

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, November 9, 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 September 14, 2021 Finance, Audit, and Human Resources Committee Minutes 1-26
- II. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals 27-53
- III. Update on Portable Air Purifiers54
- IV. Review and Recommend Action to Revise Policy #4152: Documentation of Official Transcripts for All Employees 55-56
- V. Review and Recommend Action to Revise Purchasing Policies..... 57-64
 - a. Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
 - b. Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
 - c. Policy #5226: Contracts
- VI. Review and Recommend Action on Annual Investment Report for FY 2020 – 2021 65-67
- VII. Review and Discussion of Internal Audit Report in the Area of Teacher Retirement System of Texas (TRS) 68-76

**Approval of October 19, 2021 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 19, 2021 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
NAH West & Simulation Center, Building B
Conference Room 3.203 (3rd Floor)
Nursing and Allied Health Campus, McAllen, Texas
Tuesday, October 19, 2021 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, October 19, 2021 in the Building B Conference Room 3.203 at the Nursitn & Allied Health Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Rene Guajardo presiding.

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

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

Members absent: Mrs. Victoria Cantú and Mr. Gary Gurwitz

Also present: Dr. Ricardo J. Solis, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Mary Elizondo, Mrs. Rebecca Cavazos, Dr. Sylvia Flores, Mr. Richard Longoria, Ms. Myriam Lopez, Mr. Jose Guerero, Mr. Juan M. Galvan, Ms. Melanie Espinoza, Mrs. Gardenia Perez, and Ms. Stephanie Hinojosa.

**Approval of September 14, 2021 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance, Audit, and Human Resources Committee Meeting of September 14, 2021 were approved as written. The motion carried.

**Review and Discussion of the Issuance of South Texas College District,
Limited Tax Refunding Bonds, Taxable Series 2021**

On August 24, 2021, the Board approved the College and Estrada Hinojosa & Company, the College's Financial Advisor, to compile proposed bond refunding parameters.

On August 24, 2021, the Board of Trustees authorized Resolution 2021-005 Authorizing the Issuance of South Texas College Limited Tax Refunding Bonds, Taxable Series 2021;

Delegating the Authority to Certain College Officials to Execute Certain Documents Related to the Sale of the Bonds; Entering into a Bond Purchase Agreement, an Escrow Agreement, and a Paying Agent/Registrar Agreement; Approving an Official Statement for Use in the Marketing of the Bonds; and Authorizing and Approving Other Matters Related Thereto as presented.

Moody's Investor Services and S & P Global affirmed the ratings of "Aa2" and "AA", respectively, to the Refunding Bonds, Taxable Series 2021.

The College's Financial Advisor, Estrada Hinojosa & Company, was present on the issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.

Estrada Hinojosa & Company served as Financial Advisor. The Perez Law Firm, PLLC, served as Bond Counsel. Underwriters were UBS and Wells Fargo Corporate and Investment Banking serving as Co-Senior Managers and RBC Capital Markets and FHN Financial Capital Markets serving as Co-Managers. Underwriter's Counsels were Orrick, Herrington & Sutcliffe LLP.

Dr. Miguel de los Santos, Mr. Hinojosa, and Mr. Angel Magallanes from Estrada Hinojosa & Company provided a presentation on the issuance of South Texas College District, Limited Tax Refunding Bonds, Taxable Series 2021.

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

Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: Investment Policy and Investment Strategy Statement would be requested at the October 26, 2021 Board meeting.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: Investment Policy and Investment Strategy Statement were last approved and authorized on October 27, 2020. Administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College has received the Certification of Investment Policy from the Government Treasurers' Organization of Texas (GTOT) for the past six two-year periods,

beginning August, 2009. The College’s Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers’ Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate is for a two-year period ending August 31, 2022.

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and also by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended include a reduction to the number of hours required for Investment Officer PFIA training, from 10 hours to 5 hours not less than once each state fiscal biennium or within the first twelve months after taking office or assuming duties, and minor changes to wording in an effort to provide clarification.

The revisions included in the Investment Policy are as follows:

	Section	From	To
1	On page 5, Section III E 2	In order to	To
2	On page 9, Section III G 1	10 hours	5 hours
3	On page 1, Investment Strategy Statement	In order to	To

Mr. Dick Long, from Valley View Consulting, LLC., presented on the revisions to the Investment Policy.

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy were included in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were present at the October 19, 2021 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended for Board approval, the revisions to Policy #5120: Investment Policy and Investment Strategy Statement, as presented and which supersedes any previously adopted Board Policy. The motion carried.

Review and Recommend Action on Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools would be requested at the October 26, 2021 Board meeting.

Purpose – A change to the approved Investment Brokers, Dealers, Banks and Investment Pools list is proposed.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College’s Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 27, 2020, as amended. A revised list of brokers, dealers, banks, and investment pools, which shows a name change from BBVA to PNC Bank is included on Exhibit “A”.

The recommended change to the investment brokers, dealers, and banks list is as follows:

	Section	From	To
1	List of Authorized Banks:	BBVA	PNC Bank

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 27, 2020, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the change in name from BBVA to PNC Bank.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College’s legal counsel.

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was included 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 Mr. Dick Long, Valley View Consulting, LLC., were present at the October 19, 2021 Finance and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend for Board approval at the October 26, 2021 Board meeting, Resolution 2022-005 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

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

Approval of the following rescind of award, purchases, and renewals would be requested at the October 26, 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. Rescind of Award**
- B. Purchases and Renewals**
 - a. Instructional Items**
 - b. Non-Instructional Items**
 - c. Technology Items**

A. Rescind of Award

1) Pest Control Services (Rescind)

Rescind the June 22, 2021, award to **Zaap It Pest Control** for Pest Control Services, since the vendor withdrew their proposal on September 14, 2021.

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

2) Admission Assessment Exams (Purchase)

Purchase admission assessment exams from **Elsevier, Inc.** (New York NY), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$82,800.00.

Purpose – The Student Assessment Center is requesting to purchase eighteen hundred (1,800) Registered Nurse Admission Assessment Exams which will be used through the Fall 2021, Spring 2022, and Summer 2022 semesters.

Justification and Benefit – These assessments and preparation products improve student performance, promote clinical judgement, and help students achieve higher levels of success.

Funds for this expenditure are budgeted in the Testing Center budget for FY 2021 – 2022.

3) Fire Science Training Simulator (Purchase)

Purchase a fire science training simulator from **W.S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL) (New), a sole source vendor, at a total amount of \$60,500.00.

Purpose – The Division of Business, Public Safety and Technology is requesting to purchase a fire science training simulator for student instruction in the Fire Science and Law Enforcement programs at the Technology Campus Virtual Reality Lab.

Justification and Benefit –The simulation vest generates heat and instructors are able to properly demonstrate to students real life scenarios that law enforcement and fire professionals face in their industry and throughout the community. Additionally, this simulator will be used to demonstrate some of the technology available and make a great attraction for potential students visiting the Technology Campus.

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

4) Headwalls and Furniture for Skills Labs (Purchase)

Purchase headwalls and furniture for skills labs from **Pocket Nurse** (Monaca, PA), an Omnia Partners Purchasing Cooperative approved vendor, at a total amount of \$57,539.31.

Purpose – The Vocational Nursing and Associate Degree Nursing programs in the Division of Nursing and Allied Health is requesting to purchase fourteen (14) headwalls, three (3) bedside cabinets, and three (3) overbed tables for student instruction at the McAllen-Nursing and Allied Health and Mid Valley campuses.

Justification and Benefit – The headwalls will assist in the assembly of the skills labs used to simulate oxygen, suction, and air needed teach fundamental patient treatment skills. In addition, the requested furniture adds to the overall teaching space as it creates an opportunity for students to learn patient safety and work in a layout similar to a real-life clinic-patient setting as it heightens an essential awareness to the students to incorporate in daily practices like patient transfers.

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

5) Nursing Equipment and Supplies (Purchase)

Purchase nursing equipment and supplies from **Bound Tree Medical** (Dublin, OH), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$80,000.00, which is based on prior year expenditures.

Purpose – The Emergency Medical Technology program in the Division of Nursing and Allied Health is requesting to purchase nursing equipment and supplies for student instruction.

Justification and Benefit – The nursing equipment and supplies will include dressing, gauzes, tubes, needles, catheter, alcohol pads, syringes, glucose test strips, intubation, IV kit, infant IV leg, skin and vein system, thorax simulator, airway trainer, etc.

Funds for this expenditure are budgeted in the Emergency Medical Technology budget for FY 2021 – 2022.

6) 3D Printers, Accessories, and Supplies (Purchase)

Purchase 3D printers, accessories, and supplies from **Technical Laboratory Systems** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$153,095.00.

Purpose – The Architectural and Engineering Design Technology (AEDT) program is requesting to purchase two (2) 3D printers and materials for student instruction at the Technology Campus.

Justification and Benefit – The AEDT program trains students in the latest software and technologies in the architectural civil engineering and graphics visualization fields. In the fast-developing new technologies of design and building industry, it is essential to train students using the most current technology. It will allow students to design and create 3D models of buildings, bridges, and other structures.

Funds for this expenditure are budgeted in the Texas Workforce Commission – Jobs and Education for Texans (JET) grant budget for FY 2021 – 2022.

7) Training Manikin I (Purchase)

Purchase a training manikin I from **Gaumard Scientific Co., Inc.** (Miami, FL), a Choice Partner Purchasing Cooperative approved vendor, at a total amount of \$80,278.15.

Purpose – The Emergency Medical Technology program in the Division of Nursing and Allied Health is requesting to purchase a training manikin for student instruction in the simulation center. This traumatology adult manikin is a high-fidelity trauma simulator which is necessary for creating scenarios in the classroom.

Justification and Benefit – Although students attend real emergencies in their practicum and hospital rotations, they are not always exposed to scenarios that require the use of specific knowledge or skill gained in the classroom. By using manikins with the capabilities of simulating a wide range of trauma complications such as tension pneumothorax, difficult trauma airway requiring cricothyrotomy, rapid intraosseous access, and control of major bleeding. Instructors are able to create simulated scenarios that provide students with hands-on practice on critical trauma situations and hone in on critical thinking skills. Manikins also provide the flexibility of creating scenarios in a safe environment that allows the instructor to breakdown curriculum objectives without placing any patient at risk.

