air filtration systems installed on the buses at this time. The South Texas College Department of Public Safety Student Transportation Services proposed to purchase and install ultraviolet (UV) air purifiers on the College buses to disinfect the air that circulates in the bus. It would be beneficial to take extra measures to ensure a safe environment for students, faculty, staff and the public.

### **Air Purifier Benefits**

The UV Vent Air Purifier uses high performance UV-C lamps that emit a wavelength of 254nm, as this is where the highest germicidal effect is achieved. The scientifically tested UV-technology system eliminates more than 95% of viruses, including COVID-19, as well as any bacteria or mold present in the air circulating in the cabin. Using the UV air purifier, the virus concentration in the interior of the bus remains low, similar to a fresh air supply, reducing the risk of infection. It has shock resistance technology which is necessary due to all the movement on the bus or in the case of an accident. The UV purifier is “plug and play” with easy installation and is connected to turn on when the bus is started.

The proposed estimated cost to purchase and install ultraviolet (UV) air purifiers was \$3,400 per bus and the total estimated cost for six (6) buses is \$20,400. Installation would be completed within 3-5 weeks of when the air purifiers were ordered.

Reviewers – The Interim President and the Vice Presidents reviewed the proposal for purchase and installation of ultraviolet (UV) air purifiers in College buses with HEERF II Institutional Funds.

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

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval to use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds in the amount of \$20,400 for purchase and installation of ultraviolet (UV) air purifiers in College buses as presented. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

## **Review and Recommend Action to Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District Wide Air Handler Replacement Project**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for district wide air handler replacement project will be requested at the July 27, 2021 Board meeting.

Purpose - To use HEERF Institutional Funds for the replacement of air handler unit district wide to include ultraviolet lighting to provide cleaner air to College facilities district-wide and a safer environment. The proposed District Wide Air Handler Replacement Project and Authorization to Proceed with Solicitation of Engineering Services was recommended in the July 13, 2021 Facilities Committee for request for Board approval.

Justification - Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used for the installation or renovation of an HVAC system, to improve with air filtration to prevent the spread of COVID-19.

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.

Approval for a no-cost extension would be requested from the Department of Education, since the estimated completion timeline for the project extended beyond the end date of the HEERF Institutional Fund awards.

Currently, there were air handlers with ultraviolet (UV) lighting filtration installed at approximately 50% of the College's facilities. The Facilities Operations & Maintenance department proposed to replace the older air handlers with new air handler units that have UV lighting purifiers built in to them in addition to conventional air filters.

- **Benefits**

- ⇒ UV lighting uses short-wave energy to inactivate viral, bacterial, and fungal organisms so they are unable to replicate and potentially cause disease. According to the American Society of Heating, Refrigerating, and Air Conditioning Engineering, Inc. (ASHRAE), UV lighting is used as an engineering control to interrupt the transmission of pathogenic organisms, such as tuberculosis (TB), influenza viruses, mold, and potential bioterrorism agents. UV lighting can improve

indoor air quality and thus enhance occupant health, comfort, and productivity. Listed below are some of the UV lighting benefits:

- Disinfects the air flowing through the air handlers,
- Adds one more layer of purification to the air filtration.
- Provides an extra measure for a safe environment for students, faculty, staff, and the public.
- Replaces existing air handler units, which will potentially reduce energy consumption with new units.
- Eliminates mold, mildew, and bacteria
- Reduces the spread of viruses
- Reduces the quantity of air contaminants
- Improves indoor air quality
- Keeps the HVAC system clean

The estimated budget for the District Wide Air Handler Replacements is summarized in the table below:

<b>District Wide Air Handler Replacements Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Budget Amount</b>
Construction	\$6,948,000
Design	694,800
Miscellaneous	173,700
Technology	555,840
Contingency 5%	347,400
<b>Total Estimated Project Budget</b>	<b>\$8,719,740</b>

- **Scope of Work**

⇒ Removing one hundred twenty-six (126) existing air handlers.

⇒ Installing one hundred twenty-six (126) new air handlers with UV light purification

The estimated costs and facilities at which air handlers would be replaced are summarized in the table below:

<b>District Wide Air Handlers Replacement Total Estimated Cost</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Estimated Cost</b>
Pecan Campus	A, D, X, B, C, E, F, G, H, L, M, N, T	\$2,980,000
Pecan Plaza	A, B, C	480,000

Mid Valley Campus	C, E, F, G, H, L	1,288,000
Nursing and Allied Health Campus	A, C	170,000
Technology Campus	A, B, D, E	775,000
Starr County Campus	D, E, F, G, H, J	715,000
District Wide Portables	Various	540,000
<b>TOTAL</b>		<b>\$6,948,000</b>

The estimated schedule for the project is below:

<b>District Wide Air Handlers Replacement Estimated Schedule</b>		
<b>Project Phase</b>	<b>Task Date</b>	<b>Task Duration</b>
Solicit A/E Qualifications	August 2021	1 Month
Evaluate A/E Qualification Statements	September 2021	1 Month
Recommend Board Approval of A/E Firm	October 2021	1 Month
A/E Design Phase	November – December 2021	2 Months
Solicit Proposals for Construction Services	January 2022	1 Month
Recommend Board Approval of Contractor	February 2022	1 Month
Negotiate, Execute Construction Contract/Agreement, and Issue Notice to Proceed	March 2022	1 Month
Substantial Completion	April – August 2022	5 Months
Final Completion	September 2022	1 Month
<b>Total Estimated Project Duration</b>		<b>14 Months</b>

Dr. David Plummer, Interim President, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities Operations and Maintenance attended the Committee meeting to address questions by the Committee.

As sole committee member present, Dr. Alejo Salinas, Jr. moved that the Finance, Audit, and Human Resources Committee recommend Board approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds in the amount of \$8,719,740 for the district wide air handler replacement project as presented and subject to Board approval of proposed project and approval of a no-cost extension by the Department of Education. With only one Committee member in attendance, there was no vote, and the recommendation of Board approval carried.

**Due to time constraints, the following items were postponed, and administration was asked to present them directly to the Board of Trustees:**

**Review and Acceptance of Internal Audit Reports in the Areas of  
Memorandum of Understanding – Early College High School and Dual  
Credit and the Banner Computer System Security and Access**

Acceptance of the Internal Audit Reports in the Areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access will be requested at the July 27, 2021 Board of Trustees meeting.

Purpose – To discuss the procedures, findings, and recommendations of the internal audit reports in the areas of Memorandum of Understanding – Early College High School and Dual Credit and the Banner Computer System Security and Access conducted by Mr. Khalil Abdullah, Internal Auditor.

Justification – Policy #5460: Internal Audit Function, states that it is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

Background – The Texas Education Agency (TEA) requires that a high school seeking designation from Early College High Schools, and Pathways in Technology Early College High School (P-TECH) have a signed memorandum of understanding (MOU) with an institution of higher education. The purpose of the MOU is to outline the responsibilities of the College and the school districts that participate in the Dual Credit and Early College High School programs.

The Texas Department of Information Resources (DIR) Security Control Standards indicate that organizations should develop, document, and disseminate an access control policy that addresses purpose, scope, roles, responsibilities, management commitment, and procedures to facilitate the implementation of the access control policy.

Enclosed Documents – The Internal Audit Reports were provided in the packet for the Committee's information and review.

No action was taken, and this item was scheduled for presentation to the Board of Trustees without a Committee recommendation.

### **Review and Acceptance of the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment**

Acceptance of the Office of Internal Audit's Quality Assurance and Improvement Program – Internal Assessment will be requested at the July 27, 2021 Board of Trustees meeting.

Purpose – To discuss the procedures, gaps to conformance, and opportunities for continuous improvement of the Office of Internal Audit. The Internal Assessment was conducted by Mr. Khalil Abdullah, Internal Auditor.

Justification – IIA *Standard* 1300 – *Quality Assurance and Improvement Program* – The Internal Auditor must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.

IIA *Standard* 1311 – *Internal Assessments* – Internal assessments must include:

- Ongoing monitoring of the performance of the internal audit activity.
- Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices.

Background – The Internal Auditor is responsible for establishing and maintaining a Quality Assurance and Improvement Program. The Quality Assurance and Improvement Program is an ongoing and periodic assessment of the Office of Internal Audit. These assessments are composed of comprehensive processes; continuous supervision and testing of internal audit and consulting work; periodic validations of conformance with the Definition of Internal Auditing, the IIA Code of Ethics, and the IIA *Standards*.

Enclosed Documents – The Quality Assurance and Improvement Program – Internal Assessment was provided in the packet for the Committee's information and review.

No action was taken, and this item was scheduled for presentation to the Board of Trustees without a Committee recommendation.

### **Review and Discussion on Internal Auditor's Follow-up Procedures**

Mr. Khalil Abdullah, Internal Auditor, has completed follow-up procedures for the Clery Act and Violence Against Women Act (VAWA) audit and was scheduled to provide an update on the current status of management's corrective actions.

The Implementation Status of Managements' Corrective Action(s) was provided in the packet for the Committee's review and discussion.

this item was scheduled for presentation to the Board of Trustees without Committee review.



### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:52 p.m.

I certify that the foregoing are the true and correct Minutes of the July 13, 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

### **Discussion and Action as Necessary on Potential Refunding of the Series 2015 Bonds**

The College's Financial Advisor, Estrada Hinojosa & Company, have indicated that there may be an opportunity to issue taxable bonds to refund outstanding Series 2015 Bonds and produce savings to the College and taxpayers.

Estrada Hinojosa & Company will present a Market Overview and a Taxable Refunding Analysis and a Taxable Savings Summary associated with refunding Series 2015 Bonds.

Enclosed Documents – The presentation, which includes a Market Overview, the Taxable Refunding Analysis, and the Taxable Savings Summary submitted by Estrada Hinojosa & Company, is provided in the packet for the Committee's review and information.

It is requested that the Finance, Audit, and Human Resources Committee make a recommendation as necessary to the full Board at the August 24, 2021 Board meeting on the potential refunding of the Series 2015 Bonds as presented.



# South Texas College

## Debt Overview & Taxable Refunding Analysis Municipal Market Overview

ESTRADA • HINOJOSA  
INVESTMENT BANKERS



## Section 1

# Debt Overview & Taxable Refunding Analysis

## Top 25 Community / Junior Colleges Comparables Ranked by District Population\*

	FYE 8/31/2020	District Population	Ratings Underlying		Taxable Assessed Valuation**	TAV RATIO (TAV / Pop)	Total G.O Debt	Debt As % of T.A.V	Dept Per Capita	Total Enrollment	Student Fee		Rev/Debt	
			Fitch	Moodys							Rev	Debt	Per Student	Per Student
1	Dallas Co CCD	2,734,111	AAA	Aaa	AAA	\$ 271,168,476,338	\$ 99,180	\$ 165,470,000	0.06%	\$ 60.52	\$ 82,246	\$ -	\$ -	-
2	Lone Star College System	2,725,265			AAA	224,233,231,463	82,279	581,595,000	0.26%	213.41	86,043	86,663,950	1,007.22	-
3	Houston CC System	2,480,760		Aaa	AA+	224,723,075,150	90,586	528,150,000	0.24%	212.90	79,877	149,305,000	1,869.19	-
4	Austin CCD	2,175,847	AA+	Aa1	AA+	255,251,439,977	117,311	409,421,621	0.16%	188.17	38,730	198,373,690	5,121.96	-
5	Tarrant Co College District	2,102,515			AAA	220,876,522,612	105,053	264,175,000	0.12%	125.65	54,487	-	-	-
6	Alamo CCD	2,062,088		Aaa	AAA	184,858,336,388	89,646	437,790,000	0.24%	212.30	57,042	76,510,000	1,341.29	-
7	South Texas College	1,076,737		Aa2	AA	42,834,514,596	39,782	128,814,693	0.30%	119.63	32,478	-	-	-
8	Collin Co CCD	1,035,300		Aaa	AAA	160,037,947,365	154,581	531,590,000	0.33%	513.46	35,144	-	-	-
9	San Jacinto CCD	580,000		Aa2	AA	64,248,427,551	110,773	480,440,414	0.75%	828.35	32,452	45,979,683	1,416.85	-
10	Alvin CCD	374,264		Aa3	AA	11,973,064,603	31,991	28,625,000	0.24%	76.48	5,985	-	-	-
11	Del Mar College District	362,265	AA+	Aa2	AA	29,052,187,360	80,196	288,060,000	0.99%	795.16	12,008	12,620,000	1,050.97	-
12	Laredo College District	278,184	AA-	Aa3	AA-	13,832,273,948	49,723	129,965,000	0.94%	467.19	10,200	49,535,000	4,856.37	-
13	McLennan Co JCD	256,623	AA		AA	20,450,950,266	79,693	52,080,000	0.25%	202.94	13,172	17,600,000	1,336.17	-
14	Texas Southmost College District	217,365	AA		AA	13,914,009,596	64,012	35,065,000	0.25%	161.32	22,334	10,660,000	477.30	-
15	Tyler JCD	209,174			AA+	17,559,014,954	83,945	49,064,000	0.28%	234.56	16,485	64,200,000	3,894.45	-
16	Amarillo JCD	202,028	AA+		AA+	14,245,425,446	70,512	73,365,000	0.52%	363.14	9,766	2,950,000	302.07	-
17	Odessa JCD	172,026	AA		AA-	15,610,700,207	90,746	59,585,000	0.38%	346.37	6,847	4,650,000	679.13	-
18	Midland College District	172,000		Aa2	AA	37,854,764,949	220,086	16,600,000	0.04%	96.51	7,656	8,715,000	1,138.32	-
19	College of the Mainland	142,879		Aa3	AA-	13,333,284,378	93,319	170,560,000	1.28%	1,193.74	8,035	-	-	-
20	Parker Co JCD	142,878			AA	15,572,339,273	108,990	1,140,000	0.01%	7.98	5,391	32,445,000	6,018.36	-
21	Grayson Co JCD	136,212	AA	Aa2		12,837,708,543	94,248	23,315,000	0.18%	171.17	4,493	4,090,000	910.30	-
22	Lee College Dist	99,528		Aa3	AA-	16,189,416,379	162,662	39,460,000	0.24%	396.47	7,516	15,590,000	2,074.24	-
23	Texarkana College	94,250		Aa2		6,039,815,044	64,083	11,522,252	0.19%	122.25	4,087	-	-	-
24	Victoria Co JCD	92,467		Aa3	AA	7,460,704,248	80,685	21,745,000	0.29%	235.16	8,536	-	-	-
25	Angelina Co JCD	86,620			AA-	4,930,723,265	56,924	11,930,945	0.24%	137.74	4,851	-	-	-

Ranking:

7	10	9	24	14	18	5	8	1	1
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Source: Municipal Advisory Council - TMR Reports and Issuer's CAFR

\*Listed in descending order. Ranking methodology: the lower the numbers, the more favorable the ranking; the higher the number, the less favorable the ranking.

\*\*Values are subject to change throughout the year as contested values are resolved and the County Appraisal District updates records.

## Top 25 Community / Junior Colleges Comparables Ranked by District Population

FYE	Total Direct and Overlapping Debt	As % of T.A.V	M & O	I & S	Total Tax Rate	Total Tax Levy	M&O Tax Levy as a % of Budget**	Total Fund Balance	Unrestricted Net Position	Unrestricted Fund as % of Operating Budget	Net Pension Liability
8/31/2020											
1 Dallas Co CCD	\$ 12,806,084,092	4.723%	\$0.1040	\$ 0.0200	\$ 0.1240	\$ 336,248,911	84%	\$ 553,772,626	\$ 6,018,047	1%	\$ 115,825,304
2 Lone Star College System	18,023,683,098	8.038%	0.0800	0.0278	0.1078	243,325,078	74%	138,973,232	(141,595,557)	-102%	107,595,575
3 Houston CC System	8,340,740,113	3.712%	0.0792	0.0211	0.1003	227,726,043	79%	431,645,883	(156,354)	-0.04%	90,173,836
4 Austin CCD	10,047,047,814	3.936%	0.0900	0.0158	0.1058	270,056,023	85%	65,335,885	(118,997,341)	-182%	145,608,449
5 Tarrant Co College District	10,798,903,558	4.889%	0.1215	0.0087	0.1302	287,514,969	93%	1,072,772,600	184,023,018	17%	73,488,867
6 Alamo CCD	11,538,271,568	6.242%	0.1078	0.0414	0.1492	254,322,861	72%	214,158,407	(145,335,014)	-68%	76,191,272
7 South Texas College	2,377,840,730	5.551%	0.1400	0.0318	0.1718	73,589,696	81%	377,299,822	150,897,921	40%	52,245,580
8 Collin Co CCD	8,136,649,316	5.084%	0.0791	0.0021	0.0812	129,986,022	97%	572,945,777	281,614,752	49%	36,646,040
9 San Jacinto CCD	3,901,439,260	6.072%	0.1117	0.0576	0.1694	108,809,000	66%	80,169,233	(82,070,191)	-102%	45,813,261
10 Alvin CCD	1,499,701,988	12.526%	0.1706	0.0129	0.1834	22,055,322	93%	(1,333,767)	(22,789,823)	-1709%	9,596,705
11 Del Mar College District	1,685,933,106	5.803%	0.2053	0.0833	0.2886	88,074,339	71%	93,285,921	(41,688,611)	-45%	20,571,896
12 Laredo College District	1,096,239,260	7.925%	0.2529	0.0726	0.3255	48,451,335	78%	46,087,379	(11,651,501)	-25%	15,208,758
13 McLennan Co JCD	1,285,239,908	6.284%	0.1217	0.0280	0.1498	30,615,073	81%	9,192,975	(47,815,356)	-520%	16,048,584
14 Texas Southmost College District	595,080,378	4.277%	0.1212	0.0412	0.1624	22,597,326	75%	142,180,830	40,519,685	28%	13,059,553
15 Tyler JCD	639,271,052	3.641%	0.1580	0.0419	0.1999	35,463,839	79%	45,070,725	(44,795,316)	-99%	15,350,364
16 Amarillo JCD	603,871,528	4.239%	0.1650	0.0629	0.2279	31,557,960	72%	12,438,422	(71,789,988)	-577%	18,764,815
17 Odessa JCD	383,953,765	2.460%	0.1627	0.0262	0.1889	29,547,109	86%	49,957,629	(11,179,354)	-22%	9,890,177
18 Midland College District	551,207,319	1.456%	0.0847	0.0075	0.0922	33,622,323	92%	90,322,395	(2,656,268)	-3%	10,751,196
19 College of the Mainland	1,133,193,714	8.499%	0.1868	0.0552	0.2420	25,132,078	77%	(27,816,604)	(39,553,479)	-142%	11,299,584
20 Parker Co JCD	730,848,334	4.693%	0.1208	0.0046	0.1254	19,949,912	96%	53,212,883	(17,230,649)	-32%	7,689,136
21 Grayson Co JCD	624,602,537	4.865%	0.1407	0.0311	0.1718	20,831,242	82%	46,648,116	(7,242,595)	-16%	6,881,705
22 Lee College Dist	1,230,463,192	7.600%	0.2103	0.0198	0.2301	36,778,055	91%	25,056,944	(17,766,332)	-71%	11,082,243
23 Texarkana College	233,330,530	3.863%	0.1231	0.0000	0.1231	7,191,623	100%	4,172,224	(12,578,868)	-301%	5,575,117
24 Victoria Co JCD	224,007,563	3.002%	0.1828	0.0375	0.2203	15,426,999	83%	8,792,251	(26,338,090)	-300%	8,019,398
25 Angelina Co JCD	227,454,681	4.613%	0.1459	0.0251	0.1710	8,423,481	85%	25,468,765	(12,157,241)	-48%	5,208,084

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Source: Municipal Advisory Council - TMR Reports and Issuer's CAFR

\*Listed in descending order. Ranking methodology; the lower the numbers, the more favorable the ranking; the higher the number, the less favorable the ranking.

\*\*Was calculated by dividing M&amp;O by Total Tax Rate

# EXISTING GENERAL OBLIGATION DEBT

## Ratings

S&P AA

Moodys Aa2

## General Obligation Debt Outstanding

Series	Par Outstanding	Amount Callable	Call Date
Ltd Tax Ref Bds Taxable Ser 2020	\$ 41,194,693	\$ 16,795,000	8/15/2030
Ltd Tax Bds Ser 2015	79,725,000	58,165,000	8/15/2024
Ltd Tax Bds Ser 2014	7,895,000	-	Non-Callable
<b>Total</b>	<b>\$ 128,814,693</b>	<b>\$ 74,960,000</b>	

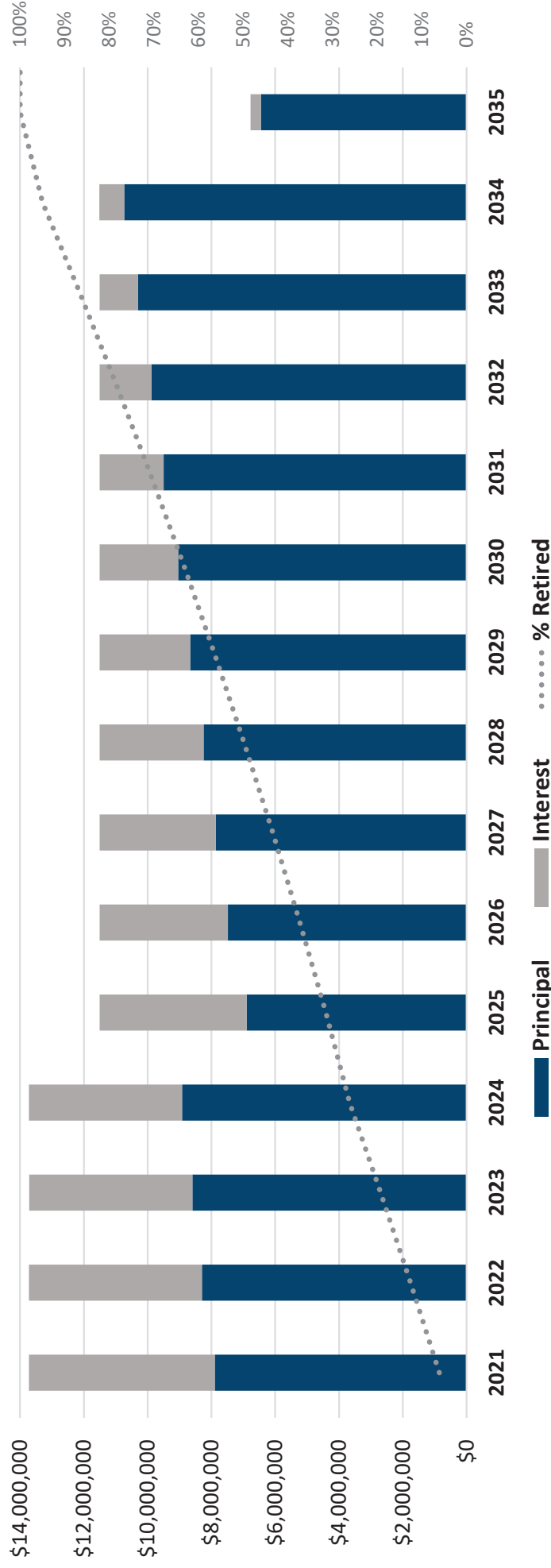
Historical TAV				
Fiscal Year	2018	2019	2020	2021
TAV	\$36.60 bn	\$38.38 bn	\$40.26 bn	\$42.83 bn

Historical Tax Rate				
Fiscal Year	2018	2019	2020	2021
M&O	\$ 0.1400	\$ 0.1400	\$ 0.1400	\$ 0.1400
I&S	0.0450	0.0380	0.0333	0.0318
Total	\$ 0.1850	\$ 0.1780	\$ 0.1733	\$ 0.1718

## SOUTH TEXAS COLLEGE

## OUTSTANDING PRINCIPAL & INTEREST



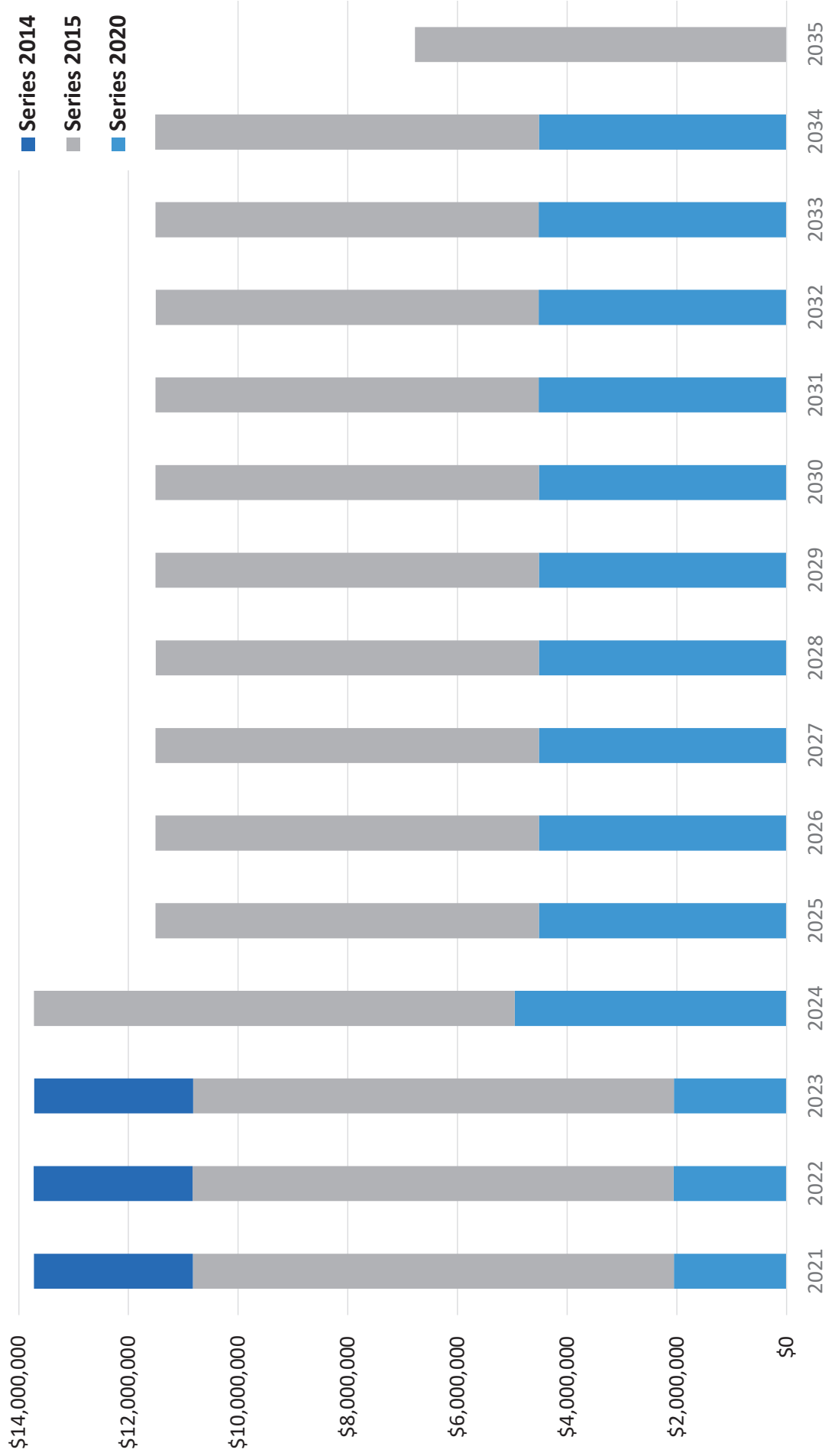
# OUTSTANDING DEBT BY SERIES

## Debt Statistics (\$M):

Total Par: \$128.815 million (as of 8/5/2021)

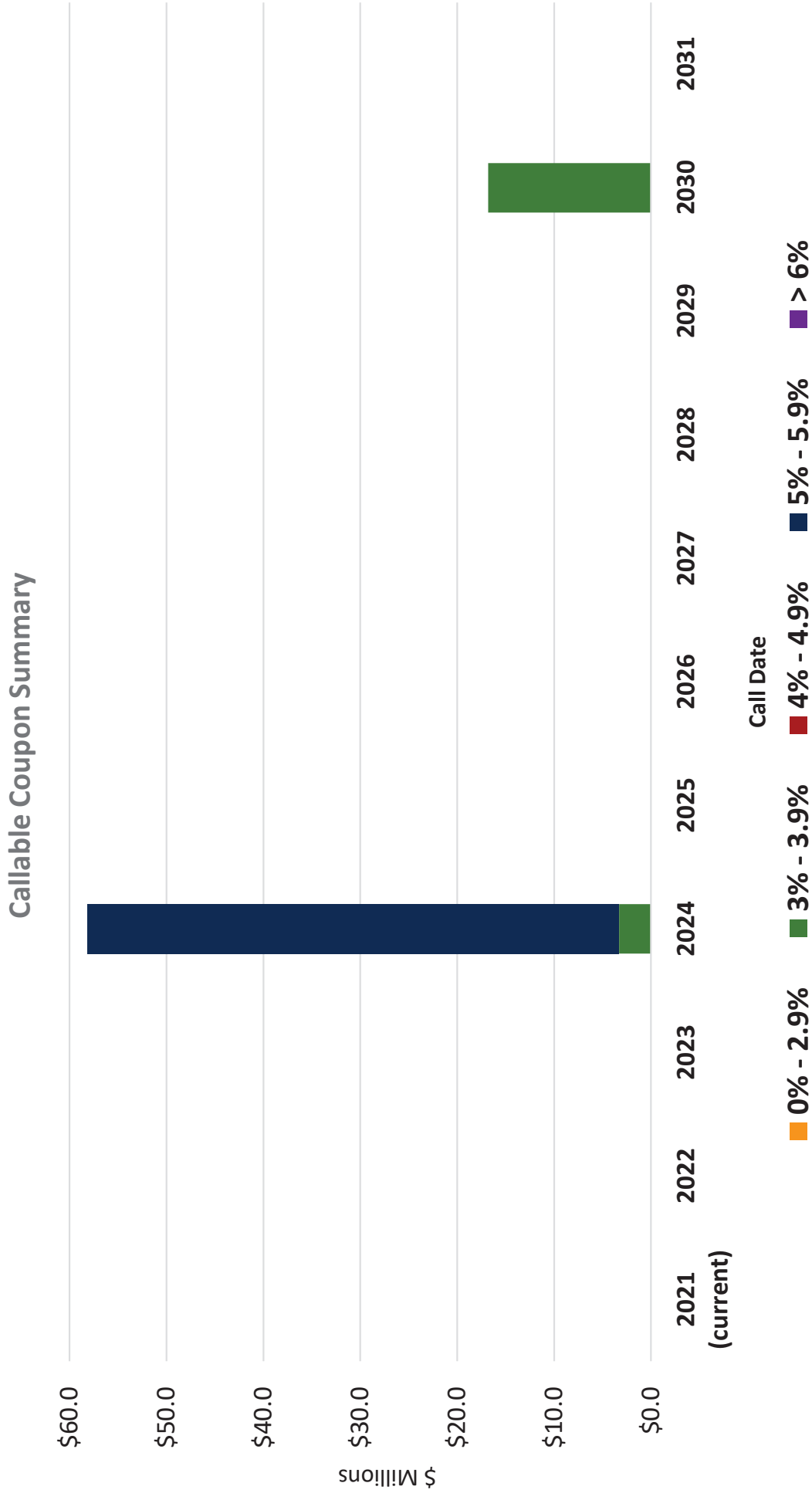
Callable Par: \$74.960 million (58%)

Avg. Callable Coupon: 4.480%





# CALL ANALYSIS



# TAXABLE REFUNDING ANALYSIS

## SELECTED MATURITIES FOR DEBT SERVICE SAVINGS

- The College's existing Limited Tax Bonds, Series 2015 are callable on 8/15/2024 and can be advance refunded on a taxable basis.
- As shown below, current rates offer savings on a maturity-by-maturity basis versus the existing interest rates for the bonds.
- Our analysis assumes rates as of July 30, 2021.

