

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, September 14, 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 August 10, 2021 Finance, Audit, and Human Resources Committee Minutes ..... 1-24
- II. Review and Recommend Action as Necessary to Accept a Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services ..... 25-26
- III. Discussion and Action as Necessary on Revised Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022..... 27-36
- IV. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed to the College..... 37-39
- V. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Awards ..... 40-48
- VI. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Contract Extension..... 49-97
- VII. Discussion and Action as Necessary on Lease/Rental Procurement of District-Wide Copiers ..... 98-100
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**Approval of August 10, 2021 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of August 10, 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, August 10, 2021 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, August 10, 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 Mr. Rene Guajardo presiding.

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

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

Members absent: Mr. Paul R. Rodriguez

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Mrs. Mary Elizondo, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mr. Khalil Abdullah, Mr. Frank Gutierrez, Ms. Erika Rodriguez, Mr. Noe Estrada, Mr. Angel Magellanos, and Mr. Andrew Fish.

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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee approved the Minutes for their July 13, 2021 meeting as presented. The motion carried.

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



The College's Financial Advisor, Estrada Hinojosa & Company, 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 presented 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, was provided in the packet for the Committee's review and information.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee Board action as necessary on the potential refunding of the Series 2015 Bonds. The motion carried.

### **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 was prepared for presentation.

Due to time constraints, the presentation was postponed until a subsequent meeting of the Finance, Audit, and Human Resources Committee.

### **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 prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration also provided a summary of the benefit recipients' performance and demographic information.

Due to time constraints, the report and demographic summary were postponed until a subsequent meeting of the Finance, Audit, and Human Resources Committee.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement as listed below:

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

- 1) **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)	

- 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:

<b>Vendor</b>	<b>Vendor</b>
<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 was \$5,660,203.90. The motion carried.

## **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 researched the procurement of air purifiers options.

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

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

The procurement options were 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	\$626.0 0	\$438,20 0	\$168,000
MSC / TASB Buyboard	Medify / 1 filter lasting 3-4 months	Lifetime	700	2 weeks	\$328.7 4	\$230,11 8	\$735,000
Vizocom / TIPS	Medify / 1 filter lasting 3-4 months	Lifetime	700	2 weeks	\$299.0 0	\$209,30 0	\$735,000
Vizocom / TIPS	Brondell / 3 filters lasting 1 year	3 years	700	2 weeks	\$495.0 0	\$346,50 0	\$350,000
Vizocom / TIPS	AustinAir / 1 filter lasting 5 years	5 years	700	2 weeks	\$414.0 0	\$289,80 0	\$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 was 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 were 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, attended the Committee meeting to address any questions by the Committee.

After reviewing and deliberating the presented information, trustees asked that additional options be presented to the Board of Trustees. The Committee took no action.

### **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, provided an update on the no-cost extension (NCE) request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.

Purpose – Administration updated 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

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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 was necessary because the estimated completion timeline for the project extended 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 the date of publication for the Finance, Audit, and Human Resources Committee packet, a response from the Department of Education had not been received.

On August 10, 2021, administration confirmed that the response still had not been received, and that they would notify the Board of Trustees once a response was received from the US Department of Education.

No action was required from the Committee. This item was presented for the Committee's information.

### **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, were available to discuss the proposed budget for FY 2021 – 2022 with the Committee.

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

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### **Unrestricted Fund Revenues:**

- 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 and scheduled to be received in August 2021. The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.
- Tuition for FY 2021 - 2022 was 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 was projected to increase \$1,179,673 in FY 2021 – 2022 due to historical trend.
- Fees for FY 2021 - 2022 were 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 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 due to historical trend.
- 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 was unknown.
- Other revenue was expected to increase \$71,229 in FY 2021 - 2022. The projected increase was 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 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 as a result of the 0% change in traditional student enrollment from Fall 2020. 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.
- 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 offset by the decrease of \$723,088 in the Capital Purchases allocation.

**Unrestricted Fund Expenditures:**

- 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.
- The Benefits expenditures budget for FY 2021 - 2022 was proposed to increase by \$2,809,071. The increase was 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 was proposed to increase by \$4,894,589 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2021 - 2022 was proposed to decrease by \$6,000. Approximately 25 percent of the travel budget represented local mileage reimbursement for faculty.

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- The Capital Outlay expenditures budget for FY 2021 - 2022 was proposed to increase by \$77,883 based on the needs of the College's departments.
- The Transfers budget for FY 2021 – 2022 was proposed to decrease by \$500,000. 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 Reserves budget for FY 2021 - 2022 was proposed to decrease by \$10,444,337. The decrease was 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 was 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 were expected to decrease in FY 2021 – 2022. The decrease in interest revenue was due to the decline in interest rates. The decrease in vending machine revenue was due to the projected decrease in commissions.
- The Student Activity Fee revenue was 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 were based on the projected remaining funds.

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

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

**Restricted Fund Revenues:**

- State and Federal Financial Aid revenue for FY 2021 – 2022 was projected to increase \$211,274. The increase was due to the projected additional funds the College would receive for financial aid assistance to students.
- Higher Education Emergency Relief Fund (HEERF) revenue for FY 2021 – 2022 was projected to increase \$61,064,740. The projected increase was 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 was projected to decrease \$258,015. The decrease was 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 was projected to decrease \$1,404,708. The decrease was 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 were proposed to adjust as necessary according to their funding source. No annual salary increases were proposed for FY 2021 – 2022.

**Plant Fund Revenues:**

- The Unexpended – Construction Fund revenue was proposed to increase \$1,657,235 in FY 2021 – 2022. The projected increase was due to funding needed for new renovation and construction projects termed Capital Improvements Projects (CIPs).
- The Unexpended – Renewals and Replacements Fund revenue was proposed to increase \$1,706,978 in FY 2021 -2022. The projected increase was due to funding needed for capital renewal and replacement construction projects needed at each campus.
- The Unexpended – Retirement of Indebtedness Fund revenue was proposed to increase \$698 in FY 2021 – 2022. The projected increase as 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 was proposed to increase \$1,657,235. The projected increase was 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 was proposed to increase \$1,706,978. The projected increase was due to an increase in deferred maintenance projects needed by the College.
- The Unexpended – Retirement of Indebtedness Fund expenditure budget for FY 2021 – 2022 was proposed to increase \$689. The projected increase was 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 were 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 were provided in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2021 – 2022 were 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 would also be presented at the August 24, 2021 Board meeting for approval.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to 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 address any questions by the Committee.

The Committee declined to hear the presentation, preferring to have this information presented to the full Board of Trustees. No action was taken.

## **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 had not been received from Starr County Tax Assessor-Collector. Consequently, the College was not able to complete the truth in taxation calculation to determine the proposed 2021 tax rate.

The necessary information was not yet available from the Starr County Tax Assessor-Collector for discussion at the Finance, Audit, and Human Resources Committee meeting on August 10, 2021. No action was taken.

## **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 had not been received from Starr County

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Tax Assessor-Collector. Consequently, the College was not able to complete the truth in taxation calculation to determine the proposed 2021 tax rate.

The necessary information was not yet available from the Starr County Tax Assessor-Collector for discussion at the Finance, Audit, and Human Resources Committee meeting on August 10, 2021. No action was taken.

### **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, presented 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 also provided an update on the pricing.

**Purpose** – The College 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 would 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 would 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 was due to their normal pricing increase that occurs every other year.

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

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

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

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

Mr. Khalil Abdullah, Internal Auditor, confirmed 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

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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented. The motion carried.

### **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 was provided 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, attended the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2021 through August 31, 2022 as presented. The motion carried.

## **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 recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2021 - 2022. The projects listed below were 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 was provided 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, attended the August 10, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2021 - 2022 as presented. The motion carried.

## **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 was provided in the packet for the Committee’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended 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.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Annual Report for FY 2021 as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:27 p.m.

I certify that the foregoing are the true and correct Minutes of the August 10, 2021 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Rene Guajardo  
Committee Chair

**Review and Recommend Action as Necessary to Accept a Reimbursement from the  
Lower Rio Grande Valley Development Council for the FY 2021 Summer Session  
Transportation Services**

Approval to accept a reimbursement from the Lower Rio Grande Valley Development Council (LRGVDC) for the FY 2021 Summer Session Transportation Services will be requested at the September 28, 2021 Board meeting.

Purpose – The LRGVDC is reimbursing the College by issuing a credit in the Fall 2021 semester for the FY 2021 Summer Session due to the suspension of transportation services for the Green Line I bus route between the Starr County Campus and the Pecan Campus.

Justification – The College paid the LRGVDC for the FY 2021 Summer Session based on the Interlocal Agreement approved by Tom Logan, Director of Regional Transit Valley Metro. However, the LRGVDC notified the College that the Green Line I bus route providing transportation services between the Starr County Campus and the Pecan Campus was canceled by the LRGVDC during the FY 2021 Summer Session. LRGVDC proposed to rectify their error by reimbursing the funds to the College with a credit to the Fall 2021 semester invoice.

Background – On May 25, 2021, the Board of Trustees approved the Interlocal Agreement between STC and LRGVDC for the FY 2021 Summer Session, a three-month period from June 1, 2021, through August 31, 2021. This agreement included and authorized a payment in the amount of \$17,916.40 to LRGVDC for the Green Line I bus route. The College issued payment to LRGVDC on July 13, 2021, as per the agreement.

The LRGVDC is proposing to reimburse the College by crediting the College \$17,916.40 for the canceled Green Line I bus route in the Fall 2021 semester invoice. The College and the LRGVDC have implemented measures to monitor and detect route performance and changes.

Reviewers – The LRGVDC Letter received was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Student Transportation Services.

Enclosed Documents – A copy of the LRGVDC letter dated August 12, 2021, follows in the packet for the Board's information and review.

Tom Logan from LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina Cantu, Public Safety and Transportation Services Manager, will be present at 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 September 28, 2021 Board meeting, to accept a reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services, as presented.



