

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Student Union Building, 2nd Floor
Pecan Campus, McAllen, Texas
Tuesday, April 12, 2022 @ 5:30 p.m.

Agenda

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

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- II. Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, and Renewals..... 19-65
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 - 1) Online Continuing Education Services (Award)
 - 2) Purchase of Semi-Trucks (Award)
 - 3) Recruitment Advertising Services (Award)
 - 4) Vehicle Maintenance and Repair Services (Award)
 - B. Rejection of Proposal
 - 5) Purchase of Automatic Heavy-Duty Truck (Reject)
 - C. Purchases and Renewals
 - a. Instructional Items
 - 6) Mobile Hotspot Service Extension (Purchase/Subscribe)
 - 7) Medical Office Skills Training (Renewal)
 - 8) Small Business Skills Training (Renewal)
 - b. Non-Instructional Items
 - 9) Consultant Services Contract (Purchase)
 - 10) Ground Maintenance (Renewal)
 - 11) Network Cabling and Equipment Installation Services (Renewal)
 - 12) Travel Services (Renewal)
 - c. Technology Items
 - 13) Computers, Laptops, and Monitors (Purchase)
 - 14) Network Switches (Purchase)
 - 15) Servers (Purchase)
 - 16) Servers, Equipment, and Software Licenses (Purchase)
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 - 18) Server Maintenance and Support Agreement (Renewal)

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**Approval of March 8, 2022 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 8, 2022 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 8, 2022 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, March 8, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

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

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Ms. Katarina Bugariu, Ms. Lynda Lopez, Mr. George McCaleb, Dr. Jesus Campos, Mr. Lucio Gonzalez, Mr. Ken Lyons, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**Approval of February 8, 2022 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 8, 2022 were approved as written. The motion carried.

**Review and Action as Necessary on Award of Proposal, Rejection of
Proposal, Purchases, Renewal, and Interlocal Agreement**

Approval of the following award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement will be requested at the March 29, 2022 Board meeting.

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

The Committee requested clarification that item C(b)6 for the purchase of a consultant contract with Pathfinder Public Affairs, Inc., was required due to the additional services valued at \$7,500, to a previously executed contract valued at \$45,000. Administration confirmed that this was the case.

The Committee asked legal counsel whether they should approve the full contract, including the previously executed portion, or only the portion of the extension that exceeded \$50,000, valued at \$2,500. Legal counsel advised that the Committee had legal discretion to either approve the full value, or only the additional services, as the previous scope did not require approval.

Administration asked for clarification whether the previous scope would need approval now that the full contract would exceed \$50,000, and legal counsel advised that the Committee had discretion in how to proceed.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement as listed below, except for the item C(b)6 for the purchase of a consultant contract with Pathfinder Public Affairs, Inc. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of item C(b)6 for the purchase of additional services for consultant contract with Pathfinder Public Affairs, Inc., totaling \$2,500, as discussed. The motion carried.

A. Award of Proposal

- 1) Risk Management Consultant Services (Award):** award the proposal for risk management consultant services to **Valley Risk Consulting, Inc.** (McAllen, TX) (New), for the period beginning May 1, 2022 through April 30, 2023 with four one-year options to renew, at a total amount of \$55,800.00 with authorization for the Purchasing Department to negotiate the final contract amount;

B. Rejection of Proposal

- 2) Purchase of Heavy-Duty Trucks - II (Reject):** reject the two (2) proposals for the purchase of heavy-duty trucks – II since the proposed trucks did not meet the required specifications and available budget;

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

- 3) 3D Metal Printer (Purchase):** purchase a 3D metal printer from **MLC CAD Systems, LLC.** (San Antonio, TX) (New), a sole source vendor, at a total amount of \$154,800.00;
- 4) Fire Science Training Simulator (Purchase):** purchase a fire science training simulator from **W. S. Darley & Co. / Darley Fire Equipment Division** (Itasca, IL), a sole source vendor, at a total amount of \$59,000.00;

5) Instructional Equipment, Software, and Materials (Purchase): purchase instructional equipment, software, and materials from **Technical Laboratory Systems, Inc.** (Houston, TX), through The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$90,111.00;

C. Purchases and Renewals (C-b. Non-Instructional Item)

6) Consultant Services Contract (Purchase): purchase a consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning September 1, 2021 through March 30, 2022, at a total amount of \$52,500.00;

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

7) Computers, Laptops, and Tablets (Purchase): purchase computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$613,185.44;

8) Network Equipment (Purchase): purchase network equipment from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$42,337.70;

D. Interlocal Agreement

9) State Records Inquiry Access Agreement (Purchase/Renewal): enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 4, 2022 through December 31, 2022, at an estimated amount of \$10,000.00.