Selected Bonds to be Refunded								
Series	Maturity Date	Existing Coupon	Par Amount	Call Date	Call Price	2021 Yields	Rate Difference	
<b>Limited Tax Bonds, Series 2015</b>								
	8/15/2025	5.000%	\$ 4,135,000	8/15/2024	100%	0.750%	4.250%	
	8/15/2026	5.000%	4,340,000	8/15/2024	100%	0.950%	4.050%	
	8/15/2027	5.000%	4,560,000	8/15/2024	100%	1.210%	3.790%	
	8/15/2028	5.000%	4,785,000	8/15/2024	100%	1.360%	3.640%	
	8/15/2029	3.375%	3,295,000	8/15/2024	100%	1.530%	1.845%	
	8/15/2029	5.000%	1,730,000	8/15/2024	100%	1.530%	3.470%	
	8/15/2030	5.000%	5,225,000	8/15/2024	100%	1.580%	3.420%	
	8/15/2031	5.000%	5,485,000	8/15/2024	100%	1.680%	3.320%	
	8/15/2032	5.000%	5,755,000	8/15/2024	100%	1.830%	3.170%	
	8/15/2033	5.000%	6,045,000	8/15/2024	100%	1.980%	3.020%	
TERM	8/15/2035	5.000%	12,810,000	8/15/2024	100%	2.180%	2.820%	
<b>Total Bonds to be Refunded:</b>			<b>\$ 58,165,000</b>					

# TAXABLE SAVINGS SUMMARY

- Should current market rates exist for a pricing in October with delivery in November, the College could realize 13.09% present value savings or \$8.66 million in overall debt service savings.
- We are assuming an investment in State & Local Government Securities (SLGS) for the escrow fund in our analysis but note that the SLGS window is currently closed. For day-of pricing we would need to access the open market to fund the escrow with Open Market Securities (OMS).
- Note that the College could realize more savings by waiting until 2024 to do a tax-exempt refunding, depending on market rate movements. Rates could rise by about 145 basis points (1.45%) between now and then to produce about the same net present value savings as a taxable refunding now. Under that scenario, savings would not start until 2025, however. As a matter of reference, over the last three-years, 30-year tax-exempt rates have moved approximately 220 bps (2.20%) from the low (8/10/20) to the high (11/6/18) as measured by 30-year MMD.

FYE 8/31	Prior Net Cash Flow	Refunding Net Cash Flow	Savings	Present Value Savings	FYE 8/31
2022	\$ 2,133,100	\$ 2,132,063	\$ 1,037	\$ (654)	2022
2023	2,854,706	2,188,057	666,649	649,761	2023
2024	2,854,706	2,187,307	667,399	639,394	2024
2025	6,989,706	6,321,557	668,149	629,191	2025
2026	6,987,956	6,324,057	663,899	614,542	2026
2027	6,990,956	6,326,057	664,899	604,967	2027
2028	6,987,956	6,322,057	665,899	595,540	2028
2029	6,988,706	6,321,807	666,899	586,258	2029
2030	6,991,000	6,324,557	666,443	576,066	2030
2031	6,989,750	6,324,557	665,193	565,194	2031
2032	6,985,500	6,321,307	664,193	554,734	2032
2033	6,987,750	6,319,435	668,315	547,998	2033
2034	6,995,500	6,331,724	663,776	534,364	2034
2035	6,777,750	6,110,364	667,386	527,443	2035
	\$ 84,515,044	\$ 75,854,906	\$ 8,660,137	\$ 7,624,797	

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Refunding Summary	
Dated:	11/16/2021
Par Amount of Refunding Bonds:	\$58,165,000
Future Value Savings :	\$8,660,137
Present Value Savings from Cash Flow:	\$7,624,797
Less Issuer Contribution for Par-to-Par Restriction:	-\$15,000
Funds on Hand (rounding):	\$2,380
Net Present Value Savings :	\$7,612,177
% Savings of Refunded Bonds:	13.087%
Refunded Par:	\$58,165,000
Avg. Coupon of Refunded Bonds:	4.923%
True Interest Cost (2021 TIC):	1.796%
Negative Arbitrage:	\$2,450,881
Escrow Efficiency:	76%
Current Market Rates as of:	7/30/2021



## Section 2

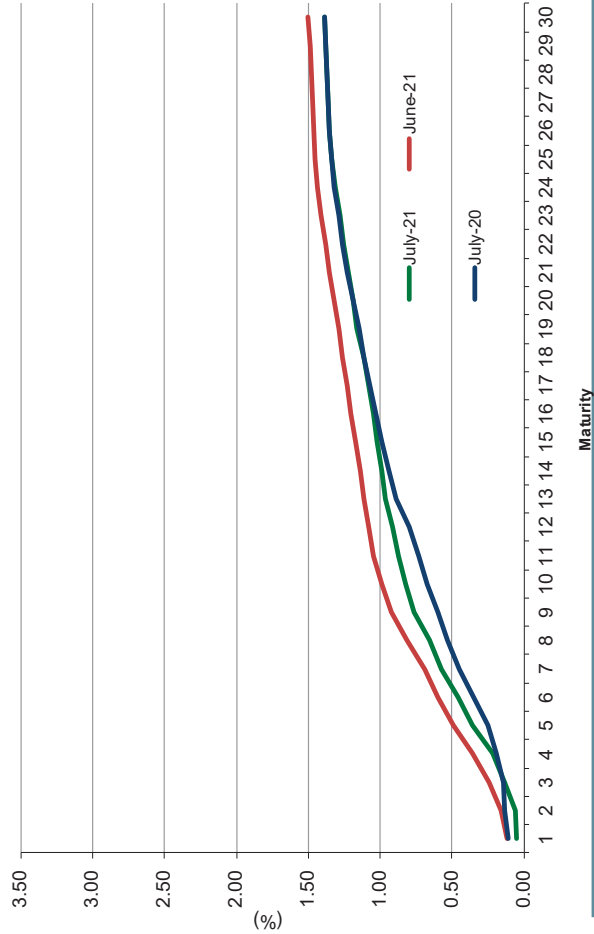
# Municipal Market Overview

# MARKET UPDATE

## • Commentary for the week of August 2<sup>nd</sup>

- Municipals were slightly firmer on the shorter-end of the curve with AAA MMD yields lower 1-3 bps and slightly weaker on the longer-end with benchmark yields higher 1-3 bps. Cash continues to pour into the muni market, Refinitiv Lipper reported an additional \$1.4 billion of inflows into muni bond funds. The inflows into muni bond funds coupled with the supply/demand imbalance will help keep rates low. Municipal to U.S. Treasury ratios rose for the 10 and 30-year. As of last Friday, the 10-year and 30-year AAA MMD yields stood at 0.82% and 1.39%, respectively.
- U.S. equities are mixed and U.S. Treasury yields are lower due to a soft manufacturing report and the rise in the COVID-19 cases. The FOMC met last week and kept the benchmark interest rate in the 0.00-0.25% range. Supply chain constraints are extending longer than expected, putting further upward pressure on inflation. Also, investors will pay close attention on the \$1 trillion bipartisan infrastructure bill introduced by the Senate. The package includes over \$500 billion in new spending on bridges, broadband, water systems, roads, airports and the power grid.
- The primary calendar is estimated to be \$9.6 billion and is comprised of \$7.4 billion in negotiated deals and \$2.2 billion in competitive sales. Texas municipal issuance is estimated to be \$1.9 billion this week. The Texas primary calendar is comprised of \$1.4 billion in negotiated financings and \$484.9 million in competitive sales.
- Estrada Hinojosa will participate in the following deals: a \$10.0 million City of Weslaco, Texas Certificates of Obligation, Series 2021B issue and a \$17.4 million Kermit Independent School District Unlimited Tax Refunding Bonds, Taxable Series 2021 issue, both as Co-Managing Underwriter.

Municipal Market Data Yield Curve

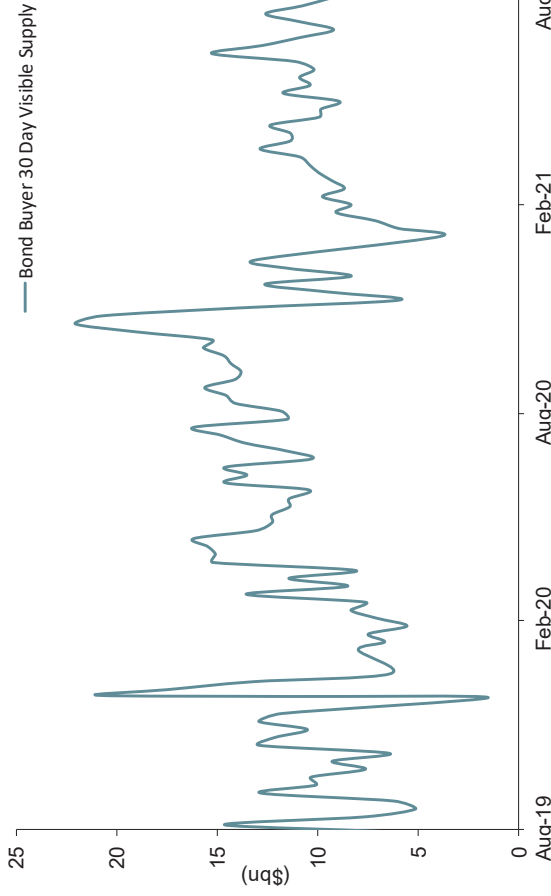


		MMD (%)		Change Over		Change Over		Change Over	
		7/30/2021		Week		Month		Year	
Year	Maturity								
1	2022	0.05		0.00		-0.07		-0.06	
2	2023	0.06		-0.02		-0.10		-0.07	
3	2024	0.13		-0.02		-0.11		-0.01	
4	2025	0.22		-0.03		-0.14		+0.03	
5	2026	0.36		-0.01		-0.13		+0.11	
6	2027	0.46		-0.01		-0.14		+0.11	
7	2028	0.57		-0.01		-0.12		+0.12	
8	2029	0.66		-0.01		-0.15		+0.13	
9	2030	0.76		-0.01		-0.16		+0.16	
10	2031	0.82		-0.01		-0.17		+0.15	
11	2032	0.87		-0.01		-0.18		+0.14	
12	2033	0.91		-0.01		-0.17		+0.11	
13	2034	0.96		+0.01		-0.15		+0.07	
14	2035	0.99		+0.01		-0.15		+0.05	
15	2036	1.02		+0.01		-0.15		+0.03	
16	2037	1.05		+0.01		-0.15		+0.02	
17	2038	1.08		+0.01		-0.15		+0.01	
18	2039	1.11		+0.01		-0.15		0.00	
19	2040	1.16		+0.03		-0.13		+0.01	
20	2041	1.19		+0.03		-0.13		0.00	
21	2042	1.22		+0.03		-0.13		-0.01	
22	2043	1.25		+0.03		-0.13		-0.01	
23	2044	1.28		+0.03		-0.13		-0.01	
24	2045	1.31		+0.03		-0.13		-0.01	
25	2046	1.34		+0.03		-0.11		0.00	
26	2047	1.35		+0.03		-0.11		0.00	
27	2048	1.36		+0.03		-0.11		0.00	
28	2049	1.37		+0.03		-0.11		0.00	
29	2050	1.38		+0.03		-0.11		0.00	
30	2051	1.39		+0.03		-0.11		0.00	

# MARKET SUPPLY

Calendar Week of August 2<sup>nd</sup>

Bond Buyer 30-Day Visible Supply\*\*

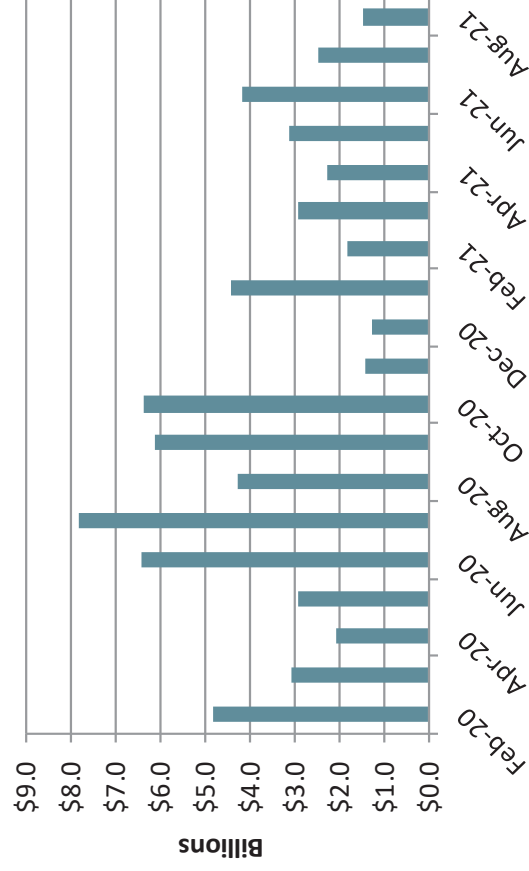


Issue Description	Par Amount (\$000)	Ratings*		
		Moody's	S&P	Fitch
Port of Beaumont Navigation Dist (Jefferson Energy Companies Project), TX - Dock & Wharf Fac Rev Bds, Ser. 2021A & Fac Rev Bds, Taxable Ser. 2021B	\$ 425,000	NR	NR	NR
Prosper Independent School District, TX - U/L Tax Sch Bldg Bds, Ser. 2021A	\$ 200,000	Aaa	NR	AAA
Eagle Mountain-Saginaw Independent School District, TX - U/L Tax Sch Bldg Bds, Ser. 2021B	\$ 177,180	Aaa	NR	AAA
Bastrop Independent School District, TX - U/L Tax Bds, Ser. 2021	\$ 157,685	Aaa	AAA	NR
Temple Junior College District, TX - Ltd Tax Bds, Ser. 2021	\$ 110,330	NR	AA-	NR
Forney Independent School District, TX - U/L Tax Sch Bldg & Ref Bds, Ser. 2021B	\$ 75,599	NR	AAA	NR
Bell County, TX - Comb Tax & Rev C/O, Ser. 2021	\$ 64,900	NR	AA+	NR
Academy Independent School District, TX - U/L Tax Sch Bldg & Ref Bds, Ser. 2021	\$ 42,555	NR	AAA	NR
Azle Independent School District, TX - U/L Tax Sch Bldg Bds, Ser. 2021	\$ 40,165	Aaa	AAA	NR
City of Waxahachie, TX - Comb Tax & Rev C/O, Ser. 2021	\$ 37,120	Aa2	AA	NR
Texas Top 10 Total Negotiated Supply	\$ 1,330,534			
<b>Texas Total Negotiated Weekly Supply</b>	<b>\$ 1,462,034</b>			

Total Texas Issuance YTD (000s) 2021 2020 2019

\$ 23,105,079 \$ 30,832,321 \$ 23,231,700

Texas Monthly Negotiated Issuance \*\*\*



\*Rating reflects underlying or insured rating, as appropriate

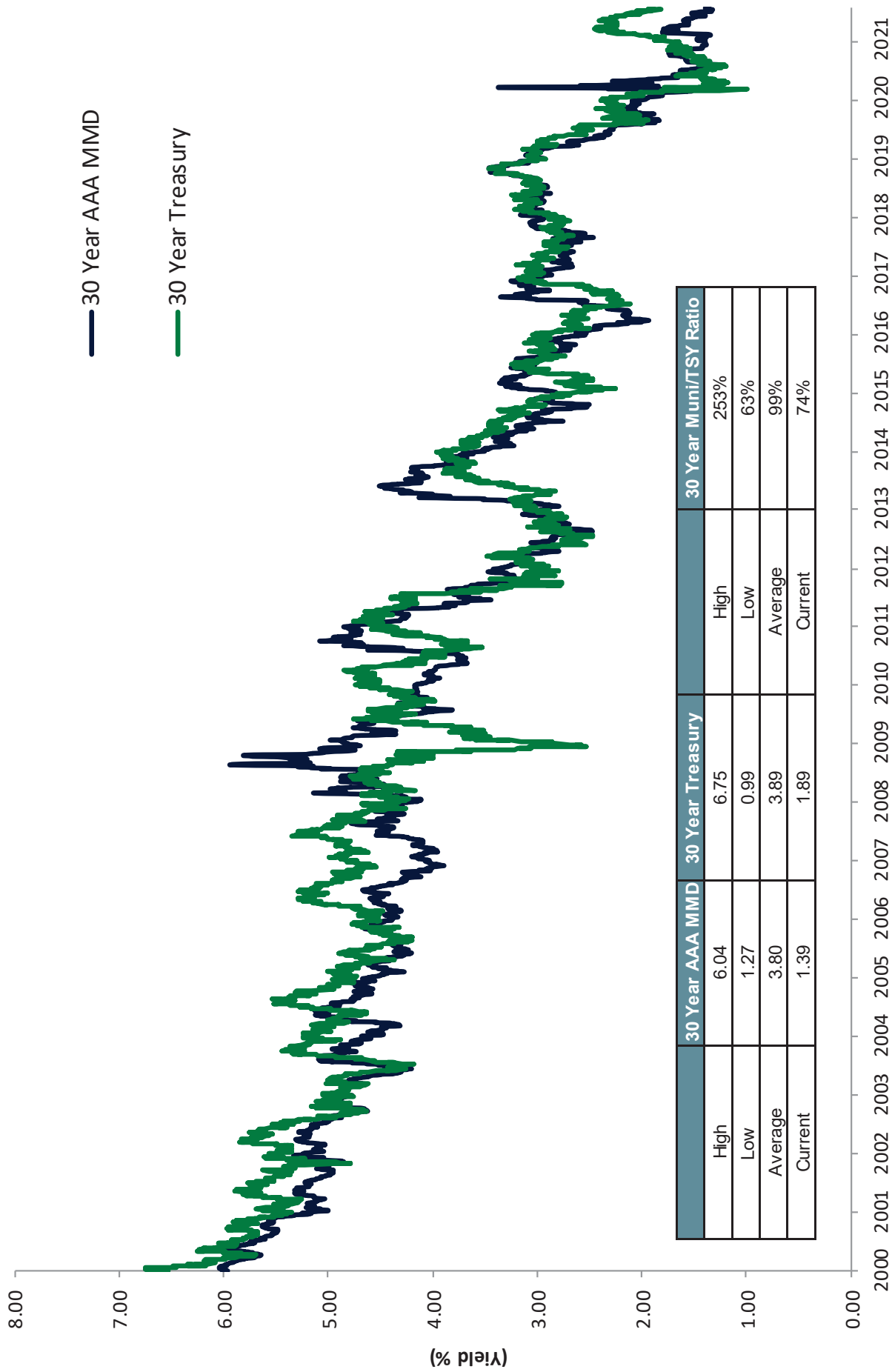
\*\*Source: The Bond Buyer

\*\*\*Source: Bloomberg



ESTRADA • HINOJOSA  
INVESTMENT BANKERS

# 30 YEAR AAA MMD vs. 30 YEAR TREASURY: SINCE 2000

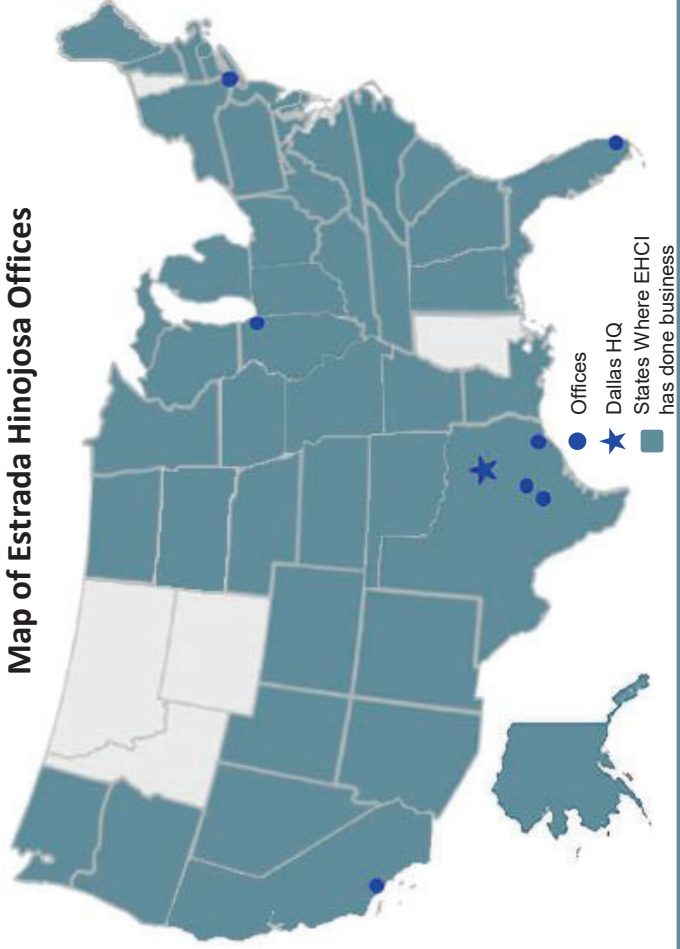


Source: Thomson Reuters & Bloomberg

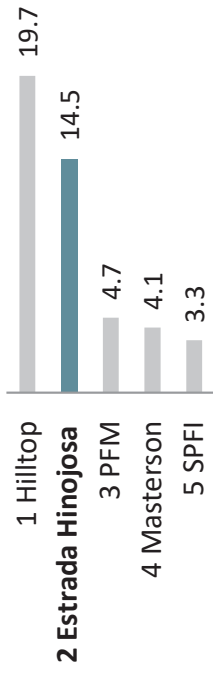
# ESTRADA HINOJOSA IS A LEADER WITH A GROWING NATIONAL FOOTPRINT...

- **In 29 years, the Firm has completed:**
  - ✓ 6,147 transactions totaling \$564 billion.
  - ✓ #2 FA Firm in TX and #5 in the Nation.
- **In calendar year 2020, OUR BEST EVER the Firm completed:**
  - ✓ Financial Advisory 145 financings totaling \$17.9 billion
  - ✓ Negotiated Underwriting 97 financings totaling \$16.5 billion
  - ✓ Competitive Underwriting 124 financings totaling \$10.4 billion
  - ✓ 366 transactions totaling \$44.8 billion

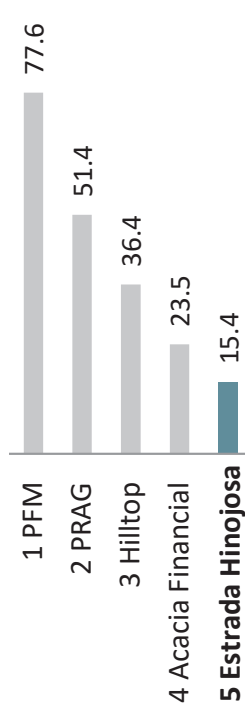
## Map of Estrada Hinojosa Offices



### 2020 Texas Financial Advisory Rankings (Par Amount)

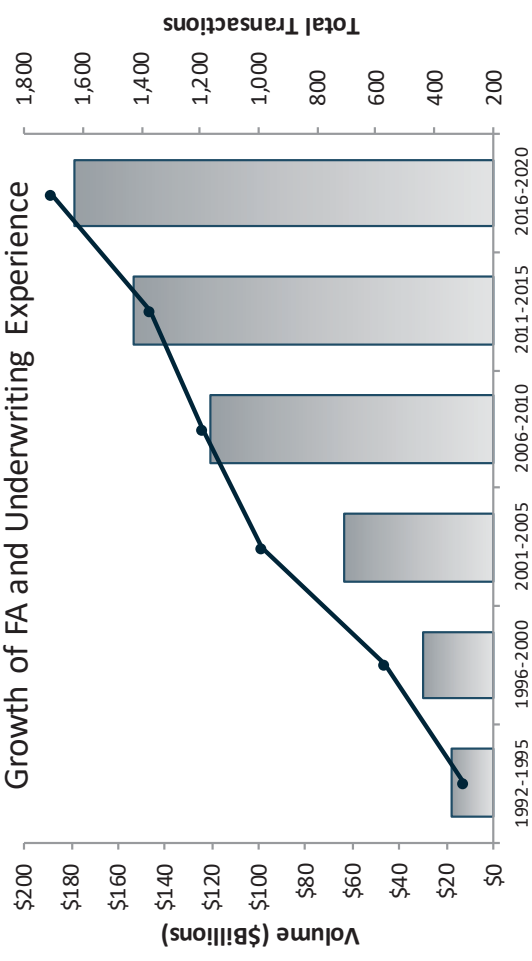


### 2020 U.S. Financial Advisory Rankings (Par Amount)



## Estrada Hinojosa

### Growth of FA and Underwriting Experience





# PRELIMINARY TIMETABLE



**SOUTH TEXAS  
COLLEGE**

## South Texas College

Limited Tax Refunding Bonds, Taxable Series 2021

### Preliminary Timetable of Events\*

AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7																1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11									7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24/31	25	26	27	28	29	30	28	29	30					

Federal or College Holiday Board Meetings Key Financing Dates

**August 10, 2021 (Tuesday)** Board of Trustees' Finance Committee Meeting to review Preliminary Plan of Finance.

**August 24, 2021 (Tuesday)** Board of Trustees adopts Parameters Order.

**August 30, 2021 (Monday)** Distribute first draft of the POS to working group.

**September 7, 2021 (Tuesday)** Receive comments on first draft of the POS & Bond Documents from working group.

**September 8, 2021 (Wednesday)** Distribute second draft of the POS to working group and Rating Agencies.

**Week of September 13th** Calls with Rating Agencies.

**September 15, 2021 (Wednesday)** Receive comments on second draft of the POS & Bond Documents from working group.

**September 16, 2021 (Thursday)** Distribute third draft of the POS to working group.

**Week of September 20th** Due Diligence Call.

**September 23, 2021 (Thursday)** Receive comments on third draft of the POS from working group.

**September 24, 2021 (Friday)** Receive Ratings.

**October 6, 2021 (Wednesday)** Print and distribute POS.

**October 14, 2021 (Thursday)** Price Bonds.

**October 15, 2021 (Friday)** Submit documents to Texas Attorney General.

**November 12, 2021 (Friday)** Obtain Texas Attorney General's Approval of the Certificates.

**November 16, 2021 (Tuesday)** Closing.

\* Preliminary, subject to change.



**SOUTH TEXAS  
COLLEGE**

**ESTRADA • HINOJOSA**  
INVESTMENT BANKERS

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### **Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed**

A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed is being presented.

Purpose – To report on the status of the MEDA Scholarship Fund Trust, including an overview of the agreement, the annual obligated amount of distribution, and the overall activity of the trust.

Justification – The May 31, 2021 account statement included in the packet will provide a brief review and update of the MEDA Scholarship Fund to the College Board of Trustees.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to the May 2021 Monthly Account Statement provided by Edward Jones Trust Company, the amount distributed to the college in the past fiscal years, including for FY 2020, has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

Reviewers – The Vice President for Finance and Administrative Services, Business Office Staff, and Student Financial Services Staff have reviewed the information being presented.

The review of the May 2021 distribution amount by South Texas College staff revealed an incorrect calculation by Edward Jones Trust Company. The correct distribution amount should have been \$211,984.14, five percent (5%) of the fair market value of \$4,239,682.81 at December 31, 2020. Edward Jones Trust Company distributed \$188,032.00 and will be distributing the difference of \$28,952.14 to the College.

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

### MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through May 31, 2021.

<b>Market Value-October 1, 2012</b>	<b>\$3,189,982.10</b>
<b>Additions:</b>	
Cash & Security Transfers	22,002.66
Contributions <sup>(1)</sup>	291,596.70
Income & Capital Gain Distributions	659,900.93
Realized Gain/Loss	331,410.49
Change in market value	1,859,518.99
<b>Total Additions</b>	<b>\$3,164,429.77</b>
<b>Reductions:</b>	
Disbursements to STC	(1,638,990.41)
Other Disbursements <sup>(2)</sup>	(356,931.50)
<b>Total Reductions</b>	<b>\$(1,995,921.91)</b>
<b>Market Value-May 31, 2021</b>	<b>\$4,358,489.96</b>

- (1) Contributions (previously reported as additions) include insurance proceeds, capital gain distributions and federal tax refunds.
- (2) Other Disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

The distributions paid to the College have been as follows:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	183,032.00
<b>Total Distributions Received</b>	<b>\$1,638,990.41</b>

Cumulative Other Disbursements of \$356,931.50 of the Trust are as follows:

<b>Expense Type:</b>	<b>Cumulative as of 12/31/20</b>	<b>Calendar YTD Activity</b>	<b>Cumulative as of 05/31/21</b>
Published Fee	\$ (272,453.39)	\$ (15,037.87)	\$ (287,491.26)
<b>Other Disbursements:</b>			
Household Expense – Miscellaneous-Personal	(33,057.76)	-	(33,057.76)
ADR Fee	(50.26)	(2.48)	(52.74)
US Treasury Bulk Tax	(30,085.00)	-	(30,085.00)
Administrative Expenses – Trust Tax Preparation	(4,800.00)	-	(4,800.00)
Fiduciary Tax Federal Return	(850.00)	-	(850.00)
Cost Adjustments	(440.20)	(154.54)	(594.74)
<b>Total Other Disbursements</b>	<b>\$ (341,736.61)</b>	<b>\$ (15,194.89)</b>	<b>\$ (356,931.50)</b>

- (1) Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

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

## **Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards**

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to City of Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College administration has prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration has also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 561 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Summer 2021, resulting in a total of 1,639 scholarship awards to those 561 students, totaling \$1,063,700.00.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 561 students, 79.86% (448 students) have either graduated or are still enrolled, while the remaining 20.14% (113 students) are not enrolled in Summer 2021 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Judy Martinez, Coordinator of Scholarships, will present an update on the revenue and distribution of the scholarship funds. Additional data will be provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles are provided to demonstrate the impact that the availability of these funds has in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$497,090.41 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Fall 2021.