# Lower Rio Grande Valley Development Council

Judge Aurelio "Keter" Guerra, Willacy County .....President  
Mayor Ambrosio "Amos" Hernandez, Pharr .....1st Vice President  
Mayor Chris Boswell, Harlingen .....2nd Vice President  
Mayor Trey Mendez, Brownsville..... Secretary  
Mayor David Suarez, Weslaco ..... Treasurer  
Mr. Jim Darling, Member-at-Large ..... Immediate Past President

## BOARD MEMBERS

David A. Garza  
Commissioner, Cameron County

David Fuentes  
Commissioner, Hidalgo County

Pilar Garza  
Commissioner, Alamo

Johnny Garcia  
Councilman, Edinburg

Rick Salinas  
Mayor, Lyford

Javier Villalobos  
Mayor, McAllen

Oscar D. Montoya  
Mayor, Mercedes

Norie Gonzalez Garza  
Councilwoman, Mission

Jorge Ledezma  
Mayor, Primera

Maribel Guerrero  
Mayor Rancho Viejo

Edward Gonzales  
Commissioner, Raymondville

Ricardo "Rick" Guerra  
Mayor, San Benito

Marco "Markie" Villegas  
Commissioner, San Juan

Veronica Gonzales  
UT Rio Grande Valley

Paul Hernandez  
South Texas College

Maricela De Leon  
Texas State Technical College

Troy Allen  
Delta Lake Irrigation District

Ronald Mills  
Willacy County Navigation District

Eleazar Garcia, Jr.  
Member-at-Large

Sergio Contreras  
Member-at-Large

Lupita Sanchez Martinez  
Grassroots Organizations

## EXECUTIVE DIRECTOR

Manuel "Manny" Cruz

August 12, 2021

Alina O. Cantu, MBA  
South Texas College, Department of Public Safety  
2509 W. Pecan Blvd.  
McAllen, Texas 78501

Re: Green Line 1 service

Dear Mrs. Cantu,

After weighing options to correct the inadvertent cancellation of Green Line 1 service at the beginning of the Summer 2021 term, Valley Metro is prepared to offer South Texas College a \$17,916.40 credit of Green Line 1 service at no cost to STC. This proposed credit would go into effect at the start of the Fall 2021 semester and will be reflected on the invoice.

We have come to this decision after careful consideration of our established partnership and believe it to be a fair and productive solution to the unfortunate and unintentional lapse in service over June and July. Additionally, we have taken steps to amend our service policy in order to enhance the "checks and balances" on our end, ensuring that a similar scenario will not occur in the future.

We appreciate the opportunity to rectify this error and look forward to continuing on with our solid partnership as well as our commitment to providing transit for the educational community.

Should you have any questions or comments feel free to contact me at your earliest convenience.

Sincerely,

Thomas F. Logan,  
Director of Regional Transit, Valley Metro

cc: Francisco Jaramillo, Planner II



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

Approval of the Revised 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 September 28, 2021 Board meeting.

Purpose – A Revised Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2021 – 2022 is needed to reflect the updated methodology for in-kind costs.

Justification - The Revised Interlocal Agreement will reflect the updated methodology for applying in-kind costs.

Background – On July 27, 2021, the Board of Trustees approved the Interlocal Agreement for Transportation between STC and LRGVDC for FY 2021 – 2022, in which the in-kind costs for the Yellow Line were reduced against the payment to the LRGVDC for the Green Lines services. In the revised Interlocal Agreement, STC's in-kind costs will be part of the monthly reimbursement STC receives from the LRGVDC.

Although the in-kind cost is applied differently in the revised Interlocal Agreement, the net cost will remain the same for STC. The table below reflects the revised cost:

<b>FY 2021 - 2022</b>	<b>Original Amount</b>	<b>Revised Amount</b>
<b>Total Operating Cost for Services</b>	<b>\$659,223</b>	<b>\$741,621</b>
Contributions:		
State/Federal Operating	(380,114)	(380,114)
State/Federal In-Kind	0	(82,398)
<b>Total Contributions</b>	<b>\$(380,114)</b>	<b>\$(462,512)</b>
<b>Total Net Cost to STC</b>	<b>\$279,109</b>	<b>\$279,109</b>
STC Direct Expenditures – Yellow Line	\$129,275	\$129,275
STC Payment to LRGVDC – Green Line 1	2,960	85,358
STC Payment to LRGVDC – Green Line Route 60 (Roma)	64,476	64,476
STC In-Kind Expenditures	82,398	0
<b>Total Net Cost to South Texas College</b>	<b>\$279,109</b>	<b>\$279,109</b>

The in-kind match of \$82,398 is eligible for reimbursement to the College as per the Federal Transit Administration (FTA) operating assistance.

The budgeted cost by transportation routes for FY 2021 - 2022 are 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		64,476
Circular (Yellow)	383,533	254,258	129,275	0
<b>Total</b>	<b>\$741,621</b>	<b>\$462,512</b>	<b>\$129,275</b>	<b>\$149,834</b>

Funding Source – Funds for this expenditure are 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 is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft Revised Interlocal Agreement between STC and LRGVDC for FY 2021 – 2022 and a copy of a letter received from LRGVDC follow in the packet for the Committee's information and 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, will be present at the Committee Meeting to address any questions by the Committee.

It is requested the Finance, Audit and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, the Revised 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.

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES  
BETWEEN SOUTH TEXAS COLLEGE AND  
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

**I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2021, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

**RECITALS**

WHEREAS, the College currently owns six (6) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

**II. ROLE OF THE LRGVDC for the Starr (Green) transportation route**

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Starr County campus during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement;
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance

- coverage on all its buses operating Green Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and
11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2021, Spring 2022 and Summer 2022 semesters.

### III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain six (6) buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT");
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2021, Spring 2022 and Summer 2022 semesters ("Local Match Payment").

### IV. CONTRACT AMOUNT AND COMPENSATION

#### A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs, ~~and~~ maintenance expenses and in-kind costs arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. ~~LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement for the operations~~ and maintenance of the Circulator (Yellow) transportation routes is estimated to be \$171,860. ~~LRGVDC shall remit payment to the College for one hundred (100) percent of the total in-kind expenses for the Circulator (Yellow) transportation routes is estimated to be \$82,398.~~ Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, the College will remit the Local Match Payment to LRGVDC in the amount of \$53,291.47 for the Fall 2021 semester, \$58,697.85 for the Spring 2022 semester and \$37,844.67 for the Summer 2022 semester.

#### B. Match/In-Kind Report

"Match/In-Kind Report" refers to a written report which describes and provides supporting details concerning the value of the personnel services provided by the College in performing its obligations under this Agreement. The amount of the "in-kind" contribution will be calculated and reported as:

- a) the College employee's gross hourly compensation multiplied by the actual hours dedicated by

the employee to perform work essential to the implementation and operation of the transportation services hereunder, and  
(b) the College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind Reports and supporting documentation no later than forty-five (45) days after the end of each month. The Reports will contain the following supporting documentation:

1. Documentation of any activity claimed as a Match/In-Kind contribution. All expenses claimed as Match/In-Kind must be incurred after the effective date of this Agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the period of time stated in the Report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind contribution is drawn from local funds and that the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible to be applied as a matching contribution. The source must be identified.

## **V. TERM**

The term of this Agreement begins on **September 1, 2021** and expires on **August 31, 2022**. This Agreement may be renewed for two additional one-year periods by mutual written agreement of the parties.

## **VI. TERMINATION**

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

## **VII. AMENDMENT**

Written amendments, signed by both parties, will be required for any revisions, deletions and/or additions to the Agreement.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Event"). If a Force Majeure Event occurs that will delay either party in the performance of its obligations under this Agreement, such party shall promptly notify the other party in writing of such condition and cause thereof no later than ten (10) days after the Force Majeure Event. Provided, however, that if a Force Majeure Event occurs, each party agrees to use its best efforts to mitigate the impact of the occurrence so that the party may continue to carry out its obligations hereunder during the occurrence.

## **VIII. COOPERATION**

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a

manner that ensures timely resolution of issues.

## IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Ruben Suarez, Chief of Police  
Phone: 956-872-2300  
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Mary G. Elizondo, VP for Finance & Administrative Services  
Phone: 956-872-3559  
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council  
301 W. Railroad  
Weslaco, TX 78596  
Attention: Manuel Cruz, Executive Director for LRGVDC  
Phone: 956-682-3481  
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council  
510 S Pleasantview Dr.  
Weslaco, TX 78596  
Attention: Tom Logan, Director for Valley Metro  
Phone: 956-969-5761  
Email: tlogan@lrgvdc.org

## IX. GENERAL PROVISIONS

### A. Additional Obligations and Rights

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.

4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network.
10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement.

**B. Circulator (Yellow) Transportation Route**

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and six (6) buses owned by the College and three (3) buses leased from LRGVDC, to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

**C. Maintenance - Starr (Green Line) Transportation Route**

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
  - a. Responding to road calls;
  - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
  - c. Detailing/cleaning buses once a week;
  - d. Providing tire replacement service according to the manufacturer's schedule;
  - e. Providing brake maintenance according to the manufacturer's schedule;

- f. Providing out-of-cycle repairs as necessary;
- g. Coordinating warranty work according to manufacturer guidelines;
- h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
- i. Keeping maintenance records of all activities, including work orders;
- j. Ensuring that all maintenance activities are safe and secure; and
- k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Starr (Green Line) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

#### **D. Warranties**

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.

#### **E. Capital**

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

#### **F. Miscellaneous**

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.



**The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.**

**South Texas College**

**Lower Rio Grande Valley Development  
Council**

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**Ricardo Solis, M.B.A., Ph. D.  
President**

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**Manuel Cruz  
Executive Director**

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**Date**

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**Date**





# Lower Rio Grande Valley Development Council

Judge Aurelio "Keter" Guerra, Willacy County.....President  
Mayor Ambrosio "Amos" Hernandez, Pharr.....1<sup>st</sup> Vice President  
Mayor Chris Boswell, Harlingen.....2<sup>nd</sup> Vice President  
Mayor Trey Mendez, Brownsville.....Secretary  
Mayor David Suarez, Weslaco.....Treasurer  
Mr. Jim Darling, Member-at-Large.....Immediate Past President

September 2, 2021

## BOARD MEMBERS

David A. Garza  
Commissioner, Cameron County

David Fuentes  
Commissioner, Hidalgo County

Pilar Garza  
Commissioner, Alamo

Johnny Garcia  
Councilman, Edinburg

Rick Salinas  
Mayor, Lyford

Javier Villalobos  
Mayor, McAllen

Oscar D. Montoya  
Mayor, Mercedes

Norie Gonzalez Garza  
Councilwoman, Mission

Jorge Ledezma  
Mayor, Primera

Maribel Guerrero  
Mayor Rancho Viejo

Edward Gonzales  
Commissioner, Raymondville

Ricardo "Rick" Guerra  
Mayor, San Benito

Marco "Markie" Villegas  
Commissioner, San Juan

Veronica Gonzales  
UT Rio Grande Valley

Paul Hernandez  
South Texas College

Maricela De Leon  
Texas State Technical College

Troy Allen  
Delta Lake Irrigation District

Ronald Mills  
Willacy County Navigation District

Eleazar Garcia, Jr.  
Member-at-Large

Sergio Contreras  
Member-at-Large

Lupita Sanchez Martinez  
Grassroots Organizations

## EXECUTIVE DIRECTOR

Manuel "Manny" Cruz

Ricardo Solis, M.B.A., Ph. D.  
President, South Texas College  
3201 W. Pecan  
McAllen, Texas 78501

Re: Use of In-Kind as match

Dear Mr. Solis,

Upon further review of the budget for South Texas College (STC) and it's use of in-kind as match, we found the total in-kind amount was inadvertently applied to LRGVDC-Valley Metro's operating budget and not STC's.