The total for all award of proposal, rejection of proposal, purchases, renewal, and interlocal agreement was \$1,077,734.14.

Review and Recommend Action on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval of disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items will be requested at the March 29, 2022 Board of Trustees meeting.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycle of technology and electronic items to follow the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment. These assets were part of the College's inventory therefore, it was also requested that these assets be removed from inventory and the general ledger.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it was disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ was the method of disposal to comply with all EPA regulations. They would clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems were properly disposed of.

The technology and electronic items were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D, McAllen, Texas.

Reviewers – These items were inspected by Information Technology (IT), Educational Technologies (ET), and approved by the Vice President for Information Services, Planning, Performance and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was provided in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the March 8, 2022 Finance 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 and Human Resources Committee recommend Board approval of the disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

Discussion and Action as Necessary on the Operation of the College Bookstore Second Contract Modification

On February 17, 2022, Barnes & Noble College Booksellers contacted the College; to request a second contract modification for the period beginning November 1, 2020 through October 31, 2021.

Purpose – To discuss the second contract modification option provided by Barnes & Noble College Booksellers to their current contract.

Justification - Barnes & Noble provided a modification option to their current five-year contract (November 1, 2019 through October 31, 2024) due to COVID-19 and the College's lack of foot traffic on campus because of online classes. The modification option requested was for the second year of the five-year contract, November 1, 2020 through October 31, 2021.

Background - On August 27, 2019, the Board of Trustees awarded a five-year contract to Barnes & Noble College Booksellers, for the period beginning November 1, 2019 through October 31, 2024.

The terms of the current contract were as follows:

- The vendor was currently obligated to pay the College the greater of the Minimum Annual Guarantee or the total commissions received on Commissionable Sales and Digital Sales during the period.
- The vendor remits commissions on a periodic basis during the term. If the total commissions were less than the Minimum Annual Guarantee, the vendor pays the difference to the College at the end of the period.

Within the existing contract, the force majeure clause provided the possibility for either party to amend the contract due to a governmental regulations or controls, or acts of God. Due to this uncontrollable event, Barnes and Noble asked that the College consider a second contract modification to the existing contract.

The current and proposed modified terms were as follows:

Minimum Annual Guarantee	Amount
Original Contract Period: 11/1/19 – 10/31/24	\$500,000
1 st Contract Modification Amount Period: 11/1/19 – 10/31/20 Board Approved 5/26/20	\$400,000
Proposed 2 nd Contract Modification Amount Period: 11/1/20 – 10/31/21	\$325,000

Note: According to Barnes & Noble College Booksellers, the contract terms would revert back to the original minimum guaranteed payment amount of \$500,000 for the period of 11/01/21 to 10/31/22.

Commissionable Sales	Percentage Rate of Sales
• No change requested	• 14.5% of Commissionable Sales up to \$2,000,000.00
	• 15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,000.00
	• 17% of Commissionable Sales in excess of \$3,000,000.00

In summary, the proposed modification sought to replace the Minimum Annual Guarantee for the period beginning November 1, 2020 through October 31, 2021 from \$500,000 to \$325,000.

The current and previous commission history reports were as follows:

Contract	Commission Amount
November 2020 – September 2021	\$323,351.55
November 2019 – October 2020	\$479,889.53
Previous Contract	
November 2018 – October 2019	\$487,495.00
November 2017 – October 2018	\$538,879.00
November 2016 – October 2017	\$607,112.00
November 2015 – October 2016	\$601,327.00
November 2014 – October 2015	\$593,622.00

Enclosed Documents – The Barnes & Noble College Booksellers Second Contract Modification letter was provided in the packet for the Committee’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Becky Cavazos, Director of Purchasing attended the Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval to modify the current Barnes & Noble College Booksellers contract minimum annual guarantee from \$500,000 to \$325,000 for the period beginning November 1, 2020 through October 31, 2021. The motion carried.