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

8) Training Manikin II (Purchase)

Purchase a training manikin II from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$78,281.30.

Purpose – The Vocational Nursing and Associate Degree Nursing programs in the Division of Nursing and Allied Health is requesting to purchase one (1) manikin for student instruction at the Mid Valley Campus. It will provide students with the opportunity to perform realistic assessments on the patient manikin and will allow them to practice realistic scenarios which help students learn concepts and skills. The students will perform patient treatments in an advanced simulated clinic environment.

Justification and Benefit – The patient simulator has the ability to create clinical reality-based scenarios for student education. It allows faculty to evaluate the student's care of patients and provide effective and consistent feedback. In addition, this new avenue of clinical teaching methodology in nursing, allows the faculty to evaluate student's provision of safe and competent care to assigned patients in a simulation environment. The manikin assists the students in correcting practical skills and enhancing critical thinking. This hands-on experience reinforces theory and skills that help with the board exam and/or a certification. Finally, this simulation clinical pedagogy permits students to be exposed to clinical environments and situations that allow very few students for actual observations and practices in the real clinical setting.

Funds for this expenditure is budgeted in the Carl Perkins grant budget for FY 2021 – 2022.

9) Virtual Reality Trainers (Purchase)

Purchase virtual reality trainers from **zSpace** (San Jose, CA) (New), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$64,536.20.

Purpose – The Automotive Technology and Welding programs are requesting to purchase ten (10) virtual reality trainers for student instruction at the Technology Campus.

Justification and Benefit – The trainers provide virtual reality techniques to career and technical education students in the automotive and welding industry. These trainers provide tools and techniques that are encountered in the industry such diagnostics on hybrid model vehicles, or welding techniques in a virtual reality setting.

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

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

10) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcewell Cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting building automation control equipment, parts, and equipment maintenance, which will include replacement parts and services for all the buildings through the College.

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed.

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

11) Graduation Caps and Gowns (Renewal)

Renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period January 1, 2022 through December 31, 2022, at an estimated annual amount of \$65,000.00. The graduation caps and gowns are for the May 2022 and December 2022 ceremonies.

Purpose – The Office of Admissions and Records is requesting to purchase graduation caps and gowns, as needed, which will be used to distribute to South Texas College graduates.

Justification and Benefit – The graduation caps and gowns will be used for all South Texas College graduates participating in the May 2022 and December 2022 commencement ceremonies.

Background – The Board awarded the contract for the graduation caps and gowns at the October 27, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins January 1, 2022 and ends December 31, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	01/01/21 – 12/31/21	2 – one year options
1 st Renewal	10/26/21		01/01/22 – 12/31/22

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

Funds for this expenditure are budgeted in the Graduation budget for FY 2021 – 2022 and FY 2022 - 2023 pending Board approval of the budget.

12) Vehicle Fuel Program (Renewal)

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2022 through December 31, 2022, at an estimated amount of \$130,000.00, which is based on prior year expenditures.

Purpose – The vehicle fuel program is used for College owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency

Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, Information Technology, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor all fuel purchase transactions on-line.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount, weekly usage, and daily usage limits
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transaction online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations less than a mile from the College’s campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the agreement, a quarterly rebate will be sent to the College.

Voyager’s rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on the state average volume and usage, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052. The College has received the following rebates:

Fiscal Year	Amount
2021	\$1,828.65
2020	\$2,175.31
2019	\$2,459.42
2018	\$2,584.80
2017	\$1,610.82
2016	\$1,435.84

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

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

13) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$87,293.96.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 44 Computers for Computer Science Program (Student Lab)
- Student Laptops
 - ⇒ 6 Laptops for Biology Program (Student Lab)
- Staff Computers
 - ⇒ 1 Computer for Facility Maintenance Department
 - ⇒ 3 Computers for Bachelor of Applied Technology/Science Program
 - ⇒ 1 Computer for Bachelor of Applied Science Organizational Leadership Program
- Staff Laptops
 - ⇒ 1 Laptop for Facility Maintenance Department
 - ⇒ 1 Laptop for Associate Degree Nursing Program
 - ⇒ 1 Laptop for Division of Nursing and Allied Health
 - ⇒ 1 Laptop for Information Security Department
 - ⇒ 1 Laptop for Division of Academic Affairs
 - ⇒ 2 Laptops for Division of Technology
 - ⇒ 2 Laptops for Division of Social and Behavioral Sciences
 - ⇒ 1 Laptop for Research and Analytical Services Department
- Faculty Computers
 - ⇒ 3 Computers for Emergency Medical Technology Program

- Faculty Laptops
 - ⇒ 1 Laptop for Psychological Science Program
 - ⇒ 1 Laptop for Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Program
 - ⇒ 2 Laptops for Health Administrative Services Program
 - ⇒ 3 Laptops for Biology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2020 - 2021 as follows: Computer Science, Facility Maintenance, Bachelor of Applied Technology/Science Program, Bachelor of Applied Science Organizational Leadership, Emergency Medical Technology, Associate Degree Nursing, Division of Nursing and Allied Health, Information Security, Psychological Science, Heating, Ventilation, Air Conditioning, and Refrigeration, Academic Affairs, Technology Campus, Division of Social and Behavioral Sciences, Health Administrative Services, Biology, and Research and Analytical Services.

14) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2021, through October 31, 2022, at a total amount of \$199,335.80.

Purpose - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance, a non-perpetual license that includes upgrades for currently used software products, and to ensure that all of the College-owned computers have copyright complaint software installed. These software licenses are used by faculty, staff, and students for instructional and operational purposes.

Justification and Benefit – The Microsoft campus license agreement includes the following software: Microsoft Enterprise Client Access License (CAL) Suite, CAL for: Office 365 A3 for faculty and staff, and Office 365 A3 for students, Microsoft Exchange Online Advanced Thread Protection for faculty, staff, and students, one hundred seventy (170) Microsoft Windows Server Datacenter Licenses and software assurance, twenty (20) Microsoft Visual Studio Professional with MSDN Licenses, four hundred (400) Windows Server Standard Licenses and software assurance, three hundred fifty (350) Microsoft Windows Virtual Desktop Access, fifty (50) Microsoft Windows Remote Desktop Services Licenses and software assurance, six (6) Microsoft Project Online Premium Subscription Licenses, and thirty (30) Power BI Pro Subscription Licenses.

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2021 - 2022.

15) Syllabus Management Software Agreement (Renewal)

Renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period beginning October 1, 2021, through September 30, 2022, at a total amount of \$20,700.00.

Purpose – The Division of Academic Affairs – Curriculum and Student Learning is requesting to renew the syllabus management software. South Texas College faculty and administrators use the software for developing, modifying, updating, and tracking syllabi across the College.

Justification and Benefit – This software allows South Texas College to meet the requirements of House Bill 2504, which mandates that each institution of higher education make available to the public on the institution’s website a syllabus that satisfies any standard adopted by the institution, provides a brief description of each major course requirement, includes each major assignment and examination, lists any required or recommended reading, and provides a general description of the subject matter of each lecture. The institution shall make the information available by not later than the seventh day after the first day of the classes for the semester or other academic term during which the course is offered.

Other benefits of the software system include the following:

- **Reporting to Accreditors:** Aggregate syllabus content from programs, departments, or the entire institution can be made available within seconds.
- **Consistency:** Institution-wide consistency can be achieved with syllabus templates. Changes, edits, and updates scale out to all syllabi, instantly.
- **Integration:** Single sign-on, LMS and SIS integration enables all faculty and other users to have a seamless user experience and it would boost the number of faculty and students using Blackboard.
- **Collaborate:** Faculty will maintain the freedom to author their syllabi while Deans, assistant Deans, and Chairs may monitor progress through audits and workflow.
- **Access:** Being cloud-based software means syllabi will be available on any device, anywhere, anytime.
- **ADA Accessibility:** Ensures all faculty syllabi contain technical requirements for accessibility by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.
- **Time saving:** The software would alleviate the burden of managing multiple emails, Word templates, and hardcopy archival.
- **Other benefits:** We will possess the ability to quickly and easily compile information regarding learning outcomes and assessments. What took a team of people weeks will now done in few clicks.

Background – The Board awarded the contract for syllabus management software agreement at the September 25, 2018 Board of Trustees meeting for three years and two one-year annual renewals. The first renewal period begins October 1, 2021 and ends September 30, 2022.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/25/18	10/01/18 – 9/30/21	2 – one year options
1 st Renewal	10/26/21		10/01/21 – 9/30/22

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

Funds for this expenditure are budgeted in the Curriculum and Student Learning budget for FY 2021 – 2022.

Recommendation:

It was requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the October 26, 2021 Board meeting the rescind of award, purchases, and renewals as listed below:

A. Rescind of Award

B. Purchases and Renewals

a. Instructional Items

b. Non-Instructional Items

c. Technology Items

A. Rescind of Award

- 1) Pest Control Services (Rescind):** rescind the June 22, 2021, award to **Zaap It Pest Control** for Pest Control Services, since the vendor withdrew their proposal on September 14, 2021:

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

- 2) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (New York, NY), a sole source vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$82,800.00;
- 3) Fire Science Training Simulator (Purchase):** purchase a fire science training simulator from **W.S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL) (New), a sole source vendor, at a total amount of \$60,500.00;
- 4) Headwalls and Furniture for Skills Labs (Purchase):** purchase headwalls and furniture for skills labs from **Pocket Nurse** (Monaca, PA), an Omnia Partners Purchasing Cooperative approved vendor, at a total amount of \$57,539.31;
- 5) Nursing Equipment and Supplies (Purchase):** purchase nursing equipment and supplies from **Bound Tree Medical** (Dublin, OH), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated total amount of \$80,000.00, which is based on prior year expenditures;
- 6) 3D Printers, Accessories, and Supplies (Purchase):** purchase 3D printers, accessories, and supplies from **Technical Laboratory Systems** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$153,095.00;
- 7) Training Manikin I (Purchase):** purchase a training manikin I from **Gaumard Scientific Co., Inc.** (Miami, FL), a Choice Partner Purchasing Cooperative approved vendor, at a total amount of \$80,278.15;
- 8) Training Manikin II (Purchase):** purchase a training manikin II from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$78,281.30;

- 9) Virtual Reality Trainers (Purchase):** purchase virtual reality trainers from **zSpace** (San Jose, CA) (New), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$64,536.20;
- B. Purchases and Renewals (B-b. Non-Instructional Items)**
- 10) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcwell Cooperative approved vendor, for the period beginning September 1, 2021 through August 31, 2022, at an estimated amount of \$50,000.00, which is based on prior year expenditures;
- 11) Graduation Caps and Gowns (Renewal):** renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2022 through December 31, 2022, at an estimated annual amount of \$65,000.00. The graduation caps and gowns are for the May 2022 and December 2022 ceremonies;
- 12) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2022 through December 31, 2022, at an estimated amount of \$130,000.00, which is based on prior year expenditures;
- B. Purchases and Renewals (B-c. Technology Items)**
- 13) Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$87,293.96;
- 14) Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2021 through October 31, 2022, at a total amount of \$199,335.80;
- 15) Syllabus Management Software Agreement (Renewal):** renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period beginning October 1, 2021, through September 30, 2022, at a total amount of \$20,700.00.