The MEDA Scholarship is advertised to eligible students through the College's scholarship website, the Mission CISD, and announcements in various media outlets, as identified below:

- STC Scholarship website
- STC Social Media Accounts
- Texas Border Business
- Rio Grande Guardian
- Mission CISD
- 710 KURV
- Telemundo 40
- The Monitor
- Progress Times
- Direct Mail
- Email

Enclosed Documents – The PowerPoint presentation and additional student demographic information follow in the packet for the Committee's information and review.

The two Summary of Activity Reports have been reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

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

# MEDA Update

Judy A Martinez  
Coordinator of Scholarships

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## MEDA Scholarship Program

### Scholarships awards based on enrollment (\$3,200.00 Maximum Award )

- 12+ credit hours- \$800      9-11 credit hours- \$600      6-8 credit hours- \$400

### Student Scholarship

- **Part-Time Student Scholarship:** Enrolled 6-8 credit hours during each semester for a maximum of 8 semesters.
- **Three Quarter Time Scholarship:** Enrollment 9-11 credit hours during each semester for a maximum of 5 semesters
- **Full-Time Scholarship:** Enrolled for 12+ credit hours during each semester for a maximum of 4 semesters.

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## MEDA Allocation By Year

Date Allocation was Received	Allocation Amount
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
June 2017	\$180,511.68
May 2018	\$193,928.47
May 2019	\$174,239.09
May 2020	\$198,719.57
May 2021	\$183,032.00
<b>Total Funds Received To Date</b>	<b>\$1,638,990.41</b>

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## Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
<b>MEDA Funds Received</b>		<b>\$1,638,990.41</b>			
2013-2014	47	\$64,200.00	2018-2019	6 Students	(\$6,200.00)
2014-2015	96	\$113,000.00	2019-2020	13 Students	(\$13,800.00)
2015-2016	97	\$130,000.00	2020-2021	37 Students	(\$58,200.00)
2016-2017	151	\$156,800.00		<b>115 Students</b>	<b>(\$78,200.00)</b>
2017-2018	143	\$184,600.00			
2018-2019	147	\$158,000.00			
2019-2020	119	\$139,800.00			
2020-2021	99	\$115,900.00			
<b>Disbursed</b>		<b>(\$1,062,300.00)</b>			
<b>Cash Balance</b>		<b>\$576,690.41</b>			
<b>Funds Designated</b>	<b>115</b>	<b>(\$78,200.00)</b>			
<b>Available Balance</b>		<b>\$498,490.41</b>			

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## MEDA Scholarship Impact To Date

- 561 Mission Residents have benefited from the MEDA scholarship since the start of the program in Fall 2013
  - 403 (71.84%) students have Graduated
  - 45 (8.02%) students are Enrolled for Summer and/or Fall 2021
  - 113 (20.14%) students are not enrolled and have not yet graduated

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## MEDA Student Profile (561) Fall 2013 – Summer 2021

Age	Men	Women
18 to 20	11	13
21 to 25	86	112
26 to 30	44	84
31 to 35	30	46
36 to 40	19	31
41 to 45	11	21
46 to 50	7	24
51 to 55	3	10
56- to 60	2	1
61+	3	3
<b>TOTAL</b>	<b>216</b>	<b>345</b>

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## Academic Standing (561) Fall 2013 – Spring 2021

GPA	Male	Female
0 to 2.0	2	3
2.0 to 2.599	13	22
2.6 to 2.99	53	62
3.0 to 3.599	107	185
3.6 to 3.99	39	65
4.0	2	8
	<b>216</b>	<b>345</b>

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## 2020-2021 MEDA Recipients Pursuing a Bachelor's Degree

Major	Male	Female
Organizational Leadership	3	12
Computer Information Technology	2	0
Medical & Health Services	1	2
Technology Management	1	2
Total	7	16

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## 2020-2021 MEDA Recipients by Division

Major	Male	Female
Nursing and Allied Health	6	15
Liberal Arts and Social Sciences	6	21
Business and Technology	9	10
Math and Science	4	5
Total	25	51

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## 64 MEDA RECIPIENTS CURRENTLY ENROLLED

Currently Enrolled for Summer 2021		
	Male	Female
AA	6	8
AAS	3	9
AAT	0	5
AS	2	5
Bachelors	13	7
Certificate	1	5
Total	25	39

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### **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 August 24, 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. Non-Instructional Items**

##### **b. Technology Items**

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

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

##### **1) Promotional Items for Student Outreach (Award)**

Award the proposal for promotional items for student outreach for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$70,000.00. The vendors are as follows:

<b>Vendor</b>	<b>Vendor</b>
<b>AuthenticPromotions.com</b> (Carmichael, CA)	<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)
<b>4 Imprint, Inc.</b> (Oshkosh, WI)	<b>Promo Universal, LLC.</b> (Corpus Christi, TX)
<b>Promo Masters</b> (Alton, TX)	

Purpose – Public Relations and Marketing and College Connections are requesting the purchase of promotional items for community awareness and various student events. Some of the promotional items purchased are as follows: pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

Although the circumstances surrounding COVID-19 limited the College's physical engagements, the staff has been able to connect with prospective students through drive thru events, mail services, and other methods. Public Relations and Marketing and College Connections foresee the need to increase the College's engagement efforts to once again to meet enrollment goals.

Justification and Benefit – The requesting departments have provided a list of a few South Texas College events below:

- Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the amount of \$35,000.00. Items are ordered as needed throughout the fiscal year.

- ⇒ Increase community engagement during and after the pandemic to meet the enrollment goals and maintain brand awareness.
  - ⇒ Increase the awareness of South Texas College at K-12 schools and other community organizations through the distribution of promotional items as requested.
  - ⇒ And many more College/community events.
- College Connections purchases promotional items in the amount of \$35,000.00 for the following reasons:
    - ⇒ New Student Recruitment – College Connections recruits students from the two county district. Recruitment efforts target traditional and non-traditional students, parents, and the community. Traditional recruitment targets over 77 high school sites with over 55,000 students in grades 9-12. competitive with other college and university recruitment efforts and promotion.
    - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 5,000 students toured a South Texas College Campus in 2018-2019. Although impacted by the pandemic, campus tours have already been inquired about by schools for the 2021-2022 academic year.
    - ⇒ Community Awareness – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. The information sessions increase communication in the community and increase access for parents and community members that may not be able to attend a session at the local high school or college campus. Support is provided to parents and students to complete the Apply Texas application and the Free Application for Federal Student Aid (FAFSA). Community outreach efforts have expanded to partner with the Catholic Diocese of Brownsville to present to the community in parish halls to increase awareness and provide support for enrollment services.
    - ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Student Ambassadors support recruiter efforts in partner schools and community events.
    - ⇒ Numerous other College/community events.

Background – Proposal documents were advertised on June 9, 2021 and June 16, 2021 and issued to twenty-one (21) vendors. Ten (10) responses were received on June 24, 2021 and reviewed by Public Relations and Marketing, College Connections, and the Purchasing Department.

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

## 2) Promotional T-Shirts for Student Outreach (Award)

Award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2021 through August 31, 2022, with two one-year options to renew, at an estimated total amount of \$58,000.00. The vendors are as follows:

Vendor	Vendor
<b>Ad-Wear &amp; Specialty of Texas, Inc.</b> (Houston, TX)	<b>Exclusive Decals &amp; Screenprinting</b> (Alton, TX)
<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)	<b>AuthenticPromotions.com</b> (Carmichael, CA)

Purpose – Public Relations and Marketing, Student Activities, and College Connections are requesting the purchase of promotional t-shirts for various community events and to promote South Texas College.

Although the circumstances surrounding COVID-19 limited the College's physical engagements, the staff has been able to connect with prospective students through drive thru events, mail services, and other methods. Public Relations and Marketing, Student Activities, and College Connection foresee the need to increase the College's engagement efforts to once again to meet enrollment goals.

Justification and Benefit – The requesting departments have provided a list of a few South Texas College events below:

- Public Relations and Marketing - \$13,000.00
  - ⇒ Increase community engagement during and after the pandemic to meet the enrollment goals and maintain brand awareness
  - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
  - ⇒ Youth t-shirts are distributed among elementary school students to promote a college-attending culture
  - ⇒ T-shirts are used to create awareness of South Texas College throughout community events and College mascot Jerry the Jaguar appearances
  - ⇒ During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
  - ⇒ And many more College/community events
- Student Activities and Wellness - \$25,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ Community College Day when students visit at the State Capital
  - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)



⇒ And many more College/community events.

- College Connections - \$20,000.00

- ⇒ High School Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students and their families to South Texas College. Although recruitment initiatives were impacted by the pandemic, the College Connections staff welcomed over 2,000 prospective students to one of our 5 campuses and helped them connect to the institution. In addition, multiple mailout packages were sent to prospective and new students. T-shirts are an essential part of the College's recruitment and connection process.
- ⇒ Non-Traditional Recruitment – College Connections leads several initiatives to target non-traditional student populations. The adult learners are reengaged through the recruitment process and connected to the College. These populations include local law enforcement, fire fighters, border patrol, custom agents, TxDot, active military, and veterans and their families.
- ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the College and are worn by students and the community.
- ⇒ Numerous other College/community events.

Background – Proposal documents were advertised on June 9, 2021 and June 16, 2021 and issued to twenty-seven (27) vendors. Eight (8) responses were received on June 24, 2021 and reviewed by Public Relations and Marketing, Student Activities and Wellness, College Connections, and the Purchasing Department.

Funds for this expenditure are budgeted in the various department budgets for FY2021 – 2022, pending Board approval of the budget.

### 3) Welding Gases, Metals, and Supplies (Award)

Award the proposal for welding gases, metals, and supplies for the period beginning October 1, 2021 through September 30, 2022 with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
<b>Fastenal Company</b> (McAllen, TX)	<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)
<b>Matheson</b> (San Benito, TX)	<b>Praxair Distribution, Inc.</b> (McAllen, TX)
<b>Rio Grande CAS</b> (Edinburg, TX) (New)	<b>Rio Grande Steel</b> (Edinburg, TX)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

**Purpose** – The Welding Program in the Division of Technology and Continuing Professional and Workforce Education are requesting to purchase welding gases, metals, and supplies.

**Justification and Benefit** – The welding supplies will be used for student instruction by the Welding Program and Continuing Education. The purchases will include various gases and metals and classroom/lab supplies used by students for hands on instruction in welding classes throughout the College district. The proposal award to each vendor will be based upon the items they provide, pricing, and item availability (delivery timeline).

**Background** – Proposal documents were advertised on July 7, 2021 and July 14, 2021 and issued to sixteen (16) vendors. Eight (8) responses were received on June 24, 2021 and reviewed by the Welding Program, Continuing Education, and the Purchasing Department. One vendor submitted an incomplete proposal, therefore were not considered.

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2021 – 2022, pending Board approval of the budget.

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

### **4) Chill Water Chiller (Purchase)**

Purchase a chill water chiller from **Johnson Control, Inc.** (Milwaukee, WI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$300,342.86.

**Purpose** – The Facilities Operations and Maintenance Department and the Facilities Planning and Construction Department are requesting the purchase of a new chill water chiller system for the Technology Campus. The new chiller will replace a twenty (20) year old chiller, which is currently located at the Technology Campus and is out of warranty and end of life. The upgrade to a newer more efficient model is needed and will serve as the second chiller at the location.

**Justification and Benefit** - Because of the length of time the chiller has been operating, there have been numerous operational issues with the chiller including the requirement to have the compressor veins and seals either replaced or repaired. The existing chiller does not maintain compressor oil, the compressor is always in fault and needs to be serviced often, and the display monitor is constantly going blank.

Every other week, the Facilities Operations and Maintenance Department will designate the new and existing chiller to serve as the lead chiller or the backup chiller (for redundancy). The chillers will alternate as leads every other week. These chillers will support three (3) existing buildings: Buildings A-Emerging Technologies, B-Advanced Technical Careers, and E-Institute for Advanced Manufacturing. The purchase of a new chiller would be a turnkey operation and Johnson Controls will remove the existing chiller and replace it with a new chiller.

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

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

### **5) Banner Application Maintenance Agreement (Renewal)**

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$406,556.92.

Purpose – Information Technology is requesting to renew the Banner application maintenance and support for the Banner applications and existing third party applications that work with the Banner system.

Justification and Benefit – The applications included in the renewal agreement are as follows:

Banner Financial Aid	Banner Finance	Banner Finance Self-Service
Banner Human Resources	Banner Employee Self-Service	Banner Student
Banner Student Self-Service	Banner Faculty Self-Service	Luminis Basic
Banner Workflow	Campus Loan Manager	Operational Data Store
Electronic Data Interchange (EDI) Smart	Mobile Platform Edition	Banner Document Management Suite
Banner Recruiting and Admission Performance	Degree Works	Degree Works Transfer Equivalency
AppWorx	Xtender Solutions	Application Xtender
Financial Aid Federal Methodology (FM) Need Analysis	Document Management Suite	Application Xtender Test Bundle
Banner Enterprise Job Scheduler	Application Xtender Web Services	Intelligent Learning Platform

The Banner system applications collaborate across departments in fulfilling the day-to-day operations and improving processes for faculty, staff, and students. The three (3) main systems are Banner Finance, Banner Human Resources, and Banner Student.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

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

### **6) Banner Travel and Expense System Subscription (Renewal)**

Renew the Banner travel and expense system subscription with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of

Texas Department of Information Resources (DIR) for the Texas Connection Consortium, for the period beginning October 1, 2021 through September 30, 2024, at an annual amount of \$29,600.00 and total contract amount of \$88,800.00.

Purpose – The Business Office is requesting to renew the annual subscription for the cloud platform for the travel and expense system. This system will be used to process travel documents for college employees district wide. It facilitates the submission of travel documents, minimizes repetitive processes, and strengthens controls.

Justification and Benefit – This online system stores the following information related to faculty and staff travel: airfare, mileage, hotel, car rental, and per diem.

Funds for this expenditure are budgeted in the Applications Development budget for FY 2021 – 2022, FY 2022 – 2023, and FY 2023 – 2024, pending Board approval of the budgets.

#### **7) Communication Software Agreement (Renewal)**

Renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$71,465.63.

Purpose – Distance Education is requesting to renew the communication software agreement which is used with Blackboard for communication with students taking online courses.

Justification and Benefit – The communication software connects student and instructors with real-time chat, group video chat, allow for announcements, provides message language translation, file sharing and storage, and task management. It supports the student in learning faster, working smarter, and the ability to communicate seamlessly. In addition, this software has instant translation so the instructor or student can create a message in English and the reader can enable the option to see that message in multiple language options. Given our large number of ESL students, this tool is a valuable option for student-instructor interactions.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) award budget for FY 2021 – 2022, pending Board approval of the budget.

#### **8) Course Management and Hosting Services (Renewal)**

Renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

<b>Period</b>	<b>Amount</b>
September 30, 2021 through September 29, 2022	\$773,804.00
September 30, 2022 through September 29, 2023	\$781,242.00
September 30, 2023 through September 29, 2024	\$788,755.00
September 30, 2024 through September 29, 2025	\$796,342.00
<b>Total for 4 years</b>	<b>\$3,140,143.00</b>

Purpose – Distance Education is requesting to renew the course management and hosting and collaborative services for four (4) years with modify services. On July 28, 2020, the Board of Trustees approved a five (5) year contract with Blackboard to provide course management and hosting services, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool. The services have been modified and reduced pricing has been offered. The vendor has requested a new contract which will replace or supersede the previous contract with the term/period remaining the same.

Justification and Benefit – The course management provides South Texas College students and faculty with the virtual environment through which online courses are taught and service is provided for the College's online campus (eSTC). The hosting services agreements will provide South Texas College with the technical services needed to keep up with the growth and success of the online campus (eSTC), in addition to supporting the College's Instructional Continuity Plan.

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which includes meet, share, and learn in real time.

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

#### **9) Data Hosting and Maintenance Agreement (Renewal)**

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$265,838.00.

Purpose – Information Technology is requesting to renew the annual hosting and maintenance services for the College's cashiering system.

Justification and Benefit - The data hosting services provide a data secure environment for all payments received at the College. All personal, bank, and credit card information must be stored in a Payment Card Industry (PCI) certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

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

#### **10) Email Security Software License Agreement (Renewal)**

Renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2021 through September 29, 2022, at a total estimated amount of \$39,219.60.

Purpose – Information Security is requesting to renew the email security cloud solution, Proofpoint, to protect the College's Office 365 email services from inbound cyber-attacks, and to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and constantly targeted by spammers. The College needs to protect the service with a tool that provides protection against these threats. This license provides a service for sharing sensitive information securely with trusted parties and can greatly reduce the probability of a successful phishing attempt.

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

#### **11) Enterprise Software Licenses and Maintenance Agreements (Renewal)**

Renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR), Texas Association of School Boards – Buyboard, and Purchasing Association of Cooperative Entities (PACE) approved vendor, for the period beginning September 1, 2021 through September 20, 2022, at an estimated total amount of \$75,063.40.

Purpose – Information Technology (IT) is requesting to renew various enterprise software licenses and maintenance agreements used on computers at all campuses, ticketing system licenses used by the Information Services and Planning (IS&P) Help Desk, monitoring and alert system, at the College's data backup storage systems.

Justification and Benefit – The software licenses are installed on the student lab computers and classroom computers throughout all the college's campuses and remote sites. The software retains the computer's original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime.

The ticketing system licenses are used by the IT Service Desk to keep track of any technical support issue called in by the South Texas College faculty, staff, and students using the support ticketing system licenses.

IT uses the monitoring and alert system to continuously monitor all systems (servers and switches) to prevent any service interruptions for the faculty, staff, and students.

Funds for this expenditure are budgeted in the Information Technology Risk and Security, Client Services, and Technology Support Services budgets for FY 2021 – 2022, pending Board approval of the budget.

#### **12) Internet Service – District Wide (Renewal)**

Renew the internet service - district wide agreement with Spectrum Gulf Coast through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the

period beginning September 1, 2021 through August 31, 2022, at an estimated monthly total of \$15,000.00 and estimated annual total amount of \$180,000.00.

Purpose – Information Technology is requesting to renew the agreement for direct internet service to the Pecan Campus Building M Data Center. This service is also distributed throughout the College district from the Pecan Campus.

Justification and Benefit – The service will be utilized by student, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.

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

### **13) Network Hardware and Software Maintenance Agreement (Renewal)**

Renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$94,341.54.

Purpose – Information Technology is requesting to renew the network hardware and software maintenance agreement for the College network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure which provides faculty, staff, and students connectivity to the internet and intranet applications and services such as Blackboard and Banner.

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

### **14) Oracle License Maintenance Agreement (Renewal)**

Renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$497,293.72.

Purpose – Information Technology is requesting to renew the support for database licenses, database security licenses, and database backup licenses at a quantity of 24,241 for each type of license, which is used for the College's administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

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

**15) Public Website Hosting Services Agreement (Renewal)**

Renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total estimated amount of \$75,000.00.

Purpose – Information Technology is requesting to renew the agreement for the College's public website hosting services.

Justification and Benefit – The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24/7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College.

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

**16) Server Hardware Maintenance and Support Agreement (Renewal)**

Renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$79,438.43.

Purpose – Information Technology is requesting to renew the server hardware maintenance and support agreement for the Dell servers.

Justification and Benefit - The Dell hardware maintenance agreement supports and maintains the College's computer servers that include the servers used for the security cameras. The agreement provides twenty-four (24) hour, year-round support.

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

**17) System Appliances Maintenance (Renewal)**

Renew the system appliances maintenance with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$20,700.80.

Purpose – Information Technology is requesting to renew the hardware maintenance agreement for the F5 system appliances.



**Justification and Benefit** - The F5 system appliances provide high availability, security, and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, JagParking, and Dual Enrollment. The agreement covers the maintenance and technical support of the appliances and provides twenty-four (24) hour, year-round support.

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

### **C. Interlocal Agreement**

#### **18) Graduation Facility (Lease Agreement)**

Lease the graduation facility from the **City of Hidalgo / dba Payne Arena** (Hidalgo, TX), through an interlocal license agreement, from December 10, 2021 beginning at 8:00 a.m. through December 12, 2021 at midnight, at an estimated amount of \$23,000.00.

**Purpose** – The Division of Student Services is requesting a license agreement for the rental of a facility for graduation ceremonies, which will be held on Saturday, December 11, 2021 at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

**Justification and Benefit** – The facility will be used for South Texas College graduation ceremonies in December 2021. The cost includes the use of the facility, audiovisual equipment, and personnel.

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

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 24, 2021 Board meeting the award of proposals, purchases, renewals, and interlocal agreement as listed below:

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

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

##### **a. Non-Instructional Items**

##### **b. Technology Items**

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

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

- 1) Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$70,000.00. The vendors are as follows:

Vendor	Vendor
<b>AuthenticPromotions.com</b> (Carmichael, CA)	<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)
<b>4 Imprint, Inc.</b> (Oshkosh, WI)	<b>Promo Universal, LLC.</b> (Corpus Christi, TX)
<b>Promo Masters</b> (Alton, TX)	

- 2) **Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2021 through August 31, 2022, with two one-year options to renew, at an estimated total amount of \$58,000.00. The vendors are as follows:

Vendor	Vendor
<b>Ad-Wear &amp; Specialty of Texas, Inc.</b> (Houston, TX)	<b>Exclusive Decals &amp; Screenprinting</b> (Alton, TX)
<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)	<b>AuthenticPromotions.com</b> (Carmichael, CA)

- 3) **Welding Gases, Metals, and Supplies (Award):** award the proposal for welding gases, metals, and supplies for the period beginning October 1, 2021 through September 30, 2022, with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
<b>Fastenal Company</b> (McAllen, TX)	<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)
<b>Matheson</b> (San Benito, TX)	<b>Praxair Distribution, Inc.</b> (McAllen, TX)
<b>Rio Grande CAS</b> (Edinburg, TX) (New)	<b>Rio Grande Steel</b> (Edinburg, TX)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

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

- 4) **Chill Water Chiller (Purchase):** purchase a chill water chiller from **Johnson Controls, Inc.** (Milwaukee, WI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$300,342.86;

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

- 5) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$406,556.92;

- 6) **Banner Travel and Expense Subscription (Renewal):** renew the Banner travel and expense subscription with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium, for the period beginning October 1, 2021 through September 30, 2024, at an annual amount of \$29,600.00 and total contract amount of \$88,800.00;
- 7) **Communication Software Agreement (Renewal):** renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$71,465.63;
- 8) **Course Management and Hosting Services (Renewal):** renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2021 through September 29, 2022	\$773,804.00
September 30, 2022 through September 29, 2023	\$781,242.00
September 30, 2023 through September 29, 2024	\$788,755.00
September 30, 2024 through September 29, 2025	\$796,342.00
<b>Total for 4 years</b>	<b>\$3,140,143.00</b>

- 9) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$265,838.00;
- 10) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 30, 2021 through September 29, 2022, at a total amount of \$39,219.60;
- 11) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR), Texas Association of School Boards – Buyboard, and Purchasing Association of Cooperative Entities (PACE) approved vendor, for the period beginning September 1, 2021 through September 20, 2022, at a total amount of \$75,063.40;
- 12) **Internet Service – District Wide (Renewal):** renew the internet service – district wide agreement with Spectrum Gulf Coast through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2021 through August 31, 2022, at an estimated monthly total amount of \$15,000.00 and estimated annual total amount of \$180,000.00;
- 13) **Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources

(DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$94,341.54;

- 14) Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$497,293.72;
- 15) Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total estimated amount of \$75,000.00;
- 16) Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$79,438.43;
- 17) System Appliances Maintenance Agreement (Renewal):** renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$20,700.80;

### **C. Interlocal Agreement**

- 18) Graduation Facility (Lease Agreement):** Lease the graduation facility from the **City of Hidalgo / dba Payne Arena** (Hidalgo, TX), through an interlocal license agreement, from December 10, 2021 beginning at 8:00 a.m. through December 12, 2021 at midnight, at an estimated amount of \$23,000.00;

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement is \$5,660,203.90.