The in-kind as match should be applied solely towards STC's operating costs as it is incurred by STC's shuttle buses' depreciation, STC utilities, STC vehicle insurance, and has no relation to Valley Metro's operation of Jag Express service routes.

Therefore, for Fiscal Year 2022 and in future agreements, we request South Texas College apply any use of in-kind as match towards STC's incurred operating expenses and provide the local cash match due to LRGVDC-Valley Metro's operation of the Jag Express service routes.

*For guidance, please refer to the Title2 of U.S. Code of Federal Regulations, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Below is a graphic illustration of an example:*

FTA Operating Assistance (\$50,000)	Local Cash Match (\$50,000)
Additional FTA Operating Assistance (\$10,000)	In-Kind Match (10,000)

We hope you will act favorably on our request and thank you for your continued partnership. Please contact me at your earliest convenience to address any questions or concerns at (956) 969-5761, ext. 301 or you may email me at [tlogan@lrgvdc.org](mailto:tlogan@lrgvdc.org).

Sincerely,

Thomas F. Logan,  
Director of Valley Metro

cc: Manuel Cruz, Executive Director  
Crystal Balboa, Finance Director  
Maribel Contreras, Finance Assistant Director



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

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 information being presented will provide the College Board of Trustees a brief review and update of the MEDA Scholarship Fund and funds distributed to the College.

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 August 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.

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 August 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
Refund of Duplicate Disbursement <sup>(2)</sup>		183,032.00
Income & Capital Gain Distributions		689,800.85
Realized Gain/Loss		367,218.50
Change in market value		1,941,890.59
<b>Total Additions</b>		<b>\$3,495,541.30</b>
<b>Reductions:</b>		
Disbursements to STC		(1,667,942.55)
Duplicate Disbursement to STC <sup>(3)</sup>		(183,032.00)
Other Disbursements <sup>(4)</sup>		(365,922.11)
<b>Total Reductions</b>		<b>\$(2,216,896.66)</b>
<b>Market Value-August 31, 2021</b>		<b>\$4,468,626.74</b>

(1) Contributions (previously reported as additions) include insurance proceeds, capital gain distributions, and federal tax refunds.

(2) Funds returned to MEDA for duplicate disbursement of \$183,032.00 to STC.

(3) Duplicate disbursement to STC. This amount was returned to the MEDA Scholarship Fund Trust on 7/29/21.

(4) 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>Month/Year</b>	<b>Distribution 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
Aug 2021	28,952.14
<b>Total Distributions Received</b>	<b>\$1,667,942.55</b>

Cumulative Other Disbursements of \$365,992.09 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 08/31/21</b>
Published Fee <sup>(1)</sup>	\$ (272,453.39)	\$ (23,988.45)	\$ (296,441.84)
<b>Other Disbursements:</b>			
Household Expense – Miscellaneous-Personal	(33,057.76)	-	(33,057.76)
ADR Fee	(50.26)	(3.66)	(53.92)
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)	(193.37)	(633.57)
<b>Total Other Disbursements</b>	<b>\$ (341,736.61)</b>	<b>\$ (24,185.48)</b>	<b>\$ (365,992.09)</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 642 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Fall 2021, resulting in a total of 1,745 scholarship awards to those 642 students, totaling \$1,125,900.00.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 642 students, 64.33% (413 students) have graduated, 26.64% (171 students) are still enrolled, while the remaining 9.03% (58 students) are not enrolled in Fall 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 \$181,042.55 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring 2022.

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.

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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## Eligibility & Renewal Requirements

### Criteria for Eligibility

- Be a Permanent Resident of the City of Mission
- Have completed one semester (full time or part time) at STC with a cumulative GPA of 2.5 or above
- Be a US citizen or legal permanent resident
- Criteria for Renewal
  - Continues to meet the requirements above
  - Maintains enrollment in at least 2 semesters each year and completes a minimum of 12 credit hours per year (year is measured starting for the semester the scholarship was first awarded)
  - Remains in good standing with respect to financial, academic, disciplinary, and honor code matters.

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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	\$211,984.14
<b>Total Funds Received To Date</b>	<b>\$1,667,942.55</b>

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## Summary of Activity

Fiscal Year	Students	Award
<b>MEDA Funds Received</b>		<b>\$1,667,942.55</b>
2013-2014	47	\$64,200.00
2014-2015	96	\$113,000.00
2015-2016	97	\$130,000.00
2016-2017	151	\$156,800.00
2017-2018	143	\$184,600.00
2018-2019	147	\$158,000.00
2019-2020	119	\$139,800.00
2020-2021	99	\$117,300.00
2021-2022 (Fall Only)	106	\$62,200.00
<b>Disbursed</b>		<b>(\$1,125,900.00)</b>
<b>Cash Balance</b>		<b>\$542,042.55</b>
<b>Funds Designated</b>	<b>160</b>	<b>(\$361,000.00)</b>
<b>Available Balance</b>		<b>\$181,042.55</b>

  

Less Funds Designated/Set Aside for current & future semesters		
2018-2019	6 Students	(\$6,200.00)
2019-2020	13 Students	(\$13,800.00)
2020-2021	37 Students	(\$58,200.00)
2021-2022	104 Students	(\$282,800.00)
	<b>160 Students</b>	<b>(\$361,000.00)</b>

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## MEDA Scholarship Impact To Date

- 642 Mission Residents have benefited from the MEDA scholarship since the start of the program in Fall 2013
  - 413 (64.33%) students have Graduated
  - 171 (26.64%) students are Enrolled for Summer and/or Fall 2021
  - 58 (9.03%) students are not enrolled and have not yet graduated

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## MEDA Student Profile (642)

### Fall 2013 – Fall 2021

Age	Male	Female
16 to 20	23	24
21 to 25	91	119
26 to 30	53	93
31 to 35	32	53
36 to 40	18	36
41 to 45	13	26
46 to 50	10	26
51 to 55	3	11
56 to 60	3	2
61+	3	3
<b>TOTAL</b>	<b>249</b>	<b>393</b>

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## Academic Standing (642)

### Fall 2013 – Fall 2021

GPA	Male	Female
0 to 1.99	2	3
2.0 to 2.49	9	14
2.5 to 2.99	74	85
3.0 to 3.49	106	182
3.5 to 3.99	55	101
4.0	3	8
<b>TOTAL</b>	<b>249</b>	<b>393</b>

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## 2021-2022 MEDA Recipients Pursuing a Bachelor's Degree

Major	Male	Female
Organizational Leadership	4	8
Computer Information Technology	3	0
Medical & Health Services	1	0
Technology Management	1	1
Nursing	0	1
Total	9	10

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## 2021-2022 MEDA Recipients by Division

Major	Male	Female
Nursing and Allied Health	5	12
Liberal Arts	3	10
Social Sciences	6	13
Business and Technology	14	11
Math and Science	7	6
Total	35	52

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## 106 MEDA RECIPIENTS CURRENTLY ENROLLED

Currently Enrolled for Fall 2021		
	Male	Female
AA	10	20
AAS	15	16
AAT	1	8
AS	7	6
Bachelors	9	10
Certificate	2	2
Total	44	62

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## Forms of Communication

STC Scholarship website

710 KURV

STC Social Media Accounts

Telemundo 40

Texas Border Business

The Monitor

Rio Grande Guardian

Direct Mail

Mission CISD

Email

Progress Times

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## **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Contract Extension**

Approval of the following award of proposals, purchases, renewals, and contract extension will be requested at the September 28, 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. Contract Extension**

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

#### **1) Industrial Supplies, Materials, and Accessories (Award)**

Award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2021 through November 24, 2022 with two one-year options to renew, at an estimated total amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose – The Institute for Advanced Manufacturing and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories as needed for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods which are used in the required course labs.

Background – Proposals documents were advertised on August 11, 2021 and August 18, 2021 and issued to ten (10) vendors. Five (5) responses were received on August 27, 2021 and reviewed by Institute for Advanced Manufacturing, Advance Manufacturing Technology Program, and the Purchasing Department.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Advance Manufacturing Technology Program budgets for FY 2021 - 2022.

## **2) Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II (Award)**

Award the proposal for the Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$193,751.54.

**Purpose** – This Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the 2013 bond buildings. The equipment upgrade to the remaining classrooms will allow the audio visual systems in the Nursing and Allied Health Campus Building A to support digital video signals that are now standard in most new devices. This upgrade will improve faculty instruction and student success by enabling expanded use of podiums, projectors, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation to the existing building only replacement of outdated analog audio visual equipment.

**Justification and Benefit** – This project will upgrade thirteen (13) classrooms at the Nursing and Allied Health Campus Building A to the College digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instruction and student presentations. This will also aid in supporting the newly established Bachelor of Science in Nursing program by providing modern, high quality equipment for instruction, and student learning.

**Background** – Proposal documents were advertised on August 18, 2021 and August 25, 2021 and issued to nine (9) vendors. Two (2) responses were received on August 26, 2021 and reviewed by Educational Technologies, Information Technologies, and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2021 – 2022.

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

### **3) Audio Visual Equipment and Supplies (Purchase)**

Purchase audio visual equipment and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00



<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

Purpose – The purchase of audio visual equipment and supplies are requested districtwide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio visual equipment and supplies are purchased for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic Programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2021 – 2022.

#### **4) Chiller Maintenance Agreement (Purchase)**

Purchase a chiller maintenance agreement from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2021 through November 20, 2022, at an annual amount of \$51,900.00 for scheduled services and an estimated amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00.