Review and Recommend Action on Revised Appraisal District Allocated Cost Payments for the 2022 Assessment Fees for Hidalgo County

Approval on revised Appraisal District Allocated Cost payments for the 2022 Assessment Fees for Hidalgo County according to the revised allocated cost schedule, as described below, will be requested at the March 29, 2022 Board meeting.

Purpose – The Hidalgo County Appraisal District performs property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - On February 8, 2022, Hidalgo County Appraisal District informed the College that the allocated cost for the 2022 assessment fees were modified due to a tax levy revision for one of the entities in the county. The Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background – On December 14, 2021, the Board of Trustees approved the Hidalgo County Appraisal District allocated cost payments for \$737,436 for tax levy 2021 as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e).

The revised allocated costs for the 2022 assessment fees increased the College’s allocation as follows:

Fiscal Year 2021 – 2022 Hidalgo County Assessment Fees	
	Allocated Cost for Assessment Fees
Assessment Fees Approved on December 14, 2021	\$737,436
Revised Allocated Cost for Assessment Fee	738,652
Assessment Fees Increase/(Decrease)	\$1,216

Enclosed Documents – The Hidalgo County Appraisal District Letter was provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommend Board approval of the revised Appraisal District allocated cost payments for the 2022 assessment fees for Hidalgo County as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented, and which reflected an increase of \$1,216 over the previous year. The motion carried.

**Discussion and Action as Necessary on Use of the Department of
 Education Higher Education Emergency Relief Fund (HEERF) and
 Unrestricted Fund for a Retention Incentive Payment to Regular and Full-
 Time Temporary and Part-Time Employees Working Fully Remote and
 Other Eligible Employees**

Approval on Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees will be requested at the March 29, 2022 Board meeting.

Purpose – To provide a salary payment to regular and full-time temporary and part-time employees working fully remote and other eligible employees on April 13, 2022. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the Retention Incentive Payment, which will be funded by the HEERF and Unrestricted Fund.

Justification – The proposed payment to regular and full-time temporary and part-time employees working fully remote and other eligible employees would be issued as an incentive to retain employees.

Background – On February 22, 2022, the College's Board of Trustees approved a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to eligible regular and full-time temporary and part-time employees, as follows:

- February 2022 - Return to Campus Safely COVID-19 Training and Response Strategies Payment
 - ⇒ Regular and Full-Time Temporary Employees \$2,500
 - ⇒ Part-Time Employees \$1,500
 - ⇒ Paid 1,684 employees a total of \$4,326,454, which included payroll taxes

In addition to the above payment, a payment as follows was proposed:

- March 2022 - Retention Incentive Payment for Employees Working Fully Remote
 - ⇒ Regular and Full-Time Temporary Employees \$1,250
 - ⇒ Part-Time Employees \$750
 - ⇒ Proposed payment to 69 employees for a total of \$82,084, including payroll taxes

Other eligible employees including those employees currently not working on campus such as those telecommuting due to Office of Human Resources approved accommodations or Departmental Leads' approval, or on Family and Medical Leave Act (FMLA), or on military leave were eligible to receive the Retention Incentive Payment. Other eligible employees would receive the Return to Campus Safely COVID-19 Training payment upon their return to work on campus.

The Retention Incentive Payment and employer’s payroll taxes for regular and full-time temporary and part-time employees who were not considered senior management would be funded by HEERF as follows:

Funded by HEERF				
Regular and Full-Time Temporary Employees \$1,250 Part-Time Employees \$750				
Eligible Employees	Employees Count	Payment Amount	Employers Payroll Taxes	Total
Regular and Full-Time Temporary Employees	3	\$3,750	\$287	\$4,037
Part-Time Employees	20	15,000	1,148	16,148
Other Eligible Employees	45	56,250	4,303	60,553
Total	68	\$75,000	\$5,738	\$80,738

A budget amendment to fund this cost from the Restricted Fund was provided in the packet for the Board’s consideration.

In addition, the salary payment and employer payroll taxes for one (1) senior management employee who had returned to work on campus would be funded by the Unrestricted Fund.

The proposed payment for the senior management employee was \$1,250. The payment would be funded by the College’s Unrestricted Fund and totals to \$1,346.