**SOUTH TEXAS COLLEGE**  
**1. PROMOTIONAL ITEMS FOR STUDENT OUTREACH**  
**PROJECT NO. 21-22-1004**

VENDOR			4 Imprint, Inc.		Authentic Promotions.com		Brand It, LLC.		Copy Plus, LLC.		Gateway Printing & Office Supplies, Inc.		Imprezos Pro Uniforms, LLC.		LAMAC		Promo Masters		Promo Universal, LLC.		RGV Promos, LLC.	
ADDRESS			101 Commerce St		6151 Fair Oaks Blvd Ste 103		5105 N 10th St		4500 N 10th St Ste 240		315 S Closner Blvd		1317 W Hwy 83 Ste A		P O Box 1629		310 E Main Ave PMB 165		2741 Swantner St		2200 N Bryan Rd	
CITY/STATE			Oshkosh, WI 54901		Carmichael, CA 95608		McAllen, TX 78504		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577		McAllen, TX 78505		Alton, TX 78573		Corpus Christi, TX 78404		Mission, TX 78572	
PHONE			877-446-7746		800-497-7765		956-687-7666		956-668-7587		956-383-3861		956-685-5099		956-682-0552		956-585-3112		800-221-7419		956-358-5737	
FAX			866-963-9311		800-497-7706		956-467-5453				956-383-1037		866-733-8509		956-682-6271				361-884-8015		956-284-0212	
CONTACT			Shay Freund		Amy Warner		Reynaldo Rosales		Eder Gallegos		Chris Diaz		Francisco J. Morales		Trey Gonzalez		Alex G. Del Fierro		Anthony Anzaldua		Norma Fleitas	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
A. Pens																						
1	1,000	Pens	\$ 0.23	\$ 230.00	\$ 0.27	\$ 270.00	\$ 0.38	\$ 380.00	\$ 0.41	\$ 410.00	\$ 0.37	\$ 370.00	\$ 0.28	\$ 280.00	\$ 0.49	\$ 490.00	\$ 0.30	\$ 300.00	\$ 0.45	\$ 450.00	\$ 0.34	\$ 340.00
	1	Shipping Charges	\$ 20.00	\$ 20.00			\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00			\$ 90.00	\$ 90.00	\$ 40.00	\$ 40.00			Price Vary			
	2,500	Pens	\$ 0.22	\$ 550.00	\$ 0.24	\$ 600.00	\$ 0.36	\$ 900.00	\$ 0.39	\$ 975.00	\$ 0.36	\$ 900.00	\$ 0.23	\$ 575.00	\$ 0.49	\$ 1,225.00	\$ 0.284	\$ 710.00	\$ 0.37	\$ 925.00	\$ 0.30	\$ 750.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00			\$ 90.00	\$ 90.00	\$ 98.75	\$ 98.75			Price Vary			
	5,000	Pens	\$ 0.21	\$ 1,050.00	\$ 0.22	\$ 1,100.00	\$ 0.34	\$ 1,700.00	\$ 0.37	\$ 1,850.00	\$ 0.359	\$ 1,795.00	\$ 0.21	\$ 1,050.00	\$ 0.45	\$ 2,250.00	\$ 0.272	\$ 1,360.00	\$ 0.32	\$ 1,600.00	\$ 0.29	\$ 1,450.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00			\$ 90.00	\$ 90.00	\$ 176.00	\$ 176.00			Price Vary			
2	1	Set-up Charges	\$ 9.00	\$ 9.00									\$ 38.00	\$ 38.00	\$ 50.00	\$ 50.00					\$ 40.00	\$ 40.00
TOTAL			\$ 2,009.00		\$ 1,970.00		\$ 3,180.00		\$ 3,435.00		\$ 3,065.00		\$ 2,213.00		\$ 4,329.75		\$ 2,370.00		\$ 2,975.00		\$ 2,580.00	
B. Pencils																						
1	1,000	Pencils	\$ 0.20	\$ 200.00	\$ 0.19	\$ 190.00	\$ 0.32	\$ 320.00	\$ 0.34	\$ 340.00	\$ 0.32	\$ 320.00	\$ 0.15	\$ 150.00	\$ 0.195	\$ 195.00	\$ 0.258	\$ 258.00	\$ 0.19	\$ 190.00	\$ 0.24	\$ 240.00
	1	Shipping Charges	\$ 20.00	\$ 20.00			\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00			\$ 80.00	\$ 80.00	\$ 20.00	\$ 20.00			Price Vary			
	2,500	Pencils	\$ 0.18	\$ 450.00	\$ 0.17	\$ 425.00	\$ 0.29	\$ 725.00	\$ 0.31	\$ 775.00	\$ 0.316	\$ 790.00	\$ 0.13	\$ 325.00	\$ 0.185	\$ 462.50	\$ 0.232	\$ 580.00	\$ 0.17	\$ 425.00	\$ 0.23	\$ 575.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00			\$ 80.00	\$ 80.00	\$ 32.00	\$ 32.00			Price Vary			
	5,000	Pencils	\$ 0.17	\$ 850.00	\$ 0.15	\$ 750.00	\$ 0.28	\$ 1,400.00	\$ 0.30	\$ 1,500.00	\$ 0.315	\$ 1,575.00	\$ 0.11	\$ 550.00	\$ 0.175	\$ 875.00	\$ 0.226	\$ 1,130.00	\$ 0.16	\$ 800.00	\$ 0.22	\$ 1,100.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00			\$ 80.00	\$ 80.00	\$ 59.00	\$ 59.00			Price Vary			
2	1	Set-up Charges	\$ 13.50	\$ 13.50									\$ 50.00	\$ 50.00	\$ 38.00	\$ 38.00	\$ 15.00	\$ 15.00			\$ 25.00	\$ 25.00
TOTAL			\$ 1,683.50		\$ 1,365.00		\$ 2,605.00		\$ 2,775.00		\$ 2,685.00		\$ 1,315.00		\$ 1,681.50		\$ 1,983.00		\$ 1,415.00		\$ 1,940.00	
C. Collapsible Can Coolers																						
1	500	Collapsible Can Coolers	\$ 0.50	\$ 250.00	\$ 0.59	\$ 295.00	\$ 1.08	\$ 540.00	\$ 1.10	\$ 550.00	\$ 1.21	\$ 605.00	\$ 0.59	\$ 295.00	\$ 0.70	\$ 350.00	\$ 0.93	\$ 465.00	\$ 0.47	\$ 235.00	\$ 0.60	\$ 300.00
	1	Shipping Charges	\$ 15.00	\$ 15.00			\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00			\$ 125.00	\$ 125.00	\$ 43.00	\$ 43.00			Price Vary			
	1,000	Collapsible Can Coolers	\$ 0.49	\$ 490.00	\$ 0.54	\$ 540.00	\$ 0.96	\$ 960.00	\$ 0.98	\$ 980.00	\$ 1.14	\$ 1,140.00	\$ 0.49	\$ 490.00	\$ 0.63	\$ 630.00	\$ 0.91	\$ 910.00	\$ 0.43	\$ 430.00	\$ 0.55	\$ 550.00
	1	Shipping Charges	\$ 30.00	\$ 30.00			\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00			\$ 125.00	\$ 125.00	\$ 86.00	\$ 86.00			Price Vary			
	2,500	Collapsible Can Coolers	\$ 0.46	\$ 1,150.00	\$ 0.49	\$ 1,225.00	\$ 0.88	\$ 2,200.00	\$ 0.90	\$ 2,250.00	\$ 1.09	\$ 2,725.00	\$ 0.43	\$ 1,075.00	\$ 0.63	\$ 1,575.00	\$ 0.89	\$ 2,225.00	\$ 0.40	\$ 1,000.00	\$ 0.51	\$ 1,275.00
	1	Shipping Charges	\$ 75.00	\$ 75.00			\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00			\$ 125.00	\$ 125.00	\$ 215.00	\$ 215.00	\$ 50.00	\$ 50.00	Price Vary			
2	1	Set-up Charges	\$ 45.00	\$ 45.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00					\$ 40.00	\$ 40.00
TOTAL			\$ 2,055.00		\$ 2,060.00		\$ 4,010.00		\$ 4,090.00		\$ 4,470.00		\$ 2,285.00		\$ 2,949.00		\$ 3,650.00		\$ 1,665.00		\$ 2,165.00	
D. Keychains																						
1	500	Keychains	\$ 0.71	\$ 355.00	\$ 0.74	\$ 370.00	\$ 0.78	\$ 390.00	\$ 0.79	\$ 395.00	\$ 1.31	\$ 655.00	\$ 1.40	\$ 700.00	\$ 0.83	\$ 415.00	\$ 0.834	\$ 417.00	\$ 0.85	\$ 425.00	\$ 0.70	\$ 350.00
	1	Shipping Charges	\$ 15.00	\$ 15.00			\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00			\$ 110.00	\$ 110.00					Price Vary			
	1,000	Keychains	\$ 0.69	\$ 690.00	\$ 0.72	\$ 720.00	\$ 0.71	\$ 710.00	\$ 0.72	\$ 720.00	\$ 1.19	\$ 1,190.00	\$ 1.18	\$ 1,180.00	\$ 0.72	\$ 720.00	\$ 0.80	\$ 800.00	\$ 0.77	\$ 770.00	\$ 0.62	\$ 620.00
	1	Shipping Charges	\$ 30.00	\$ 30.00			\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00			\$ 110.00	\$ 110.00					Price Vary			
2	1	Set-up Charges	\$ 49.50	\$ 49.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 45.00	\$ 45.00	\$ 40.00	\$ 40.00			\$ 50.00	\$ 50.00
TOTAL			\$ 1,139.50		\$ 1,090.00		\$ 1,205.00		\$ 1,220.00		\$ 1,845.00		\$ 2,140.00		\$ 1,180.00		\$ 1,257.00		\$ 1,195.00		\$ 1,020.00	
E. Erasers																						
1	500	Erasers	\$ 0.47	\$ 235.00	\$ 0.49	\$ 245.00	\$ 0.70	\$ 350.00	\$ 0.72	\$ 360.00	\$ 0.88	\$ 440.00	\$ 0.39	\$ 195.00	\$ 0.55	\$ 275.00	\$ 0.41	\$ 205.00	\$ 0.48	\$ 240.00	\$ 0.63	\$ 315.00
	1	Shipping Charges	\$ 10.00	\$ 10.00			\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00			\$ 70.00	\$ 70.00	\$ 35.00	\$ 35.00			Price Vary			
	1,000	Erasers	\$ 0.31	\$ 310.00	\$ 0.39	\$ 390.00	\$ 0.53	\$ 530.00	\$ 0.55	\$ 550.00	\$ 0.714	\$ 714.00	\$ 0.26	\$ 260.00	\$ 0.50	\$ 500.00	\$ 0.38	\$ 380.00	\$ 0.42	\$ 420.00	\$ 0.57	\$ 570.00
	1	Shipping Charges	\$ 20.00	\$ 20.00			\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00			\$ 70.00	\$ 70.00	\$ 50.00	\$ 50.00			Price Vary			

**SOUTH TEXAS COLLEGE**  
**1. PROMOTIONAL ITEMS FOR STUDENT OUTREACH**  
**PROJECT NO. 21-22-1004**

VENDOR			4 Imprint, Inc.		Authentic Promotions.com		Brand It, LLC.		Copy Plus, LLC.		Gateway Printing & Office Supplies, Inc.		Imprezos Pro Uniforms, LLC.		LAMAC		Promo Masters		Promo Universal, LLC.		RGV Promos, LLC.	
ADDRESS			101 Commerce St		6151 Fair Oaks Blvd Ste 103		5105 N 10th St		4500 N 10th St Ste 240		315 S Closner Blvd		1317 W Hwy 83 Ste A		P O Box 1629		310 E Main Ave PMB 165		2741 Swantner St		2200 N Bryan Rd	
CITY/STATE			Oshkosh, WI 54901		Carmichael, CA 95608		McAllen, TX 78504		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577		McAllen, TX 78505		Alton, TX 78573		Corpus Christi, TX 78404		Mission, TX 78572	
PHONE			877-446-7746		800-497-7765		956-687-7666		956-668-7587		956-383-3861		956-685-5099		956-682-0552		956-585-3112		800-221-7419		956-358-5737	
FAX			866-963-9311		800-497-7706		956-467-5453				956-383-1037		866-733-8509		956-682-6271				361-884-8015		956-284-0212	
CONTACT			Shay Freund		Amy Warner		Reynaldo Rosales		Eder Gallegos		Chris Diaz		Francisco J. Morales		Trey Gonzalez		Alex G. Del Fierro		Anthony Anzaldua		Norma Fleitas	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
2	1	Set-up Charges	\$ 27.00	\$ 27.00					\$ 50.00	\$ 50.00			\$ 30.00	\$ 30.00	\$ 25.00	\$ 25.00					\$ 55.00	\$ 55.00
TOTAL			\$ 602.00		\$ 635.00		\$ 940.00		\$ 1,020.00		\$ 1,154.00		\$ 625.00		\$ 885.00		\$ 585.00		\$ 660.00		\$ 940.00	
F. Pencil Sharpeners																						
1	500	Pencil Sharpeners	\$ 0.50	\$ 250.00	\$ 0.49	\$ 245.00	\$ 0.94	\$ 470.00	\$ 0.94	\$ 470.00	\$ 0.99	\$ 495.00	\$ 0.70	\$ 350.00	\$ 0.75	\$ 375.00	\$ 0.69	\$ 345.00	\$0.60	\$ 300.00	\$ 0.66	\$ 330.00
	1	Shipping Charges	\$ 20.00	\$ 20.00			\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00			\$ 70.00	\$ 70.00	\$ 23.00	\$ 23.00			Price Vary			
	1000	Pencil Sharpeners	\$ 0.44	\$ 440.00	\$ 0.47	\$ 470.00	\$ 0.82	\$ 820.00	\$ 0.83	\$ 830.00	\$ 0.86	\$ 860.00	\$ 0.60	\$ 600.00	\$ 0.70	\$ 700.00	\$ 0.63	\$ 630.00	\$0.50	\$ 500.00	\$ 0.64	\$ 640.00
	1	Shipping Charges	\$ 40.00	\$ 40.00			\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00			\$ 70.00	\$ 70.00	\$ 32.00	\$ 32.00			Price Vary			
2	1	Set-up Charges	\$ 31.50	\$ 31.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 40.00	\$ 40.00			\$ 50.00	\$ 50.00
TOTAL			\$ 781.50		\$ 715.00		\$ 1,420.00		\$ 1,430.00		\$ 1,355.00		\$ 1,130.00		\$ 1,180.00		\$ 1,015.00		\$ 800.00		\$ 1,020.00	
G. Rulers																						
1	500	Rulers	\$ 0.44	\$ 220.00	\$ 0.39	\$ 195.00	\$ 2.01	\$ 1,005.00	\$ 2.03	\$ 1,015.00	\$ 0.91	\$ 455.00	\$ 0.40	\$ 200.00	\$ 0.82	\$ 410.00	\$ 0.88	\$ 440.00	\$ 0.32	\$ 160.00	\$ 0.70	\$ 350.00
	1	Shipping Charges	\$ 5.00	\$ 5.00			\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00			\$ 30.00	\$ 30.00	\$ 40.00	\$ 40.00			Price Vary			
	1,000	Rulers	\$ 0.34	\$ 340.00	\$ 0.26	\$ 260.00	\$ 1.77	\$ 1,770.00	\$ 1.79	\$ 1,790.00	\$ 0.75	\$ 750.00	\$ 0.37	\$ 370.00	\$ 0.74	\$ 740.00	\$ 0.85	\$ 850.00	\$ 0.24	\$ 240.00	\$ 0.63	\$ 630.00
	1	Shipping Charges	\$ 10.00	\$ 10.00			\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00			\$ 30.00	\$ 30.00	\$ 80.00	\$ 80.00			Price Vary			
2	1	Set-up Charges	\$ 18.00	\$ 18.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00					\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 55.00	\$ 55.00
TOTAL			\$ 593.00		\$ 455.00		\$ 2,950.00		\$ 2,980.00		\$ 1,205.00		\$ 630.00		\$ 1,320.00		\$ 1,340.00		\$ 400.00		\$ 1,035.00	
H. School/Pencil Pouches																						
1	500	School/Pencil Pouch	\$ 1.16	\$ 580.00	\$ 0.99	\$ 495.00	\$ 3.24	\$ 1,620.00	\$ 3.26	\$ 1,630.00	\$ 1.82	\$ 910.00	\$ 1.89	\$ 945.00	\$ 1.47	\$ 735.00	\$ 1.21	\$ 605.00	\$ 0.70	\$ 350.00	\$ 1.95	\$ 975.00
	1	Shipping Charges	\$ 15.00	\$ 15.00			\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00			\$ 90.00	\$ 90.00	\$ 27.00	\$ 27.00			Price Vary			
	1000	School/Pencil Pouch	\$ 1.07	\$ 1,070.00	\$ 0.97	\$ 970.00	\$ 3.12	\$ 3,120.00	\$ 3.14	\$ 3,140.00	\$ 1.64	\$ 1,640.00	\$ 1.69	\$ 1,690.00	\$ 1.40	\$ 1,400.00	\$ 1.18	\$ 1,180.00	\$ 0.55	\$ 550.00	\$ 1.70	\$ 1,700.00
	1	Shipping Charges	\$ 30.00	\$ 30.00			\$ 187.00	\$ 187.00	\$ 187.00	\$ 187.00			\$ 90.00	\$ 90.00	\$ 43.00	\$ 43.00			Price Vary			
2	1	Set-up Charges	\$ 49.50	\$ 49.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00			\$ 40.00	\$ 40.00
TOTAL			\$ 1,744.50		\$ 1,465.00		\$ 5,072.00		\$ 5,102.00		\$ 2,550.00		\$ 2,855.00		\$ 2,260.00		\$ 1,840.00		\$ 900.00		\$ 2,715.00	
I. Hand Sanitizers																						
1	500	Hand Sanitizers	\$ 0.89	\$ 445.00	\$ 0.62	\$ 310.00	\$ 1.18	\$ 590.00	\$ 1.20	\$ 600.00	\$ 1.38	\$ 690.00	\$ 0.80	\$ 400.00	\$ 2.36	\$ 1,180.00	\$ 0.79	\$ 395.00	\$ 0.80	\$ 400.00	\$ 1.02	\$ 510.00
	1	Shipping Charges	\$ 25.00	\$ 25.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 100.00	\$ 100.00	\$ 39.71	\$ 39.71			Price Vary			
	1,000	Hand Sanitizers	\$ 0.86	\$ 860.00	\$ 0.57	\$ 570.00	\$ 1.07	\$ 1,070.00	\$ 1.09	\$ 1,090.00	\$ 1.27	\$ 1,270.00	\$ 0.78	\$ 780.00	\$ 2.11	\$ 2,110.00	\$ 0.75	\$ 750.00	\$ 0.75	\$ 750.00	\$ 0.97	\$ 970.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00			\$ 100.00	\$ 100.00	\$ 79.46	\$ 79.46			Price Vary			
	2,500	Hand Sanitizers	\$ 0.80	\$ 2,000.00	\$ 0.54	\$ 1,350.00	\$ 0.97	\$ 2,425.00	\$ 0.99	\$ 2,475.00	\$ 1.19	\$ 2,975.00	\$ 0.70	\$ 1,750.00	\$ 1.89	\$ 4,725.00	\$ 0.72	\$ 1,800.00	\$ 0.59	\$ 1,475.00	\$ 0.92	\$ 2,300.00
	1	Shipping Charges	\$ 125.00	\$ 125.00			\$ 235.00	\$ 235.00	\$ 235.00	\$ 235.00			\$ 100.00	\$ 100.00	\$ 199.00	\$ 199.00			Price Vary			
2	1	Set-up Charges	\$ 40.50	\$ 40.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00					\$ 62.50	\$ 62.50	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00
TOTAL			\$ 3,545.50		\$ 2,230.00		\$ 4,515.00		\$ 4,595.00		\$ 4,935.00		\$ 3,230.00		\$ 8,395.67		\$ 2,995.00		\$ 2,625.00		\$ 3,830.00	
J. Bandage Dispensers																						
1	1,000	Bandage Dispensers	\$ 0.62	\$ 620.00	\$ 0.57	\$ 570.00	\$ 0.81	\$ 810.00	\$ 0.83	\$ 830.00	\$ 0.93	\$ 930.00	\$ 1.10	\$ 1,100.00	\$ 0.65	\$ 650.00	\$ 0.82	\$ 820.00	\$ 0.60	\$ 600.00	\$ 0.88	\$ 880.00
	1	Shipping Charges	\$ 40.00	\$ 40.00			\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00			\$ 130.00	\$ 130.00	\$ 46.00	\$ 46.00			Price Vary			
	2,500	Bandage Dispensers	\$ 0.56	\$ 1,400.00	\$ 0.54	\$ 1,350.00	\$ 0.73	\$ 1,825.00	\$ 0.75	\$ 1,875.00	\$ 0.88	\$ 2,200.00	\$ 0.99	\$ 2,475.00	\$ 0.62	\$ 1,550.00	\$ 0.78	\$ 1,950.00	\$ 0.55	\$ 1,375.00	\$ 0.86	\$ 2,150.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 128.00	\$ 128.00	\$ 128.00	\$ 128.00			\$ 130.00	\$ 130.00	\$ 116.00	\$ 116.00			Price Vary			
2	1	Set-up Charges	\$ 49.50	\$ 49.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 55.00	\$ 55.00			\$ 55.00	\$ 55.00
TOTAL			\$ 2,209.50		\$ 1,920.00		\$ 2,868.00		\$ 2,938.00		\$ 3,130.00		\$ 3,875.00		\$ 2,412.00		\$ 2,825.00		\$ 1,975.00		\$ 3,085.00	

**SOUTH TEXAS COLLEGE**  
**1. PROMOTIONAL ITEMS FOR STUDENT OUTREACH**  
**PROJECT NO. 21-22-1004**

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CITY/STATE			Oshkosh, WI 54901		Carmichael, CA 95608		McAllen, TX 78504		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577		McAllen, TX 78505		Alton, TX 78573		Corpus Christi, TX 78404		Mission, TX 78572	
PHONE			877-446-7746		800-497-7765		956-687-7666		956-668-7587		956-383-3861		956-685-5099		956-682-0552		956-585-3112		800-221-7419		956-358-5737	
FAX			866-963-9311		800-497-7706		956-467-5453				956-383-1037		866-733-8509		956-682-6271				361-884-8015		956-284-0212	
CONTACT			Shay Freund		Amy Warner		Reynaldo Rosales		Eder Gallegos		Chris Diaz		Francisco J. Morales		Trey Gonzalez		Alex G. Del Fierro		Anthony Anzaldua		Norma Fleitas	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
K. Stress Relievers																						
1	500	Stress Relievers	\$ 0.77	\$ 385.00	\$ 0.79	\$ 395.00	\$ 1.59	\$ 795.00	\$ 1.61	\$ 805.00	\$ 1.82	\$ 910.00	\$ 1.15	\$ 575.00	\$ 0.94	\$ 470.00	\$ 1.17	\$ 585.00	\$ 0.80	\$ 400.00	\$ 1.17	\$ 585.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 66.00	\$ 66.00	\$ 66.00	\$ 66.00			\$ 90.00	\$ 90.00					Price Vary			
	1,000	Stress Relievers	\$ 0.71	\$ 710.00	\$ 0.74	\$ 740.00	\$ 1.47	\$ 1,470.00	\$ 1.49	\$ 1,490.00	\$ 1.58	\$ 1,580.00	\$ 0.98	\$ 980.00	\$ 0.89	\$ 890.00	\$ 1.14	\$ 1,140.00	\$ 0.73	\$ 730.00	\$ 1.12	\$ 1,120.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 127.00	\$ 127.00	\$ 127.00	\$ 127.00			\$ 90.00	\$ 90.00					Price Vary			
2	1	Set-up Charges	\$ 54.00	\$ 54.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 25.00	\$ 25.00	\$ 40.00	\$ 40.00			\$ 50.00	\$ 50.00
TOTAL			\$ 1,299.00		\$ 1,135.00		\$ 2,508.00		\$ 2,538.00		\$ 2,490.00		\$ 1,775.00		\$ 1,385.00		\$ 1,765.00		\$ 1,130.00		\$ 1,755.00	
L. Water Bottles																						
	500	Water Bottles	\$ 1.16	\$ 580.00	\$ 1.57	\$ 785.00	\$ 7.40	\$ 3,700.00	\$ 7.42	\$ 3,710.00	\$ 6.68	\$ 3,340.00	\$ 1.80	\$ 900.00	\$ 1.89	\$ 945.00	\$ 3.60	\$ 1,800.00	\$ 1.40	\$ 700.00	\$ 4.52	\$ 2,260.00
	1	Shipping Charges	\$ 110.00	\$ 110.00									\$ 150.00	\$ 150.00	\$ 296.00	\$ 296.00			Price Vary			
	1,000	Water Bottles	\$ 1.07	\$ 1,070.00	\$ 1.46	\$ 1,460.00	\$ 7.10	\$ 7,100.00	\$ 7.12	\$ 7,120.00	\$ 5.90	\$ 5,900.00	\$ 1.60	\$ 1,600.00	\$ 1.74	\$ 1,740.00	\$ 3.50	\$ 3,500.00	\$ 1.25	\$ 1,250.00	\$ 4.38	\$ 4,380.00
	1	Shipping Charges	\$ 220.00	\$ 220.00									\$ 150.00	\$ 150.00	\$ 590.00	\$ 590.00			Price Vary			
2	1	Set-up Charges	\$ 45.00	\$ 45.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 55.00	\$ 55.00	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00
TOTAL			\$ 2,025.00		\$ 2,245.00		\$ 10,850.00		\$ 10,880.00		\$ 9,240.00		\$ 2,840.00		\$ 3,626.00		\$ 5,350.00		\$ 1,950.00		\$ 6,690.00	
M. Stadium Cups																						
1	1,000	Stadium Cups	\$ 0.44	\$ 440.00	\$ 0.49	\$ 490.00	\$ 0.65	\$ 650.00	\$ 0.67	\$ 670.00	\$ 0.83	\$ 830.00	\$ 0.60	\$ 600.00	\$ 0.44	\$ 440.00	\$ 0.66	\$ 660.00	\$ 0.42	\$ 420.00	\$ 0.51	\$ 510.00
	1	Shipping Charges	\$ 60.00	\$ 60.00									\$ 100.00	\$ 100.00	\$ 145.00	\$ 145.00			Price Vary			
	2,500	Stadium Cups	\$ 0.41	\$ 1,025.00	\$ 0.42	\$ 1,050.00	\$ 0.60	\$ 1,500.00	\$ 0.62	\$ 1,550.00	\$ 0.78	\$ 1,950.00	\$ 0.43	\$ 1,075.00	\$ 0.44	\$ 1,100.00	\$ 0.64	\$ 1,600.00	\$ 0.40	\$ 1,000.00	\$ 0.49	\$ 1,225.00
	1	Shipping Charges	\$ 150.00	\$ 150.00									\$ 100.00	\$ 100.00	\$ 377.00	\$ 377.00			Price Vary			
2	1	Set-up Charges	\$ 49.50	\$ 49.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 40.00	\$ 40.00	\$ 39.00	\$ 39.00	\$ 55.00	\$ 55.00			\$ 35.00	\$ 35.00
TOTAL			\$ 1,724.50		\$ 1,540.00		\$ 2,200.00		\$ 2,270.00		\$ 2,780.00		\$ 1,915.00		\$ 2,101.00		\$ 2,315.00		\$ 1,420.00		\$ 1,770.00	
N. Plastic Convention Bags - Large																						
1	2,500	Plastic Convention Bags - Large	\$ 0.60	\$ 1,500.00	\$ 0.89	\$ 2,225.00	\$ 1.14	\$ 2,850.00	\$ 1.16	\$ 2,900.00	\$ 1.24	\$ 3,100.00	\$ 0.34	\$ 850.00			\$ 0.57	\$ 1,425.00	\$ 0.68	\$ 1,700.00	\$ 1.15	\$ 2,875.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00			\$ 50.00	\$ 50.00					Price Vary			
	5,000	Plastic Convention Bags - Large	\$ 0.56	\$ 2,800.00	\$ 0.69	\$ 3,450.00	\$ 1.04	\$ 5,200.00	\$ 1.06	\$ 5,300.00	\$ 1.11	\$ 5,550.00	\$ 0.29	\$ 1,450.00			\$ 0.54	\$ 2,700.00	\$ 0.60	\$ 3,000.00	\$ 1.05	\$ 5,250.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 237.00	\$ 237.00	\$ 237.00	\$ 237.00			\$ 50.00	\$ 50.00					Price Vary			
2	1	Set-up Charges															\$ 60.00	\$ 60.00				
TOTAL			\$ 4,450.00		\$ 5,675.00		\$ 8,407.00		\$ 8,557.00		\$ 8,650.00		\$ 2,400.00				\$ 4,185.00		\$ 4,700.00		\$ 8,125.00	
O. Plastic Convention Bags - Medium																						
1	2,500	Plastic Convention Bags - Medium	\$ 0.47	\$ 1,175.00	\$ 0.29	\$ 725.00	\$ 0.76	\$ 1,900.00	\$ 0.78	\$ 1,950.00	\$ 0.85	\$ 2,125.00	\$ 0.30	\$ 750.00			\$ 0.45	\$ 1,125.00	\$ 0.60	\$ 1,500.00	\$ 0.78	\$ 1,950.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00			\$ 50.00	\$ 50.00					Price Vary			
	5,000	Plastic Convention Bags - Medium	\$ 0.42	\$ 2,100.00	\$ 0.26	\$ 1,300.00	\$ 0.66	\$ 3,300.00	\$ 0.68	\$ 3,400.00	\$ 0.75	\$ 3,750.00	\$ 0.21	\$ 1,050.00			\$ 0.41	\$ 2,050.00	\$ 0.52	\$ 2,600.00	\$ 0.73	\$ 3,650.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 192.00	\$ 192.00	\$ 192.00	\$ 192.00			\$ 50.00	\$ 50.00					Price Vary			
2	1	Set-up Charges																				
TOTAL			\$ 3,425.00		\$ 2,025.00		\$ 5,487.00		\$ 5,637.00		\$ 5,875.00		\$ 1,900.00				\$ 3,175.00		\$ 4,100.00		\$ 5,600.00	
P. Plastic Convention Bags - Small																						
1	2,500	Plastic Convention Bags - Small	\$ 0.42	\$ 1,050.00	\$ 0.59	\$ 1,475.00	\$ 0.66	\$ 1,650.00	\$ 0.68	\$ 1,700.00	\$ 0.78	\$ 1,950.00	\$ 0.25	\$ 625.00			\$ 0.46	\$ 1,150.00	\$ 0.56	\$ 1,400.00	\$ 0.73	\$ 1,825.00
	1	Shipping Charges	\$ 50.00	\$ 50.00			\$ 88.00	\$ 88.00	\$ 88.00	\$ 88.00			\$ 50.00	\$ 50.00					Price Vary			
	5,000	Plastic Convention Bags - Small	\$ 0.35	\$ 1,750.00	\$ 0.47	\$ 2,350.00	\$ 0.57	\$ 2,850.00	\$ 0.58	\$ 2,900.00	\$ 0.64	\$ 3,200.00	\$ 0.17	\$ 850.00			\$ 0.43	\$ 2,150.00	\$ 0.48	\$ 2,400.00	\$ 0.63	\$ 3,150.00
	1	Shipping Charges	\$ 100.00	\$ 100.00			\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00			\$ 50.00	\$ 50.00					Price Vary			