The total for all is \$1,209,379.72.

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

Discussion and Action as Necessary on Solicitation of a Request for Proposals for Food Services

Approval for the solicitation of a Request for Proposals (RFP) for Food Services would be requested at the October 26, 2021 Board meeting.

Purpose –The College is seeking Cafeteria Dining, Fast Food/Coffeehouse, and/or Food Truck Services to provide meals and beverages to students and employees at all campuses.

Justification – Due to the negative impact of the pandemic on the volume of sales resulting in a net loss, on December 16, 2020, the College discontinued Food Services, which were operated by College employees. Administration has been monitoring the number of students and employees on campus and the need to re-establish the Food Services operation. In an effort to address the current needs and have the flexibility to scale up or down, depending on sale volume without affecting College personnel, Administration is purposing the option of outsourcing the food services operations. The agreements between the College and food service vendors will allow flexibility on the contract terms regarding the begin and end date, variety of meals, number of vendor types, and hours and days of operations.

The award may be made to one or more of these types of vendors to offer students, employees, and visitors a variety of meals, beverages, and snacks at different locations and times.

Background – The Food Services Department was established to provide food, beverages, and snacks to students on campus and was operated by College employees. On November 24, 2020, the Board approved to cease Food Services operations on December 16, 2020, due to the significant reduction of customers resulting from COVID-19 restrictions, safety measures in place, and associated negative financial impact.

At this time, Administration recommends not to manage the Food Services Department internally due to the uncertain financial sustainability. An in-house operation would require hiring appropriate personnel for each location, which includes the hiring process of interviews and onboarding.

The College is proposing to prepare a Request for Proposals (RFP) to seek different types of food services vendors for the five (5) campuses to include the following:

A. Cafeteria Dining Services

The awarded vendors will be allowed to operate the cafeteria, including the kitchen area, dining area, and ancillary spaces.

The cafeteria dining services vendor will prepare and cook breakfast and lunch meals on-site using the cafeteria’s kitchen to sell hot-and-ready special entrées, daily lunch specials, and other items such as pizza, hot dogs, tacos, hamburgers, sandwiches, salads, other special diets, desserts, snacks, and beverages.

B. National or Locally-Owned Fast-Food/Coffeehouse Vendors

The awarded vendors will be allowed to operate at a designated cafeteria space or other location on campus.

The national or locally-owned fast food/coffeehouse vendors will prepare and cook their exclusive menu items that are recognized as the vendor’s branded food and/or coffee.

If needed, the vendor has the option to use the cafeteria’s kitchen or use another location on campus to sell the food to go.

C. Food Truck Services

The awarded authorized vendors will be allowed to operate at a designated parking space convenient for students, employees, and visitors.

The local food truck vendors will offer students a variety of meal options to go. The College may leverage using a food truck to enhance students' overall experience during student activity events such as enrollment and recruitment events. The food truck location may be in a high traffic area for students to quickly pick up breakfast, lunch, drinks, or snacks in a convenient manner. Food trucks have recently become a trend option because of their low maintenance cost, variety of meals, mobility and accessibility, and are being used at other colleges.

Locations appropriate for food trucks have been identified in each of the five (5) campuses.

Cafeteria dining and national or locally-owned fast-food/coffeehouse vendors may use the cafeteria at each campus, as follows:

Location	Cafeterias Sq. Ft.
Pecan Campus	9,141 sq.ft.
Technology Campus	1,801 sq.ft.
Nursing and Allied Health Campus	3,798 sq.ft.
Mid Valley Campus	5,414 sq.ft.
Starr County Campus	2,705 sq.ft.

Considerations

Upon Board approval to solicit and based on the number of RFP respondents, the main following factors and other pertinent factors will determine the outcome in proposing the selection of the vendors, number of vendors, and the type of vendors:

- The number and availability of food service and food truck vendors responding at each campus.
- The availability of campus cafeterias and other locations/ancillary spaces.
- The availability to provide catering services for College meetings or special events.
- The contract terms such as dates, commission rates, and lease space rates.
- The hours and days of operation.
- The types of food and drinks.

Tentative Timeline

The following table illustrates a tentative timeline:

Month	Activity
October 2021	Receive Board approval to solicit
November 2021	STC advertises and evaluates
December 2021	Receive Board approval to award food vendors
January 2022	Food Service Vendors begins at the start of the Spring 2022 semester

The recommendation to award the food service vendors is tentatively scheduled to be presented to the Board of Trustees at the December 2021 Board meeting.

Funding Source – Funds are budgeted in Auxiliary Services for FY 2021 – 2022.

Mary Elizondo, Vice President for Finance and Administrative Services provided an overview of the solicitation request at the Committee Meeting. The Committee inquired about previous food services provided internally. Administration explained outsourcing food services was a better fiscal option for the College.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources committee recommended Board approval, the solicitation of a Request for Proposals (RFP) for Food Services. The motion carried.

Review and Recommend Action to Revise Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited

Approval to revise Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited would be requested at the October 26, 2021 Board meeting.

Purpose - The proposed revisions to Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited (“Policy #4216”) are necessary to ensure continued compliance with state and federal law.

Justification - The request for the revisions to the policy are necessary for the following reasons:

- To enhance continued compliance with Title IX regulations and Texas state law, including relevant provisions of the Texas Education Code and the Texas Administrative Code.
- To remove unnecessary and duplicative language in order to streamline the policy.

- To update the position designated as the Title IX Coordinator from the Vice President for Finance and Administration to the Interim Director for the Office of Institutional Equity and provide contact information for reporting as required by law.
- To correct minor errors and ensure a better flow of Policy #4216 overall.

Background - South Texas College originally adopted Policy #4216: Harassment, Discrimination, and Sexual Misconduct on May 26, 2015. Over the past six years, Policy #4216 has been regularly updated, reviewed, and approved by the Board. Policy #4216 was most recently updated on December 15, 2020 to ensure compliance with certain requirements of Chapter 51 of the Texas Education Code as well as the Title IX regulations promulgated by the Department of Education. The College now needs to incorporate additional revisions to Policy #4216 to ensure continued compliance with all applicable laws.

Reviewers -The revised policy has been edited and reviewed by the Office of Institutional Equity, reviewed by the Vice President for Finance and Administrative Services, the College's Legal Counsel, and the Director of Human Resources.

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

Initial additions to the policies are highlighted in yellow, and deletions are marked with a red strikethrough.

Mary Elizondo, Vice President for Finance and Administrative Services introduced Ms. Lauren Starnes, Institutional Equity Manager and Interim Director of Institutional Equity, pending Board approval. Ms. Starnes will also be the Title IX Coordinator for the College.

The Committee made a recommendation to clarify the language in Section XI of the policy under B. Response to a Formal Complaint by replacing "Upon Receipt . . ." with "By initiating one of the following three responses."

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend for Board approval, revisions to Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited with the revision presented and which supersedes any previously adopted board policy. The motion carried.

Review and Recommend Action to Revise Policy #4306: Vacation Leave Accrual

Approval to revise Policy #4306: Vacation Leave Accrual would be requested at the October 26, 2021 Board meeting.

Purpose – The proposed revisions to the policy are necessary to increase the amount of vacation hours accrued by eligible employee on a monthly basis based on length of employment.

Justification – The request for the revisions to the policy are necessary to remain competitive in job market, to improve employee satisfaction and retention, and to align the tiered structure to the vacation accrual benefits of other Community Colleges and state law.

Background – South Texas College adopted Policy # 4306: Vacation Leave Accrual on April 11, 1996.

In an effort to improve the benefit of the accrual of vacation leave for eligible employees, the College reviewed the vacation accrual procedure of eleven other peer Community Colleges and one University (Exhibits A, B, and C) and found that the majority have a vacation accrual tiered structure that increases the monthly accrued vacation hours based on years of continuous eligible full-time employment.

The key revisions to the policy are as follows:

1. Modify vacation accruals from 8 hours per month to:
 - a. Less than 5 years of employment - accrue eight (8) vacation hours a month
 - b. At least 5 years but less than 10 years of employment - accrue ten (10) vacation hours a month
 - c. At least 10 years but less than 15 years of employment - accrue twelve (12) vacation hours a month
 - d. At least 15 years but less than 20 years of employment - accrue fourteen (14) vacation hours a month
 - e. At least 20 years or more of employment - accrue sixteen (16) vacation hours a month
2. Establish a maximum number of hours transferred to the next fiscal year in order to minimize the compensable absence liability increase at fiscal year-end:
 - a. The Texas Higher Education Coordinating Board Annual Financial Reports Requirements mandates the College to recognize as a liability the value of the balance of vacation hours not stated at the end of the fiscal year, August 31, 2021. As of August 31, 2021, the compensable absences liability amount was \$1,001,446.61. The liability is estimated to increase by 56%, or approximately \$565,720 to \$1,567,166 if the vacation accrual methodology is approved.