Purpose – Facilities Operations and Maintenance is requesting to purchase the maintenance agreement for the air-cooled and water-cooled chillers districtwide.

Justification and Benefit – The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

- Quarterly Inspections – 18 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Oil Analysis
  - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
  - ⇒ Operating Controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

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

#### 5) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$80,000.00
<b>CDW Government, LLC.</b> (Vernon Hills, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>SKC Communication Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

**Purpose** – The computer components, peripherals, software, and supplies purchases are requested districtwide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

**Justification and Benefit** – The computer components, peripherals, software, and supplies are purchased districtwide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments districtwide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Information Technology Program and all departments districtwide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments district wide
- Computer Parts – Information Technology Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs districtwide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and programs budgets for FY 2021 – 2022.

#### **6) Maintenance Equipment, Parts, and Supplies (Purchase)**

Purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
- b. Crawford Electric Supply** (San Antonio, TX/Mission, TX)
- c. McCoy's Building Supply** (San Marcos, TX/Pharr, TX)

**Purpose** – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for districtwide daily work order requests as needed.

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

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

### **7) Mobile Hotspot Devices and Services (Purchase)**

Purchase mobile hotspot devices and services from **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2021 through August 31, 2022, at an estimated total amount of \$39,600.00. The monthly service subscription cost for three hundred (300) mobile hotspots is \$12.00 per device.

Purpose – Library Services is requesting to procure devices and monthly service for three hundred (300) mobile broadband hotspot devices that be utilized by Career and Technical Education (CTE) students. These devices are funded by the FY2022 Carl D. Perkins federal grant.

Justification and Benefit – The COVID-19 pandemic increased the College's reliance on online and hybrid instruction as a safe option for teaching and learning. This in turn has increased the need for students to access STC services from home. Many students do not have access to reliable internet when taking online or hybrid courses. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, students receiving a hotspot have achieved a higher-grade point average and higher pass rate.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2021 - 2022.

### **8) Parts and Supplies (Purchase)**

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), an E&I Cooperative Services approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose – On July 27, 2021, the Board of Trustees approved purchasing parts and supplies from Grainger using the TXMAS and TASB Buyboard. At this time, it is requested that the E&I Cooperative Services be added to the list of purchasing cooperatives due to the rebates that are offered with each purchase.

Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

Justification and Benefit – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cables, ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

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

### 9) Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2021 through November 27, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)
<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)	<b>Cornerstone Catering</b> (Mission, TX)
<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Siempre Natural</b> (Mission, TX)	

Purpose – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community throughout the fiscal year on an as needed basis. These vendors are utilized when the College's cafeterias are not available.

Justification – The catering services are necessary throughout the district for student activities events, professional development events, College sponsored events, and division meetings. The vendors provide sandwiches, salads, soups, pizza, variety of trays, wraps, breakfast tacos, plate lunches, pastries, desserts, and drinks.

Background – The Board awarded the contract for the catering services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 28, 2021 and ends November 27, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/28/19 – 11/27/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		11/28/20 – 11/27/21
2 <sup>nd</sup> Renewal	09/28/21		11/28/21 – 11/27/22

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

Funds for this expenditure are budgeted in the various auxiliary budgets for FY 2021 – 2022.

### 10) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning December 1, 2021 through November 30, 2022, at an estimated total amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marento, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	

Purpose – Student Activities and the Office of Public Relations and Marketing rent various types of equipment, tables, chairs, linens, and stages for various types of College events as needed.

Justification and Benefit - The rental services will be used for College sponsored events and student events districtwide.

Background – The Board awarded the contract for the equipment rental services at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins December 1, 2021 and ends November 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	12/01/19 – 11/30/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		12/01/20 – 11/30/21
2 <sup>nd</sup> Renewal	09/28/21		12/01/21 – 11/30/22

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

Funds for this expenditure are budgeted in the Student Activities and Public Relations and Marketing budgets for FY 2021 – 2022.

#### **11) Fire Suppression Systems Service (Renewal)**

Renew the fire suppression systems service contracts for the period beginning November 29, 2021 through November 28, 2022, at an estimated total amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

#	Services	Vendor	Amount
9	Hydro Test Rates	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts for the fire suppression systems service and alarm monitoring for all campuses.

Justification and Benefit – The fire suppression systems and inspections contracts require periodic inspection of the fire suppression systems at all College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable extinguishers.

Background – The Board awarded the contract for the fire suppression systems service at the October 29, 2019 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 29, 2021 and ends November 28, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/29/19 – 11/28/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/29/20 – 11/28/21
2 <sup>nd</sup> Renewal	09/28/21		11/29/21 – 11/28/22

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

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

## 12) In-Store Purchase of Materials and Supplies (Renewal)

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2021 through November 26, 2022, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>HEB Grocery, Co.</b> (McAllen, TX)	<b>Hobby Lobby Store</b> (McAllen, TX)
<b>Sam's Club</b> (McAllen, TX)	<b>Walmart</b> (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development events, College sponsored events, and division meetings.

Justification and Benefit – These items are purchased as needed for hosted events and meetings held at all College's campuses for faculty, staff, students, and the community.

Background – The Board awarded the contract for in-store purchases of materials and supplies at the October 29, 2019 Board of Trustees meeting for one year with two one-year

option annual renewals. The last renewal period begins November 27, 2021 and ends November 26, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/19	11/27/19 – 11/26/20	2 – one year options
1 <sup>st</sup> Renewal	09/22/20		11/27/20 – 11/26/21
2 <sup>nd</sup> Renewal	09/28/21		11/27/21 – 11/26/22

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

Funds for this expenditure are budgeted in the various requesting programs and departments budgets for FY 2021 – 2022.

### **13) Institutional Membership – TACC (Renewal)**

Renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$73,084.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2021 – 2022.

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

### **14) Enrollment Management System Agreement (Renewal)**

Renew the enrollment management system agreement with **EAB Global, Inc.** (Washington, DC) (New), a sole source vendor, for the period beginning November 1, 2021 through October 31, 2026, at a total amount of \$408,000.00. The total amount will be paid in five (5) annual payments.

Purpose – The Division of Student Services, Division of Academic Affairs, and the Office of Public Relations and Marketing are requesting the agreement renewal of the Starfish Early Alert System along with professional services to better serve students.

Justification and Benefit – The Starfish system enabled South Texas College to move into an integrated Early Alert system. The College will be able to provide a more personalized service and targeted interventions for students and improve the student experience. The overall goal



is to transform our current processes to be fully integrated between all departments across the College. The early alert system will allow the College to get the right intervention to the right student at the right time, which will lead to increased student retention and completion.

The College's Starfish Early Alert System has become an essential frontline communication tool used by faculty to academically connect directly with students. During this period, South Texas College faculty have sent more than 100,000 academic alerts to more than 60,000 students.

Background – On September 8, 2015, EDUCASE, with funding from the Bill & Melinda Gates Foundation and the Leona M. and Harry B. Helmsley Charitable Trust, awarded South Texas College the Integrated Planning and Advising for Student Success (iPASS) grant, South Texas College was one of twenty-four (24) institutions across the county who received up to \$225,000 in grant funding. From the iPASS(2) pool of technology vendors, consultants in technology integration and business process redesign, STC selected EAB Global, Inc. formerly known as Hobson, Inc. and purchased the Starfish Early Alert System.

iPASS is an integrative approach to student success that promotes shared ownership among students, faculty, and staff. It encompasses services that help students formulate and advance toward educational goals, including advising, counseling, progress tracking, and academic early alerts. iPASS technologies can contribute in many ways, such as by documenting and tracking students' educational plans, improving data analysis, offering self-service resources that reduce advisor workloads, and triggering interventions based on student behavior or faculty input.

With the Board's approval, South Texas College formally entered into a three (3) year contract with Hobsons on September 25, 2015. On September 25, 2018, the Board approved to renew the contract with Hobson for an additional three (3) years.

Funds for this expenditure are budgeted in the Early Alert System Technology Renewal Fund budget for FY 2021 – 2022.

#### **15) Student Enrollment Management System Agreement (Renewal)**

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2021 through September 26, 2022, at a total amount of \$52,525.00.

Purpose – The Division of Student and Enrollment Management is requesting to renew the Radius Constituent Relationship Management (CRM) agreement along with chat services.

Justification and Benefit – The College currently utilizes a Constituent Relationship Management system. This system provides the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admission through graduation.

Funds for this expenditure are budgeted in the Division of Student Affairs and Enrollment Management budget for FY 2021 – 2022.

### **C. Contract Extension**

#### **16) 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.

Purpose – To discuss the contract extension requested by Pepsico to their current five (5) year contract for vending services – beverages.

On June 25, 2019, the Board of Trustees awarded a five (5) year contract to Pepsico for vendor services – beverages beginning August 1, 2019 through July 31, 2024.

The current contract terms are as follows:

Product Donation	\$2,000 per year
Scholarship Support	\$15,000 per year
Discretionary Funding	\$35,000 per year
Vendor Commission Rates	30% - 43% for products sold

Justification and Benefit – Pepsico requested a contract extension of fourteen (14) months due to COVID-19 and the College's closure and transition to online classes. The contract end date would be changed from July 31, 2024 to September 30, 2025.

Within the existing contract, the force majeure clause provides the possibility for either party to amend the contract due to a governmental regulation or control, or acts of God. Due to the pandemic, Pepsico has asked that the College consider a modification to the existing contract.

As of September 6, 2021, the discretionary funding of \$35,000 per year for 2020 and 2021 has been received by the College.