Funded by Unrestricted Fund				
Regular Employees \$1,250				
Eligible Employees	Employees Count	Payment Amount	Employers Payroll Taxes	Total
Senior Management Employee	1	\$1,250	\$96	\$1,346
Total	1	\$1,250	\$96	\$1,346

A budget amendment to fund this cost from the Unrestricted Fund was provided in the packet for the Committee’s consideration.

Department of Education

In an effort to provide an incentive to retain employees, Administration requested and received approval from the Department of Education to grant a Retention Incentive Payment funded by HEERF. The payment will serve as an incentive to retain employees in order to sustain a workforce level needed to continue to deliver instruction to the region in spite of the pandemic.

According to the Department of Education, however, HEERF funds may not be used to fund a payroll payment for senior management employees.

The Texas Association of School Boards (TASB) and Three-Part Test

Administration considered the guidance provided by the Texas Association of School Boards (TASB) and the three-part test created by the Texas Supreme Court to determine if the Retention Incentive Payment for employees working fully remote and other eligible employees complies with the appropriate use of public funds and accomplishes a public purpose. Similar to the evaluation that was conducted for the February Return to Campus Safely COVID-19 Training and Retention Incentive Payment, Administration has verified that the payment complies with the criteria provided by TASB and the three-part test requirements.

Eligibility Requirements

Employees may receive the payment on April 13, 2022 based on the following eligibility requirements:

- Regular and full-time temporary and part-time employees working fully remote with an active assignment on March 29, 2022, or
- Regular and full-time temporary employees not working on campus due to Office of Human Resources approved accommodations or Departmental Lead's approval, or on FMLA, or military leave with an active assignment on March 29, 2022

Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the Retention Incentive Payment:

- Executive
- Administrative
- Professional/Technical Support Full-Time Exempt
- Professional/Technical Support Full-Time Non-Exempt
- Classified
- Faculty (Including Full-Time Lecturers)
- Adjunct Faculty
- Direct Wage
- Trainers
- Work-Study

Part-time employees in the following category will not be eligible for the one-time payment:

- Dual Credit Faculty (High School Employees)

Funding Source – The HEERF and Unrestricted Fund would be utilized to fund this Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time employees working fully remote and other eligible employees. If this payment was approved, a FY 2021 - 2022

budget amendment was necessary and followed in the packet as a separate agenda item for the Committee’s consideration and recommendation.

Reviewers – The Retention Incentive Payment as reviewed by Cabinet members.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and the Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees, as presented. The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2021 -2022

Approval of a proposed budget amendment for FY 2021 – 2022 will be requested at the March 29, 2022 Board meeting.

As a result of the proposed Retention Incentive Payment, and proposed renovation projects for the Vice President for Finance and Administrative Services, Department of Accountability, Risk and Compliance, and Office of Institutional Equity in the Unexpended Plant Fund, a budget amendment was requested. The total budgeted revenues and expenditures for the Unrestricted Fund, Restricted Fund, and Unexpended Plant Fund - Construction for fiscal year 2021 – 2022 would increase as follows:

**Fiscal Year 2021 - 2022
 Budgeted Revenues and Expenditures**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$191,893,002	\$1,346	\$191,894,348
Restricted Fund	B	176,195,958	-	176,195,958
Unexpended Plant Fund - Construction	C	13,299,709	1,034,110	14,333,819

The budget amendment details and presentation followed in the packet for the Committee’s information and review.

The budget amendment was proposed as follows:

1. Budget Amendment – Increase Unrestricted Fund Revenues

A budget amendment was proposed to increase the Unrestricted Fund Revenues by \$1,346 as follows:

**Fiscal Year 2021 – 2022
 Summary of Unrestricted Fund Revenues Adjustment**

Revenue Source	Proposed Amendment
Total Carryover Allocations	\$1,346
Total Adjustments	\$1,346

**Fiscal Year 2021 - 2022
 Unrestricted Carryover Allocations**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Carryover Allocations	\$7,691,597	\$1,346	\$7,692,943
Total Unrestricted Carryover Allocations	\$7,691,597	\$1,346	\$7,692,943

Carryover Allocations was proposed to increase by \$1,346 for the purpose of funding the proposed Retention Incentive Payment.