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

Enclosed Documents - The revised policy was included 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 was present at the Committee Meeting to address questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommend for Board approval at the October 26, 2021 Board meeting, revisions to Policy #4306: Vacation Leave Accrual, as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Discussion on College's Higher Education Emergency Relief Fund Allocations

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the Higher Education Emergency Relief Funds (HEERF).

Background on HEERF Received by the College

HEERF I

- On June 23, 2020, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds (HEERF) authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act allocations received by the College. The College received Federal CARES Act funds in three allocations that included Student Funds, Institutional Funds, and Minority Serving Institution Funds. On December 20, 2020, the Minority Service Institution Funds were increased by \$11,550.

Total HEERF I funds are as follows:

Allocations	Amounts
Student	\$10,011,199
Institutional	10,011,199
Minority Serving Institutions	1,266,639
Total	\$21,289,037

HEERF II

- On January 26, 2021, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds II (HEERF II) Student and Institutional grant awards under the Coronavirus Response and Relief

Supplemental Appropriations Act (CRRSAA) allocations received by the College. The College received Federal CRRSAA funds in two formula allocations in January 2021 consisting of Student Funds and Institutional Funds. On March 4, 2021, the College received an additional CRRSAA allocation for the Minority Serving Institutions (MSI) which was presented to the Board on March 30, 2021. In August 2021, the College received an additional CRRSA allocation for the Supplemental Assistance to Institutions of Higher Education (SAIHE) which was presented to the Board on August 24, 2021.

Total HEERF II funds are as follows:

Allocations	Amounts
Student	\$10,011,199
Institutional	32,178,403
Minority Serving Institutions	2,283,123
Supplemental Assistance to Institutions of Higher Education	10,136,521
Total	\$54,609,246

HEERF III

- On May 24, 2021, the South Texas College Board of Trustees ratified the acceptance and use of the Higher Education Emergency Relief Funds III (HEERF III) Student and Institutional grant awards under the American Rescue Plan Act of 2021 (ARP) allocation received by the College. The College received Federal ARP funds in two formula allocations in May 2021 consisting of Student Funds and Institutional Funds. In August 2021, the College received an additional ARP allocation for the Minority Serving Institutions (MSI) which was presented to the Board on August 24, 2021.

Total HEERF III funds are as follows:

Allocations	Amounts
Student	\$37,592,196
Institutional	36,274,751
Minority Serving Institutions	3,873,690
Total	\$77,740,637

Total HEERF Funds Revenue and Expenses - Summary

The table below shows a summary of all HEERF funds received and their remaining balances.

Allocations	Revenue	Expenses	Remaining Balance
Student	\$57,614,594	\$47,174,199	\$10,440,395
Institutional	78,464,353	21,811,615	56,652,738
Minority Serving Institution	7,423,452	3,428,099	3,995,353
Supplemental Assistance to Institutions of Higher Education	10,136,521	-	10,136,521
Grand Total	\$153,638,920	\$72,413,913	\$81,225,007

Total Student, Minority Serving Institutions (MSI) - Detail

The table below summarizes the HEERF funds received for Student, Minority Serving Institutions (MSI) and Supplemental Assistance to Institutions of Higher Education (SAIHE) and how much the College has awarded in student scholarships.

	Student	Minority Serving Institutions	Supplemental Assistance to Institutions of Higher Education	Total
Revenue	\$57,614,594	\$7,423,452	\$10,136,521	\$75,174,567
Scholarship Expense	47,174,199	3,428,099	-	50,602,298
Remaining Balance	\$10,440,395	\$3,995,353	\$10,136,521	\$24,572,269

Total Institutions - Detail

The table below summarizes the HEERF funds received as Institutional portion and what the College has spent the funds on:

	Institutional
Total Revenue	\$78,464,353
Expenses	
Lost Revenue	9,582,576
Scholarships	6,516,572
Salaries and Benefits	3,313,874
Student Debt Discharge	1,758,193
Personal Protective Equipment (PPE)	415,590
Laptop and Distance Learning Equipment and Software	224,810
Total Expense	\$21,811,615
Remaining Balance	\$56,652,738

The proposed use for the remaining balance is the following:

- For the Student portion:
 - ⇒ Minority Serving Institutions (MSI) and Supplemental Assistance to Institutions of Higher Education (SAIHE), the funds will be used to assist students with their cost of attendance, including food, housing, course materials, technology, health care, and child care.
- For the Institutional portion:
 - ⇒ The funds will be used for lost revenue, student debt discharge, HVAC filtration system, air purifiers, hotspots, salaries and benefits, personal protective equipment (PPE) and scholarships for students.

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

Discussion and Action as Necessary on Interlocal Agreement for Compensation Study between South Texas College and Texas Association of School Boards

Approval of an interlocal agreement for a compensation study between South Texas College and Texas Association of School Boards would be requested at the October 26, 2021 Board meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, presented on entering into an interlocal agreement with the Texas Association of School Boards (TASB) for a compensation study for the College.

Purpose – The proposed TASB compensation study is necessary to analyze the College’s full-time faculty and staff current pay practices and structures and determine if they are competitive to our industry and geographic location.

Justification – The objective is for the Human Resources Services Division of the Texas Association of School Boards (TASB) to conduct a comprehensive review of the College’s employee compensation plans and examine the competitive job market and determine whether pay practices are internally fair and externally competitive.

Background – South Texas College’s last compensation study for staff was conducted in FY 2014. The TASB Compensation Services includes delivering wage and salary surveys and consulting to develop and maintain effective pay systems for full-time faculty and staff.

South Texas College annually participates in the TASB comprehensive salary survey submission.

On September 30, 2021, a meeting was conducted with a TASB representative, who indicated that the cost of the study will be \$25,000.00 plus reimbursement of any travel expenses. The estimated timeline of the process is approximately three (3) to four (4) months before a final presentation of recommendations.

The proposed services/deliverables will include the following:

- Set up pay file modeling templates using a snapshot of current employee data;
- Analyze competitive pay position in the local job market;
- Build or adjust pay structures aligned with market rates;
- Develop implementation models with cost estimates for pay adjustments;
- Review a preliminary draft of findings and recommendations with Client leaders;
- Advise in the development of administrative processes;
- Document and present a final report of findings and recommendations; and
- Provide final employee data file with board-adopted general pay increase.

Enclosed Documents – The Interlocal Agreement was provided in the packet for the Committee’s review and information.

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

The Committee asked for clarification on the employees that will be included in this study. Administration explained all full time employees will be included in the study including hourly and salary employees.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend for Board approval at the October 26, 2021 Board meeting,, on the interlocal agreement for a compensation study between South Texas College and Texas Association of School Boards, 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 6:23 p.m.

I certify that the foregoing are the true and correct Minutes of the October 19, 2021 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Rene Guajardo
Committee Chair

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

Approval of the following award of proposals, purchases, and renewals will be requested at the November 23, 2021 Board meeting.

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

A. Award of Proposals

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposals

1) Purchase and Installation of LED Lights (Award)

Award the proposal for the purchase and installation of LED lights to **Facility Solutions Group** (Harlingen, TX), at a total amount of \$137,503.00.

Purpose – Facilities Operations and Maintenance has requested the purchase and installation of one hundred thirty-nine (139) LED lights which will replace existing lights at the Pecan Campus and Pecan Plaza.

Justification and Benefit – The replacement of lights is necessary to maintain properly lighted parking lots for the safety of our students, faculty, and staff. LED lights reduce energy consumption and have a longer life than current lights. The quality of the light is better light, lights are quiet, and safer for the environment.

Background – Proposals documents were advertised on October 13, 2021 and October 20, 2021 and issued to fifteen (15) vendors. Five (5) responses were received on October 28, 2021 and reviewed by Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the District Wide Exterior Lighting Upgrade budget for FY 2021 – 2022.

2) Purchase of Clinical Skills Manikins (Award)

Award the proposal for the purchase of clinical skills manikins to **DiaMedical USA Equipment, LLC**. (West Bloomfield, MI), at a total amount of \$90,957.10.

Purpose – The Associate Degree Nursing (ADN) and Vocational Nursing (VN) programs in the Division of Nursing and Allied Health are requesting to purchase nine (9) low fidelity manikins for student learn basic nursing skills.

Justification and Benefit – The students will be using the manikins to gain basic knowledge and experience in properly placing IVs in arms, wound care, and proper tube tracheostomy tube placement among other things. This equipment has proven to help students gain the necessary skills needed before entering the workplace with real live patients which also improves their self-confidence.

Background – Proposals documents were advertised on October 13, 2021 and October 20, 2021 and issued to nine (9) vendors. Four (4) responses were received on October 28, 2021 and reviewed by the Division of Nursing and Allied Health and Purchasing Department.

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

3) Regional Center for Public Safety Excellence Site Improvements and Leveling for Portable Buildings (Reject)

Reject the proposals for the Regional Center for Public Safety Excellence site improvements and leveling for portable buildings, since all four (4) proposals received were over the budget.

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

4) Electronic Databases and Individual Serial Subscriptions Agreement (Purchase)

Purchase an electronic databases and individual serial subscriptions agreement from **Elsevier BV** (New York, NY) a sole source vendor, for the period beginning January 1, 2022 through December 31, 2024, at an estimated total amount of \$96,140.38, which will be paid in three (3) annual payments.

Purpose – Library Services is requesting to purchase subscriptions for ScienceDirect College Edition which is currently used by students and faculty in various academic programs. The focus of the resource includes physical sciences, engineering, life sciences, health sciences, social sciences, and humanities.

Justification and Benefit – The subscriptions provide access to over eighteen (18) million electronic journal (eJournal) articles, forty-two thousand (42,000) electronic books (eBooks), and over one (1) million open access articles (OER), which support the instructional programs and other needs of all College students and faculty (traditional, distance learning, and dual credit). The electronic format provides access to all students and faculty without geographic limitations.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2021 - 2022 and FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

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

5) Business Skills Training Services (Renewal)

Renew the business skills training services contracts for the period beginning February 1, 2022 through January 31, 2023 as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent Student, Business, and Etiquette Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville, TX)	\$300 per hour Minimum – Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Services, etc.

Purpose – The Office of Continuing, Professional, and Workforce Education is requesting to renew the contracts for business skills training services to serve the community and College.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These trainings will be provided to staff of client firms through Continuing, Professional, and Workforce Education. The contract renewal for each vendor will be based upon the services provided, pricing, and availability to provide require services.