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**PROJECT NO. 21-22-1004**

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CITY/STATE			Oshkosh, WI 54901		Carmichael, CA 95608		McAllen, TX 78504		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577		McAllen, TX 78505		Alton, TX 78573		Corpus Christi, TX 78404		Mission, TX 78572	
PHONE			877-446-7746		800-497-7765		956-687-7666		956-668-7587		956-383-3861		956-685-5099		956-682-0552		956-585-3112		800-221-7419		956-358-5737	
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CONTACT			Shay Freund		Amy Warner		Reynaldo Rosales		Eder Gallegos		Chris Diaz		Francisco J. Morales		Trey Gonzalez		Alex G. Del Fierro		Anthony Anzaldua		Norma Fleitas	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
2	1	Set-up Charges															\$ 60.00	\$ 60.00				
TOTAL			\$ 2,950.00		\$ 3,825.00		\$ 4,763.00		\$ 4,863.00		\$ 5,150.00		\$ 1,575.00				\$ 3,360.00		\$ 3,800.00		\$ 4,975.00	
Q. Lanyards																						
1	1,000	Lanyards	\$ 0.68	\$ 680.00	\$ 0.49	\$ 490.00	\$ 0.89	\$ 890.00	\$ 0.90	\$ 900.00	\$ 1.37	\$ 1,370.00	\$ 0.60	\$ 600.00	\$ 0.90	\$ 900.00	\$ 0.86	\$ 860.00	\$ 0.55	\$ 550.00	\$ 1.10	\$ 1,100.00
	1	Shipping Charges	\$ 10.00	\$ 10.00			\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00			\$ 70.00	\$ 70.00	\$ 55.00	\$ 55.00			Price Vary			
	2,500	Lanyards	\$ 0.62	\$ 1,550.00	\$ 0.45	\$ 1,125.00	\$ 0.89	\$ 2,225.00	\$ 0.90	\$ 2,250.00	\$ 1.25	\$ 3,125.00	\$ 0.50	\$ 1,250.00	\$ 0.90	\$ 2,250.00	\$ 0.82	\$ 2,050.00	\$ 0.50	\$ 1,250.00	\$ 1.00	\$ 2,500.00
	1	Shipping Charges	\$ 25.00	\$ 25.00			\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00			\$ 70.00	\$ 70.00	\$ 60.00	\$ 60.00			Price Vary			
2	1	Set-up Charges	\$ 40.50	\$ 40.50			\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00					\$ 37.50	\$ 37.50	\$ 55.00	\$ 55.00				
TOTAL			\$ 2,305.50		\$ 1,615.00		\$ 3,280.00		\$ 3,315.00		\$ 4,495.00		\$ 1,990.00		\$ 3,302.50		\$ 2,965.00		\$ 1,800.00		\$ 3,600.00	
R. Drawstring Sportspacks/Backpack																						
1	500	Drawstring Sportspacks/Backpacks	\$ 1.27	\$ 635.00	\$ 1.29	\$ 645.00	\$ 2.09	\$ 1,045.00	\$ 2.11	\$ 1,055.00	\$ 2.46	\$ 1,230.00	\$ 1.75	\$ 875.00	\$ 1.49	\$ 745.00	\$ 1.79	\$ 895.00	\$ 1.00	\$ 500.00	\$ 1.70	\$ 850.00
	1	Shipping Charges	\$ 45.00	\$ 45.00			\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00			\$ 100.00	\$ 100.00	\$ 72.00	\$ 72.00			Price Vary			
	1,000	Drawstring Sportspacks/Backpacks	\$ 1.17	\$ 1,170.00	\$ 1.19	\$ 1,190.00	\$ 1.83	\$ 1,830.00	\$ 1.85	\$ 1,850.00	\$ 2.27	\$ 2,270.00	\$ 1.50	\$ 1,500.00	\$ 1.39	\$ 1,390.00	\$ 1.75	\$ 1,750.00	\$ 0.80	\$ 800.00	\$ 1.60	\$ 1,600.00
	1	Shipping Charges	\$ 90.00	\$ 90.00			\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00			\$ 100.00	\$ 100.00	\$ 143.00	\$ 143.00			Price Vary			
2	1	Set-up Charges	\$ 31.50	\$ 31.50			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00					\$ 55.00	\$ 55.00	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00
TOTAL			\$ 1,971.50		\$ 1,835.00		\$ 3,085.00		\$ 3,115.00		\$ 3,500.00		\$ 2,575.00		\$ 2,405.00		\$ 2,695.00		\$ 1,300.00		\$ 2,500.00	
S. Grocery Totes																						
1	500	Grocery Totes	\$ 0.98	\$ 490.00	\$ 1.29	\$ 645.00	\$ 1.89	\$ 945.00	\$ 2.00	\$ 1,000.00	\$ 2.41	\$ 1,205.00	\$ 1.44	\$ 720.00	\$ 1.65	\$ 825.00	\$ 2.47	\$ 1,235.00	\$ 0.80	\$ 400.00	\$ 1.35	\$ 675.00
	1	Shipping Charges	\$ 110.00	\$ 110.00			\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00			\$ 50.00	\$ 50.00	\$ 140.00	\$ 140.00			\$ 65.00	\$ 65.00		
2	1	Set-up Charges	\$ 45.00	\$ 45.00			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 25.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00
TOTAL			\$ 645.00		\$ 645.00		\$ 1,150.00		\$ 1,205.00		\$ 1,205.00		\$ 795.00		\$ 1,015.00		\$ 1,285.00		\$ 465.00		\$ 725.00	
T. Translucent Letter Size Document Envelopes/Portfolios																						
1	500	Translucent Letter Size Document Envelopes/Portfolios	\$ 1.07	\$ 535.00	\$ 1.04	\$ 520.00					\$ 2.12	\$ 1,060.00	\$ 0.49	\$ 245.00	\$ 1.54	\$ 770.00	\$ 1.28	\$ 640.00	\$ 1.50	\$ 750.00	\$ 1.04	\$ 520.00
	1	Shipping Charges	\$ 75.00	\$ 75.00									\$ 60.00	\$ 60.00	\$ 107.00	\$ 107.00			Price Vary			
	1,000	Translucent Letter Size Document Envelopes/Portfolios	\$ 1.03	\$ 1,030.00	\$ 0.97	\$ 970.00					\$ 1.87	\$ 1,870.00	\$ 0.35	\$ 350.00	\$ 1.47	\$ 1,470.00	\$ 1.25	\$ 1,250.00	\$ 1.40	\$ 1,400.00	\$ 1.00	\$ 1,000.00
	1	Shipping Charges	\$ 150.00	\$ 150.00									\$ 60.00	\$ 60.00	\$ 179.00	\$ 179.00			Price Vary			
	2,500	Translucent Letter Size Document Envelopes/Portfolios	\$ 0.96	\$ 2,400.00	\$ 0.87	\$ 2,175.00					\$ 1.57	\$ 3,925.00	\$ 0.30	\$ 750.00	\$ 1.32	\$ 3,300.00	\$ 1.24	\$ 3,100.00	\$ 1.30	\$ 3,250.00	\$ 0.84	\$ 2,100.00
	1	Shipping Charges	\$ 375.00	\$ 375.00									\$ 60.00	\$ 60.00	\$ 457.00	\$ 457.00			Price Vary			
2	1	Set-up Charges	\$ 45.00	\$ 45.00											\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00			\$ 50.00	\$ 50.00
TOTAL			\$ 4,610.00		\$ 3,665.00		\$ -		\$ -		\$ 6,855.00		\$ 1,525.00		\$ 6,338.00		\$ 5,045.00		\$ 5,400.00		\$ 3,670.00	
GRAND TOTAL			\$ 41,768.50		\$ 38,110.00		\$ 70,495.00		\$ 71,965.00		\$ 76,634.00		\$ 39,588.00		\$ 46,765.42		\$ 52,000.00		\$ 40,675.00		\$ 59,740.00	
Escalation																						
1	2nd Year		3%**		0%		0%		0%		5%**		0%		5%		0%		10%		5%	
2	3rd Year		3%**		0%		0%		0%		5%**		0%		5%		0%		10%		5%	
TOTAL RANKING POINTS			83.98		91.47		58.08		60.84		57.2		85.17		66.73		75.58		78.99		71.17	
RANKING			3		1		9		8		10		2		7		5		4		6	

\*\*\*Will only increase if MFG or Supplier increases pricing

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. PROMOTIONAL ITEMS FOR STUDENT OUTREACH**  
**PROJECT NO. 21-22-1004**  
**EVALUATION SUMMARY**

VENDOR		4 Imprint, Inc.		Authentic Promotions.com		Brand It, LLC.		Copy Plus, LLC.		Gateway Printing & Office Supplies, Inc.		Imprezos Pro Uniforms, LLC.		LAMAC		Promo Masters		Promo Universal, LLC.		RGV Promos, LLC.	
ADDRESS		101 Commerce St		6151 Fair Oaks Blvd Ste 103		5105 N 10th St		4500 N 10th St Ste 240		315 S Closner Blvd		1317 W Hwy 83 Ste A		P O Box 1629		310 E Main Ave PMB 165		2741 Swantner St		2200 N Bryan Rd	
CITY/STATE/ZIP		Oshkosh, WI 54901		Carmichael, CA 95608		McAllen, TX 78504		McAllen, TX 78504		Edinburg, TX 78539		Pharr, TX 78577		McAllen, TX 78505		Alton, TX 78573		Corpus Christi, TX 78404		Mission, TX 78572	
PHONE		877-446-7746		800-497-7765		956-687-7666		956-668-7587		956-383-3861		956-685-5099		956-682-0552		956-585-3112		800-221-7419		956-358-5737	
FAX		866-963-9311		800-497-7706		956-467-5453				956-383-1037		866-733-8509		956-682-6271				361-884-8015		956-284-0212	
CONTACT		Shay Freund		Amy Warner		Reynaldo Rosales		Eder Gallegos		Chris Diaz		Francisco J. Morales		Trey Gonzalez		Alex G. Del Fierro		Anthony Anzaldua		Norma Fleitas	
1	The purchase price. (up to 45 points)	34.33	34.33	38.49	38.49	19.76	19.76	19.19	19.19	19.21	19.21	34.18	34.18	22.08	22.08	26.93	26.93	34.68	34.68	26.01	26.01
		34.33		38.49		19.76		19.19		19.21		34.18		22.08		26.93		34.68		26.01	
		34.33		38.49		19.76		19.19		19.21		34.18		22.08		26.93		34.68		26.01	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	9	9.66	9	9.66	6	5.33	9	9.66	8	7	8	8.33	8	7	8	8.33	9	9.66	7.5	6.83
		10		10		5		10		8		8		8		10		8			
		10		10		5		10		5		9		5		9		10		5	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	17.33	17	17.66	13	12.33	13	11.66	13	11	16	17.33	17	15.66	16	16.66	13	14.33	15	16
		18		18		10		10		10		18		15		18		14		15	
		18		18		14		12		10		18		15		16		16		18	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	16	17.33	17	17.66	14	13.66	14	13	14	14.66	16	17.33	16	17.33	16	16.66	16	16.66	16	17.33
		18		18		13		13		18		18		18		18		18		18	
		18		18		14		12		12		18		18		16		16		18	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3	2	2	3	2.33	3	2.33	3	3	3	2.33	2	2	3	3	2	2
		2		3		2		2		2		3		2		2		3		2	
		2		3		2		2		2		3		2		2		3		2	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		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)	4	3.33	5	5	5	5	5	5	3	3	5	5	3	2.33	5	5	2	0.66	3	3
		3		5		5		3		5		3		5		0		3			
		3		5		5		3		5		1		5		0		3			
TOTAL EVALUATION POINTS		83.98		91.47		58.08		60.84		57.2		85.17		66.73		75.58		78.99		71.17	
RANKING		3		1		9		8		10		2		7		5		4		6	

The Director of Purchasing has reviewed all the responses and evaluations completed.  
\*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**1. PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
<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  <b>****New Vendors will receive two points</b>	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

**Total Points**

**100**

**Definitions of evaluation terms:**

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

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

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

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

SOUTH TEXAS COLLEGE  
2. PROMOTIONAL T-SHIRTS FOR STUDENT OUTREACH  
PROJECT NO. 21-22-1005

VENDOR	1,2,3 Screen Printing, LLC.							4Imprint, Inc.							Ad-Wear & Specialty of Texas, Inc.							Authentic Promotions.com							Brand It, LLC.							Exclusive Decals & Screenprinting							Imprezos Pro Uniforms, LLC.							Promo Universal, LLC.																																																																																																																																																																																																																																
ADDRESS	715 N Glasscock Rd Ste 2							101 Commerce St							8120 Westglen Dr							6151 Fair Oaks Blvd Ste 103							5105 N 10th St							415 W Inspiration Blvd							1317 W US Hwy 83 Ste A							2741 Swatner St																																																																																																																																																																																																																																
CITY/STATE/ZIP	Mission, TX 78572							Oshkosh, WI 54901							Houston, TX 77063							Carmichael, CA 95608							McAllen, TX 78504							Alton, TX 78573							Pharr, TX 78577							Corpus Christi, TX 78404																																																																																																																																																																																																																																
PHONE	956-638-9284							877-446-7746							713-953-9881							800-497-7765							956-687-7666							956-584-0101							956-685-5099							800-221-7419																																																																																																																																																																																																																																
FAX	956-581-0159							866-963-9311							713-953-9893							800-497-7706							956-467-5453														866-733-8509							361-884-8015																																																																																																																																																																																																																																
CONTACT	Hiram Cisneros							Shay Freund							David T. Tanenbaum							Amy Warner							Reynaldo Rosales							Jose Flores							Francisco J. Morales							Anthony Anzaldua																																																																																																																																																																																																																																
Description	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000	25	50	100	250	500	750	1,000																																																																																																																																																																																																																										
White/Colored T-Shirt - Youth XS-YL																																																																																																																																																																																																																																																																																		
One Color Front					\$ 5.00	\$ 4.50	\$ 4.25	\$ 4.00					\$ 3.78	\$ 3.50	\$ 3.33	\$ 3.19					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 3.62	\$ 3.45	\$ 3.39	\$ 3.29					\$ 3.96	\$ 3.93	\$ 3.77	\$ 3.66					\$ 3.75	\$ 3.50	\$ 3.25	\$ 3.00				\$ 3.61	\$ 3.22	\$ 3.21	\$ 2.98				\$ 4.75	\$ 4.60	\$ 4.55	\$ 4.50																																																																																																																																																																																																																				
1 Color Front, 1 Color Back					\$ 6.00	\$ 5.50	\$ 5.25	\$ 5.00					\$ 4.82	\$ 4.38	\$ 4.17	\$ 4.02					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 4.77	\$ 4.45	\$ 4.27	\$ 4.12					\$ 4.21	\$ 4.76	\$ 4.44	\$ 4.23					\$ 3.90	\$ 3.65	\$ 3.40	\$ 3.15				\$ 4.68	\$ 4.22	\$ 4.19	\$ 3.94				\$ 6.25	\$ 5.90	\$ 5.75	\$ 5.65																																																																																																																																																																																																																				
2 Color Front					\$ 5.50	\$ 5.00	\$ 4.75	\$ 4.50					\$ 4.03	\$ 3.68	\$ 3.45	\$ 3.30					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 3.89	\$ 3.69	\$ 3.59	\$ 3.47					\$ 4.72	\$ 4.16	\$ 3.96	\$ 3.79					\$ 3.85	\$ 3.60	\$ 3.35	\$ 3.10				\$ 4.22	\$ 3.77	\$ 3.74	\$ 3.50				\$ 5.30	\$ 4.95	\$ 4.80	\$ 4.70																																																																																																																																																																																																																				
2 Color Front, 1 Color Back					\$ 7.00	\$ 6.50	\$ 6.25	\$ 6.00					\$ 5.07	\$ 4.56	\$ 4.29	\$ 4.13					\$ 3.53	\$ 3.53	\$ 3.31	\$ 3.09					\$ 4.99	\$ 4.69	\$ 4.47	\$ 4.29					\$ 5.83	\$ 4.99	\$ 4.63	\$ 4.35					\$ 3.95	\$ 3.70	\$ 3.45	\$ 3.20				\$ 5.28	\$ 4.77	\$ 4.72	\$ 4.46				\$ 7.30	\$ 6.65	\$ 6.35	\$ 6.15																																																																																																																																																																																																																				
3 Color Front					\$ 6.50	\$ 6.00	\$ 5.75	\$ 5.50					\$ 4.28	\$ 3.86	\$ 3.57	\$ 3.41					\$ 3.53	\$ 3.53	\$ 3.31	\$ 3.09					\$ 4.14	\$ 3.89	\$ 3.76	\$ 3.64					\$ 5.22	\$ 4.39	\$ 4.15	\$ 3.95					\$ 3.95	\$ 3.70	\$ 3.45	\$ 3.20				\$ 4.83	\$ 4.32	\$ 4.27	\$ 4.01				\$ 5.80	\$ 5.45	\$ 5.25	\$ 4.95																																																																																																																																																																																																																				
3 Color front, 1 Color Back					\$ 8.00	\$ 7.50	\$ 7.25	\$ 7.00					\$ 5.32	\$ 4.74	\$ 4.40	\$ 4.24					\$ 3.73	\$ 3.73	\$ 3.51	\$ 3.29					\$ 5.29	\$ 4.89	\$ 4.67	\$ 4.47					\$ 6.34	\$ 5.22	\$ 4.82	\$ 4.35					\$ 4.05	\$ 3.80	\$ 3.55	\$ 3.30				\$ 5.89	\$ 5.31	\$ 5.25	\$ 4.97				\$ 8.35	\$ 7.60	\$ 7.40	\$ 6.60																																																																																																																																																																																																																				
Process Front					\$ 7.50	\$ 7.00	\$ 6.75	\$ 6.50					\$ 4.84	\$ 4.48	\$ 4.35	\$ 4.28					\$ 3.89	\$ 3.89	\$ 3.67	\$ 3.49					\$ 5.49	\$ 5.07	\$ 4.79	\$ 4.49					\$ 5.74	\$ 4.62	\$ 4.34	\$ 4.05					\$ 4.25	\$ 4.00	\$ 3.75	\$ 3.50				\$ 5.44	\$ 4.87	\$ 4.80	\$ 4.53				\$ 7.95	\$ 7.20	\$ 6.80	\$ 6.25																																																																																																																																																																																																																				
Process Front, 1 Color Back					\$ 9.00	\$ 8.50	\$ 8.25	\$ 8.00					\$ 5.90	\$ 5.39	\$ 5.21	\$ 5.14					\$ 3.89	\$ 3.89	\$ 3.67	\$ 3.49					\$ 6.65	\$ 5.99	\$ 5.67	\$ 5.34					\$ 6.84	\$ 5.45	\$ 5.07	\$ 4.60					\$ 4.35	\$ 4.10	\$ 3.85	\$ 3.60				\$ 6.50	\$ 5.86	\$ 5.78	\$ 5.49				\$ 9.45	\$ 8.50	\$ 8.00	\$ 7.50																																																																																																																																																																																																																				
Process Front, Process Back					\$ 9.50	\$ 9.00	\$ 8.75	\$ 8.50					\$ 6.68	\$ 6.29	\$ 6.15	\$ 6.08					\$ 4.09	\$ 4.09	\$ 3.87	\$ 3.67					\$ 8.59	\$ 7.67	\$ 7.07	\$ 6.55					\$ 8.38	\$ 6.14	\$ 5.58	\$ 4.98					\$ 4.75	\$ 4.50	\$ 4.20	\$ 4.00				\$ 8.33	\$ 7.51	\$ 7.38	\$ 7.05				\$ 12.60	\$ 11.15	\$ 10.75	\$ 9.25																																																																																																																																																																																																																				
White/Colored T-Shirt - Adult S-XL																																																																																																																																																																																																																																																																																		
One Color Front					\$ 5.00	\$ 4.50	\$ 4.25	\$ 4.00					\$ 3.78	\$ 3.50	\$ 3.33	\$ 3.19					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 3.62	\$ 3.45	\$ 3.39	\$ 3.29					\$ 4.46	\$ 4.43	\$ 4.27	\$ 4.16					\$ 3.75	\$ 3.50	\$ 3.25	\$ 3.00				\$ 3.60	\$ 3.21	\$ 3.20	\$ 2.96				\$ 4.75	\$ 4.60	\$ 4.55	\$ 4.50																																																																																																																																																																																																																				
1 Color Front, 1 Color Back					\$ 6.00	\$ 5.50	\$ 5.25	\$ 5.00					\$ 4.82	\$ 4.38	\$ 4.17	\$ 4.02					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 4.77	\$ 4.45	\$ 4.27	\$ 4.12					\$ 4.71	\$ 5.26	\$ 4.94	\$ 4.73					\$ 3.90	\$ 3.65	\$ 3.40	\$ 3.15				\$ 4.67	\$ 4.21	\$ 4.17	\$ 3.92				\$ 6.25	\$ 5.90	\$ 5.75	\$ 5.65																																																																																																																																																																																																																				
2 Color Front					\$ 5.50	\$ 5.00	\$ 4.75	\$ 4.50					\$ 4.03	\$ 3.68	\$ 3.45	\$ 3.30					\$ 3.33	\$ 3.33	\$ 3.11	\$ 2.89					\$ 3.89	\$ 3.69	\$ 3.59	\$ 3.47					\$ 5.22	\$ 4.66	\$ 4.46	\$ 4.29					\$ 3.85	\$ 3.60	\$ 3.35	\$ 3.10				\$ 4.21	\$ 3.76	\$ 3.73	\$ 3.48				\$ 5.30	\$ 4.95	\$ 4.80	\$ 4.70																																																																																																																																																																																																																				
2 Color Front, 1 Color Back					\$ 7.00	\$ 6.50	\$ 6.25	\$ 6.00					\$ 5.07	\$ 4.56	\$ 4.29	\$ 4.13					\$ 3.53	\$ 3.53	\$ 3.31	\$ 3.09					\$ 4.99	\$ 4.69	\$ 4.47	\$ 4.29					\$ 6.33	\$ 5.49	\$ 5.13	\$ 4.85					\$ 3.95	\$ 3.70	\$ 3.45	\$ 3.20				\$ 5.28	\$ 4.75	\$ 4.71	\$ 4.44				\$ 7.30	\$ 6.65	\$ 6.35	\$ 6.15																																																																																																																																																																																																																				
3 Color Front					\$ 6.50	\$ 6.00	\$ 5.75	\$ 5.50					\$ 4.28	\$ 3.86	\$ 3.57	\$ 3.41					\$ 3.53	\$ 3.53	\$ 3.31	\$ 3.09					\$ 4.14	\$ 3.89	\$ 3.76	\$ 3.64					\$ 5.72	\$ 4.89	\$ 4.65	\$ 4.45					\$ 3.95	\$ 3.70	\$ 3.55	\$ 3.20				\$ 4.82	\$ 4.31	\$ 4.26	\$ 4.00				\$ 5.80	\$ 5.45	\$ 5.25	\$ 4.95																																																																																																																																																																																																																				
3 Color front, 1 Color Back					\$ 8.00	\$ 7.50	\$ 7.25	\$ 7.00					\$ 5.32	\$ 4.74	\$ 4.40	\$ 4.24					\$ 3.73	\$ 3.73	\$ 3.51	\$ 3.29					\$ 5.29	\$ 4.89	\$ 4.67	\$ 4.47					\$ 6.84	\$ 5.72	\$ 5.32	\$ 4.85					\$ 4.05	\$ 4.00	\$ 3.75	\$ 3.30				\$ 5.89	\$ 5.30	\$ 5.24	\$ 4.96				\$ 8.35	\$ 7.60	\$ 7.40	\$ 6.60																																																																																																																																																																																																																				
Process Front					\$ 7.50	\$ 7.00	\$ 6.75	\$ 6.50					\$ 4.84	\$ 4.48	\$ 4.35	\$ 4.28					\$ 3.89	\$ 3.89	\$ 3.67	\$ 3.49					\$ 5.49	\$ 5.07	\$ 4.79	\$ 4.49					\$ 6.24	\$ 5.12	\$ 4.84	\$ 4.55					\$ 4.25	\$ 4.10	\$ 3.85	\$ 3.50				\$ 5.43	\$ 4.86	\$ 4.79	\$ 4.52				\$ 7.95	\$ 7.20	\$ 6.80	\$ 6.25																																																																																																																																																																																																																				
Process Front, 1 Color Back					\$ 9.00	\$ 8.50	\$ 8.25	\$ 8.00					\$ 5.90	\$ 5.39	\$ 5.21	\$ 5.14					\$ 3.89	\$ 3.89	\$ 3.67	\$ 3.49					\$ 6.65	\$ 5.99	\$ 5.67	\$ 5.34					\$ 7.34	\$ 5.95	\$ 5.57	\$ 5.10					\$ 4.35	\$ 4.00	\$ 4.20	\$ 3.60				\$ 6.49	\$ 5.85	\$ 5.77	\$ 5.48				\$ 9.45	\$ 8.50	\$ 8.00	\$ 7.50																																																																																																																																																																																																																				
Process Front, Process Back					\$ 9.50	\$ 9.00	\$ 8.75	\$ 8.50					\$ 6.68	\$ 6.29	\$ 6.15	\$ 6.08					\$ 4.09	\$ 4.09	\$ 3.87	\$ 3.67					\$ 8.59	\$ 7.67	\$ 7.07	\$ 6.55					\$ 8.88	\$ 6.64	\$ 6.08	\$ 5.48					\$ 4.75	\$ 4.50	\$ 4.25	\$ 4.00				\$ 8.32	\$ 7.49	\$ 7.07	\$ 6.89				\$ 12.60	\$ 11.15	\$ 10.75	\$ 9.25																																																																																																																																																																																																																				
White/Colored T-Shirt - Adult 2X- Large - 5X Large																																																																																																																																																																																																																																																																																		
One Color Front	\$ 8.00	\$ 8.00	\$ 8.00						\$ 8.27	\$ 5.51	\$ 4.44						\$ 6.33	\$ 6.33	\$ 6.33									\$ 6.62	\$ 6.45	\$ 6.39						\$ 10.46	\$ 9.96	\$ 9.46						\$ 5.75	\$ 5.50	\$ 5.25					\$ 6.46	\$ 6.36	\$ 6.11						****																																																																																																																																																																																																																							

**SOUTH TEXAS COLLEGE**  
**2. PROMOTIONAL T-SHIRTS FOR STUDENT OUTREACH**  
**PROJECT NO. 21-22-1005**  
**EVALUATION SUMMARY**

VENDOR		1,2,3 Screen Printing, LLC.		4Imprint, Inc.		Ad-Wear & Specialty of Texas, Inc.		AuthenticPromotions.com		Brand It, LLC.		Exclusive Decals & Screenprinting		Imprezos Pro Uniforms, LLC.		Promo Universal, LLC.	
ADDRESS		715 N Glasscock Rd Ste 2		101 Commerce St		8120 Westglen Dr		6151 Fair Oaks Blvd Ste 103		5105 N 10th St		415 W Inspiration Blvd		1317 W US Hwy 83 Ste A		2741 Swatner St	
CITY/STATE/ZIP		Mission, TX 78572		Oshkosh, WI 54901		Houston, TX 77063		Carmichael, CA 95608		McAllen, TX 78504		Alton, TX 78573		Pharr, TX 78577		Corpus Christi, TX 78404	
PHONE		956-638-9284		877-446-7746		713-953-9881		800-497-7765		956-687-7666		956-584-0101		956-685-5099		800-221-7419	
FAX		956-581-0159		866-963-9311		713-953-9893		800-497-7706		956-467-5453				866-733-8509		361-884-8015	
CONTACT		Hiram Cisneros		Shay Freund		David T. Tanenbaum		Amy Warner		Reynaldo Rosales		Jose Flores		Francisco J. Morales		Anthony Anzaldua	
1	The purchase price. (up to 45 points)	24.53	24.53	30.68	30.68	36.64	36.64	32.74	32.74	25.88	25.88	42.72	42.72	31.26	31.26	24.66	24.66
		24.53		30.68		36.64		32.74		25.88		42.72		31.26		24.66	
		24.53		30.68		36.64		32.74		25.88		42.72		31.26		24.66	
		24.53		30.68		36.64		32.74		25.88		42.72		31.26		24.66	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	9	8.25	9	8.25	9	9.25	8	8	6	5	8	7.75	8	8	9	9.25
		8		8		10		8		5		8		8		10	
		8		8		8		7		5		7		7		8	
		8		8		10		9		4		8		9		10	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	15.25	17	14.5	17	16.75	17	16.75	10	10.75	16	14.5	16	17.25	13	11.5
		15		13		18		18		10		10		13		9	
		14		14		14		14		13		14		17		14	
		16		14		18		18		10		15		18		10	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	17	15.25	17	14.75	17	17	17	16.25	14	14	16	15	17	17.75	16	14.75
		13		13		18		15		14		14		18		14	
		15		15		15		15		15		15		18		15	
		16		14		18		18		13		15		18		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	3	3	3	3	2	2	2	2	3	3	3	3
		2		2		3		3		2		2		3		3	
		2		2		3		3		2		2		3		3	
		2		2		3		3		2		2		3		3	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	1	1	0	0	1	1	0	0	0	0	0	0
		0		0		1		0		1		0		0		0	
		0		0		1		0		1		0		0		0	
		0		0		1		0		1		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	3	2.25	5	5	5	5	5	5	4	3	5	5	2	1
		5		2		5		5		5		3		5		0	
		5		3		5		5		5		3		5		2	
		5		1		5		5		5		2		5		0	
TOTAL EVALUATION POINTS		70.28		72.43		88.64		81.74		63.63		84.97		82.26		64.16	
RANKING		6		5		1		4		8		2		3		7	

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

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

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

	Product Only		
	Points	Score Key	
<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

**SOUTH TEXAS COLLEGE**  
**3. WELDING GASES, METALS, AND SUPPLIES**  
**PROJECT NO. 21-22-1006**

<b>VENDOR</b>	Airgas USA, LLC.****	Fastenal Company	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.	Matheson	Praxair Distribution, Inc.	Rio Grande CAS	Rio Grande Steel	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
<b>ADDRESS</b>	201 N 23rd St	4200 W Military Hwy	3620 E 14th St	1801 W Business 77	2508 S 23rd	213 E Owassa	213 E Owassa	943 AT&T Center Pkwy
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78503	Brownsville, TX 78521	San Benito, TX 78586	McAllen, TX 78503	Edinburg, TX 78539	Edinburg, TX 78539	San Antonio, TX 78219
<b>PHONE</b>	956-686-7622	956-688-5839	956-982-1350	956-399-2706	956-682-0181	956-702-4434	956-702-4434	210-223-6161
<b>FAX</b>		956-688-6196	956-982-1397	956-399-6045	956-787-0343			
<b>CONTACT</b>	Jason Farve	Miguel Cantu	Moises Lara	Reynaldo Rivera	Marco A. Alvarez	Gene Espinoza	Gene Espinoza	Wayne Dennis
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Welding Gases							
	a. Acetylene			\$ 36.00				
	Size MC				\$ 7.39			
	Size #3				\$ 27.72			
	Size #4				\$ 47.00			
	Size #5				\$ 89.10			
	b. Argon							
	Size R							
	Size M				\$ 15.89			
	Size Q				\$ 10.36			
	Size K				\$ 23.33			
	Size T				\$ 38.50			
	Argon 40				\$ 12.75			
	c. Argon C25							
	Size R				\$ 10.75			
	Size K				\$ 30.00			
	Size T				\$ 32.00			
	Argon Mix			\$ 22.00				
	Argon 300CF			\$ 22.00				
	Liquid Argon 180			\$ 309.00				
	C25 40				\$ 19.61			
	d. Oxygen			\$ 8.00				
	Size R				\$ 5.25			
	Size M				\$ 8.75			
	Size Q				\$ 6.75			
	Size T				\$ 12.25			
	Size K				\$ 10.00			
	Oxygen 20%			\$ 6.00				
	Liquid Oxygen 160				\$ 76.89			
	Liquid Oxygen 180L			\$ 78.00				

**SOUTH TEXAS COLLEGE**  
**3. WELDING GASES, METALS, AND SUPPLIES**  
**PROJECT NO. 21-22-1006**

<b>VENDOR</b>		Airgas USA, LLC.****	Fastenal Company	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.	Matheson	Praxair Distribution, Inc.	Rio Grande CAS	Rio Grande Steel	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
e.	Propylene								
	Size #65				\$ 78.00				
	Size #420								
f.	Carbon Dioxide				\$ 12.00				
g.	Rental					\$ 0.25			
h.	Delivery Charge					\$ 17.71			
i.	Maintenance and Inspection Fee					\$ 6.65			
	Energy and Fuel Charge					\$ 62.99			
	Hazardous Materials Charge					\$ 12.95			
	Acetylene Contingency					\$ 1.17			
	Demand Charge Cylinders					\$ 10.7901			
2	Welding Supplies								
	Discount %		25%	0%	20%	5% - 25%	0%		0%
	Benchmark		Wholesale Price		Manufacturer's List Price	Manufacturer's List Price			Net priced when customer specific login used on website
3	Metal Products								
	Discount %		25%	0%				0%	0%
	Benchmark		Wholesale Price						Price on application
4	Delivery Charges	\$ 25.00	Determined on weight of shipment, cost of fuel, location of origin	Free Delivery			\$20 EA order Hidalgo Co. \$50 EA order Starr Co.	\$20 EA order Hidalgo Co. \$50 EA order Starr Co.	Orders for AIW stock items (excluding steel) of \$700 plus are freight allowed, orders for less will be charged applicable freight
5	Escalation								
	2nd Year	10%	TBD	0%	10%	5%	0%	0%	0% - 25%
	3rd Year	15%	TBD	0%	10%	5%	0%	0%	0% - 25%

\*\*\*\*Vendor failed to include the price list in the request for proposal, therefore not considered.