In total, the Unrestricted Fund Revenues were proposed to increase by \$1,346.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment was proposed to increase the Unrestricted Fund Expenditures by \$1,716,986.

**Fiscal Year 2021 - 2022
 Summary of Unrestricted Fund Expenditures Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$1,250
Total Benefits	96
Total Adjustments	\$1,346

Fiscal Year 2021 - 2022
Unrestricted Fund Salaries, Benefits, and Transfers & Reserves

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$99,381,438	\$1,250	\$99,382,688
Total Benefits	30,950,567	96	30,950,663
Total Salaries, Benefits, and Transfers & Reserves	\$130,332,005	\$1,346	\$130,333,351

A budget amendment was proposed to increase the Unrestricted Fund Expenditures by \$1,346. The amendment was needed to increase funding for the Retention Incentive Payment to eligible regular and full-time temporary employees for retention purposes.

The Salaries expenditure budget was proposed to increase by \$1,250. The increase in the salary expenditure budget was the projected total cost of the Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF).

The Benefits expenditure budget was proposed to increase by \$96. The increase in the benefits expenditure budget was the projected total cost of the Retention Incentive Payment for employees not funded by the Higher Education Emergency Relief Fund (HEERF).

In total, the Unrestricted Fund Expenditures were proposed to increase by \$1,346.

3. Budget Amendment – Reallocate Restricted Fund Expenditures

A budget amendment was proposed to reallocate the Restricted Fund Expenditures by \$80,738 as follows:

Fiscal Year 2021 - 2022
Summary of Restricted Fund Expenditures Adjustments

Expenditures	Proposed Amendment
Total Salaries	\$75,000
Total Benefits	5,738
Total Operating	(80,738)
Total Adjustments	\$-

Fiscal Year 2021 - 2022
Restricted Fund Salaries, Benefits, and Operating Expenditures

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$11,098,940	\$75,000	\$11,173,940
Total Benefits	1,517,298	5,738	1,523,036
Total Operating	24,817,315	(80,738)	24,736,577
Total Salaries, Benefits, and Operating Expenditures	\$37,433,553	\$-	\$37,433,553

A budget amendment was proposed to reallocate the Restricted Fund Expenditures by \$80,738 due to the issuance of the Retention Incentive Payment to eligible regular and full-time temporary and part-time employees for retention purposes. The proposed budget amendment would reallocate funds from the Operating expenditure budget to the Salaries and Benefits expenditure budgets. The Salaries and Benefits expenditure budgets were proposed to increase by \$75,000 and \$5,738, respectively. The Operating expenditure budget was proposed to decrease by \$80,738. The proposed reallocations to the salary, benefit, and operating expenditure budgets would occur in the HEERF II Institutional Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) fund.

In total, the Restricted Fund Expenditures were proposed to remain unchanged from their FY 2021 – 2022 level.

4. Budget Amendment – Use of Previously Earmarked Funds in the Unexpended Plant Fund – Construction

A budget amendment was proposed to use \$1,034,110 from the funds previously earmarked by the Board of Trustees from the Bond 2021 in the total amount of \$4,600,000 for the Satellite Campus in the Unexpended Plant Fund – Construction for the purpose of funding capital improvement projects, as follows:

Fiscal Year 2021 – 2022
Unexpended Plant Fund – Construction Revenue Adjustments

Revenues	Amended Budget	Proposed Amendment	Amended Budget
Fund Balance Deduction	\$8,919,149	\$1,034,110	\$9,953,259
Total Fund Balance Deduction	\$8,919,149	\$1,034,110	\$9,953,259

**Fiscal Year 2021 – 2022
 Unexpended Plant Fund – Construction Expenditure Adjustments**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Projected Draws for Approved Projects	\$12,779,709	\$103,411	\$12,883,120
Fund Balance Addition	520,000	930,699	1,450,699
Total Expenditures and Fund Balance Addition	\$13,299,709	\$1,034,110	\$14,333,819

The detail of the transfer to the Unexpended Plant Fund – Construction was provided in the packet for the Committee’s information and review.

The budget amendment details and presentation were provided in the packet for the Committee’s information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2021 – 2022.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 29, 2022 Board meeting, the proposed budget amendment for FY 2021 – 2022 totalling \$1,116,194 as presented. The motion carried.