If the contract with Leadership Empowerment Group is renewed, the South Texas College Continuing, Education, and Professional Workforce Education team would be responsible for registration and other administrative duties. The College would then receive a thirty (30) percent service fee based upon tuition for this administrative service. The College has used their services to a limited expense and this recovery of charge has been accessed and collected in the past.

Background – The Board awarded the contracts for business skills training services at the January 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/28/20	2/1/20 – 1/31/21	2 – one year options
1 st Renewal	11/24/20		2/1/21 – 1/31/22
2 nd Renewal	11/23/21		2/1/22 – 1/31/23

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

6) HEP Grant Consultant (Renewal)

Renew the High School Equivalency Program (HEP) grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2022 through January 31, 2023, at a total amount of \$31,751.57.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the consultant to develop and conduct a longitudinal study to evaluate the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019 Board of Trustees meeting.

Justification and Benefit – The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) migrant and seasonal farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry recognized certification, certificate, or degree.

Background – The Board awarded the contract for HEP grant consultant at the January 26, 2021 Board of Trustees meeting for one year with three one-year annual renewals. The first renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	2/1/21 – 1/31/22	2 – one year options
1 st Renewal	11/23/21		2/1/22 – 1/31/23

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

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

7) Merchant Services (Renewal)

Renew the merchant services contract with **PNC Bank Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2021 through November 30, 2022, at an estimated total annual amount of \$196,000.00, which is based on prior year expenditures.

Purpose – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by the College with credit and debit cards.

Justification and Benefit – The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments, or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 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	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 st Renewal	11/24/20		12/01/20 – 11/30/21
2 nd Renewal	11/23/21		12/01/21 – 11/30/22

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

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

8) Signs, Banners, and Related Products (Renewal)

Renew the signs, banners, and related products contracts for the period beginning February 1, 2022 through January 31, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ana C. Tobias / Satori Display** (McAllen, TX)
- **FedEx Office and Print Services, Inc.** (Plano, TX)
- **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

Purpose – The Office of Public Relations and Marketing, Facilities Planning and Construction, Student Services, Department of Public Safety, and various departments are requesting to renew the contracts to purchase signs, banners, and related products for identification purposes and event awareness on an as needed basis only.

Justification and Benefit – The signs, banners, and related products will be used by various departments college wide to promote and market the instructional programs, departments, events, and South Texas College in the community and public schools.

Background – The Board awarded the contracts for the signs, banners, and related products at the December 15, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins February 1, 2022 and ends January 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/20	2/01/21 – 1/31/22	2 – one year options
1 st Renewal	11/23/21		2/01/22 – 1/31/23

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 Public Relations and Marketing, Student Services, Facilities Planning and Construction, Department of Public Safety, and various

department budgets for FY 2021 – 2022 and FY 2022 and 2023 pending Board approval of the budget.

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

9) Mobile Devices and Service (Purchase)

Purchase mobile devices and service from **T-Mobile USA, Inc.** (Cincinnati, OH), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through August 31, 2022, at an estimated total amount of \$15,986.08. The monthly service subscription for sixty-two (62) devices is \$32.23 per device.

Purpose – Library Public Services is requesting to purchase sixty-two (62) mobile devices and service, which will be utilized by Career and Technical Education (CTE) students throughout the district. These devices will provide internet service using cellular towers which will provide students reliable connectivity to their coursework and to various services.

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 and additional resources including, connectivity to cell towers in Mexico at no extra cost and access to online courses. Additionally, these devices will be customized to provide students with access to resources and tools to support student success. Resources include: library resources, CLE tutoring, Blackboard, Office365, course specific materials, Teams, Jag Mobile, student services, mental health, RAVE Guardian, and more. Based on data, students receiving a hotspot have achieved a higher-grade point average and higher pass rate and we will compare the success of the students with a general hotspot to those with an customizable device.

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

10) Mobile Hotspot Services (Renewal)

Renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through April 30, 2022, at an estimated amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

Purpose – Library Public Services is requesting to continue the mobile hotspot services for three hundred twenty-eight (328) mobile broadband hotspot devices which are currently utilized by students. On July 27, 2021, the Board of Trustees authorized the service renew for these devices through December 31, 2021 using the Higher Education Emergency Relief Funds (HEERF) grant funds. This renewal would continue the services for an additional four (4) months.

Justification and Benefit – The COVID-19 pandemic increased the College's reliance on online instruction and/or converted them to hybrid models thus requiring an online component to

courses 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 attending from home. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, the student receiving a hotspot have achieved a higher-grade point average and higher pass rate.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2021 – 2022.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 23, 2021 Board meeting the award of proposals, purchases, and renewals as listed below:

A. Award of Proposals

B. Purchases and Renewals

a. Instructional Item

b. Non-Instructional Items

c. Technology Items

A. Award of Proposals

- 1) Purchase and Installation of LED Lights (Award):** award the proposal for the purchase and installation of LED lights to **Facility Solutions Group** (Harlingen, TX), at a total amount of \$137,503.00;
- 2) Purchase of Clinical Skills Manikins (Award):** award the proposal for the purchase of clinical skills manikins to **DiaMedical USA Equipment, LLC.** (West Blooming, MI), at a total amount of \$90,957.10;
- 3) Regional Center for Public Safety Excellence Site Improvements and Leveling of Portable Buildings (Reject):** reject the proposals for the Regional Center for Public Safety Excellence site improvements and leveling for portable buildings, since all four (4) proposals received were over the approved budget;

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

- 4) Electronic Databases and Individual Serial Subscriptions Agreement (Purchase):** purchase an electronic databases and individual serial subscriptions agreement from **Elsevier BV** (New York, NY), a sole source vendor, for the period beginning January 1, 2022 through December 31, 2024, at an estimated total amount of \$96,140.38, which will be paid in three (3) annual payments;

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

- 5) Business Skills Training Services (Renewal):** renew the business skills training services contracts for the period beginning February 1, 2022 through January 31, 2023 as follows:

Vendor	Course Rates	STC Commission	Courses
Leadership Empowerment Group (Mercedes, TX)	Full Day - \$2,000 Half Day - \$1,000 ***** Materials Included		Leadership: Executive, Nurse, Teacher, Parent Student, Business, and Etiquette Written Communication, Oral Communication, Customer Service, Organizational Skills, CPR, Conflict Management, Sexual Harassment, Strategic Planning, etc.
World-Class Training (Brownsville, TX)	\$300 per hour Minimum – Half Day ***** Materials Included	\$18 per instructional hour	Communication, Human Resources, Leadership, Management/Supervisory, Self-Management, Technical Skills, Office Support, Business Writing, Customer Services, etc.

- 6) **HEP Grant Consultant (Renewal):** renew the High School Equivalency Program (HEP) grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2022 through January 31, 2023, at a total amount of \$31,751.57;
- 7) **Merchant Services (Renewal):** renew the merchant services contract with **PNC Bank Merchant Services provided by First Data Merchant Services, LLC.** (McAllen, TX), for the period beginning December 1, 2021 through November 30, 2022, at an estimated total annual amount of \$196,000.00, which is based on prior year expenditures;
- 8) **Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2022 through January 31, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ana C. Tobias / Satori Display** (McAllen, TX)
 - **FedEx Office and Print Services, Inc.** (Plano, TX)
 - **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
 - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

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

- 9) **Mobile Devices and Service (Purchase):** purchase mobile devices and service from **T-Mobile USA, Inc.** (Cincinnati, OH), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through August 31, 2022, at an estimated total amount of \$15,986.08. The monthly service subscription for sixty-two (62) devices is \$32.23 per device;
- 10) **Mobile Hotspot Services (Renewal):** renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2022 through

April 30, 2022, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

Recommend Action - The total for all award of proposals, purchases, and renewals is \$670,818.13.

SOUTH TEXAS COLLEGE
1. PURCHASE AND INSTALLATION OF LED LIGHTS
PROJECT NO. 21-22-1018

NAME		AAA Electrical Signs	Facility Solutions Group		Metro Electric, Inc.		ST Electric		Zitro Electric, LLC.			
ADDRESS		P O Box 3245		8018 W Expway 83		1901 Industrial Dr		106 International Blvd #4A		604 Palmview Dr		
CITY/STATE/ZIP		McAllen, TX 78502		Harlingen, TX 78552		McAllen, TX 78504		Mission, TX 78572		Palmview, TX 78574		
PHONE		956-682-7831		956-230-2505		956-686-2323		956-598-8820		956-581-8899		
FAX		956-464-2408		956-230-2506						956-581-8892		
CONTACT		Paul W. Sullivan		Rick Venegas		Michael A. Gerdes		Mike Pena		Juan Ortiz		
#	Qty	Description	Proposed		Proposed		Proposed		Proposed		Proposed	
1	139	Concourse LED Lights Manufacturer Model No. CON-2-L	\$ 1,251.16	\$ 173,911.24	\$ 845.00	\$ 117,455.00	\$ 896.00	\$ 124,544.00	\$ 873.65	\$ 121,437.35	\$ 1,050.00	\$ 145,950.00
2	1	Square Non-Tapered Steel Poles Manufacturer Model No. SSP	\$ 2,212.00	\$ 2,212.00	\$ 1,423.00	\$ 1,423.00	\$ 1,512.00	\$ 1,512.00	\$ 1,488.00	\$ 1,488.00	\$ 2,100.00	\$ 2,100.00
3	1	Shipping and Handling	\$ 477.00	\$ 477.00	\$ 300.00	\$ 300.00	\$ 432.00	\$ 432.00	\$ 325.00	\$ 325.00	\$ 5,000.00	\$ 5,000.00
4	1	Installation	\$ 47,672.00	\$ 47,672.00	\$ 18,325.00	\$ 18,325.00	\$ 36,854.00	\$ 36,854.00	\$ 21,750.00	\$ 21,750.00	\$ 45,000.00	\$ 45,000.00
5	Completion of Work Within		35 Days		7 Days		150 Days		30 Days		180 Days	
TOTAL AMOUNT PROPOSED			\$ 224,272.24		\$ 137,503.00		\$ 163,342.00		\$ 145,000.35		\$ 198,050.00	
TOTAL EVALUATION POINTS			66.58		93		82.88		82.87		75.54	
RANKING			5		1		2		3		4	