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting the award of proposals, purchases, renewals, and contract extension as listed below:

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

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

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

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

#### **C. Contract Extension**

#### A. Award of Proposal

- 1) **Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2021 through November 24, 2022 with two one-year options to renew, at an estimated total amount of \$75,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

- 2) **Nursing and Allied Health Campus Bldg A – Analog to Digital Upgrade Phase II (Award):** award the proposal for the Nursing and Allied Health Campus Bldg A – analog to digital upgrade phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$193,751.54;

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

- 3) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$205,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>Audio Visual Aids</b> (San Antonio, TX) – Purchasing Cooperative of America (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00
<b>SKC Communications Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

- 4) **Chiller Maintenance Agreement (Purchase):** purchase a chiller maintenance agreement from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2021 through November 20, 2022, at an estimated

annual amount of \$51,900.00 for scheduled services and an estimated annual amount of \$80,000.00 for as needed repair services. The total annual amount is \$131,900.00;

- 5) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, Purchasing Cooperative of American (PCA), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$80,000.00
<b>CDW Government, LLC.</b> (Vernon Hills, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, National Cooperative Purchasing Alliance (NCPA), Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00
<b>SKC Communication Products, LLC.</b> (Shawnee Mission, KS) – E&I Cooperative Services and The Interlocal Purchasing System (TIPS)	\$20,000.00

- 6) **Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies through the Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:
- Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX)
  - Crawford Electric Supply** (San Antonio/Mission, TX)
  - McCoy's Building Supply** (San Marcos, TX/Pharr, TX)
- 7) **Mobile Hotspot Devices and Services (Purchase):** purchase mobile hotspot devices and services from **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2021 through August 31, 2022, at an estimated total amount of \$39,600.00. The monthly service subscription cost for three hundred (300) mobile hotspots is \$12.00 per device;

- 8) Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), an E&I Cooperative Services approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 9) Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2021 through November 27, 2022, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Amigos Del Valle, Inc.</b> (Edinburg, TX)	<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)
<b>Luis Magdaleno/ dba Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Chick-Fil-A Sharyland Towne Crossing</b> (Mission, TX)
<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)	<b>Cornerstone Catering</b> (Mission, TX)
<b>Pizza Hut Muy Pizzas Tejas</b> (San Antonio, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Siempre Natural</b> (Mission, TX)	

- 10) Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2021 through November 30, 2022, at an estimated total amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Briggs Equipment</b> (Pharr, TX)	<b>Marento, Inc./ dba Tejas Events and Tents</b> (McAllen, TX)
<b>Rental World</b> (McAllen, TX)	

- 11) Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2021 through November 28, 2022, at an estimated amount of \$211,587.00, which is based on prior year expenditures. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$1,202.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$16,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00

#	Services	Vendor	Amount
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$3,960.00
8	Fire Extinguishers / Inspection Rates	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

- 12) In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2021 through November 26, 2022, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>HEB Grocery, Co.</b> (McAllen, TX)	<b>Hobby Lobby Store</b> (McAllen, TX)
<b>Sam's Club</b> (McAllen, TX)	<b>Walmart</b> (Mission, TX)

- 13) Institutional Membership – TACC (Renewal):** renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at a total amount of \$73,084.00;

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

- 14) Enrollment Management System Agreement (Renewal):** renew the enrollment management system agreement with **EAB Global, Inc.** (Washington, DC) (New), a sole source vendor, for the period beginning November 1, 2021 through October 31, 2026, at a total amount of \$408,000.00. The total amount will be paid in five (5) annual payments;
- 15) Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2021 through September 26, 2022, at a total amount of \$52,525.00;

#### **C. Contract Extension**

- 16) 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, and contract extension is \$2,205,447.54.

**SOUTH TEXAS COLLEGE**  
**1. INDUSTRIAL SUPPLIES, MATERIALS, AND ACCESSORIES**  
**PROJECT NO. 21-22-1012**

<b>VENDOR</b>		American Industrial Supplies & Tool Repair, Inc.	Burton Companies	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.	Sid Tool Company/ dba MSC Industrial Supply	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
<b>ADDRESS</b>		225 N McColl Rd	529 E Highway 83	3620 E 14th St	75 Maxess Rd	943 AT&T Center Pkwy
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	Weslaco, TX 78596	Brownsville, TX 78521	Melville, NY 11747	San Antonio, TX 78219
<b>PHONE</b>		956-702-4410	956-968-3121	956-982-1350	516-812-2000	800-292-7817
<b>FAX</b>		956-702-3616	956-973-3228	956-982-1397	800-255-5067	
<b>CONTACT</b>		Ruben Diaz	Scott Vaughan	Moises Lara	Frank Escamilla	Wayne Dennis
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Discount	25%	50%	0%	15 - 25%	0%
2	Benchmark	Shelf	Burton Companies' List Price		List Price	Net price shown on website using STC Login. Prices subject to change without notice, double check website.
3	Different discounts for different categories?					Exceptions: Steel, rebar, and fabricated steel are price on application. Large stationary machinery is price on application. No further discount on sale prices.
<b>Return Policy</b>						
4	Will your company deliver to STC?	Yes	Yes	Yes	Yes	Item dependent
5	Wrong Item Sent - Your Mistake	Must be in a resealable package, no damage to box	Will issue full credit.	Will be replaced	30 days - we supply UPS Acct # for return	Notification within 30 days, no restocking fee.
6	Wrong Item Sent - Our Mistake	Must be in a resealable package, no damage to box	We will issue full credit on normally stocked items within 90 days of purchase	Non refundable	Referred to return policy on website	Notification within 30 days, restocking fee will apply
7	Defective Material	Will accept returns	We will exchange item that are declared defective within the manufacturers' warranty period	Will be replaced	Please call office	Subject to terms of manufacturer warranty
8	Duplicates	Will accept returns	We will issue full credit on any orders that are duplicated if our error	Industrial Supply are not responsible for duplicated order, STC must pay.	Please call office	Our error: no restocking charge; STC error: restocking may apply

**SOUTH TEXAS COLLEGE**  
**2. NURSING AND ALLIED HEALTH CAMPUS BLDG A -**  
**ANALOG TO DIGITAL UPGRADE PHASE - II**  
**PROJECT NO. 21-22-1011**

<b>VENDOR</b>		Audio Visual Aids	Howard Technology Solutions, a Division of Howard Industries, Inc.
<b>ADDRESS</b>		2903 N Flores St	36 Howard Dr
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78212	Ellisville, MS 39437
<b>PHONE</b>		800-422-1282	601-425-3181
<b>FAX</b>			601-399-5077
<b>CONTACT</b>		Ernest Mendez	Darlene Parker
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Nursing and Allied Health Campus Building A - Analog to Digital Upgrade Phase II (Equipment and Installation)	\$ 193,751.54	\$ 261,933.00
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 193,751.54	\$ 261,933.00
<b>TOTAL EVALUATION POINTS</b>		96.2	82.48
<b>RANKING</b>		1	2

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

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



**SOUTH TEXAS COLLEGE**  
**2. NURSING AND ALLIED HEALTH CAMPUS BLDG A -**  
**ANALOG TO DIGITAL UPGRADE PHASE - II**  
**PROJECT NO. 21-22-1011**  
**EVALUATION SUMMARY**

VENDOR		Audio Visual Aids		Howard Technology Solutions, a Division of Howard Industries, Inc.	
ADDRESS		2903 N Flores St		35 Howard Dr	
CITY/STATE/ZIP		San Antonio, TX 78212		Ellisville, MS 39436	
PHONE		800-422-1282		601-425-3181	
FAX				601-399-5077	
CONTACT		Ernest Mendez		Darlene Parker	
1	The purchase price. (up to 45 points)	45	45	33.28	33.28
		45		33.28	
		45		33.28	
		45		33.28	
		45		33.28	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.8	14	14
		15		15	
		15		15	
		15		13	
		14		13	
3	The quality of the vendor's goods or services. (up to 16 points)	16	15	16	14.8
		15		15	
		16		16	
		13		12	
		15		15	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	20	18.4	20	17.6
		19		19	
		20		20	
		15		12	
		18		17	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	2.8
		3		3	
		3		3	
		3		3	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		96.2		82.48	
RANKING		1		2	

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

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

**SOUTH TEXAS COLLEGE**  
**2. PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**100**

**Definitions of evaluation terms:**

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

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

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

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

**SOUTH TEXAS COLLEGE**  
**3. AUDIO VISUAL EQUIPMENT AND SUPPLIES**

<b>NAME</b>			Audio Visual Aids		B & H Foto & Electronics, Corp./ dba B&H Photo Video		Howard Technology Solutions		SKC Communications Products, LLC.	
<b>ADDRESS</b>			2903 N Flores St		420 9th Ave		36 Howard Dr		8320 Hedge Ln Terrance	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78212		New York, NY 10001		Ellisville, MS 39437		Shawnee Mission, KS 66227	
<b>PHONE</b>			800-422-1282		800-947-8003		800-912-3151		800-882-7779	
<b>FAX</b>			800-854-8140		800-743-0895		601-399-5835		800-454-4752	
<b>CONTACT</b>			Ron George		Robert Meskin		Krystal Avery		Diego Gentile	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Audio Visual Equipment and Supplies Period: 9/1/21 - 8/31/22	\$ 70,000.00	\$ 70,000.00	\$ 75,000.00	\$ 75,000.00	\$ 40,000.00	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00
<b>TOTAL AMOUNT</b>			\$ 70,000.00		\$ 75,000.00		\$ 40,000.00		\$ 20,000.00	

**SOUTH TEXAS COLLEGE**  
**4. CHILLER MAINTENANCE AGREEMENT**

<b>NAME</b>			Johnson Controls, Inc.	
<b>ADDRESS</b>			5757 N Green Bay Ave	
<b>CITY/STATE/ZIP</b>			Milwaukee, WI 53202	
<b>SERVICE ADDRESS</b>			2209 N Padre Island Dr Corpus Christi, TX	
<b>PHONE</b>			866-839-8477	
<b>FAX</b>			866-839-8472	
<b>CONTACT</b>			Andrew Pergande	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Annual Maintenance Scheduled Services Period: 11/21/21 - 11/20/22	\$ 51,900.00	\$ 51,900.00
2	1	Estimated Repair Services Period: 11/21/21 - 11/20/22	\$ 80,000.00	\$ 80,000.00
<b>TOTAL AMOUNT</b>			\$ 131,900.00	

**SOUTH TEXAS COLLEGE**  
**5. COMPUTER COMPONENTS, PERIPHERALS, SOFTWARE, AND SUPPLIES**

NAME			B&H Foto & Electronics, Corp/ dba B&H Photo Video		CDW Government, LLC.		Dell Marketing, LP.		Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)		SHI Government Solutions		SKC Communication Products, LLC.	
ADDRESS			420 9th Ave		230 N Milwaukee Ave		P O Box 676021		131 E Pecan Blvd		1301 S Mo-Pac Expway		8320 Hedge Ln Terrance	
CITY/STATE/ZIP			New York, NY 10001		Vernon Hills, IL 60061		Dallas, TX 75267		McAllen, TX 78501		Austin, TX 78746		Shawnee Mission, KS 66227	
PHONE			800-947-8003		877-708-8009		512-647-6341		956-631-2321		888-764-8888		800-882-7779	
FAX			800-743-0895		312-705-8262		512-283-0352		956-631-4696		512-732-0232		800-454-4752	
CONTACT			Robert Meskin		Michael Swartz		Dennis Bradandt		Daniel Reyna		Victoria Pubylski		Diego Gentile	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Computer Components, Peripherals, Software, and Supplies Period: 9/1/21 - 8/31/22	\$ 80,000.00	\$ 80,000.00	\$ 50,000.00	\$ 50,000.00	\$ 45,000.00	\$ 45,000.00	\$ 80,000.00	\$ 80,000.00	\$ 75,000.00	\$ 75,000.00	\$ 20,000.00	\$ 20,000.00
TOTAL AMOUNT			\$ 80,000.00		\$ 50,000.00		\$ 45,000.00		\$ 80,000.00		\$ 75,000.00		\$ 20,000.00	