**SOUTH TEXAS COLLEGE**  
**4. CHILL WATER CHILLER**

<b>NAME</b>			Johnson Controls, Inc.	
<b>ADDRESS</b>			5757 N Green Bay Ave	
<b>CITY/STATE/ZIP</b>			Milwaukee, WI 53201	
<b>PHONE</b>			956-535-2718	
<b>CONTACT</b>			Adalberto Cavazos	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Chill Water Chiller Installation/Turn Key, Removal of Retired Chiller, Electrical Work, and Rigging and Crane Services	\$ 300,342.86	\$ 300,342.86
<b>TOTAL AMOUNT</b>			\$ 300,342.86	



**SOUTH TEXAS COLLEGE**  
**5. BANNER APPLICATION MAINTENANCE AGREEMENT**

<b>NAME</b>			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium	
<b>ADDRESS</b>			6300 Ocean Dr Unit 5767	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78412	
<b>PHONE</b>			361-825-2600	
<b>CONTACT</b>			Dana Rhyne Aikman	
#	Qty	Description	Unit Price	Extension
1	1	Banner Financial Aid	\$ 36,461.08	\$ 36,461.08
2	1	Banner Finance	\$ 34,478.17	\$ 34,478.17
3	1	Banner Finance Self-Service	\$ 4,311.39	\$ 4,311.39
4	1	Banner Human Resources	\$ 22,076.19	\$ 22,076.19
5	1	Banner Employee Self-Service	\$ 11,975.52	\$ 11,975.52
6	1	Banner Student	\$ 35,709.85	\$ 35,709.85
7	1	Banner Student Self-Service	\$ 7,743.10	\$ 7,743.10
8	1	Banner Faculty (and Advisor) Self-Service	\$ 10,378.75	\$ 10,378.75
9	1	EDI Smart	\$ 682.73	\$ 682.73
10	1	Banner Workflow	\$ 11,828.23	\$ 11,828.23
11	1	Campus Loan Manager (CLM) (Campus Receivables Collector)	\$ 8,347.98	\$ 8,347.98
12	1	Luminis Basic	\$ 38,441.00	\$ 38,441.00
13	1	Banner Recruiting and Admission Performance	\$ 21,285.14	\$ 21,285.14
14	1	Ellucian Degree Works	\$ 10,665.31	\$ 10,665.31
15	1	Ellucian Degree Works Transfer Equivalency	\$ 5,332.66	\$ 5,332.66

**SOUTH TEXAS COLLEGE**  
**5. BANNER APPLICATION MAINTENANCE AGREEMENT**

<b>NAME</b>			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium	
#	Qty	Description	Unit Price	Extension
16	1	Ellucian Mobile Platform Edition	\$ 8,235.36	\$ 8,235.36
17	1	Ellucian Intelligent Learning Platform	\$ 12,484.35	\$ 12,484.35
18	1	Financial Aid FM Need Analysis	\$ 7,459.55	\$ 7,459.55
19	1	Xtender Solutions	\$ 5,360.92	\$ 5,360.92
20	1	Application Xtender	\$ 19,826.95	\$ 19,826.95
21	1	AppWorx	\$ 30,555.80	\$ 30,555.80
22	1	Document Management Suite May09	\$ 3,057.96	\$ 3,057.96
23	1	Application Xtender Test Bundle	\$ 1,416.98	\$ 1,416.98
24	1	Banner Enterprise Job Scheduler	\$ 5,536.94	\$ 5,536.94
25	1	Application Xtender Web Services	\$ 1,827.45	\$ 1,827.45
26	1	Banner Document Management Suite May11	\$ 4,061.32	\$ 4,061.32
27	1	Banner Document Management Suite Nov11	\$ 1,608.77	\$ 1,608.77
28	1	Banner Document Management Suite Dec11	\$ 266.16	\$ 266.16
29	1	Banner Document Management Suite - includes Application Xtender Package	\$ 1,153.48	\$ 1,153.48
30	1	Operational Data Store (ODS) Oracle	\$ 33,106.74	\$ 33,106.74
31	1	Administrative Fee	\$ 10,881.09	\$ 10,881.09
<b>TOTAL AMOUNT</b>			\$ 406,556.92	

**SOUTH TEXAS COLLEGE**

**6. BANNER TRAVEL AND EXPENSE SYSTEM SUBSCRIPTION**

<b>NAME</b>			Ellucian, Inc. through Texas A&M University - Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium	
<b>ADDRESS</b>			6300 Ocean Dr Unit 5767	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78412	
<b>PHONE</b>			361-825-2600	
<b>CONTACT</b>			Dana Rhyne Aikman	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	3	Travel and Expense System Subscription by Chrome River Period: 10/1/2021 - 9/30/2024	\$ 29,600.00	\$ 88,800.00
<b>TOTAL AMOUNT</b>			\$	88,800.00

**SOUTH TEXAS COLLEGE**  
**7. COMMUNICATION SOFTWARE AGREEMENT**

<b>NAME</b>			Hit Labs, Inc.	
<b>ADDRESS</b>			2000 W Ashton Blvd Ste 425	
<b>CITY/STATE/ZIP</b>			Lehi, UT 84043	
<b>PHONE</b>			801-906-3999	
<b>CONTACT</b>			Ben Cannon	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Communication Software Agreement - Renewal Limits: 22,000 Full Time Equivalent (FTE) Period: 9/1/21 - 8/31/22	\$ 71,465.63	\$ 71,465.63
<b>TOTAL AMOUNT</b>			\$ 71,465.63	

**SOUTH TEXAS COLLEGE**  
**8. COURSE MANAGEMENT AND HOSTING SERVICES**

<b>NAME</b>			Blackboard, Inc.	
<b>ADDRESS</b>			1899 L St NW 5th Fl	
<b>CITY/STATE/ZIP</b>			Washington, DC 20036	
<b>PHONE</b>			405-812-6703	
<b>CONTACT</b>			Chris Burton	
#	Qty	Description	Unit Price	Extension
1	1	Course Management and Hosting Services Period: 9/30/21 - 9/29/22	\$ 773,804.00	\$ 773,804.00
2	1	Course Management and Hosting Services Period: 9/30/22 - 9/29/23	\$ 781,242.00	\$ 781,242.00
3	1	Course Management and Hosting Services Period: 9/30/23 - 9/29/24	\$ 788,755.00	\$ 788,755.00
4	1	Course Management and Hosting Services Period: 9/30/24 - 9/29/25	\$ 796,342.00	\$ 796,342.00
<b>TOTAL AMOUNT</b>			\$ 3,140,143.00	

**SOUTH TEXAS COLLEGE**  
**9. DATA HOSTING AND MAINTENANCE AGREEMENT**

<b>NAME</b>			TouchNet Information Systems, Inc.	
<b>ADDRESS</b>			P O Box 936565	
<b>CITY/STATE/ZIP</b>			Atlanta, GA 31193-6565	
<b>PHONE</b>			913-599-6699	
<b>CONTACT</b>			Beverly Carter	
#	Qty	Description	Unit Price	Extension
1	1	TouchNet One Card Annual Subscription Service - One Card Dining Period: 9/1/20 - 8/31/21	\$ 9,852.00	\$ 9,852.00
2	1	TouchNet Annual Subscription Service - Mobile Bill+Payment Mobile Marketplace Period: 9/1/21 - 8/31/22	\$ 39,480.00	\$ 39,480.00
3	1	TouchNet Hosting Service - Payment Gateway Credit Card, ACH & Debit, Account Center, eBill, Payment Plans, Student Cashiering, Dept Deposits, uPay, uStores Period: 9/1/21 - 8/31/22	\$ 89,862.00	\$ 89,862.00
4	1	TouchNet Hosting Service - eRefunds Period: 9/1/21 - 8/31/22	\$ 9,518.00	\$ 9,518.00
5	1	TouchNet Maintenance Service - Payment Gateway Credit Card & ACH Engines, Student Cashiering, Departmental Deposits Period: 9/1/21 - 8/31/22	\$ 49,213.00	\$ 49,213.00
6	1	TouchNet Maintenance Service - Payment Gateway Debit Engine Period: 9/1/21 - 8/31/22	\$ 6,424.00	\$ 6,424.00
7	1	TouchNet Maintenance Service - Bill+Payment Account Center, eBill, Payment Plans Period: 9/1/21 - 8/31/22	\$ 31,532.00	\$ 31,532.00
8	1	TouchNet Maintenance Service - Marketplace, uPay, Marketplace uStores Period: 9/1/21 - 8/31/22	\$ 20,582.00	\$ 20,582.00
9	1	TouchNet Maintenance Service - POS System, Online Payment System, Mobile Payment System Period: 9/1/21 - 8/31/22	\$ 9,375.00	\$ 9,375.00
<b>TOTAL AMOUNT</b>			\$ 265,838.00	

**SOUTH TEXAS COLLEGE**  
**10. EMAIL SECURITY SOFTWARE LICENSE**

<b>NAME</b>			Software House International (SHI) Government Solutions	
<b>ADDRESS</b>			1301 S Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Joseph Muniz	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Email Security Software License - Proofpoint Service Period: 9/30/21 - 9/29/22	\$ 39,219.60	\$ 39,219.60
<b>TOTAL AMOUNT</b>			\$ 39,219.60	

**SOUTH TEXAS COLLEGE**  
**11. ENTERPRISE SOFTWARE LICENSES AND MAINTENANCE AGREEMENTS**

<b>NAME</b>			Software House International (SHI) Government Solutions	
<b>ADDRESS</b>			1301 S Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Joseph Muniz	
#	Qty	Description	Unit Price	Extension
1	1	FootPrints Service Core	\$ 25,878.40	\$ 25,878.40
2	100	Insight NA EDU Maintenance Renewal	\$ 47.80	\$ 4,780.00
3	100	Deep Freeze Mac NA EDU Maintenance Renewal	\$ 3.10	\$ 310.00
4	4,800	Deep Freeze ENT NA EDU Maintenance Renewal	\$ 3.10	\$ 14,880.00
5	36	Insight Maintenance Renewal EDU SN	\$ 1.80	\$ 64.80
6	592	Insight Maintenance Renewal EDU SN	\$ 2.10	\$ 1,243.20
7	1	SolarWinds Additional Polling Engine	\$ 4,142.90	\$ 4,142.90
8	1	SolarWinds Network Configuration Manager	\$ 1,948.90	\$ 1,948.90
9	1	SolarWinds Device Tracker UT2500	\$ 440.00	\$ 440.00
10	1	SolarWinds IP Address Manager	\$ 986.10	\$ 986.10
11	1	SolarWinds NetFlow Traffic Analyzer Module for SolarWinds Network Performance Monitor SLX	\$ 3,799.90	\$ 3,799.90
12	1	SolarWinds Network Topology Mapper	\$ 404.50	\$ 404.50
13	1	SolarWinds Network Performance Monitor SLX	\$ 6,652.80	\$ 6,652.80
14	1	SolarWinds Server & Application Monitor ALX	\$ 7,907.30	\$ 7,907.30
15	1	SolarWinds Web Performance Monitor WPM50	\$ 1,624.60	\$ 1,624.60
<b>TOTAL AMOUNT</b>			\$ 75,063.40	



**SOUTH TEXAS COLLEGE**  
**12. INTERNET SERVICE AGREEMENT - PECAN CAMPUS**

<b>NAME</b>			State of Texas Department of Information Resources (DIR) - TEXAN (Spectrum Gulf Coast)	
<b>ADDRESS</b>			300 W 15th St Ste 300	
<b>CITY/STATE/ZIP</b>			Austin, TX 78701	
<b>PHONE</b>			512-475-4700	
<b>CONTACT</b>			Patrick Kufrovich	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	12	Internet Service - Pecan Campus Period: 9/1/21 - 8/31/22	\$ 15,000.00	\$ 180,000.00
<b>TOTAL AMOUNT</b>			\$ 180,000.00	

**SOUTH TEXAS COLLEGE**

**13. NETWORK HARDWARE AND SOFTWARE MAINTENANCE AGREEMENT**

<b>NAME</b>			Netsync Network Solutions, Inc.	
<b>ADDRESS</b>			2500 W Loop S Ste 410	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			469-557-2869	
<b>FAX</b>			713-664-9964	
<b>CONTACT</b>			Kristi Matsunaga	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Network Hardware and Software Maintenance Agreement Contracts: 221764409 / 21764770 Period: 9/1/21 - 8/31/22	\$ 94,341.54	\$ 94,341.54
<b>TOTAL AMOUNT</b>			\$	94,341.54

**SOUTH TEXAS COLLEGE**  
**14. ORACLE LICENSE MAINTENANCE AGREEMENT**

<b>NAME</b>			Oracle America, Inc.	
<b>ADDRESS</b>			P O Box 203448	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75320	
<b>PHONE</b>			1-888-545-4577	
<b>CONTACT</b>			Dapo Lawal	
#	Qty	Description	Unit Price	Extension
1	1	Oracle Advanced Security Named User Plus Perpetual Qty: 23,896	\$ 19,699.41	\$ 19,699.41
2	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 13,716	\$ 75,607.43	\$ 75,607.43
3	1	Oracle Diagnostic Pack - Named User Plus Perpetual Qty: 13,716	\$ 5,670.57	\$ 5,670.57
4	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 13,716	\$ 37,803.75	\$ 37,803.75
5	1	Oracle Internet Developer Suite-Named User Plus Perpetual Qty: 5	\$ 4,759.86	\$ 4,759.86
6	1	Oracle Programmer - Named User Plus Perpetual Qty: 5	\$ 962.83	\$ 962.83
7	1	Oracle Real Application Clusters - Name User Plus Perpetual Qty: 13,716	\$ 37,803.75	\$ 37,803.75
8	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 13,716	\$ 5,670.57	\$ 5,670.57
9	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 670	\$ 10,126.94	\$ 10,126.94
10	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 670	\$ 759.52	\$ 759.52
11	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 670	\$ 7,595.19	\$ 7,595.19
12	1	Oracle Real Application Clusters - Name User Plus Perpetual Qty: 670	\$ 5,063.46	\$ 5,063.46
13	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 670	\$ 759.52	\$ 759.52
14	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 979	\$ 7,052.46	\$ 7,052.46
15	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 979	\$ 528.95	\$ 528.95

**SOUTH TEXAS COLLEGE**  
**14. ORACLE LICENSE MAINTENANCE AGREEMENT**

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
16	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 979	\$ 5,289.36	\$ 5,289.36
17	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 979	\$ 3,526.21	\$ 3,526.21
18	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 979	\$ 528.94	\$ 528.94
19	1	Oracle Database Enterprise Edition - Nonstandard User Qty: 1,338	\$ 15,774.99	\$ 15,774.99
20	1	Oracle Diagnostics Pack - Nonstandard User Qty: 1,338	\$ 1,162.36	\$ 1,162.36
21	1	Oracle Internet Application Server Enterprise Edition - Nonstandard User Qty: 1,338	\$ 11,623.68	\$ 11,623.68
22	1	Oracle Real Application Clusters - Nonstandard User Qty: 1,338	\$ 7,638.42	\$ 7,638.42
23	1	Oracle Tuning Pack - Nonstandard User Qty: 1,338	\$ 1,162.38	\$ 1,162.38
24	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 4,161	\$ 30,897.25	\$ 30,897.25
25	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 4,161	\$ 3,252.34	\$ 3,252.34
26	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 4,161	\$ 22,766.38	\$ 22,766.38
27	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 4,161	\$ 14,960.76	\$ 14,960.76
28	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 4,161	\$ 3,252.34	\$ 3,252.34
29	1	Sun Horizon Library Manager for L-Series Library Admin L180-Storage Device Qty: 1	\$ 330.39	\$ 330.39
30	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 900	\$ 10,381.27	\$ 10,381.27
31	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 900	\$ 1,092.77	\$ 1,092.77
32	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 900	\$ 7,649.39	\$ 7,649.39
33	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 900	\$ 5,026.74	\$ 5,026.74

**SOUTH TEXAS COLLEGE**  
**14. ORACLE LICENSE MAINTENANCE AGREEMENT**

NAME			Oracle America, Inc.	
#	Qty	Description	Unit Price	Extension
34	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 900	\$ 1,092.77	\$ 1,092.77
35	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 106	\$ 2,856.41	\$ 2,856.41
36	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 106	\$ 300.68	\$ 300.68
37	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 106	\$ 2,104.68	\$ 2,104.68
38	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 106	\$ 300.68	\$ 300.68
39	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 2,132	\$ 24,163.15	\$ 24,163.15
40	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 2,132	\$ 2,543.49	\$ 2,543.49
41	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 2,132	\$ 17,804.40	\$ 17,804.40
42	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 2,132	\$ 11,700.06	\$ 11,700.06
43	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 2,132	\$ 2,543.49	\$ 2,543.49
44	1	Oracle Advanced Security - Named User Plus Perpetual Qty: 345	\$ 2,816.32	\$ 2,816.32
45	1	Oracle Database Enterprise Edition - Named User Plus Perpetual Qty: 239	\$ 6,178.24	\$ 6,178.24
46	1	Oracle Diagnostics Pack - Named User Plus Perpetual Qty: 239	\$ 975.52	\$ 975.52
47	1	Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual Qty: 239	\$ 4,552.39	\$ 4,552.39
48	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 106	\$ 1,347.56	\$ 1,347.56
49	1	Oracle Real Application Clusters - Named User Plus Perpetual Qty: 239	\$ 2,991.56	\$ 2,991.56
50	1	Oracle Tuning Pack - Named User Plus Perpetual Qty: 239	\$ 650.34	\$ 650.34
51	1	Oracle GoldenGate - Named User Plus Perpetual Qty: 24,241	\$ 46,191.80	\$ 46,191.80
<b>TOTAL AMOUNT</b>			\$ 497,293.72	

**SOUTH TEXAS COLLEGE**  
**15. PUBLIC WEBSITE HOSTING SERVICES AGREEMENT**

<b>NAME</b>			Rackspace US, Inc.	
<b>ADDRESS</b>			1 Fanatical Pl	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78218	
<b>PHONE</b>			210-796-3253	
<b>CONTACT</b>			Arlene White	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	12	Public Website Hosting Services Agreement Period: 9/1/21 - 8/31/22	\$ 6,250.00	\$ 75,000.00
<b>TOTAL AMOUNT</b>			\$ 75,000.00	

**SOUTH TEXAS COLLEGE**  
**16. SERVER HARDWARE MAINTENANCE AND SUPPORT AGREEMENT**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			P O Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			512-649-6543	
<b>CONTACT</b>			Huy Hoang Le	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Server Hardware Maintenance and Support Agreement Period: 9/1/21 - 8/31/22	\$ 79,438.43	\$ 79,438.43
<b>TOTAL AMOUNT</b>			\$ 79,438.43	

**SOUTH TEXAS COLLEGE**  
**17. SYSTEM APPLIANCES MAINTENANCE**

<b>NAME</b>			Netsync Network Solutions, Inc.	
<b>ADDRESS</b>			2500 W Loop S Ste 410	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			469-557-2869	
<b>CONTACT</b>			713-664-9964	
<b>#</b>	<b>Qty</b>	<b>Description</b>	Kristi Matsunaga	
1	1	BIG-IP Service: Premium SN: F5-CRKJ-FHEU Duration: 1.0 Years	\$ 10,335.10	\$ 10,335.10
2	1	BIG-IP Service: Premium SN: F5-GEJC-NCFO Duration: 1.0 Years	\$ 10,335.10	\$ 10,335.10
3	1	BIG-IP Service: Premium Virtual Edition SN: ZLNZJUDL Duration: 1.0 Years	\$ 15.30	\$ 15.30
4	1	BIG-IP Service: Premium Virtual Edition SN: ZFTQPMRL Duration: 1.0 Years	\$ 15.30	\$ 15.30
<b>TOTAL AMOUNT</b>			\$ 20,700.80	



**SOUTH TEXAS COLLEGE**  
**18. GRADUATION FACILITY**  
**(LICENSE AGREEMENT)**

<b>NAME</b>			City of Hidalgo / dba Payne Arena	
<b>ADDRESS</b>			2600 N 10th St	
<b>CITY/STATE/ZIP</b>			Hidalgo, TX 78557	
<b>PHONE</b>			956-843-5539	
<b>CONTACT</b>			Eric Trevino	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Graduation Facility License Agreement Period: 12/10/21 - 12/12/21	\$ 23,000.00	\$ 23,000.00
<b>TOTAL AMOUNT</b>			\$ 23,000.00	

### **Discussion and Action as Necessary on Procurement of Air Purifiers for Classrooms**

Approval of procurement of air purifiers for classrooms will be requested at the August 24, 2021 Board meeting.

Purpose - On July 27, 2021, the Board of Trustees requested information related to air purifiers for classroom throughout the College district.

Justification - As the Fall 2021 semester begins face-to-face instruction, this equipment would create a safer classroom environment for students, faculty, and staff and reduce the spread of COVID-19.

Background - The Purchasing Department and Facilities Operations and Maintenance Department have researched the procurement of air purifiers options.

The College will be utilizing libraries, open labs, centers for learning excellence, and approximately six hundred twenty-three (623) classrooms during the Fall 2021 semester. Therefore, the College recommends purchasing seven hundred (700) units to cover the above facilities.

Several options are available for the procurement of air purifiers for classrooms throughout the College district. The air purifiers prices range from \$299.00 to \$626.00 per unit and the filters range from \$70.00 to \$240.00 per filter with an average annual cost of \$146.00 per unit. The warranty periods range from three (3) to five (5) years.

The procurement options are as follows:

- The solicitation of a request for proposals which would take approximately four (4) weeks and with Board action at the earliest September 28, 2021.
- The purchase of equipment utilizing several purchasing cooperative approved vendors in order to complete the number of units needed. The time frame would be 1-2 weeks delivery.

<b>Vendor / Purchasing Cooperative</b>	<b>Manufacturer / Filters / Filter Life</b>	<b>Warranty Period</b>	<b>Available 8/5/2021</b>	<b>Lead Time</b>	<b>Unit Price</b>	<b>Total</b>	<b>Five Year Filters Costs</b>
Blick Art / TASB Buyboard	AustinAir / 1 filter lasting 5 years	5 years	700	2 weeks	\$626.00	\$438,200	\$168,000
MSC / TASB Buyboard	Medify / 1 filter lasting 3-4 months	Lifetime	700	2 weeks	\$328.74	\$230,118	\$735,000
Vizocom / TIPS	Medify / 1 filter lasting 3-4 months	Lifetime	700	2 weeks	\$299.00	\$209,300	\$735,000
Vizocom / TIPS	Brondell / 3 filters lasting 1 year	3 years	700	2 weeks	\$495.00	\$346,500	\$350,000
Vizocom / TIPS	AustinAir / 1 filter lasting 5 years	5 years	700	2 weeks	\$414.00	\$289,800	\$168,000

*Note: The unit prices include shipping and handling.*

- This purchase may be considered an emergency under STC Policy 5210: Purchasing. The policy states that the president may authorize the purchase of items in an emergency and subsequently report the action to the Board of Trustees.

Reviewers – The procurement of air purifiers have been reviewed by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) award budget for FY 2020 – 2021 and FY 2021 – 2022, pending Board approval of the budget.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, Becky Cavazos, Director of Purchasing, 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 an option for the procurement of the air purifiers at the August 24, 2021 Board meeting.

### **Update on No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award**

Mary Elizondo, Vice President for Finance and Administrative Services, will provide an update on the no-cost extension (NCE) request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.

Purpose – Administration will update the Committee on the status of the no-cost extension (NCE) request for the HEERF Institutional Award.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used for the installation or renovation of an HVAC system, to improve air filtration to prevent the spread of COVID-19. Grantees may request to initiate a one-time extension to extend the final budget period of the grant up to 12 additional months.

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 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.

On July 27, 2021, the South Texas College Board of Trustees approved use of Higher Education Emergency Relief Fund (HEERF) Institutional funds in the amount of \$8,719,740 for the district wide air handler replacement project, which has an estimated completion date of September 2022 subject to approval of a no-cost extension by the Department of Education.

A no-cost extension (NCE) request is necessary because the estimated completion timeline for the project extends beyond the end date of the HEERF Institutional Award of May 19, 2022.

On August 6, 2021, the College submitted an NCE request for the HEERF Institutional Award. The NCE indicated that remaining funds from the preliminary estimate would be used for other allowable expenses, such as air filters and student emergency awards. As of date of publication for the Finance, Audit, and Human Resources Committee packet, a response from the Department of Education has not been received. Administration will notify the Board of Trustees once a response is received from the US Department of Education.

No action is required from the Committee. This item is presented for information purposes.

### **Review and Recommend Action on Proposed Budget for FY 2021 – 2022**

Approval of the proposed Budget for FY 2021 – 2022 will be requested at the August 24, 2021 Board meeting.

Dr. Ricardo J. Solis, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will discuss the proposed budget for FY 2021 – 2022 with the Committee.

The revenues and expenditures for FY 2021 – 2022 are based on the following:

#### **Unrestricted Fund Revenues:**

- State appropriations are expected to decrease \$4,797,293 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 HEGI, 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 and scheduled to be received in August 2021. 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.
- Tuition for FY 2021 - 2022 is based on projected enrollment of 16,219 traditional students, a 0% change 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 increase \$1,179,673 in FY 2021 – 2022 due to historical trend.
- Fees for FY 2021 - 2022 are based on projected enrollment of 16,219 traditional students, a 0% change 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 an increase in fees revenue of \$989,500 in FY 2021 – 2022 due to historical trend.
- 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.
- Other revenue is expected to increase \$71,229 in FY 2021 - 2022. The projected increase is mainly due to increased revenue in the Dual Credit Cost Reimbursement

and the Administrative Costs being partially offset by the decrease in the Dual Credit Academy Participation Fee, Interest, Shuttle System Contribution, and Testing Commissions.

- HEERF Lost Revenue is expected to decrease \$1,554,422 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 as a result of the 0% change in traditional student enrollment from Fall 2020. 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.
- Carryover Allocations are projected to increase \$776,912 in FY 2021 - 2022. The increase resulted from the increase in the Unexpended Construction Plant Transfer of \$1,500,000 being offset by the decrease of \$723,088 in the Capital Purchases allocation.

#### **Unrestricted Fund Expenditures:**

- The Salary expenditures budget for FY 2021 - 2022 is proposed to decrease by \$1,010,098. The decrease is due to the increase in funding for the faculty instructional pools in the amount of \$1,000,000, the increase in funding for the non-faculty pool in the amount of \$33,000, the increase in funding for direct wage pools in the amount of \$50,613, and reclassification of non-faculty positions, restoration of salaries of previously frozen positions, reduction of funding sources used for salary adjustments, and salary reserve pool in the amount of \$2,205,148 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 \$500,363. No annual salary increases are proposed for FY 2021 – 2022.
- The Benefits expenditures budget for FY 2021 - 2022 is proposed to increase by \$2,809,071. The increase is primarily due to an increase in on-behalf retirement and insurance expenditures, unemployment 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 \$4,894,589 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 increase by \$77,883 based on the needs of the College's departments.
- The Transfers budget for FY 2021 – 2022 is proposed to decrease by \$500,000. The decrease is primarily due to the increase in the Transfer to the Unexpended Plant Fund of \$500,000 being offset by the decrease in the Transfer to the Renewals & Replacements Plant fund of \$1,000,000.
- The Reserves budget for FY 2021 - 2022 is proposed to decrease by \$10,444,337. The decrease is due to the decrease in the HEERF Fund Balance Reserve of \$1,554,422, 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.

#### **Auxiliary Fund Revenues:**

- Bookstore Commission revenue is expected to increase \$50,000 in FY 2021 – 2022, due to an increase in the guaranteed amount from Barnes and Noble.
- Interest revenue and Vending Machine revenue are expected to decrease in FY 2021 – 2022. The decrease in interest revenue is due to the decline in interest rates. The decrease in vending machine revenue is due to the projected decrease in commissions.
- The Student Activity Fee revenue is projected to increase \$383,928 since the waiver of the Student Activity Fee will not continue in FY 2021 – 2022.
- The FY 2021 – 2022 increase for the Self Supporting Conferences revenue, increase for the Carryover Fund Balance – Micro Grant Scholarships revenue, and the decrease for the Non Public Fund revenue are based on the projected remaining funds.

#### **Auxiliary Fund Expenditures:**

- The FY 2021 – 2022 expenditure budgets are proposed to adjust as necessary according to their funding source and the needs of the College's departments. No annual salary increases are proposed for FY 2021 – 2022.

#### **Restricted Fund Revenues:**

- State and Federal Financial Aid revenue for FY 2021 – 2022 is projected to increase \$211,274. The increase is due to the projected additional funds the College will receive for financial aid assistance to students.
- Higher Education Emergency Relief Fund (HEERF) revenue for FY 2021 – 2022 is projected to increase \$61,064,740. The projected increase is due to the additional

funds the College received for the Student and Institutional Portions of HEERF II and HEERF III.

- State and Federal Grants revenue for FY 2021 – 2022 is projected to decrease \$258,015. The decrease is due to a projected decrease in state and federal grants that will be awarded to the College.
- Private and Local Grants and Scholarship revenue for FY 2021 – 2022 is projected to decrease \$1,404,708. The decrease is due to new private and local grants and scholarships and the projected remaining funds for grants and scholarships continuing in FY 2021 – 2022.

**Restricted Fund Expenditures:**

- The FY 2021 – 2022 expenditure budgets are proposed to adjust as necessary according to their funding source. No annual salary increases are proposed for FY 2021 – 2022.

**Plant Fund Revenues:**

- The Unexpended – Construction Fund revenue is proposed to increase \$1,657,235 in FY 2021 – 2022. The projected increase is due to funding needed for new renovation and construction projects termed Capital Improvements Projects (CIPs).
- The Unexpended – Renewals and Replacements Fund revenue is proposed to increase \$1,706,978 in FY 2021 -2022. The projected increase is due to funding needed for capital renewal and replacement construction projects needed at each campus.
- The Unexpended – Retirement of Indebtedness Fund revenue is proposed to increase \$698 in FY 2021 – 2022. The projected increase is due to funding needed for the College's bond indentures principal, interest, and related costs.

**Plant Fund Expenditures:**

- The Unexpended – Construction Fund expenditure budget for FY 2021 – 2022 is proposed to increase \$1,657,235. The projected increase is due to an increase in facility improvement projects needed by the College and that support the College's Strategic Directions.
- The Unexpended – Renewals and Replacements Fund expenditure budget for FY 2021 – 2022 is proposed to increase \$1,706,978. The projected increase is due to an increase in deferred maintenance projects needed by the College.
- The Unexpended – Retirement of Indebtedness Fund expenditure budget for FY 2021 – 2022 is proposed to increase \$689. The projected increase is due to an increase in expenditures related to the College's bond indentures and related costs.



Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures are included in the Proposed Budget for FY 2021 – 2022.

The Unrestricted Fund Preliminary FY 2021 – 2022 (Next Year) Budget Summary of Projected Revenues and Expenditures with Comparison to the FY 2020 – 2021 (Current Year) amended budget and the Proposed Budget PowerPoint presentation follow in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2021 – 2022 are included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

The Resolution Adopting the Budget for FY 2021 – 2022 will also be presented at the August 24, 2021 Board meeting for approval.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary FY 2021 – 2022 Budget Summary of Projected Revenues and Expenditures at the August 10, 2021 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 24, 2021 Board meeting, the proposed Budget for FY 2021 – 2022 as presented.

**South Texas College**

**Unrestricted Fund**

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

**As of August 10, 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	21.94%	\$ (2,088,271)
<i>Other State Appropriation-ORP</i>	524,004	532,963	0.29%	8,959
<i>Other State Appropriation-TRS</i>	2,155,023	2,191,868	1.20%	36,845
<i>Other State Appropriation-HEGI</i>	6,159,713	6,235,046	3.41%	75,333
<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	9,004,877	4.90%	(2,709,022)
<b>Total State Appropriations</b>	<b>53,896,205</b>	<b>49,098,912</b>	<b>26.87%</b>	<b>(4,797,293)</b>
<i>Academic &amp; Differential Tuition-Net TPEG</i>	26,696,844	27,890,315	15.26%	1,193,471
<i>Continuing Ed/ITED-Net TPEG</i>	3,004,456	2,990,658	1.64%	(13,798)
<b>Total Tuition-Net of TPEG</b>	<b>29,701,300</b>	<b>30,880,973</b>	<b>16.90%</b>	<b>1,179,673</b>
<b>Total Fees</b>	<b>23,345,146</b>	<b>24,334,646</b>	<b>13.32%</b>	<b>989,500</b>
<b>Total M&amp;O Property Taxes</b>	<b>59,117,516</b>	<b>58,273,025</b>	<b>31.89%</b>	<b>(844,491)</b>
<b>Total Other Revenues</b>	<b>6,366,179</b>	<b>6,437,408</b>	<b>3.52%</b>	<b>71,229</b>
<b>Total HEERF Lost Revenue</b>	<b>9,292,568</b>	<b>7,738,146</b>	<b>4.24%</b>	<b>(1,554,422)</b>
<b>Total Carryover Allocations</b>	<b>5,177,901</b>	<b>5,954,813</b>	<b>3.26%</b>	<b>776,912</b>
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 186,896,815</b>	<b>\$ 182,717,923</b>	<b>100.00%</b>	<b>\$ (4,178,892)</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>\$ 97,238,273</b>	<b>53.22%</b>	<b>\$ (1,010,098)</b>
<b>Total Benefits</b>	<b>27,668,623</b>	<b>30,477,694</b>	<b>16.67%</b>	<b>2,809,071</b>
<b>Total Operating</b>	<b>32,249,628</b>	<b>37,144,217</b>	<b>20.33%</b>	<b>4,894,589</b>
<b>Total Travel</b>	<b>2,235,954</b>	<b>2,229,954</b>	<b>1.22%</b>	<b>(6,000)</b>
<b>Total Capital Outlay</b>	<b>1,446,175</b>	<b>1,524,058</b>	<b>0.83%</b>	<b>77,883</b>
<b>Total Expenditures</b>	<b>\$ 161,848,751</b>	<b>\$ 168,614,196</b>	<b>92.27%</b>	<b>\$ 6,765,445</b>
<b>Transfers &amp; Reserves</b>				
Transfer to Unexpended Plant Fund	3,000,000	3,500,000	1.92%	500,000
Transfer to R&R Plant Fund	1,000,000	-	0.00%	(1,000,000)
Transfer to Office of ITED	865,581	865,581	0.47%	-
Contingency Fund	2,000,000	2,000,000	1.09%	-
Fund Balance Reserve	6,059,756	-	0.00%	(6,059,756)
HEERF Fund Balance Reserve	9,292,568	7,738,146	4.25%	(1,554,422)
HEGI Reserve	2,830,159	-	0.00%	(2,830,159)
<b>Total Transfers &amp; Reserves</b>	<b>25,048,064</b>	<b>14,103,727</b>	<b>7.73%</b>	<b>(10,944,337)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$ 186,896,815</b>	<b>\$ 182,717,923</b>	<b>100.00%</b>	<b>\$ (4,178,892)</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.



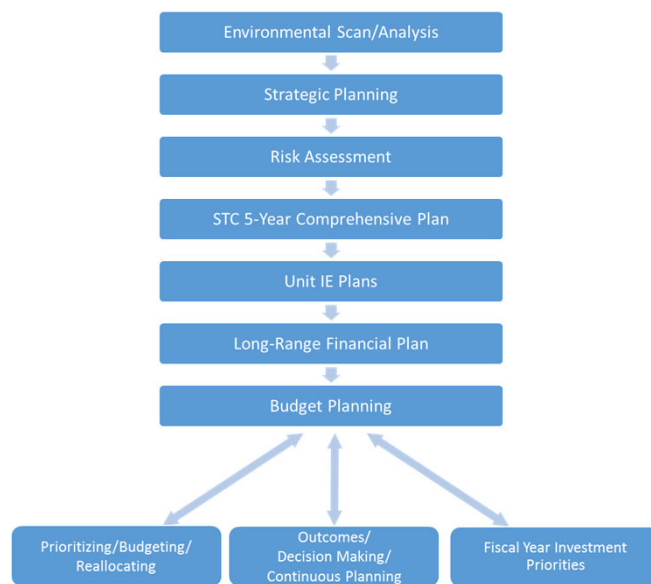
# Proposed Budget FY 2021 - 2022

AUGUST 10, 2021

**MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA**  
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

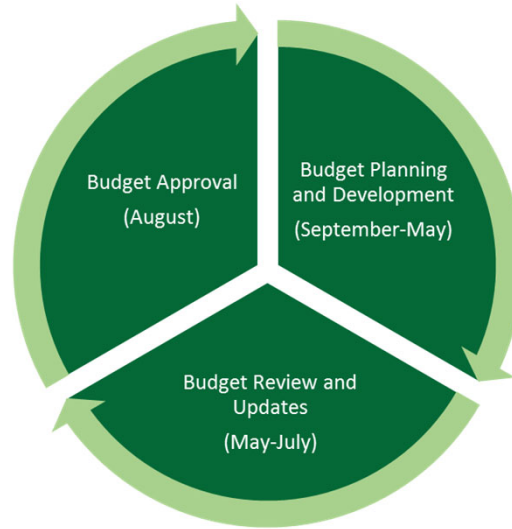
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## Integrated Budget Planning Process



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## Budget Planning Cycle



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## Budget Timeline

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

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## FY 2021 – 2022 Budget Highlights



1. \$2,088,271 Reduction State Contact Hour Appropriation
2. Flat Tuition Assumed for FY 2021 - 2022
3. Increase in Tuition and Fees Revenue Based on Trend
4. Reduction in Property Tax Revenue
5. No Across the Board Salary Increases for Faculty and Staff
6. Increase in Benefits Budget
7. Reduction in HEERF Funds for Lost Revenue
8. Removal of Fund Balance Reserve and HEGI Reserve
9. Reduction in Transfer to Plant Fund by \$500,000

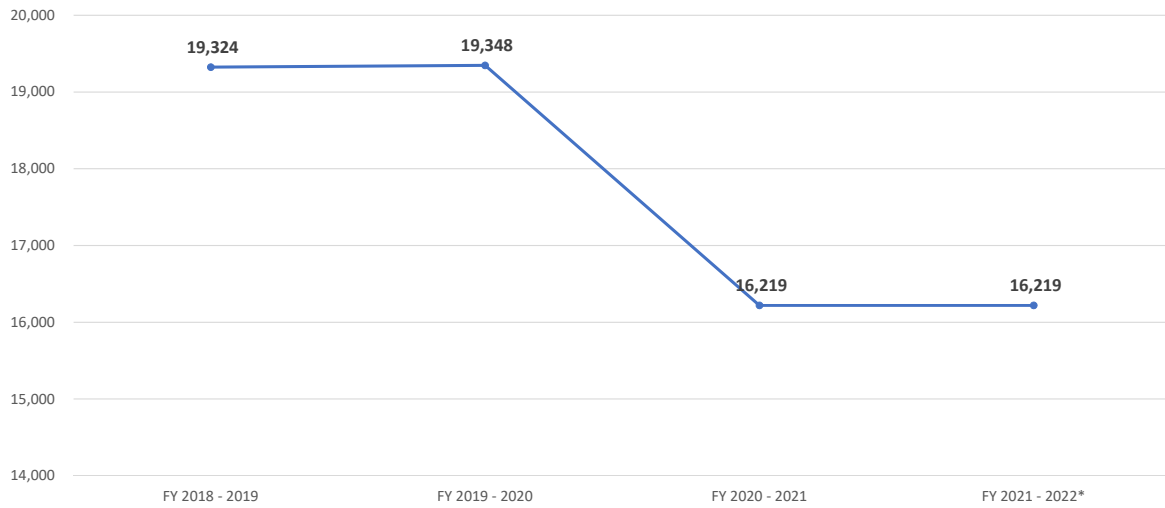
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## FY 2021 - 2022 Traditional and Dual Credit Enrollment Headcount Projection

Term	FY 2020 - 2021 Traditional (Actual and Projected)	FY 2021 - 2022 Traditional Projected	Enrollment Decrease (from FY 2020 - 2021)	% Reduction
Fall	16,219	16,219	-	0%
Spring	13,933	13,933	-	0%
Summer*	7,071	7,071	-	0%
<b>Total</b>	<b>37,223</b>	<b>37,223</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	6,622	-	0%
<b>Total</b>	<b>31,889</b>	<b>31,889</b>	-	<b>0%</b>

\* Projected - FY 2020 - 2021 Summer Headcount

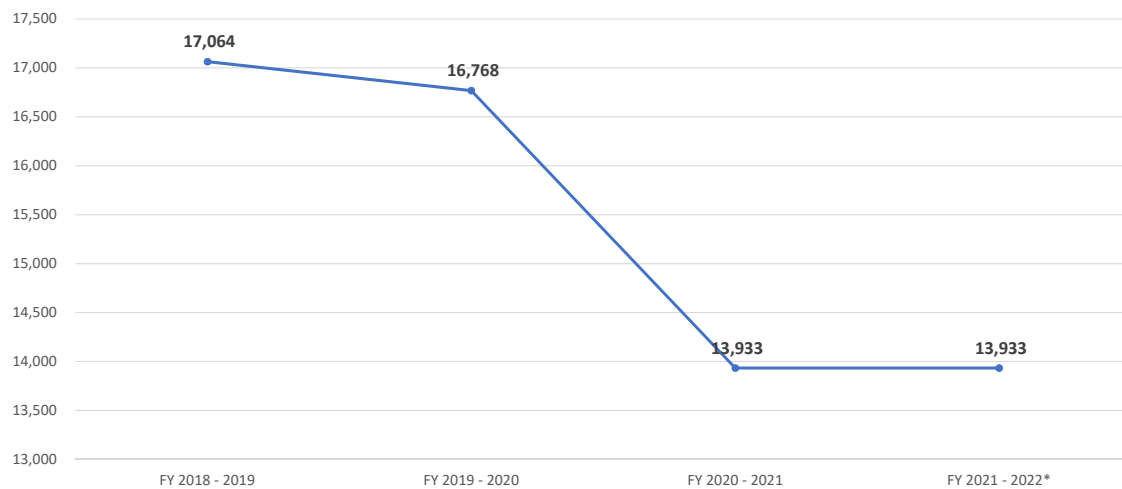
### FY 2018 – 2019 to FY 2021 – 2022 Traditional Enrollment Headcount History – Fall



\* Projected

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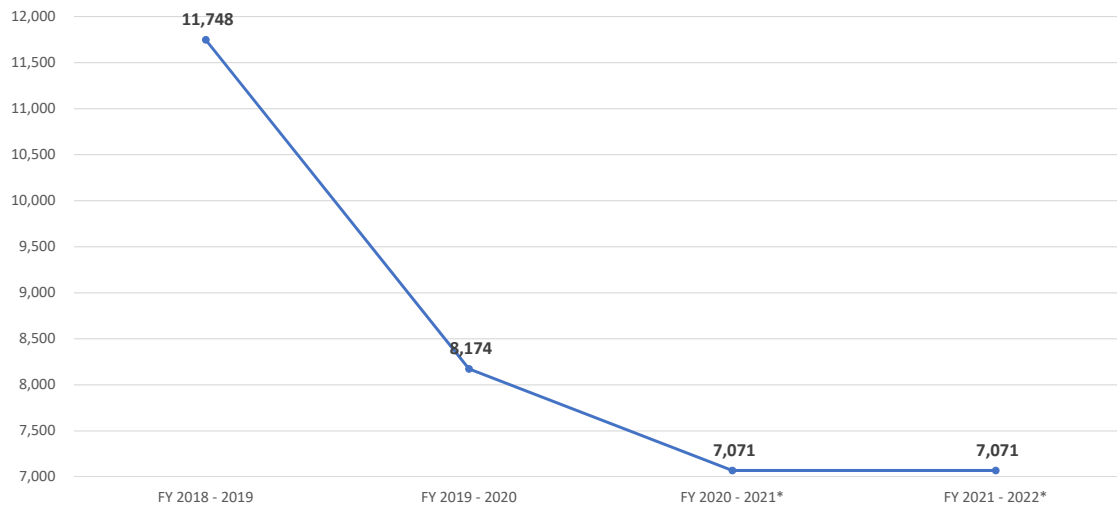
### FY 2018 – 2019 to FY 2021 – 2022 Traditional Enrollment Headcount History – Spring



\* Projected

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## FY 2018 – 2019 to FY 2021 – 2022 Traditional Enrollment Headcount History – Summer



\* Projected

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## Proposed 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	532,963	8,959
Teacher Retirement System	2,155,023	2,191,868	36,845
Higher Education Group Insurance	6,159,713	6,235,046	75,333
Higher Education Group Insurance-(Reimbursement)	2,830,159	-	(2,830,159)
Hazlewood Reimbursement	45,000	45,000	-
Other State Appropriations Subtotal	11,713,899	9,004,877	(2,709,022)
<b>Total State Appropriations</b>	<b>53,896,205</b>	<b>49,098,912</b>	<b>(4,797,293)</b>
<b>Total Tuition-Net of TPEG</b>	<b>29,701,300</b>	<b>30,880,973</b>	<b>1,179,673</b>
<b>Total Fees</b>	<b>23,345,146</b>	<b>24,334,646</b>	<b>989,500</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>6,437,408</b>	<b>71,229</b>
<b>Total HEERF Lost Revenue</b>	<b>9,292,568</b>	<b>7,738,146</b>	<b>(1,554,422)</b>
<b>Total Carryover Allocations</b>	<b>5,177,901</b>	<b>5,954,813</b>	<b>776,912</b>
<b>Total Revenues</b>	<b>\$186,896,815</b>	<b>\$182,717,923</b>	<b>\$(4,178,892)</b>

\* Based on 0% enrollment reduction.

## Proposed HEERF Lost Revenue and HEERF Fund Balance Reserve FY 2021 - 2022

Revenue Category	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Revenue Increase/(Decrease)
HEERF Lost Revenue	\$9,292,568	\$7,738,146	\$(1,554,422)

Expenditure, Transfer, and Reserve Category	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Expenditure Increase/(Decrease)
HEERF Fund Balance Reserve	\$9,292,568	\$7,738,146	\$(1,554,422)

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## Proposed Carryover Allocations Revenue and Expenditures FY 2021 - 2022

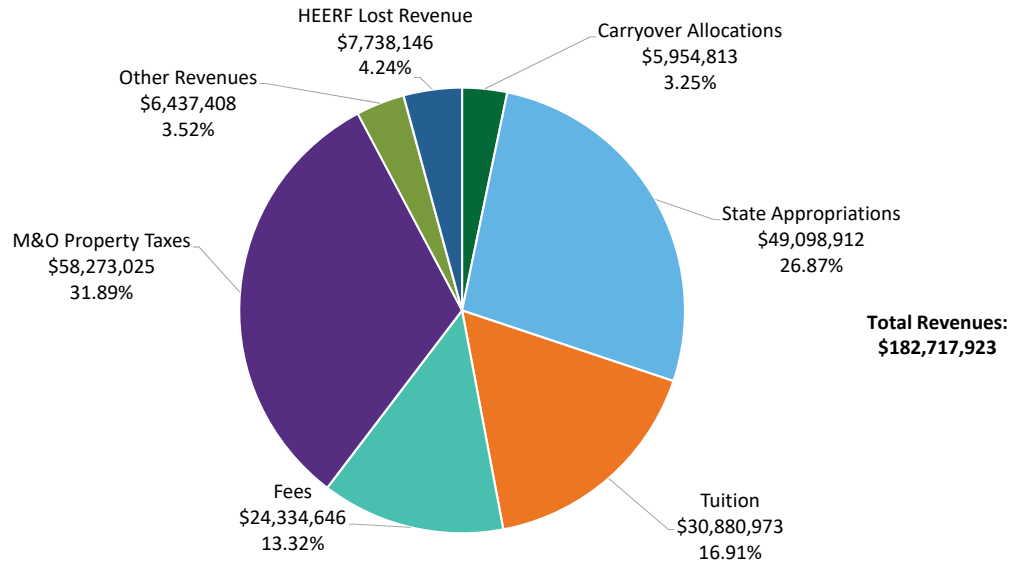
Carryover Allocation Revenue Category	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Revenue Increase/ (Decrease)
Contingency Fund	\$2,000,000	\$2,000,000	\$-
Developmental Studies Book Royalties	4,813	4,813	-
Unexpended Construction Plant Fund	2,000,000	3,500,000	1,500,000
Continuing, Professional, and Workforce Education	450,000	450,000	-
Capital Purchases	723,088	-	(723,088)
<b>Total Carryover Allocations Revenue</b>	<b>\$5,177,901</b>	<b>\$5,954,813</b>	<b>\$776,912</b>

Expenditure, Transfer, and Reserve Category	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Expenditure Increase/ (Decrease)
Contingency Reserve Organization	\$2,000,000	\$2,000,000	\$-
Book Royalties Organization	4,813	4,813	-
Transfer - Unexpended Plant Fund	2,000,000	3,500,000	1,500,000
CPWE - Carryover	450,000	450,000	-
Departmental Capital Purchases	723,088	-	(723,088)
<b>Total Carryover Allocations Expenditures</b>	<b>\$5,177,901</b>	<b>\$5,954,813</b>	<b>\$776,912</b>

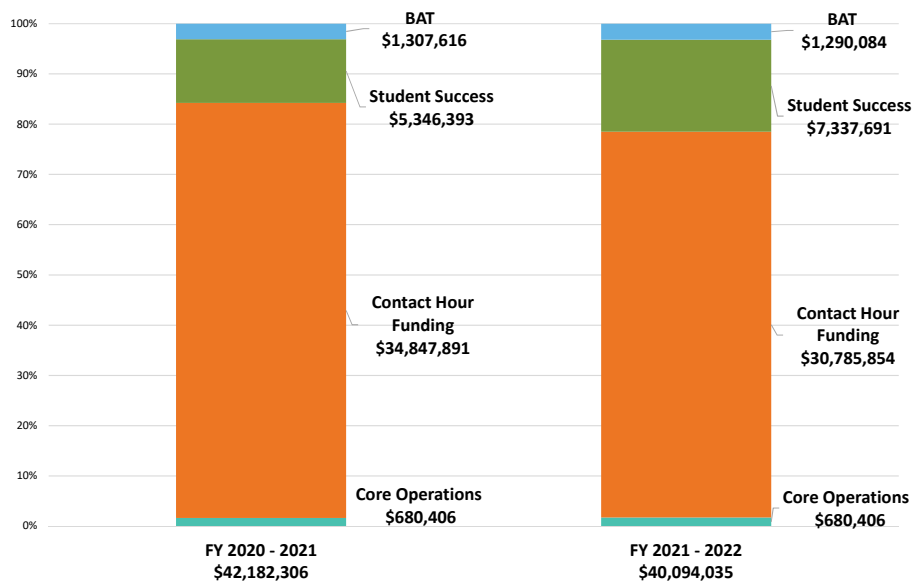


## Proposed Unrestricted Revenues FY 2021 - 2022



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## Proposed State Contact Hour Revenues FY 2021 - 2022



State Contact Hour Revenues decreased \$2,088,271 from the FY 2020 - 2021 level.

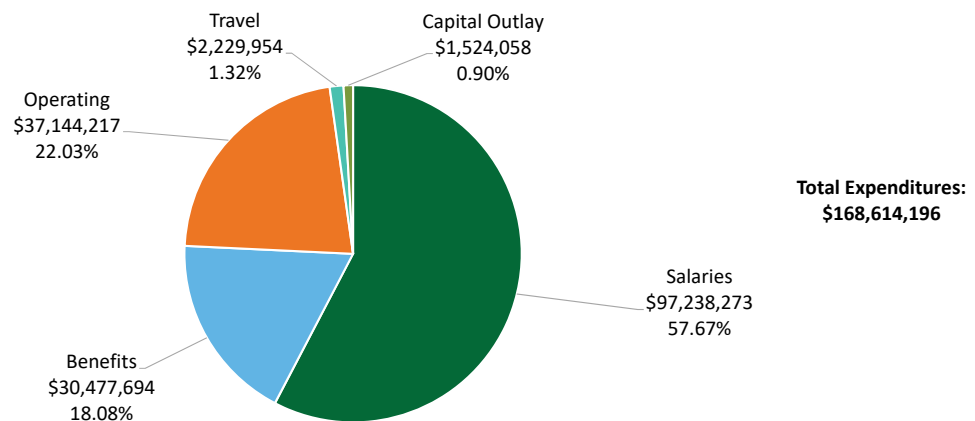
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## Proposed Unrestricted Expenditures FY 2021 - 2022

Summary of Expenditures	FY 2020 - 2021 Budget (Amended)	FY 2021 - 2022 Budget (Proposed)*	Increase/ (Decrease)
Total Salaries	\$98,248,371	\$97,238,273	\$(1,010,098)
Total Benefits	27,668,623	30,477,694	2,809,071
Total Operating	32,249,628	37,144,217	4,894,589
Total Travel	2,235,954	2,229,954	(6,000)
Total Capital Outlay	1,446,175	1,524,058	77,883
Total Expenditures	\$161,848,751	\$168,614,196	\$6,765,445
Transfers & Reserves			
Transfer to Plant Funds	4,000,000	3,500,000	(500,000)
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	7,738,146	(1,554,422)
HEGI Reserve	2,830,159	-	(2,830,159)
Total Transfers & Reserves	25,048,064	14,103,727	(10,944,337)
Total Expenditures, Transfers & Reserves	\$186,896,815	\$182,717,923	\$(4,178,892)
Revenues over Expenditures	\$-	\$-	\$-

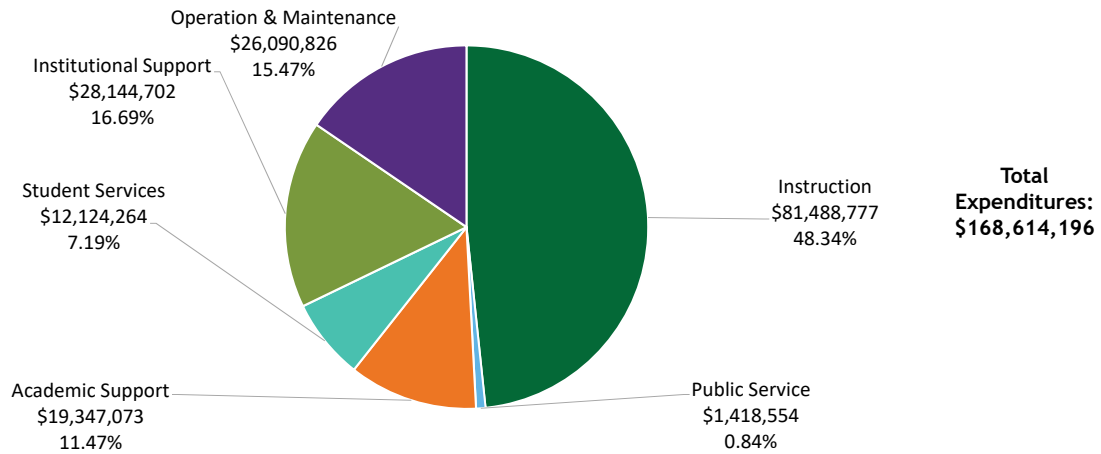
\* Based on 0% enrollment reduction.

## Proposed Unrestricted Expenditures by Classification FY 2021 – 2022 (Excluding Transfers and Reserves)



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## Proposed Unrestricted Expenditures by Function FY 2021 – 2022 (Excluding Transfers and Reserves)



1/

## Proposed Auxiliary Fund FY 2021 – 2022

Total Revenues	Total Expenditures
\$4,077,563	\$4,077,563

Revenue Sources		Expenditure Types	
Bookstore Commissions	\$450,000	Student/Employee Initiatives	\$450,000
Food Service Sales	\$480,625	Food Service Expenditures	\$480,625
Vending Machine Commissions, Catering Commissions, and Interest Income	\$58,000	Student/Employee Initiatives and Student Copier Expenditures	\$58,000
Conferences Revenue	\$337,805	Conference Expenditures	\$337,805
Child Care Center Revenue	\$364,475	Child Care Center Expenditures	\$364,475
Carryover Fund Balance - Micro Grant	\$145,378	Carryover Fund Balance - Micro Grant	\$145,378
Student Activity Fee	\$1,656,218	Student Activities & Wellness	\$1,656,218
Non Public Fund	\$585,062	Non Public Fund	\$585,062

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## Proposed Restricted Fund FY 2021 – 2022

Total Revenues	Total Expenditures
\$176,195,958	\$176,195,958

Revenue Sources		Expenditure Types	
State and Federal Financial Aid	\$62,923,426	Pell, SEOG, College Work-Study, TEOG Initial and Renewal	\$62,923,426
Higher Education Emergency Relief Fund (HEERF)	\$100,136,631	HEERF II and HEERF III Student and Institutional Portions	\$100,136,631
State and Federal Grants	\$5,486,518	Developing Hispanic Serving Institutions, Carl Perkins, Nursing Shortage Reduction, Veterans Chapter 31 & 33, Apprenticeship Texas	\$5,486,518
Private and Local Grants and Scholarships	\$7,649,383	Student scholarships, TPEG, VIDA, Valley Scholars, MEDA	\$7,649,383

## Proposed Plant Funds FY 2021 – 2022

Plant Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers, and Reserves
Unexpended Fund (Construction)	\$12,639,709	\$12,639,709
Renewals & Replacements	\$6,590,868	\$6,590,868
Retirement of Indebtedness	\$13,801,299	\$13,801,299

## Proposed Section 140.0045 Expenditures FY 2021 – 2022

Local Government Code Section 140.0045 requires that proposed budgets prepared by certain political subdivisions, including community colleges, add a line item indicating the amount of expenditures for directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Section 305.002, Government Code.

Expenditures	FY 2020 -2021 Budget	FY 2020 - 2021 Estimated	FY 2021 -2022 Budget
Total Section 140.0045 Expenditures	\$13,318	\$50,830	\$50,216

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**Thank  
You**

Questions?

### **Review and Discussion of South Texas College Proposed 2021 Tax Year Tax Rate**

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue rate and the voter-approval rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the lower of the no-new-revenue rate or the voter-approval rate.

The Tax Code 26.04(e) requires the taxing units, to publish a Notice of No-New-Revenue-Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's Internet website in the form prescribed by the Comptroller's office that include the statutory requirements.

As of date of publication, the necessary information to complete the truth-in-taxation worksheets to calculate the tax rate for Levy 2021 has not been received from Starr County Tax Assessor-Collector. Consequently, the College is not able to complete the truth in taxation calculation to determine the proposed 2021 tax rate. The information will be compiled and presented to the Finance, Audit, and Human Resources Committee on August 10, 2021.

**Review and Action as Necessary to Take Record Vote and Schedule A Public Hearing  
Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Non-  
New-Revenue Rate or the Voter-Approval Rate**

The Board is required to take action as necessary to take record vote and schedule a public hearing regarding the adoption of the proposed tax rate that exceeds the lower of the non-new-revenue rate or the voter-approval rate depending on outcome of the proposed 2021 tax rate calculation.

However, as of date of publication, the necessary information to complete the truth-in-taxation worksheets to calculate the tax rate for Levy 2021 has not been received from Starr County Tax Assessor-Collector. Consequently, the College is not able to complete the truth in taxation calculation to determine the proposed 2021 tax rate. The information will be compiled and presented as applicable to the Finance, Audit, and Human Resources Committee on August 10, 2021.

Administration will make a recommendation for Committee action as necessary.

### **Update on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards for FY 2022**

Mary Elizondo, Vice President for Finance and Administrative Services, will present an update on the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards (TASB) for FY 2022 to maintain a legally sound policy manual for the College and will also provide an update on the pricing.

**Purpose** – The College has maintained an internal Board Policy Manual since its inception and entered into an interlocal agreement with TASB for FY 2022 for Policy Management Services to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

**Justification** – The College entered into an interlocal agreement with TASB to provide policy manual maintenance and update services. TASB is a voluntary, non-profit, statewide educational association that provides legal expertise and comprehensive policy development and maintenance responsive to the needs of Texas community colleges and school districts.

The purchase of the policy management services with Texas Association of School Boards (TASB) (Austin, TX), through an interlocal agreement was approved at the March 31, 2020, Board Meeting. Subsequent to Board approval, South Texas College was notified of the following:

- The performance work by TASB will commence in Fall 2021, due to TASB entering into agreements with two (2) other institutions for Fall 2020, which occurred prior to board approval. TASB only partners with two (2) institutions per year.
- Increased pricing for Year One to \$28,200 from \$24,550 and for Year Two to \$14,200 from \$12,550. The increase in pricing is due to their normal pricing increase that occurs every other year.