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

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

SOUTH TEXAS COLLEGE
1. PURCHASE AND INSTALLATION OF LED LIGHTS
PROJECT NO. 21-22-1018
EVALUATION SUMMARY

VENDOR		AAA Electrical Signs	Facility Solutions Group	Metro Electric, Inc.	ST Electric	Zitro Electric, LLC.
ADDRESS		P O Box 3245	8018 W Expway 83	1901 Industrial Dr	106 Intl Blvd #4A	604 Palmview Dr
CITY/STATE/ZIP		McAllen, TX 78502	Harlingen, TX 78552	McAllen, TX 78504	Mission, TX 78572	Palmview, TX 78574
PHONE		956-682-7831	956-230-2505	956-686-2323	956-598-8820	956-581-8899
FAX		956-464-2408	956-230-2506			956-581-8892
CONTACT		Paul W. Sullivan	Rick Venegas	Michael A. Gerdes	Mike Pena	Juan Ortiz
1	The purchase price (up to 45 points)	27.58	45	37.88	42.67	31.24
		27.58	45	37.88	42.67	31.24
		27.58	45	37.88	42.67	31.24
		27.58	45	37.88	42.67	31.24
		27.58	45	37.88	42.67	31.24
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	13	13	13	13	13
		11	14	12	11	11
		11	13	14	12	14
		11	14	14	14	13.5
		11	14	11	11	11
3	The quality of the vendor's goods or services. (up to 16 points)	13	13	13	13	13
		12	14	12	11	12
		11	13	14	10	15
		11	15	15	13	14
		12	14	12	11	12
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	16	17	17	16	17
		12	18	15	12	14
		12	18	18	11	18
		17	18	18	16	18
		12	18	15	12	14
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2
		2	3	2	2	2
		2	3	3	2	3
		2	3	3	2	3
		2	3	2	2	2
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	1	0
		0	0	0	1	0
		0	0	0	1	0
		0	0	0	1	0
		0	0	0	1	0
TOTAL EVALUATION POINTS		66.58	93	82.88	82.87	75.54
RANKING		5	1	2	3	4

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	45	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	13-16 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals 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
2. PURCHASE OF CLINICAL SKILLS MANIKINS
PROJECT NO. 21-22-1019

NAME		Anatomical Worldwide/ dba Anatomy Warehouse	DiaMedical USA Equipment, LLC.		Parisi & Venturini Corp./ dba GTSimulators by Global Technologies		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse			
ADDRESS		1630 Darrow Ave	7013 Orchard Lake Rd Ste 110		10388 W State Rd 84 Ste 111		610 Frankfort Rd			
CITY/STATE/ZIP		Evanston, IL 60201	West Bloomfield, MI 48322		Davie, FL 33324		Monaca, PA 15061			
PHONE		800-422-1134	248-855-3966		954-370-7101		800-225-1600			
FAX		312-789-4210	248-671-1550		954-252-2181		800-763-0237			
CONTACT		Brittany Snow		Jeff Ambrose		Danilo Venturini		Aaron Vicari		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	9	Nursing Skills Manikin MF Product No. JUN-300	\$ 9,515.00	\$ 85,635.00	\$ 9,356.82	\$ 84,211.38	\$ 10,065.00	\$ 90,585.00	\$ 10,307.81	\$ 92,770.29
2	1	Webinar Training for Item A MF Product No. TRN-JUN02	\$ 476.00	\$ 476.00	\$ 418.00	\$ 418.00	\$ 440.00	\$ 440.00	\$ 500.00	\$ 500.00
3	9	Platinum Series Stoma MF Product No. 168KK00054	\$ 43.00	\$ 387.00	\$ 51.00	\$ 459.00	\$ 57.00	\$ 513.00	\$ 61.00	\$ 549.00
4	9	Platinum Series Wounds MF Product No. 168KK00051	\$ 79.00	\$ 711.00	\$ 92.80	\$ 835.20	\$ 104.00	\$ 936.00	\$ 111.00	\$ 999.00
5	9	Platinum Series Wounds MF Product No. 168KK00050	\$ 216.00	\$ 1,944.00	\$ 254.14	\$ 2,287.26	\$ 287.00	\$ 2,583.00	\$ 304.00	\$ 2,736.00
6	3	Complete Wound Kit MF Product No. ACC-JUN09	\$ 2,160.00	\$ 6,480.00	\$ 915.42	\$ 2,746.26	\$ 996.00	\$ 2,988.00	\$ 1,095.00	\$ 3,285.00
7	1	Shipping and Handling		\$ -		\$ -		\$ -	\$ 714.00	\$ 714.00
TOTAL AMOUNT PROPOSED			\$ 95,633.00		\$ 90,957.10		\$ 98,045.00		\$ 101,553.29	
TOTAL EVALUATION POINTS			91.04		96.99		93.2		91.77	
RANKING			4		1		2		3	

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

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

SOUTH TEXAS COLLEGE
2. PURCHASE OF CLINICAL SKILLS MANIKINS
PROJECT NO. 21-22-1019
EVALUATION SUMMARY

VENDOR		Anatomical Worldwide/ dba Anatomy Warehouse		DiaMedical USA Equipment, LLC.		Parisi & Venturini Corp./ dba GTSimulators by Global Technologies		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	
ADDRESS		1630 Darrow Ave		7013 Orchard Lake Rd Ste 110		10388 W State Rd 84 Ste 111		610 Frankfort Rd	
CITY/STATE/ZIP		Evanston, IL 60201		West Bloomfield, MI 48322		Davie, FL 33324		Monaca, PA 15061	
PHONE		800-422-1134		248-855-3966		954-370-7101		800-225-1600	
FAX		312-789-4210		248-671-1550		954-252-2181		800-763-0237	
CONTACT		Brittany Snow		Jeff Ambroze		Danilo Venturini		Aaron Vicari	
1	The purchase price (up to 50 points)	47.55	47.55	50	50	46.38	46.38	44.78	44.78
		47.55		50		46.38		44.78	
		47.55		50		46.38		44.78	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	8	8.33	9	9.33	9	9.33	9	9.33
		8		9		9		9	
		9		10		10		10	
3	The quality of vendor's goods or services. (up to 18 points)	16.5	15.5	17	17.33	16.5	17.16	17	17.33
		16		17		17		17	
		14		18		18		18	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	16.66	17	17.33	17	17.33	17	17.33
		16		17		17		17	
		17		18		18		18	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3	3	3	3	3	3	3
		3		3		3		3	
		3		3		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
TOTAL EVALUATION POINTS		91.04		96.99		93.2		91.77	
RANKING		4		1		2		3	

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

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

SOUTH TEXAS COLLEGE
2. PROPOSAL CRITERIA - PRODUCT ONLY

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

Total Points

100

Definitions of evaluation terms:

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

**NO
BACKUP
FOR**

**3. Regional Center for
Public Safety
Excellence
Improvement and
Leveling of Portable
Buildings
(Reject)**

SOUTH TEXAS COLLEGE

4. ELECTRONIC DATABASES AND INDIVIDUAL SERIAL SUBSCRIPTIONS

VENDOR			Elsevier BV	
ADDRESS			230 Park Ave Ste 800	
CITY/STATE/ZIP			New York, NY 10169	
CONTACT			Gino Ussi	
#	Qty	Description	Unit Price	Extension
		Science Direct (SD) Online		
1	1	SD College Edition Complete - Books	\$ 35,426.40	\$ 35,426.40
2	1	SD College Edition Complete - Journals	\$ 36,169.31	\$ 36,169.31
3	1	SD College Edition Complete - Backfiles	\$ 15,027.72	\$ 15,027.72
4	1	Electronic Subscription Fee	\$ 8,356.28	\$ 8,356.28
5	1	Content Fee	\$ 1,160.67	\$ 1,160.67
TOTAL AMOUNT			\$	96,140.38



**Purchasing Department
Pecan Campus Bldg N**

P.O. Box 9701

McAllen, TX 78502

Phone: (956) 872-4681

Fax: (956) 872-4688

November 9, 2021

Leadership Empowerment Group
Attn: Dr. Barbara Baggerly-Hinojosa
805 S Missouri
Mercedes, TX 78570

Dear Dr. Baggerly-Hinojosa:

On January 28, 2020, South Texas College awarded a contract to the Leadership Empowerment Group for Business Skills Training 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 February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

World-Class Training
Attn: Ms. Martha A. Valdez
P O Box 4046
Brownsville, TX 78523

Dear Ms. Valdez:

On January 28, 2020, South Texas College awarded a contract to the World-Class Training for Business Skills Training 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 February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

Leadership Empowerment Group
Attn: Dr. Barbara Baggerly-Hinojosa
805 S Missouri
Mercedes, TX 78570

Dear Dr. Baggerly-Hinojosa:

On January 26, 2021, South Texas College awarded a contract to the Leadership Empowerment Group for a HEP Grant Consultant. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

PNC Bank Merchant Services provided by
First Data Merchant Services, LLC.

Attn: Ms. Gina Garcia
3900 N 10th St 2nd Fl
McAllen, TX 78501

Dear Ms. Garcia:

On November 26, 2019, South Texas College awarded a contract to the PNC Bank Merchant Services provided by First Data Merchant Services, LLC. for Merchant 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.