**SOUTH TEXAS COLLEGE**  
**6. MAINTENANCE EQUIPMENT, PARTS, AND SUPPLIES**

<b>NAME</b>			Carrier Enterprise, LLC.		Crawford Electric Supply		McCoy's Building Supply	
<b>ADDRESS</b>			16230 Port Northwest		343 N Weidner Rd		1350 IH 35 North	
<b>CITY/STATE/ZIP</b>			Houston, TX 77041		San Antonio, TX 78233		San Marcos, TX 78667	
<b>LOCAL ADDRESS</b>			3000 N Hibiscus Pharr, TX		1105 Bus Park Dr Mission, TX		1120 W US Hwy 83 Pharr, TX	
<b>PHONE</b>			512-748-1631		210-805-9898		512-395-6644	
<b>CONTACT</b>			Leon Tates		Nathan Lutz		Tina McArthur	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Maintenance Equipment, Parts, and Supplies Period: 9/1/21 - 8/31/22	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL AMOUNT</b>			\$ 20,000.00		\$ 50,000.00		\$ 30,000.00	

**SOUTH TEXAS COLLEGE**  
**7. MOBILE HOTSPOT DEVICES AND SERVICES**

<b>NAME</b>			AT&T Mobility, LLC.	
<b>ADDRESS</b>			P O Box 6463	
<b>CITY/STATE/ZIP</b>			Carol Stream, IL 60197	
<b>PHONE</b>			956-605-4849	
<b>CONTACT</b>			Hector Orellana	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	300	Mobile Hotspot Services for Students Monthly Amount: \$12.00 per device Period: 10/1/21 - 8/31/22	\$ 132.00	\$ 39,600.00
<b>TOTAL AMOUNT</b>			\$ 39,600.00	

**SOUTH TEXAS COLLEGE**  
**8. PARTS AND SUPPLIES**

<b>NAME</b>			W.W. Grainger, Inc./ dba Grainger	
<b>ADDRESS</b>			7950 Research Blvd	
<b>CITY/STATE/ZIP</b>			Austin, TX 78758	
<b>LOCAL ADDRESS</b>			921 E Pecan Blvd McAllen, TX	
<b>PHONE</b>			800-472-4643	
<b>CONTACT</b>			Robert Garcia	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Parts and Supplies Period: 9/1/21 - 8/31/22	\$ 100,000.00	\$ 100,000.00
<b>TOTAL AMOUNT</b>			\$ 100,000.00	





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Amigos Del Valle, Inc.  
Attn: Mr. Alejandro Guerra  
4138 Crosspoint Blvd  
Edinburg, TX 78539

Dear Mr. Guerra:

On October 29, 2019, South Texas College awarded a contract to Amigos Del Valle, Inc. for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022 which includes a 5% escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Atencion Selecta, LLC./ dba Teresita's at Los Lagos  
Attn: Mr. Rodolfo Sanchez-Rendon  
2719 Leslie St  
Edinburg, TX 78539

Dear Mr. Sanchez-Rendon:

On October 29, 2019, South Texas College awarded a contract to Atencion Selecta, LLC./ dba Teresita's at Los Lagos for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Becky Cavazos", written over a horizontal line.

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Chick-Fil-A 27<sup>th</sup> & Nolana  
Attn: Mr. Luis Magdaleno  
2709 W Nolana  
McAllen, TX 78504

Dear Mr. Magdaleno:

On October 29, 2019, South Texas College awarded a contract to Chick-Fil-A 27<sup>th</sup> & Nolana for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Becky Cavazos", written over a horizontal line.

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Chick-Fil-A Sharyland Towne Crossing  
 Attn: Ms. Jennifer L. Venecia  
 2501 E US Expway 83  
 Mission, TX 78572

Dear Ms. Venecia:

On October 29, 2019, South Texas College awarded a contract to Chick-Fil-A Sharyland Towne Crossing for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022 which includes a 6% escalation.

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Coastal Deli, Inc./ dba Jason's Deli  
 Attn: Mr. Merle E. Huston III  
 6000 S Staples Ste 300  
 Corpus Christi, TX 78413

Dear Mr. Huston:

On October 29, 2019, South Texas College awarded a contract to Coastal Deli, Inc./ dba Jason's Deli for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022.

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Cornerstone Catering  
 Attn: Mr. Roberto Ravelo  
 4406 Santa Fabiola  
 Mission, TX 78572

Dear Mr. Ravelo:

On October 29, 2019, South Texas College awarded a contract to Cornerstone Catering for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022 which includes a 5% escalation.

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Pizza Hut Muy Pizzas Tejas  
Attn: Mr. Rico Flores  
17890 Blanco Rd Ste 401  
San Antonio, TX 78232

Dear Mr. Flores:

On October 29, 2019, South Texas College awarded a contract to Pizza Hut Muy Pizzas Tejas for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022.

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

Sincerely,

A handwritten signature in blue ink that reads "Becky Cavazos".

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department  
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Pizza Properties, Inc./ dba Peter Piper Pizza  
Attn: Ms. Polly H. Vaughn  
4445 N Mesa Ste 100  
El Paso, TX 79902

Dear Ms. Vaughn:

On October 29, 2019, South Texas College awarded a contract to Pizza Properties, Inc./ dba Peter Piper Pizza for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022 which includes a 3% escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Siempre Natural  
 Attn: Mr. Paul Gonzalez  
 2310 E Expway 83 Ste 1  
 Mission, TX 78572

Dear Mr. Gonzalez:

On October 29, 2019, South Texas College awarded a contract to Siempre Natural for Catering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 28, 2021 through November 27, 2022.

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

Renewal of contract accepted through November 27, 2022 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 6, 2021

Briggs Equipment  
Attn: Mike Gonzalez  
1213 W Expway 83  
Pharr, TX 78577

Dear Mr. Gonzalez:

On October 29, 2019, South Texas College awarded a contract to Briggs Equipment for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 1, 2021 through November 30, 2022 which includes a 3% third year escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



**Purchasing Department  
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 6, 2021

Marento, Inc./ dba Tejas Events and Tents  
Attn: Mark Archer  
1212 N 23<sup>rd</sup> St  
McAllen, TX 78501

Dear Mr. Archer:

On October 29, 2019, South Texas College awarded a contract to Marento, Inc./ dba Tejas Events and Tents for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 1, 2021 through November 30, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 6, 2021

Rental World  
Attn: Bryan Wolf  
1020 E Business Hwy 83  
McAllen, TX 78501

Dear Mr. Wolf:

On October 29, 2019, South Texas College awarded a contract to Rental World for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 1, 2021 through November 30, 2022 which includes a 5% third year escalation.

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

Sincerely,

A handwritten signature in blue ink that reads "Becky Cavazos".

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



**Purchasing Department  
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Strongline Security & Fire  
Attn: Mr. Luis A Grimaldo  
3701 Jesenia St  
San Juan, TX 78589

Dear Mr. Grimaldo:

On October 29, 2019, South Texas College awarded a contract to Strongline Security & Fire for Fire Suppression Systems Service. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 29, 2021 through November 28, 2022 which includes the following services:

- Fire Alarm Panels
- Fire Alarm Repairs

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

1<sup>st</sup> FP McAllen, LLC.  
 Attn: Mr. Pete Desmond  
 2053 Industrial Dr  
 McAllen, TX 78504

Dear Mr. Desmond:

On October 29, 2019, South Texas College awarded a contract to 1<sup>st</sup> FP McAllen, LLC. for Fire Suppression Systems Service. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 29, 2021 through November 28, 2022 which includes the following services:

Kitchen Hoods	Kitchen Hoods Repairs
Fire Sprinklers Inspections	Fire Sprinklers Repairs
Clean Agent Fire Suppression System Inspection	

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

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

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

El Fire & Safety, Inc.  
 Attn: Mr. Fernando Rodriguez  
 3505 San Eugenio  
 Mission, TX 78572

Dear Mr. Rodriguez:

On October 29, 2019, South Texas College awarded a contract to El Fire & Safety, Inc. for Fire Suppression Systems Service. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 29, 2021 through November 28, 2022 which includes the following services:

- Fire Extinguishers / Inspection Rates
- Hydro Test Rates
- Recharge Rates

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

Sincerely,

Rebecca R. Cavazos  
 Director of Purchasing

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

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

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

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





**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

HEB Grocery, Co.  
Attn: Mr. Jorge I. Ramirez  
3601 W Pecan Blvd  
McAllen, TX 78501

Dear Mr. Ramirez:

On November 26, 2019, South Texas College awarded a contract to HEB Grocery, Co. for In-Store Purchase of Materials, Supplies and Miscellaneous Items. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 27, 2021 through November 26, 2022.

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

Sincerely,

A handwritten signature in blue ink that reads "Becky Cavazos".

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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





**Purchasing Department  
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Hobby Lobby Store  
Attn: Ms. Jessica Torres  
3300 N Expway 83  
McAllen, TX 78501

Dear Mr. Torres:

On November 26, 2019, South Texas College awarded a contract to Hobby Lobby Store for In-Store Purchase of Materials, Supplies and Miscellaneous Items. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 27, 2021 through November 26, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Sam's Club  
Attn: Mr. Carlos Garcia  
1400 E Jackson  
McAllen, TX 78503

Dear Mr. Garcia:

On November 26, 2019, South Texas College awarded a contract to Sam's Club for In-Store Purchase of Materials, Supplies and Miscellaneous Items. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 27, 2021 through November 26, 2022.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



**Purchasing Department**  
**Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

September 14, 2021

Walmart  
Attn: Mr. Juan Pena, Jr.  
2410 E Expway 83  
Mission, TX 78572

Dear Mr. Pena:

On November 26, 2019, South Texas College awarded a contract to Walmart for In-Store Purchase of Materials, Supplies and Miscellaneous Items. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 27, 2021 through November 26, 2022.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Becky Cavazos", is written over a horizontal line.