The College has entered into an interlocal agreement with TASB due to various benefits including, but not limited to, the following:

- Continuous Monitoring of Legal Landscape
  - ⇒ TASB initiates semiannual updates and ensures policies follow the latest compliance requirements from state and federal law regulations.
- Policy Development and Management
  - ⇒ To produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
  - ⇒ TASB has in-house attorneys dedicated to policy development for community colleges and assigns a policy consultant available to provide unlimited policy consultation.
  - ⇒ TASB converts the policies to a standard template.
  - ⇒ Access to board policy manual published on the Policy On-Line tool.



- Development of Local and Legal policies
  - ⇒ Legal Policies
    - Summarize the law on a topic, which outline local board mandates regarding governance issues. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations. (Appendix A)
  - ⇒ Local Policies
    - Are unique and consistent with College practices. This provides the College the opportunity to incorporate provisions that are in accordance with the College mission, vision, and Board of Trustee's preferences.
- Streamline of Policy Management Process
  - ⇒ Professional resources to supplement staff working on the policy management process.
  - ⇒ Policy review cycle and timely updates.

TASB's consultant and attorney will administer in person or remote training sessions during FY 2022 for Board members and Administrators. The purpose of the training is to provide an overview of TASB Policy Management and answer any questions. The training is included in the localization cost except for travel expenses.

Background - TASB is a voluntary, non-profit, statewide educational association. TASB was established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

Entering an interlocal agreement with TASB provides the College with an opportunity to strengthen the current policy management process. The policy manual under TASB will continue to adhere to the College's vision, mission, and core values for the continued commitment of excellence.

Enclosed Documents – A PowerPoint Presentation and a sample of the TASB Legal Policy on Student Rights and Responsibilities Student Expression and Freedom from Discrimination, Harassment, and Retaliation follow in the packet for your review and information. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

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




# Policy Management Services

**Office of the President**  
Dr. Ricardo Solis

**Division of Finance and Administrative Services**  
Mary Elizondo, MBA, CPA, CGMA, CFE, Vice President for Finance and Administrative Services

August 10, 2021

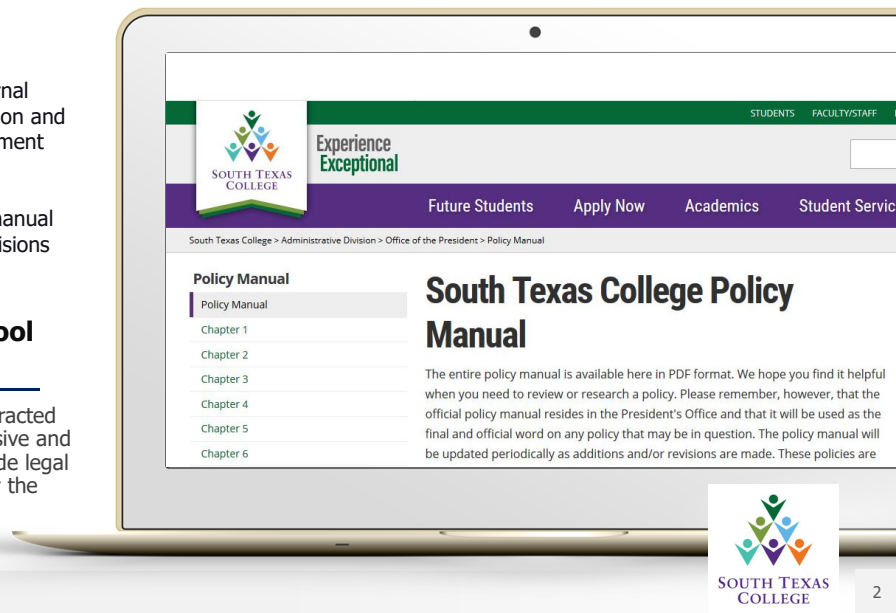
## TASB Interlocal Agreement

### South Texas College

The College has maintained an internal Board Policy Manual since its inception and has entered into an interlocal agreement with TASB in FY 2022 for Policy Management Services to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

### Texas Association of School Boards (TASB)

The College administration has contracted with TASB to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.





## About TASB

TASB is a voluntary, nonprofit, statewide educational association established in 1949.

TASB represents the largest group of publicly elected officials in Texas. Members include:

- 1,025 Texas school districts (TASB provides 99% of ISDs a customized policy manual services)
- 20 regional education service centers
- 50 community colleges
- 19 central appraisal districts
- 133 shared service arrangements

## Expertise:



TASB Community College Services assist with the maintenance of policy manuals for Community Colleges.



TASB provides legal expertise related to College policies.



TASB's goal is to produce a comprehensive, current, and legally sound policy manual.



A policy expert is assigned to the College to provide individualized services.



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## TASB Policy Manual Statistics

### Community colleges with policy manuals maintained by TASB:

- |   |                                    |
|---|------------------------------------|
| • Alvin Community College                         | • Odessa College                   |
| • <b>Austin Community College</b>                 | • Panola College                   |
| • Blinn College                                   | • Paris Junior College             |
| • Brazosport College                              | • Ranger College                   |
| • Coastal Bend College                            | • <b>San Jacinto College</b>       |
| • College of the Mainland                         | • Southwest Texas Junior College   |
| • <b>Collin College</b>                           | • <b>Tarrant County College</b>    |
| • <b>Dallas County Community College District</b> | • Temple College                   |
| • Frank Phillips College                          | • Texarkana College                |
| • Galveston College                               | • Texas Southmost College District |
| • Grayson College                                 | • Trinity Valley Community College |
| • Hill College                                    | • Tyler Junior College             |
| • <b>Houston Community College System</b>         | • Vernon College                   |
| • Laredo College                                  | • Victoria College                 |
| • Lee College                                     | • Weatherford College              |
| • Midland College                                 | • Western Texas College            |
| • North Central Texas College                     | • Wharton County Junior College    |
| • Northeast Texas Community College               |                                    |

**50 out of 35 (70%)  
Community Colleges have  
their policy manual  
maintained by TASB.**



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## Benefits and Services



### Monitoring and Updating

- TASB monitors changes in the legal landscape and prepares recommended revisions to the policy manual.
- TASB initiates semiannual updates and ensures policies follow the latest compliance with state and federal regulations.
- TASB prepares new and or revise policies based on the requirements of each Texas Legislative session.



### Policy Development and Management

- Produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
- TASB has in-house attorneys dedicated to policy development.
- TASB converts the policies to a standard template.



### Develop Local and Legal policies

- TASB prepares both local and legal policies.
- TASB prepares local policies that are unique and consistent with College practices.



### Policy Consultant

- Assigned to the college to provide individualized service and answer policy questions;
- Provide sample policies and draft policy language and revisions that meet legal requirements and local needs



### Streamline of Policy Management Process

- Policy review cycle and timely updates.
- Proactive preparation of policy updates.



SOUTH TEXAS  
COLLEGE

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## Legal and Local Policies



### Legal Policies

- Legal Policies contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations.



### Local Policies

- Local Policies are unique and consistent with College practices. This provides the college the opportunity to incorporate provisions that are in accordance with the College mission, vision, and Board of Trustee's preferences.

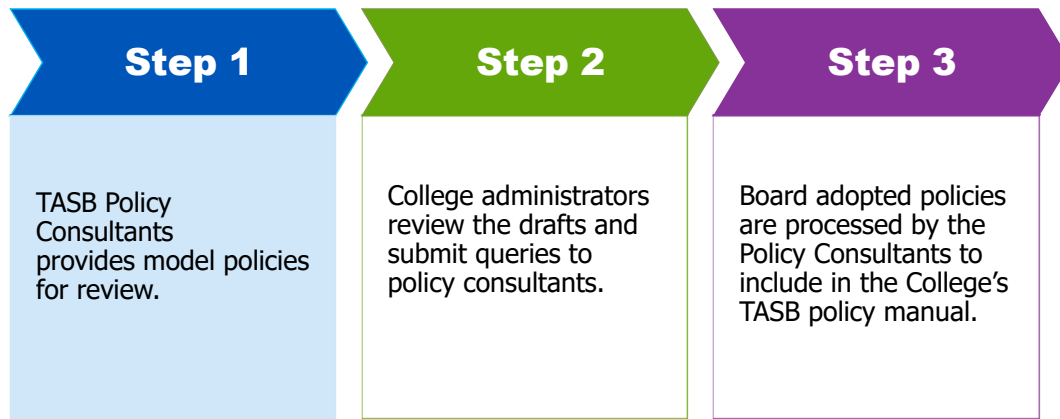


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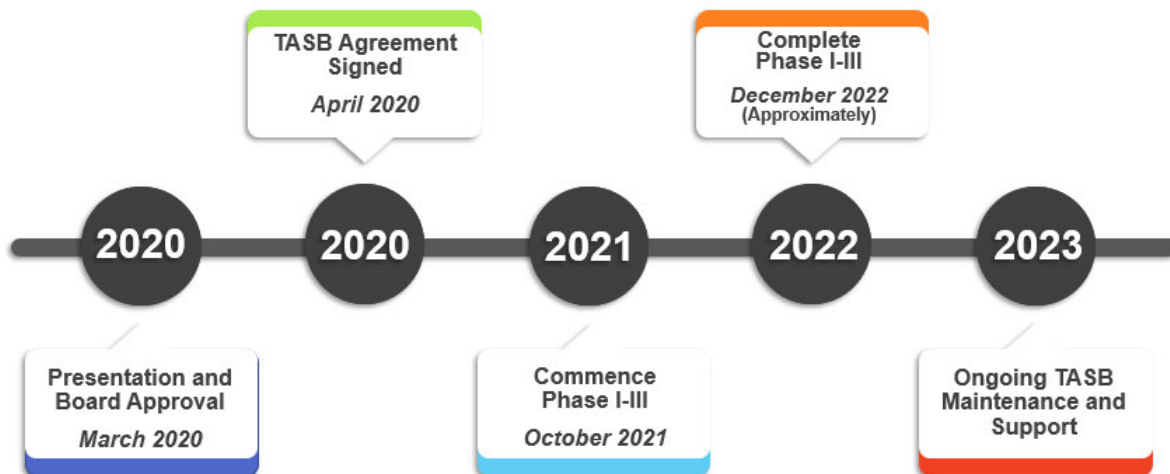
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## Initial Steps

TASB's development of the policy manual is divided into three phases for processing ease.



## Policy Manual Timeline



## TASB Policy Management Services Pricing

**YEAR 1**

**\$28,200**

- Cost updated in Summer 2021
- 1<sup>st</sup> Year Policy Manual Update
- Policy Online Tool
- Policy Online Tool Set Up
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

**YEAR 2**

**\$14,200**

- Cost of \$14,200 is for Year 2 and subsequent years
- Semi-annual Policy Updates
- Policy Online Tool
- Local Policy Maintenance
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

1. South Texas College is currently paying for the CCPRM subscription of \$5,000. This amount is included in the above figures.

2. Year 1 payment is dependent on when the three phases of the policy manual are received. Phase(s) not received on Year 1 will carryover the following year.



SOUTH TEXAS  
COLLEGE

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# Questions



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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students. For additional legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation of employees based on race, color, national origin, religion, or disability, see DIAB.

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**Grievance Policies**

Section 504

A recipient of federal financial assistance that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act regulations). Such procedures need not be established with respect to complaints from applicants for employment. *34 C.F.R. 104.7(b)*

Americans with  
Disabilities Act

A public entity, including a college district, that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by 28 C.F.R. Part 35 (Americans with Disabilities Act regulations). *28 C.F.R. 35.107(b), .140*

Age Discrimination

A recipient of federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Act or the regulations. *34 C.F.R. 110.25(c)*

**Compliance  
Coordinator**

Section 504

A recipient of federal financial assistance that employs 15 or more persons shall designate at least one person to coordinate its efforts to comply with 34 C.F.R. 104. *34 C.F.R. 104.7(a)*

ADA

A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. *28 C.F.R. 35.107(a), .140*

Age Discrimination

Each recipient of federal financial assistance shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Age Discrimination Act of 1975 and 34 C.F.R. Part 110, including investigation of any complaints that the recipient receives alleging any actions that are prohibited by the Act and these regulations. A recipient shall notify its beneficiaries, in a continuing manner, of information regarding the

provisions of the Act and the associated regulations. The notification must also identify the responsible employee by name or title, address, and telephone number. *34 C.F.R. 110.25(a)–(b)*



### **Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence**

Mr. Khalil Abdullah, Internal Auditor, will confirm the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects our auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

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

IIA *Standard* 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

*Interpretation* of *Standard* 1100 – "Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels."

Enclosed Documents – The Internal Auditor's Annual Statement of Organizational Independence follows in the packet for the Committee's information and review.

The Finance, Audit, and Human Resources Committee is asked to recommend Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

## Internal Auditor's Annual Statement of Organizational Independence

As required by the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of internal Auditing (Standards)*, The chief audit executive (CAE)<sup>1</sup> "must confirm to the board, at least annually, the organizational independence of the internal audit activity" (Attribute Standard 1110); and "must communicate and interact directly with the board" (Attribute Standard 1111); and "should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board" (Attribute Standard 1010);

In conjunction with the Internal Auditor's responsibilities for coordinating the effective auditing and reporting audit activities to South Texas College's Finance, Audit, and Human Resources Committee, the Internal Auditor will report annually to the Finance, Audit, and Human Resources Committee on the following statements to fulfill adherence with IIA *Standards*.

Internal Auditor: Khalil M. Abdullah

Institution: South Texas College

☒ I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, will comply with the IIA *Standards* and Code of Ethics, which contains guidance on confidentiality. This process includes a discussion with Finance, Audit, and Human Resources Committee as appropriate.

☒ I confirm the organizational independence of the internal audit activity at the institution. In addition, I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, have reviewed personal situations with respect to the institution and are not aware of any circumstances that might impair our ability to be independent and objective on any audit or that might lead others to question it.

☒ I understand that I am responsible to make timely written notification to the Finance, Audit, and Human Resources Committee in the event any circumstances arise during the course of the year that might impair or appear to impair independence.

☒ I am receiving support for audit activities from the President, Vice Presidents, and other employees of South Texas College to provide the necessary audit services, with the following exception(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Khalil M. Abdullah

Date: 6-29-2021

<sup>1</sup> The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

Institute of Internal Auditor's (IIA)

**Mission of Internal Audit:**

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

**Definition of Internal Auditing:**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Code of Ethics:**

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

**Principles**

Internal auditors are expected to apply and uphold the following principles:

1. **Integrity** – The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.
2. **Objectivity** – Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.
3. **Confidentiality** – Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
4. **Competency** – Internal auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

## **Rules of Conduct**

### **Integrity:**

Internal auditors...

- 1.1 Shall perform their work with honesty, diligence, and responsibility.
- 1.2 Shall observe the law and make disclosures expected by the law and the profession.
- 1.3 Shall not knowingly be a part to any illegal activity or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- 1.4 Shall respect and contribute to the legitimate and ethical objectives of the organization

### **Objectivity:**

Internal auditors...

- 2.1 Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

### **Confidentiality:**

Internal auditors...

- 3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

### **Competency:**

Internal auditors...

- 4.1 Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2 Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing*.
- 4.3 Shall continually improve their proficiency and the effectiveness and quality of their services.

### **Review and Recommend Action on Internal Audit Charter**

Approval of the Internal Audit Charter for the period of September 1, 2021 through August 31, 2022 will be requested at the August 24, 2021 Board meeting.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically, IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the Board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the Board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

Enclosed Documents – The Internal Audit Charter follows in the packet for the Committee’s review and discussion.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 24, 2021 Board meeting, the Internal Audit Charter for the period of September 1, 2021 through August 31, 2022 as presented.

**SOUTH TEXAS COLLEGE  
INTERNAL AUDIT CHARTER  
EFFECTIVE AUGUST 24, 2021**

**INTRODUCTION**

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

**ROLE**

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

**AUTHORITY**

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

**INDEPENDENCE & OBJECTIVITY**

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

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

## **INTERNAL AUDIT PLAN**

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

## **ORGANIZATION**

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

The Board will

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

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

## **SCOPE OF ACTIVITIES**

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

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



- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

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

## **STANDARDS OF AUDIT PRACTICE**

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

## **RESPONSIBILITIES**

The Internal Auditor has a responsibility to:

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



## **RESPONSIBILITIES (Cont.)**

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

## **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

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

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President and the Board of Trustees. The report shall include:

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

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

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Khalil M. Abdullah  
Internal Auditor

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Date

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Maria G. Elizondo  
Vice President for Finance and Administrative Services

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Date

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Dr. Ricardo J. Solis  
President

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Date

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Rene Guajardo  
Chair, Finance, Audit, and Human Resources Committee

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Date

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Rose Benavidez  
Chair, Board of Trustees

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Date

**Review and Recommend Action on Proposed Projects for Internal Auditor for  
FY 2021 – 2022**

Approval of proposed projects for the Internal Auditor for FY 2021 - 2022 will be requested at the August 24, 2021 Board meeting.

Purpose – Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2021 - 2022. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2021 - 2022 (Scheduled)
  1. Fraud Survey
  2. Teacher Retirement System of Texas (TRS)
  3. Science Lab Safety and Storage Compliance
  4. HR Processes – Faculty Credentials
  5. Financial Aid – Federal Awards
  6. Purchasing
  7. Faculty Overloads & Stipends
  8. Texas Administrative Code (TAC) 202
  9. Emergency Medical Technology (EMT) Program
  10. IT - Business Continuity / Disaster Recovery
  11. Quality Assurance and Improvement Program – External QAR

Enclosed Documents - The list of Internal Audits conducted for FY 2007 - 2008 through FY 2020 - 2021 follows in the packet for the Committee's information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 24, 2021 Board Meeting, the proposed projects for the Internal Auditor for FY 2021 - 2022 as presented.

**South Texas College**  
**Internal Auditing Services for the Period of FY 2008 through FY 2022**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1	Fraud Survey	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	10/12/20	Proposed
2	Fraud Hotline Calls/Investigations							10/29/13								
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation	02/06/08														
4	Cash -Bank Reconciliation				06/15/11											
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection				10/20/10 06/16/11			Requested- Not Performed	Requested- Not Performed	Requested- Not Performed	11/04/16					
6	Food Services Department Cash Handling Procedures								Requested - Not Performed	Requested - Not Performed	11/04/16					
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation			05/25/10												
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships			05/25/10			08/22/13									
9	Grants- Title V															
10	Grants- Wired		05/19/09 06/19/09													
11	Grants - Federal Work-study, Federal Pell Grant, Carl Perkins, and Workforce Investment Act		01/19/09													
12	Property Taxes -Rec. & Rollback Taxes				10/14/10			Requested- Not Performed	Requested- Not Performed							
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices									Requested - Not Performed	06/20/17					
14	AP - Operations															
15	AP - Commercial Card Use				06/30/11							Requested - In Progress	01/29/19			
16	Fuel Card Use	08/15/08										Requested - In Progress	10/23/18			
17	Travel												Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Postponed
18	Mileage Reimbursement Procedures								Requested - Not Performed	Requested - Not Performed	02/17/17					
19	Purchasing			02/19/10											Requested - Not Performed	Proposed
20	Contracts -Solicitation/Renewal Process -Record keeping	06/25/08				06/28/12										
21	Construction Contracts				10/14/10											
22	2013 Bond Construction Program - Payment Applications											Closed				
23	2013 Bond Construction Program - Change Orders											Closed				

**South Texas College**  
**Internal Auditing Services for the Period of FY 2008 through FY 2022**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
24	2013 Bond Construction Program - Broaddus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017											01/19/18				
25	2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants											Closed				
26	Financial Aid - State Awards		01/19/09				05/07/13					Requested - Not Performed	In Process	01/07/20		
27	Financial Aid - Federal Awards														In Process	In Process
28	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			02/19/10												
29	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions				10/14/10											
30	Human Resources and Payroll -Compliance & Controls					10/21/11										
31	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17					
32	HR Processes - Faculty Credentials												Requested - Not Performed	In Process	In Process	In Process
33	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	10/04/18			
34	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures				5/5/2011 In Progress- Not completed											
35	Fixed Assets			02/19/10	07/01/11			Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		11/08/17				
36	Continuing Professional and Workforce Education Department					01/05/12										
37	Facilities, Operation & Maintenance- Workorders and Purchase Orders						07/18/13									
38	Custodial Services- Work Orders, Purchase Orders and Inventory							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19			
39	Enrollment Audit (Traditional and Continuing Education)											Requested - In Progress	07/26/18			
40	Student Activities & Wellness								Requested - Not Performed	Requested - Not Performed		12/01/17				
41	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit												Requested - Not Performed	In Process	01/11/21	
42	Blueprint Expectations for Early College High Schools												Requested - Not Performed	Requested - Not Performed		
43	Science Lab Safety and Storage Compliance												Requested - Not Performed	In Process	In Process	In Process

**South Texas College**  
**Internal Auditing Services for the Period of FY 2008 through FY 2022**

	Audit Area	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
44	Red Flag Rules					01/06/12										
45	IT Security and Procedures							09/05/13								
46	IT - Business Continuity / Disaster Recovery															Proposed
47	Texas Administrative Code Sec. 202															Proposed
48	Banner Computer System Security and Access								Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	01/11/21	
49	Instructional Technologies Inventory							Requested - Not Performed	11/06/14							
50	Copiers		10/17/08													
51	Cell Phones		10/01/08													
52	Clery Act, and VAWA											Requested - Not Performed	In Process	07/14/20		
53	Title IX													Requested - Not Performed	Requested - Not Performed	Postponed
54	Internal Assessment of the Office of Internal Audits - (QAIP)														07/13/21	
55	External Assessment of the Office of Internal Audits - (QAIP)														Requested - Not Performed	Proposed
56	Faculty Overloads & Stipends														Requested - Not Performed	Proposed
57	Teacher Retirement System (TRS)														Proposed	In Process
58	Emergency Medical Technology (EMT) Program															Proposed
59	Child and Adult Care Food Program - Application Process													10/01/19		
60	SAO - Catch the Next Complaint: 20-0044													11/07/19		
61	CARES Act Compliance													In Process	08/26/20	
	<b>Total Number of Audits Completed</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>5</b>	

**Other Activities**

Annual Financial Report [CAFR]  
Risk Assessment & Audit Plan  
Internal Audit Annual Report

### **Review and Recommend Acceptance of the Internal Audit Annual Report for FY 2021**

Acceptance of the Internal Audit Annual Report for FY 2021 will be requested at the August 24, 2021 Board meeting.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.”

Justification – The Internal Audit Annual Report for FY 2021 provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report for FY 2021 follows in the packet for the Committee’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, will be present at the August 10, 2021 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the Committee.

The Internal Audit Annual Report for FY 2021 includes a summary of audit findings along with management’s planned corrective actions.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 24, 2021 Board meeting, the acceptance of the Internal Audit Annual Report for FY 2021 as presented.



**SOUTH TEXAS  
COLLEGE**

# Internal Audit Annual Report Fiscal Year 2021

Prepared by:  
The Office of Internal Audits  
Khalil M. Abdullah



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## **I. Compliance with TGC, Sec 2102.015**

Texas Government Code Section 2102.015 was added by House Bill 16 (83<sup>rd</sup>. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 24, 2021 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

## **II. Internal Audit Plan for Fiscal Year 2021**

The Board of Trustees approved the internal audit plan for FY 2021 on August 25, 2020. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*.

All audits that were not completed in FY 2021 were carried forward and included in the FY 2022 audit plan with the exception of the Contractor Adherence to Prevailing Wage Rate Determination (#7) and the Travel audit (#9).

### **FY 2021 (Scheduled)**

1. Fraud Survey
2. Memorandum of Understanding for Early College High Schools and Dual Credit
3. Banner Computer System Security and Access
4. Science Lab Safety and Storage Compliance
5. Human Resources Processes – Faculty Credentials
6. Financial Aid – Federal Awards
7. Contractor Adherence to Prevailing Wage Rate Determination
8. Faculty Overloads & Stipends
9. Travel
10. Purchasing
11. Teacher Retirement System (TRS)
12. Office of Internal Audit – Quality Assurance and Improvement Program –  
External Assessment/Peer Review
13. CARES Act Compliance Review

Office of Internal Audits  
Fiscal Year 2021 Audit Plan

<b>FY 2021 Audit Plan - Engagements</b>	<b>Status of Plan</b>
<b>Risk Based Audits</b>	
Banner Computer System Security and Access Audit	Reporting
MOUs for Early College High School and Dual Credit	Reporting
HR Processes - Faculty Credentials	Reporting
Science Lab Safety and Storage Compliance	Fieldwork
Financial Aid - Federal Awards	Planning
Contractor Adherence to Prevailing Wage Rate Determination	Removed
Faculty Overloads & Stipends	FY 2022
Purchasing	FY 2022
Travel	Postponed
Quality Assurance and Improvement Program - External QAR	FY 2022
<b>Consulting Engagements</b>	
CARES Act Compliance Review	8/26/2020
<b>Follow Up</b>	
Clery Act	5/3/2021
<b>Other Audit Responsibilities and Special Projects</b>	
Fraud Survey	10/12/2020
Administration (e.g. secure resources, budget development, etc.)	In Process
Annual Financial Report [CAFR]	In Process
Misc. data analytics / fraud detection procedures, fraud risk assessment	In Process
Est. the Quality Assurance and Improvement Program (QAIP & QAR)	In Process
Professional Development & Training (40 hrs.CPE)	In Process
Annual Risk Assessment & Risk Based Audit Plan Development	6/9/2021
Annual Report [Texas Govt. Code Sec. 2102.015]	8/24/2021
Unassigned/Unplanned/Mgmt. Special Requests	N/A

### **III. Consulting and Nonaudit Services**

The Office of Internal Audit's staff worked on one consulting engagement in FY 2021:

- CARES Act Compliance Review

### **IV. External Quality Assurance Review (Peer Review)**

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The Office of Internal Audits is in its fourth year of operations.

IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. In FY 2020 the Internal Auditor completed a comprehensive self-assessment and provided the results to the President and the Vice President of Finance and Administrative Services on 2/3/2020. The results of the internal self-assessment are projected to be reviewed in FY 2022 by a qualified, independent external assessor.

**V. Summary of Findings and Management's Corrective Action Plan**

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
21-01	6/10/2021	Early College High School - MOUs	Management should establish procedures to ensure that signed MOUs are completely filled out and that dates are included in the signed document.	The Dual Credit Program will establish procedures for final review of the Interlocal Agreements prior to placing the document on file.	Follow up - Pending
21-01	6/10/2021	Early College High School - MOUs	Mgmt. should review the Dual Credit Program's MOU to ensure that all of the required elements are included under TAC 4.84	The Dean of Dual Credit Programs will ensure that all required elements are included in the 2021-2022 Interlocal Agreements prior to submission for Board approval.	Follow up - Pending
21-02	6/10/2021	Banner Computer System Security and Access	IT Should assume responsibility for the development of all IT access controls and est. formal access control procedures. Est. procedures should be communicated throughout the College.	IT will seek collaboration with the established Banner User Groups to help develop a uniform procedure for all areas. This same group will help communicate and enforce the new procedures.	Follow up - Pending

South Texas College Internal Audit Annual Report

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
21-02	6/10/2021	Banner Computer System Security and Access	Data owners should begin defining Banner screens/forms and work collaboratively with IT to map each class to the College's 'Data Classification Standard.' IT should work with the data owners to est. employee role-based access restrictions.	IT will work with the data owners to conduct a data classification standard and define Banner screens/forms. IT can organize and facilitate the meetings and in conjunction with data owners identify what data within Banner is confidential, restricted, or public.	Follow up - Pending
21-02	6/10/2021	Banner Computer System Security and Access	IT should est. formal procedures that require periodic monitoring of employee system access rights. The results of these monitoring activities should be documented.	The format will change to allow business analysts to grant system access rights. IT will work with InfoSec to develop formal procedures that all Banner power users will follow.	Follow up - Pending

## **VI. Internal Audit Plan for Fiscal Year 2022**

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2022. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided. On August 24, 2021 South Texas College's Board of Trustees approved the following projects for FY 2022.

### **FY 2022 (Scheduled)**

1. Fraud Survey
2. Teacher Retirement System of Texas (TRS)
3. Science Lab Safety and Storage Compliance
4. Human Resources (HR) Processes – Faculty Credentials
5. Financial Aid – Federal Awards
6. Purchasing
7. Faculty Overloads & Stipends
8. Texas Administrative Code (TAC) 202
9. Emergency Medical Technology (EMT) Program
10. IT – Business Continuity / Disaster Recovery
11. Quality Assurance and Improvement Program – External QAR



Office of Internal Audits  
Fiscal Year 2022 Audit Plan

<b>FY 2022 Audit Plan - Engagements</b>		
<b>Risk Based Audits</b>	<b>Hours</b>	<b>Percent</b>
Teacher Retirement System of Texas (TRS)	50	2%
Science Lab Safety and Storage Compliance	150	5%
Human Resources Processes - Faculty Credentials	50	2%
Financial Aid - Federal Awards	200	7%
Purchasing	250	8%
Faculty Overloads & Stipends	200	7%
Texas Administrative Code (TAC) 202	200	7%
Emergency Medical Technology (EMT) Program	150	5%
IT - Business Continuity / Disaster Recovery	250	8%
Quality Assurance & Improvement Program- External QAR	200	7%
<b>Subtotal</b>	<b>1700</b>	<b>55%</b>
<b>Other Audit Responsibilities and Special Projects</b>	<b>Hours</b>	<b>Percent</b>
Fraud Survey	100	3%
Administration (e.g. secure resources, align with IIA, etc.)	150	5%
Annual Financial Report [CAFR]	25	1%
Misc. data analytics / fraud detection procedures	150	5%
Professional Development & Training (40 hrs.CPE)	100	3%
Annual Risk Assessment & Risk Based Audit Plan Development	250	8%
Annual Report [Texas Govt. Code Sec. 2102.015]	200	7%
Follow-up on reported findings	250	8%
Unassigned/Unplanned/Mgmt. Special Requests	150	5%
<b>Subtotal</b>	<b>1375</b>	<b>45%</b>
<b>Total</b>	<b>3075</b>	<b>100%</b>

## **VII. External Audit Services – Fiscal Year 2021**

All external audit services that were procured or were ongoing in fiscal year 2021 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- State Auditor Office – Compliance with Public Funds Investment Act and Rider 5, General Appropriations Act, Reporting Requirements;
- Texas Higher Education Coordinating Board – AY 2020 – A133 Single Audit Report

## **VIII. Reporting Suspected Fraud and Abuse**

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84<sup>th</sup> Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.