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

November 9, 2021

Ana C. Tobias / Satori Display
Attn: Ms. Ana C. Tobias
1201 N 48th St
McAllen, TX 78501

Dear Ms. Tobias:

On December 15, 2020, South Texas College awarded a contract to Ana C. Tobias / Satori Display for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

FedEx Office and Print Services, Inc.
Attn: Ms. Aimee DiCicco
7900 Legacy Dr
Plano, TX 75024

Dear Ms. DiCicco:

On December 15, 2020, South Texas College awarded a contract to FedEx Office and Print Services, Inc. for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

Huntington Sky Production, Ltd./ dba Fastsigns
Attn: Mr. Ernest Macias
4117 N 10th St
McAllen, TX 78504

Dear Mr. Macias:

On December 15, 2020, South Texas College awarded a contract to Huntington Sky Production, Ltd./ dba Fastsigns for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 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

November 9, 2021

Imprezos Pro Uniforms, LLC.
Attn: Mr. Francisco J. Morales
1317 W US Hwy 83 Ste A
Pharr, TX 78577

Dear Mr. Morales:

On December 15, 2020, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC. for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from February 1, 2022 through January 31, 2023.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through January 31, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

SOUTH TEXAS COLLEGE
9. MOBILE DEVICES AND SERVICE

VENDOR			T-Mobile USA, Inc.	
ADDRESS			P O Box 742596	
CITY/STATE/ZIP			Cincinnati, OH 45275	
PHONE			Robert Hahn	
CONTACT			(956) 227-8642	
#	Qty	Description	Unit Price	Extension
1	62	T-Mobile Devices and Services for 62 units Monthly Amount \$29.05 for Eight (8) Months	\$ 232.40	\$ 14,408.80
2	62	Programs and Recovery Fee for 62 units Monthly Amount \$3.18 for Eight (8) Months	\$ 25.44	\$ 1,577.28
TOTAL AMOUNT			\$	15,986.08

SOUTH TEXAS COLLEGE
10. MOBILE HOTSPOT SERVICES

VENDOR			AT&T Mobility, LLC.	
ADDRESS			P O Box 6463	
CITY/STATE/ZIP			Carol Stream, IL 60197	
PHONE			956-605-4849	
CONTACT			Hector Orellana	
#	Qty	Description	Unit Price	Extension
1	328	Mobile Hotspot Services for 328 units Monthly Amount of \$40.00 for Four (4) Months	\$ 160.00	\$ 52,480.00
TOTAL AMOUNT			\$	52,480.00

Update on Portable Air Purifiers

George McCaleb, Director of Facilities Operations and Maintenance will provide an update on the portable air purifiers proposals that were received.

Purpose – Facilities Operations and Maintenance and the Purchasing Department are requesting additional time to complete the evaluation of the proposals received for the portable air purifiers.

Justification and Benefit – A total of twelve (12) proposals were received on October 29, 2021 and various types of units were proposed. The staff is requesting additional time to review and to thoroughly evaluate the proposed units.

Facilities Operations and Maintenance will be purchasing one (1) of each of the various manufacturer's units submitted by the vendors and will test the air quality in the rooms where the units are placed. An external tester will also be contracted and a report will be provided to staff with additional data, which will be considered when the units requested are evaluated.

Background – Request for Proposals were advertised on October 13, 2021 and October 20, 2021 and issued to twenty-five (25) vendors. Twelve (12) responses were received on October 29, 2021.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing will be present at the Committee meeting to address any questions by the Committee members.

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

Review and Recommend Action to Revise Policy #4152: Documentation of Official Transcripts for All Employees

Approval to revise Policy #4152: Documentation of Official Transcripts for All Employees will be requested at the November 23, 2021 Board meeting.

Purpose – The proposed revisions to the policy to improve process efficiency by granting an extension for submitting the official transcripts without signatures.

Justification – The request for the revisions to the policy are necessary to align the policy to the current practice as all extensions have been granted by the chain of command.

The key revisions to the policy are as follows:

1. Remove the signature approval by the chain of command for extending deadline to submit the official transcript. Currently, the chain of command must approve all extensions for the employees.
2. Update the name of the accrediting agency from the Southern Association for Colleges and Schools (SACS) to the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC).

Background - South Texas College originally adopted Policy #4152: Documentation of Official Transcripts for All Employees on November 9, 1995 and then amended on August 21, 2003.

Reviewers – The revised policies have been reviewed by Administrative staff, Vice Presidents, and College's legal counsel.

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 November 23, 2021 Board meeting, to revise Policy #4152: Documentation of Official Transcripts for All Employees as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title Documentation of Official Transcripts for All Employees 4152

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

Date Approved by Board As Amended by Board Minute Order Dated November 23, 2021

I. Purpose

To establish the policy on the required documentation for the employee official transcripts.

II. Policy

Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resources to document compliance with Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position. This policy applies to full and part-time employees. This requirement must be met before beginning employment with the College.

If the official transcript has not be received before beginning employment, A an extension for submitting the official transcripts may will be granted in an emergency, provided copies of the unofficial transcripts are on file in the Office of Human Resources. Granting the extension is subject to the approval from the appropriate Dean or supervising Director, the appropriate Vice President and the Director of Human Resources. This extension cannot exceed beyond the first seven weeks of employment with the College. The Office of Human Resources will monitor compliance and maintain procedures.

If an extension is granted, e Employment is contingent upon receiving the official transcripts, and may be grounds for termination of the job assignment if not received by the deadline.

III. Definitions

N/A

IV. History

Table with 2 columns: Description and Date. Row 1: Origination Date Approved by Board, November 9, 1995. Row 2: Dates Amended and Approved by Board, August 21, 2003, November 23, 2021.

Review and Recommend Action to Revise Purchasing Policies

Approval to revise Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria, Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works, and Policy #5226: Contracts will be requested at the November 23, 2021 Board meeting.

Purpose - The proposed policy revisions update the current policies to agree with Policy 5210: Purchasing, and to comply with current practices.

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

- a. Revise Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
 - To update the dollar amount as practiced in procedure.
 - To include the definitions of Consultant Services, Honoraria, and Professional Services.

- b. Revise Policy #5226: Contracts
 - To update the dollar amounts as stated in Policy 5210: Purchasing.

A summary of changes necessary to align with Policy #5210: Purchasing are as follows:

Contracts	Current	Proposed
Personal Property	Under \$25,000	Less than \$50,000
Construction, maintenance, repair or renovation of any building	Under \$15,000	Less than \$50,000
Change Order - Construction	Current	Proposed
Capital improvement	\$5,000 or less	Less than \$10,000
Capital improvement causing a significant delay	Exceeding \$5,000	At or above \$10,000

- c. Revise Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
- To update the dollar amounts as stated in Policy 5210: Purchasing.
 - To include the definition of Public Works.
 - Change title to Authorization for the President to Award Contracts After Informal Bidding for Expenditures **Less Than \$50,000** ~~Up to \$10,000~~ and Purchasing Procedures for Personal Property and Public Works

A summary of changes necessary to align with Policy #5210: Purchasing are as follows:

Policy 5210			Policy 5225	
Purchasing			Authorization for the President to Award Contracts After Informal Bidding for Expenditures Less Than \$50,000 Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works	
Levels	Amounts	Description	Current	Proposed
Level I	Less than \$10,000	Under \$1K, quotations may be verbally accepted. \$1K to under \$10K, require at least one written quote.		
Level II	\$10,000 to less than \$50,000	At least 3 written quotations.	In excess of \$1,000 and not more than \$10,000	\$10,000 to less than \$50,000
Level III	At or above \$50,000	RFP, RFQ, ITB, RFO Requires Board of Trustees authorization to award the bid.	In excess of \$10,000	At or above \$50,000

Background - South Texas College originally adopted Policy #5220, Policy #5225, and Policy #5226 on November 9, 1995. Policy #5220 was amended in October 29, 2019 and Policy #5225 on July 29, 1999.

Reviewers -The revised policies have been reviewed by the Administrative staff and Vice Presidents.

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

Initial additions to the policies are highlighted in yellow and deletions are marked with a red strikethrough.

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 the Board approve the revised Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria, Policy #5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures **Less Than** ~~Up to \$10,000~~ **\$50,000** and Purchasing Procedures for Personal Property and Public Works, and Policy #5226: Contracts as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria 5220

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

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

This policy defines and establishes guidelines for entering into those contracts that specifically encompass consultant services, professional services and payment of honoraria, as per Texas Government Code Chapter 2254.

II. Policy

Consultant services and professional services contract at \$1,000 or greater ~~than \$5,000~~ require ~~advance~~ approval, ~~in writing~~, by the College President or Designee.

Individuals, groups, or firms providing services to the College under a consultant service or professional services contract cannot begin work before a written agreement is fully executed.

Consultant Services are defined as services provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

Professional Services are defined as services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are those generally provided by architects, attorneys, and auditors.

Honoraria are provided to individuals or groups who conduct work that directly supports the College's instructional programs. These funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

Grant contractors shall not be paid at a higher rate than College contractors with a similar assignment.

Employees of the College cannot be engaged as contractors.

Current or former Board Members cannot be engaged as contractors before the first anniversary of the date they ceased to be a member of the Board.

III. Definitions

1. Consultant Services - which are normally of an advisory or evaluative nature and are provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria 5220

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

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

2. Honoraria - Payments provided to individuals or groups who conduct work that directly supports the College's instructional programs. The funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

3. Professional Services - Services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are more specifically defined in Chapter 2254 of the Texas Government Code and include, but are not limited to, services provided by architects, engineers, attorneys, and fiscal agents.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	October 29, 2019 November 23, 2021

MANUAL OF POLICY

Title: Authorization for the President to Award 5225
Policy: Contracts After Informal Bidding for Expenditures
Less Than Up to \$10,000 \$50,000 and Purchasing
Procedures for Personal Property and Public Works

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

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

To establish the policy on the authorization for the President to award contracts for informal bids received and valued less than \$50,000.

II. Policy

Personal Property

All South Texas College expenditures for the purchase of any personal property, except produce or vehicle fuel, ~~in excess of \$1,000.00~~ \$10,000 to less than ~~and not more than \$10,000.00~~ \$50,000 shall be made by the President after the receipt of informal bids. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made after the receipt of bids approved by the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code and Local Gov't. Code 271.082, 271.083 and/or 271.102, 271.103. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurements required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, machinery or equipment as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees. Contracts for purchases by the College of any real estate or rights or easements therein or outside professional service contracts which are otherwise regulated by state law are not covered by the provisions of this section relating to bidding but shall be submitted to the Board of Trustees for approval.

Public Works

All South Texas College expenditures for public works, which become fixtures to real property ~~in excess of \$1,000.00~~ \$10,000 to less than ~~and not more than \$10,000.00~~ \$50,000 shall be made by the President after the receipt of informal bids. All South Texas College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made after the receipt of bids submitted to the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above ~~in excess of \$10,000.00~~ \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurement required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees.