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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

**SOUTH TEXAS COLLEGE**  
**13. INSTITUTIONAL MEMBERSHIP - TACC**

<b>NAME</b>			Texas Association of Community Colleges (TACC)	
<b>ADDRESS</b>			1304 San Antonio Ste 201	
<b>CITY/STATE/ZIP</b>			Austin, TX 78701	
<b>PHONE</b>			512-476-2572	
<b>FAX</b>			512-476-0262	
<b>CONTACT</b>			Jacob Fraire	
#	Qty	Description	Unit Price	Extension
1	1	Association Membership Dues Period: 9/1/21 - 8/31/22	\$ 70,584.00	\$ 70,584.00
2	1	Mathematics Pathways	\$ 2,500.00	\$ 2,500.00
<b>TOTAL AMOUNT</b>			\$ 73,084.00	



**SOUTH TEXAS COLLEGE**  
**14. ENROLLMENT MANAGEMENT SYSTEM AGREEMENT**

<b>NAME</b>			EAB Global, Inc.	
<b>ADDRESS</b>			2445 M St NW	
<b>CITY/STATE/ZIP</b>			Washington, DC 20037	
<b>PHONE</b>			513-924-3296	
<b>CONTACT</b>			Kelly Casperson	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
<b>Starfish Student Communications and Starfish Essentials</b>				
<b>Term: 60 months</b>				
1	1	Year 1: Product and Services Period 11/1/21 - 10/31/22	\$ 77,500.00	\$ 77,500.00
2	1	Year 2: Product and Services Period 11/1/22 - 10/31/23	\$ 79,500.00	\$ 79,500.00
3	1	Year 3: Product and Services Period 11/1/23 - 10/31/24	\$ 81,750.00	\$ 81,750.00
4	1	Year 4: Product and Services Period 11/1/24 - 10/31/25	\$ 83,500.00	\$ 83,500.00
5	1	Year 1: Product and Services Period 11/1/25 - 10/31/26	\$ 85,750.00	\$ 85,750.00
<b>TOTAL AMOUNT</b>			\$ 408,000.00	

**SOUTH TEXAS COLLEGE**

**15. STUDENT ENROLLMENT MANAGEMENT SYSTEM AGREEMENT**

<b>NAME</b>			Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)	
<b>ADDRESS</b>			5201 Congress Ave	
<b>CITY/STATE/ZIP</b>			Boca Raton, FL 33487	
<b>PHONE</b>			415-999-3592	
<b>FAX</b>			561-999-0096	
<b>CONTACT</b>			Tiffany Armer	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Chat Services and Radius by Campus Management CRM and Application Period: 9/27/21 - 9/26/22	\$ 52,525.00	\$ 52,525.00
<b>TOTAL AMOUNT</b>			\$	52,525.00

# **NO BACKUP FOR**

## **16. Vending Services - Beverages (Contract Extension)**

## **Discussion and Action as Necessary on Lease/Rental Procurement of District-Wide Copiers**

Approval on lease/rental procurement of district-wide copiers will be requested at the September 24, 2021 Board meeting.

**Purpose** – The Board of Trustees requested that the Purchasing Department solicit proposals for district-wide copier leases/rentals. A solicitation was completed and an award was approved on August 25, 2020. The awarded vendor was not able to fulfill their proposal and withdrew their offer due to the copiers required by the College being fewer in number, which affected their price proposal. Prior to this solicitation of proposals, the College utilized the Texas Department of Information Resources (DIR) Cooperative Contracts for all copier leases/rentals.

**Justification** – The College departments utilize copiers for their day-to-day operations. Most of the copiers' leases/rentals contracts with Texas DIR have expired, however, Texas DIR has allowed the services to continue on a month-to-month option.

**Background** – The College currently has ninety-six (96) copiers throughout the district, which were procured through the Texas Department of Information Resources (DIR) and/or a purchasing cooperative copier lease/rental program. Of those copiers, the term of the lease/rental has expired for seventy-nine (79) and they are currently on a month-to-month option. Seventeen (17) remaining copiers are currently under a lease/rental term arrangement with Texas DIR and are set to expire within the next six (6) to twelve (12) months.

The current annual copier lease expense is approximately \$299,800.00, which is subject to change as copiers are removed or new placements are received.

Two (2) options are available for the procurement of copiers throughout the College district as follows:

1. Request for Proposals - Solicitation takes approximately three to four months and Board action therefore could be completed at the earliest on December 14, 2021.
2. Texas DIR Cooperative Contracts - The lease/rental utilizing the Texas Department of Information Resources (DIR) approved vendors is available with a delivery time frame of thirty (30) days.

The key pros and cons for both options are as follows:

### **1. Request for Proposals**

Pros of RFP Process:		Cons of RFP Process:
A	Gather all the relevant information tailored to the College's needs	Most vendors finance their purchase of the copiers to be leased through third-party or manufacturer-owned finance companies and require that the College



Pros of RFP Process:		Cons of RFP Process:
		remit lease payments directly to the finance company. Consequently, there are third-party contract(s) that need to be reviewed and signed, and the resulting structure may prejudice the College's interests if the finance company refuses to allow the College to withhold payments even if the vendor/lessor is in default of its service obligations.
B	Adheres to the College's procurement guidelines	The RFP process takes between three to four months to complete
C	Notify multiple vendors about our needs, which creates a competitive environment	The RFP development process is labor and resource-intensive, needing to involve departments campus-wide related to copier usage history
D	Allows the College to determine the lease/rental term per unit such as 36, 48, or 60 months	The number of copiers will change as the department needs change
E		The number of copies per month are set up for the entire College and not per machine
F		If the College or Vendor requires that all new copiers have the same start date, the College would have to buy out all current remaining leases, which is 17 of the 96 copiers with varying expiration dates; this would result in a substantial additional up-front fee for the College
G		Other unsolved issues would require legal counsel involvement resulting in added costs

## 2. Texas DIR Cooperative Contracts

Texas DIR Pros:		Texas DIR Cons:
A	Texas DIR has already completed the competitive RFP process for state and local government entities. The master lease agreement is between the vendor and Texas DIR and no additional agreements are necessary for the College with any financing company.	The College is not directly involved in the Texas DIR procurement process but other state and local government entities provide input.
B	Price to be paid for each copier has already been negotiated by Texas DIR. The College simply chooses the copier that best meets the needs of the	

Texas DIR Pros:		Texas DIR Cons:
	individual departments and proceeds with requesting a vendor quote.	
C	Local vendors are accessible through Texas DIR	
D	Adheres to the College's policy procurement requirements	
E	Most commonly-used method of procurement by Texas colleges for copiers	
F	Gives the College flexibility to choose the lease/rental term for each copier: 36, 48, or 60 months	
G	Choice of allowances (number of copies per copier per month) which helps meet the needs of every individual department	
H	There are no third-party contracts that need to be reviewed and signed	
I	All the preliminary research and due diligence has already been completed	
J	If issues come up with vendors and the College is having difficulty resolving the matter, Texas DIR is our advocate and will work on our behalf (at no cost to us) to make sure the issues are resolved in a timely manner.	

College staff recommends continuing contracting with Texas DIR for the lease/rental procurement of district-wide copiers.

Reviewers – The lease/rental procurement of district-wide copiers have been reviewed by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2021 – 2022.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and 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 lease/rental procurement of district-wide copiers at the September 28, 2021 Board meeting.

**Review and Action as Necessary for Assignment of Current Contract for Bank  
Depository Services from BBVA to PNC Bank**

Approval of assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, will be requested at the September 28, 2021 Board meeting.

Purpose – The current bank depository services contract with BBVA will expire on January 31, 2023 and approval is needed to accept the assignment of the current bank depository services contract to PNC Bank, which acquired BBVA on June 1, 2021.

Justification – A continuation of the current bank depository services contract for the College is essential for safekeeping of College funds, maintaining a check issuing system and providing electronic payments to students, employees, and vendors, and for funds received by the College.

Background – On October 27, 2021, the Board of Trustees awarded the bank depository services contract to BBVA for a period beginning February 1, 2021 through January 31, 2023, with three two-year options to renew.

The College was notified that effective June 1, 2021, PNC Bank acquired BBVA.

The conversion of accounts, products, and services to PNC is anticipated for October 2021. PNC will be issuing communication to customers on what to anticipate as the two banks integrate as PNC.

Reviewers – Notification was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and 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 and Human Resources committee recommend for Board approval at the September 28, 2021 Board meeting, the assignment of current contract for bank depository services from BBVA to PNC Bank, for the period ending January 31, 2023, as presented.

### **Review and Recommend Action to Revise Policy #4520: Compensation for Overtime**

Approval to revise Policy #4520: Compensation for Overtime will be requested at the September 28, 2021 Board meeting.

Purpose – The proposed revisions to the policy are necessary improve overtime process efficiency by including a President designee.

Justification – The request for the revisions to the policy are necessary to allow the President to delegate additional authority to other designees, including Vice Presidents, to expedite the process while maintaining strong internal controls.

Background – South Texas College adopted Policy # 4520: Compensation for Overtime on November 9, 1995 and amended the Policy on September 15, 2004.

Key revisions are as follows:

1. Authorize the President to designate the approval of overtime to other College personnel, including the Vice Presidents.
2. A monthly overtime report provided to the President by the Business Office.

Reviewers – The revised policies have been reviewed by administrative staff and Vice Presidents

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

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

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, to revise Policy #4520: Compensation for Overtime, as presented and which supersedes any previously adopted Board policy.

# MANUAL OF POLICY

**Title Compensation for Overtime 4520**

**Legal Authority Approval of the Board of Trustees Page 1 of 2**

**Date Approved by Board As Amended by Board Minute Order dated September 28, 2021**

## **I. Purpose**

South Texas College provides overtime compensation to employees in accordance with the Fair Labor Standards Act and State of Texas statutes.

## **II. Policy**

Employees subject to FLSA are entitled to compensation for any hours worked in excess of 40 in one week in one of the following ways:

- Allowing, with supervisor approval, or requiring the employee to take compensatory time off at the rate of 1.5 hours for each hour over 40 worked during the work week, ~~or~~. Employees should be scheduled to take time off for accumulated compensatory time within the work week and no later than the following week, or
- When granting compensatory time off is not practical, the employee will receive 1.5 times the normal rate of pay for each hour worked over 40 during the week

Requests for overtime work for non-exempt employees may only be authorized by the appropriate supervisor with approval of the President or the President's Designee(s). Exceptions may be granted in emergency situations. All overtime worked must be properly authorized including hours to be worked and an explanation of the reason for the overtime. A report on overtime hours worked by employee will be provided to the President by the Business Office on a monthly basis. Employees working unauthorized hours may be subject to disciplinary action.

~~The work week begins Sunday at midnight. An employee with authorized compensation time must take time off within the work week and no later than the following week.~~

As used in this policy and College procedures, the following definitions apply:

Compensatory Time Off: hours during which an employee is not working, which are not counted as hours worked during an applicable workweek or other work period for purposes of overtime compensation and for which the employee is compensated at his/her regular rate.

Overtime: working hours in excess of the regularly scheduled 40 hours workweek, for which an employee is compensated at one and one-half times his/her regular rate.

Employees Subject to FLSA: A non-exempt employee who is subject to the overtime provisions of the Fair Labor Standards Act of 1938, 29 U.S.C. Secs. 201, et seq. (FLSA) is entitled to compensation for overtime.

South

## **III. Definitions**

N/A

## MANUAL OF POLICY

**Title**                                      **Compensation for Overtime**                                      **4520**

**Legal Authority**                      **Approval of the Board of Trustees**                                      **Page 2 of 2**

**Date Approved by Board**      **As Amended by Board Minute Order dated September 28, 2021**

### IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	September 15, 2004 September 28, 2021

### **Review and Recommend Action to Revise Policy #5320: Preparation and Processing Of Budget Changes**

Approval to revise Policy #5320: Preparation and Processing Of Budget Changes will be requested at the September 28, 2021 Board meeting.

Purpose – The proposed revisions to the policy are necessary to improve budget change efficiency by increasing the approval limits required by the President, Vice President, and Financial Manager for Unrestricted, Auxiliary, Restricted, and Plant Fund changes.

Justification – The request for the revisions to the policy are necessary to allow the President to delegate additional authority to other designees, including Vice Presidents, to expedite the process while maintaining strong internal controls.

Background – South Texas College adopted both Policy #5320: Preparation and Processing Of Budget Changes on November 9, 1995.

Key revisions are as follows:

1. Authorize the President to designate higher dollar amount levels of approval of Budget Changes to Vice Presidents.
2. President approval requirement will increase from \$5,000 and over to \$25,000 and over for Unrestricted, Auxiliary, and Restricted Fund changes.
3. President approval requirement will increase from \$10,000 and over to \$50,000 and over for Plant Fund construction budget changes.
4. Vice President and Financial Manager approval requirement will increase from under \$5,000 to under \$25,000 for Unrestricted, Auxiliary, and Restricted Fund changes.
5. Vice President and Financial Manager approval requirement will increase from under \$10,000 to under \$50,000 for Plant Fund construction budget changes.
6. A monthly budget transfer report provided to the President by the Business Office.

Reviewers – The revised policies have been reviewed by administrative staff and the Vice President for Finance and Administrative Services.

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

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

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, to revise Policy #5320: Preparation and Processing Of Budget Changes, as presented and which supersedes any previously adopted Board policy.



## MANUAL OF POLICY

<b>Title</b>	<b>Preparation and Processing Of Budget Changes</b>	<b>5320</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 28, 2021</b>	

### I. Purpose

Changes to the approved Operating Budget are processed through established procedures and approval requirements. The budget approved by the Board of Trustees at the beginning of each fiscal year is the operating document for all College activities for that year.

### II. Policy

#### Approval Levels for Budget Changes are as follows:

- A. Board and President approval is required for:
  - 1. Increases or decreases in total budgeted revenues and expenditures except restricted, auxiliary, and agency funds; or
  - 2. Increases or decreases to the number of authorized positions;
  - 3. Increases or decreases between fund types.
- B. President and Vice-President for Finance and Administrative Services approval is required for:
  - 1. Increases or decreases to the Benefits budget.
  - 2. Decreases to capital budget for use of other than intended purpose.
- C. President, Vice-President, and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of ~~\$5,000~~ \$25,000 and over within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of ~~\$10,000~~ \$50,000 and over within Plant Funds construction budgets.
- D. Vice President and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of less than ~~\$5,000~~ \$25,000 within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of less than ~~\$10,000~~ \$50,000 within Plant Funds construction budgets.
- E. Vice-President for Finance and Administrative Services or Comptroller approval is required for budget changes resulting in:
  - 1. Reallocations due to regular maintenance of the General Ledger.

## MANUAL OF POLICY

**Title** Preparation and Processing Of Budget Changes **5320**  
**Legal Authority** Approval of the Board of Trustees **Page 2 of 2**  
**Date Approved by Board** Board Minute Order dated November 9, 1995  
**As Amended by Board Minute Order dated September 28, 2021**

### Monthly Reporting

A. A report on all budget transfers will be provided to the President by the Business Office on a monthly basis.

### III. Definitions

N/A

### IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	August 16, 2001 October 27, 2016 September 28, 2021

### **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 US Department of Education (DOE) 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 expand 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 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, 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 Awards of May 19, 2022.

On August 5, 2021, the College initiated a no-cost extension request for the HEERF Institutional Award to the Department of Education (DOE). The NCE request indicated that remaining funds from the preliminary estimate would be used for other allowable expenses, such as air filters and student emergency awards.

On August 30, 2021, the DOE provided a response indicating the no-cost extension may only be requested 90 days prior to end of the grant. Based on the award period for the HEERF II and HEERF III Institutional Funds, the earliest the College may submit a request for the no-cost extension is February 19, 2022. The College will submit the no-cost extension after February 19, 2022, if institutional funds are available for this purpose.

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

### **Review and Recommend Action to Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 will be requested at the September 28, 2021 Board meeting.

Purpose – To use HEERF Institutional Funds to discharge student debt for Summer Sessions 2020, as allowed by the Department of Education guidance and to offer students the opportunity to eliminate their debt burden.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used to reimburse sources of lost revenue including unpaid student accounts. If approved for this use, student unpaid delinquent account balances for the Summer 2020 term will be discharged with HEERF Institutional Funds. As a result, approximately 508 students with a total of \$198,457 in debt will be not expected to pay this outstanding debt in the future. In addition, collection fees of approximately \$2,092 associated with this debt will be funded with the College Auxiliary Fund.

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

As of August 24, 2021, the proposed estimated student debt that would be discharged from Summer Sessions 2020 is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Summer 2020	508	\$198,457
<b>Total</b>	<b>508</b>	<b>\$198,457</b>

Reviewers – The President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds for Summer Sessions 2020.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Summer Sessions 2020 as presented.

**Review and Recommend Action to Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021**

Approval to use Higher Education Emergency Relief Fund (HEERF) Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021 will be requested at the September 28, 2021 Board meeting.

Purpose – To use HEERF Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021, as allowed by the Department of Education guidance and to offer students the opportunity to eliminate their debt burden.

Justification – Guidance provided by the Department of Education states that the HEERF Institutional Funds may be used to reimburse sources of lost revenue including unpaid student accounts. If approved for this use, student unpaid delinquent account balances for the Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021, terms will be discharged with HEERF Institutional Funds. As a result, approximately 1,147 students with a total of \$605,480 in debt will be not expected to pay this outstanding debt in the future. In addition, the debt will not be referred to a collection agency as per Board Policy #5537: Collection of Delinquent Accounts.

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

On June 22, 2021, the Board of Trustees approved the discharge of student debt in the amount of \$1,009,841 and \$920,718 for the Fall Semester 2020 and Spring Semester 2021, respectively.

As of September 9, 2021, 367 additional students' debt in the amount of \$1,873 and \$292,490 is outstanding for the Fall Semester 2020 and Spring Semester 2021, respectively. In addition, students' debt in the amount of \$311,117 is outstanding for the Summer Sessions 2021.

As of August 24, 2021, the proposed estimated student debt that would be discharged is as follows:

<b>Term</b>	<b>Number of Students</b>	<b>Proposed Discharged Student Debt (Estimated)</b>
Fall 2020 (additional)	3	\$1,873
Spring 2021(additional)	364	292,490
Summer 2021	780	311,117
<b>Total</b>	<b>1,147</b>	<b>\$605,480</b>

Reviewers – The President and the Vice Presidents reviewed the proposal to discharge student debt with HEERF Institutional Funds for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, to use HEERF Institutional Funds to discharge student debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021 as presented.

**Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)**

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) will be requested at the September 28, 2021 Board Meeting.

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

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

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

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

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

On April 27, 2021, the Interim President presented the FY 2020-2021 Quarter 1 and Quarter 2 reports.

The College President is now presenting the FY 2020-2021 Annual Report.

The Annual Report (September 2020-August 2021) includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking," which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

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

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

Enclosed documents – The South Texas College's CEO's SB212 Annual Report (September 2020 - August 2021) follows in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services and Title IX Coordinator, will be present at the Committee Meeting to address any questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 28, 2021 Board meeting, the acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 - 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents under Texas Education Code Section 51.253(c) as presented.





## Office of the President

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### **South Texas College SB212 Annual Report, 2020-2021 (commencing September 1, 2020 through August 31, 2021)**

**TO:** South Texas College Board of Trustees  
**FROM:** Dr. Ricardo Solis, Ph.D., South Texas College President  
**DATE:** September 28, 2021  
**RE:** President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2020-2021 academic year, commencing September 1, 2020 and through August 31, 2021. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.southtexascollege.edu/about/notices/title-ix.html>.

**Note:** Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

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<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

## **Appendix A**

### **Summary Data Report 2020-2021 Academic Year**

(commencing September 1, 2020 through August 31, 2021)

**Texas Education Code, Section 51.252 Table**

<b>Number of reports received under Section 51.252</b>	<b>8</b>
Number of confidential reports <sup>2</sup> under Section 51.252	<b>0</b>
Number of investigations conducted under Section 51.252	<b>4</b>
Disposition <sup>3</sup> of any disciplinary processes for reports under Section 51.252:	<b>0</b>
a. Concluded, No Finding of Policy Violation	<b>0</b>
b. Concluded, with Employee Disciplinary Sanction	<b>0</b>
c. Concluded, with Student Disciplinary Sanction	<b>0</b>
d. <b>SUBTOTAL</b>	<b>0</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	<b>8</b>

**Texas Education Code, Section 51.255 Table**

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

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<sup>2</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>3</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.