MANUAL OF POLICY

Title: Authorization for the President to Award 5225
Policy: Contracts After Informal Bidding for Expenditures
Less Than ~~Up to \$10,000~~ \$50,000 and Purchasing
Procedures for Personal Property and Public Works

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

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

III. Definition

1. Public Works – improvement or work completed to public education facilities including alterations, demolitions, installation or repair work paid by public funds.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	July 29, 1999 November 23, 2021

MANUAL OF POLICY

Title: Contracts 5226
Legal Authority: Approval of the Board of Trustees Page 1 of 1
Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

To establish the policy on the execution and management of contracts.

II. Policy

This policy shall apply to all contracts to which the College is a party, other than purchasing activities which are governed by a separate policy.

The authority to contract on behalf of the College is vested with the Board of Trustees. The size and complexity of the College is such that individual review by the Board of every contract is neither feasible nor in the best interest of the College.

Therefore, delegation of contracting authority is appropriate within the following guidelines:

Contracts less than under \$25,000 \$50,000 for personal property and contracts less than under \$15,000 \$50,000 for construction, maintenance, repair, or renovation of any building: The President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed the above limits in cash or in-kind equivalent.

Change Order - Construction. The President may approve a capital improvement change order involving expenditures of \$5,000 less than \$10,000 or less, and the President and Board Chair may jointly approve a construction change order involving an expenditure exceeding \$5,000 at or above \$10,000 when, in the opinion of the President, the deferral of the change order until the next regular Board meeting would cause a significant delay in the progress of the construction project.

Unless Board action specifically provides otherwise, all contracts approved by the Board shall be executed on behalf of the College by either the President or a designee.

The Vice President of Finance and Administrative Services is designated as custodian of all contracts (except employment) of the District.

The Director of Human Resources is designated as the custodian of employment contracts.

III. History

Table with 2 columns and 2 rows: Orignation Date Approved by Board (November 9, 1995), Dates Reviewed and Amended by Board (November 23, 2021)

Review and Recommend Action on Annual Investment Report for FY 2020 – 2021

Approval of the Annual Investment Report for FY 2020 - 2021 will be requested at the November 23, 2021 Board of Trustees meeting.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration presents the Annual Investment Report to the Board of Trustees annually for approval, as required.

Reviewers – The College’s Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for your information and review.

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

It is requested that the Finance, Audit and Human Resources Committee recommend for Board approval at the November 23, 2021 Board meeting, the Annual Investment Report for FY 2020 – 2021, as presented.

Name of Institution
Annual Investment Report (Including Deposits)

August 31, 2021
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

Publicly Traded Debt & Similar Investments >1 year maturity

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments >1 year 0.00

Name of Institution
Annual Investment Report (Including Deposits)

August 31, 2021
Market Value

Investment or Deposit Type

Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	1,620,811.85
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	227,072,057.97
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	97,691,668.60
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	8,860.00
Total Short-Term Investments & Deposits	326,393,398.42
TOTAL INVESTMENTS and DEPOSITS	326,398,988.12

Review and Discussion of Internal Audit Report in the Area of Teacher Retirement System of Texas (TRS)

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the results provided in the Teacher Retirement System of Texas (TRS) audit report.

The Internal Audit Report follows in the packet for the Committee's review.

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



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

November 2, 2021

Dr. Ricardo J. Solis, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dr. Solis,

As part of the fiscal year 2021 Audit Plan, the Office of Internal Audits completed the Teacher Retirement System of Texas (TRS) Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to TRS. The scope of the audit included activity from September 1, 2019 through August 31, 2020.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Ms. Myriam Lopez, Comptroller
Ms. Laura Requena, Director of Human Resources
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

SOUTH TEXAS COLLEGE
TEACHER RETIREMENT SYSTEM
OF TEXAS
AUDIT REPORT



SOUTH TEXAS
COLLEGE

OFFICE OF INTERNAL AUDITS

November 2, 2021



Table of Contents

EXECUTIVE SUMMARY	2
BACKGROUND	3
AUDIT OBJECTIVE.....	3
AUDIT SCOPE & METHODOLOGY	3
AUDIT RESULTS	4
CONCLUSION	5



EXECUTIVE SUMMARY

The Teacher Retirement System of Texas Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2021 Audit Plan. The engagement included a review of employee census data, eligibility requirements, employment after retirement, and the optional retirement program.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to the Teacher Retirement System of Texas (TRS).

The scope of the audit included activity from FY 2020 (September 1, 2019 – August 31, 2020). The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction.

The audit generally conformed to guidelines set forth by South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the Business Office and the Office of Human Resources established an adequate system of internal controls related to ensuring the accurate reporting of TRS contributions. We observed the following internal controls related to TRS:

- Reported census data was accurate;
- Employees who made contributions were eligible to do so (e.g. hired for a minimum assignment of 4.5 months at one-half time or more);
- New TRS members (e.g., first 90 days of employment) made contributions as required;
- Employment after retirement employee's pension and/or TRS-Care surcharges were paid;
- Optional Retirement Program participants were employed in eligible positions and evidence was maintained on file supporting their election.



BACKGROUND

TRS is a defined pension plan that provides formula-based retirement annuities. TRS members and employing institutions make mandatory monthly contributions using percentages of salary that are established by the Texas legislature. Contributions go into a trust fund managed by investment professionals and does not require or allow any investment decisions by individual members. All TRS eligible employees at Texas institutions of higher education are automatically enrolled in TRS on their first day of employment. However, some employees (e.g. full-time faculty, librarians, and certain professionals and administrators) are eligible to participate in the Optional Retirement Program (ORP) as an alternative.

ORP is a defined contribution plan similar to a 401(k) with employer matching contributions. An important distinction between the plans is that TRS members don't make any investment decisions while ORP participants are responsible for selecting both the investment company as well as picking their investments. The employing institution has no fiduciary responsibility for the market value of a participant's ORP investments. ORP participants and the employing institution make mandatory monthly contributions using percentages of salary that are established by the Texas legislature. Eligible ORP participants must submit a completed form to the Office of Human Resources by the end of their election period, (e.g. 90 days from the first day of employment in an ORP-eligible position).

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls to ensure the completeness and accuracy of the information reported to the Teacher Retirement System of Texas (TRS).

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from FY 2020 (September 1, 2019 – August 31, 2020). To accomplish the audit objective, the auditors reviewed the following:

- TRS Laws and Rules (e.g. applicable Texas Government Code);
- Texas Government Code Ch. 821 – General Provisions;
- Texas Government Code Ch. 822 – Membership;
- Texas Government Code Ch. 830 – Optional Retirement Program;
- 'Employment After Retirement – How it Works for you' TRS manual;



- Texas Education Code Sec. 12.105 Membership in Teacher Retirement System of Texas;
- Texas Insurance Code Ch. 1575 Texas Public School Retired Employees Group Benefits Program (TRS-Care);
- The Office of Human Resource's – TRS Procedures;
- The Business Office's TRS process map

The audit generally conformed to guidelines set forth in South Texas College's Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Census Data

Reporting entities are required to provide accurate census data to TRS. We compared census data (e.g., employee names, gender, date of birth, and social security numbers) reported to TRS to source documentation maintained by the College's Office of Human Resources (HR). We selected a sample of fifty (50) employees for further testing to verify the accuracy of the census data reported to TRS. We were able to match the census data to source documentation (e.g. I-9, W-4, appointment letter, etc.) for each of the selected employees in our sample. No exceptions were noted in this area.

Employee Eligibility

An employee is eligible to participate in TRS if they work for a single TRS-covered employer; work the equivalent of 20 hours or more per week; and work for 4.5 months during the year. All public higher education employees in an eligible position are automatically enrolled in TRS on their first day of employment. We selected a sample of employees, and reviewed support documentation (e.g. appointment letters) in order to verify TRS eligibility. Based on testing we determined that each of the selected employees who made TRS contributions met the eligibility requirements. No exceptions were noted in this area.

New Members

Reporting entities are required to pay state contributions for new TRS members during report periods that contain the members' first 90 days of employment. We identified a list of six (6) employees that were within their first 90 days of employment as of October 2020. We verified their start dates by reviewing their employment contracts or their completed I-9 form. We reviewed each employee's October 2020 compensation data provided in the Payroll Report. Based



on testing we determined that the College made the required contributions to the state for new members. No exceptions were noted in this area.

Optional Retirement Program (ORP)

A person who is employed in an ORP-eligible position is given 90 days (e.g. ORP election period) to make a one-time, irrevocable decision to enroll in OPR in lieu of TRS. We selected a sample of thirty (30) employees who made contributions under ORP. We verified that ORP participants were working in an eligible position. Additionally, we verified that each employees' election to participate in ORP was done prior to their 91st day after becoming eligible (e.g., becoming employed in an ORP-eligible position). Based on testing we determined that each of the employees selected for testing were notified of their eligibility to participate in ORP. Additionally, sufficient support documentation maintained by the Office of Human Resources was available to substantiate the all of the employees in our sample made the election to participate in ORP within their 91st day of employment. No exceptions were noted in this area.

Employment After Retirement

Reporting entities are required to submit monthly reports that include payroll information for service and disability retirees who return to work. The report includes information on employee salary, the type of employment, numbers of hours worked, and number of days worked. For retirees who retired after September 1, 2005 and return to work, pension and TRS-Care surcharges are owed if the individual works more than one-half time during a calendar month. We requested a list of employees who retired and later returned to work. For those employees who worked more than one-half time during the calendar month we verified that TRS pension and/or TRS-Care surcharges were paid. Based on testing we determined that all retired members that returned to employment were accurately reported and that pension and TRS-Care surcharges were paid. No exceptions were noted in this area.

CONCLUSION

Overall, it was determined that the Office of Human Resources and the Business Office established an adequate system of internal controls. Employees selected for testing met the eligibility requirements for TRS/ORP; census data was accurately reported; appropriate contributions were made for new members; and pension/TRS-Care surcharges were paid for employees that returned to work after retirement.



South Texas College
Office of Internal Audits
Teacher Retirement System of Texas

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

11/2/2021

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

A handwritten signature in blue ink, appearing to read "Jose Luis Silva".

11/2/2021

Jose Luis Silva CIA, CFE, CGAP
Staff Audit Specialist