Review and Discussion of FY 2022 – 2023 Budget Development

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the FY 2022 – 2023 Budget Development for your review and discussion.

Purpose – As part of the budget planning process, the College was evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2022 – 2023 budget.

Justification – The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College’s programs and activities. The revenue and expenditure budget development considerations effect the projected available resources, determine the planned expenditures, and have a direct impact on the budget allocations for the FY 2022 – 2023 budget.

Background – The College’s annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a

fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Enclosed Documents – The FY 2022 – 2023 Budget Development PowerPoint Presentation was provided in the packet for the Committee's review and information.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented on the FY 2022 – 2023 Budget Development at the March 8, 2022 Finance, Audit, and Human Resources Committee meeting and was available to address any questions by the committee.

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

Discussion and Action as Necessary to Amend TASB Risk Management Fund Interlocal Participation Agreement (IPA)

Approval to amend the Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund will be requested at the March 29, 2022 Board meeting.

Purpose – An amended IPA was adopted by the Board of Trustees of the TASB Risk Management Fund on November 12, 2021, and is effective May 1, 2022. The new IPA replaced the current IPA and must be authorized and approved by the College's Board of Trustees to ensure continued coverage in Fund programs. The Fund's IPA was last updated in 2012.

Justification – The IPA was last approved by the TASB Risk Management Fund Board in April 2012 as a universal IPA covering all Fund programs. It had not been modified since 2012. The Fund reviews and updates its IPA at least once every ten (10) years or more frequently, as needed. Membership in each specific Fund program is created and controlled through a Contribution and Coverage Summary (CCS). The IPA is approved once by each Fund Member's board. It remains in effect until the Fund Member ceases to participate in at least one Fund coverage program or the Fund terminates the IPA.

Background – The College received the amended IPA on March 1, 2022. The signed IPA must be returned to TASB no later than May 13, 2022. The IPA is the foundational agreement of the TASB Risk Management Fund. The Fund is a self-funded risk pool, and the IPA is the agreement through which Fund Members participate in the Fund. The IPA sets out the basic terms, conditions, and requirements of Fund membership. Through an executed IPA, Fund

Members may participate in the various lines of coverage offered by the Fund. The amendments to the IPA focus on three (3) separate areas:

- clarity of purpose and meaning,
- updating Fund Member duties and obligations, and
- revising the dispute resolution provisions.

Reviewers – The amended IPA was reviewed by the Vice President for Finance and Administrative Services, Raul Cabaza, Risk Management Consultant, and Accountability, Risk and Compliance.

Enclosed Documents – The following documents were provided for the Committee’s review:

- Letter of Explanation
- Amended Interlocal Participation Agreement

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the amended Interlocal Participation Agreement (IPA) between South Texas College and the TASB Risk Management Fund 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 6:22 p.m.

I certify that the foregoing are the true and correct Minutes of the March 8, 2022 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, Rejection of Proposal, Purchases, and Renewals

Approval of the following award of proposals, rejection of proposal, purchases, and renewals, will be requested at the April 26, 2022 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. Rejection of Proposal**
- C. Purchases and Renewals**
 - a. Instructional Items**
 - b. Non-Instructional Items**
 - c. Technology Items**

A. Award of Proposals

1) Online Continuing Education Services (Award)

Award the proposal for online continuing education services to **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2022 through April 30, 2023 with two one-year options to renew, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost.

Purpose – Continuing, Professional, and Workforce Education is requesting online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – Proposal documents were advertised on February 16, 2022 and February 23, 2022 and issued to fourteen (14) vendors. One (1) response was received on March 10, 2022 and reviewed by the Continuing, Professional, and Workforce Education and Purchasing Department.

Funds for this expenditure are budgeted in the Continuing Education – State and Continuing Education – Non-State budgets for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

2) Purchase of Semi-Trucks (Award)

Award the proposal for the purchase of semi-trucks to **Doggett Freightliner** (Pharr, TX), at a total amount of \$91,000.00.

Purpose – The Diesel Technology Program in the Division of Business, Public Safety, and Technology is requesting to purchase two (2) semi-trucks for student instruction.

Justification and Benefit – The semi-trucks are necessary for students to train on with the latest industry technology, specifically newer emissions systems that meet Environmental Protection Agency (EPA) standards. The majority of current diesel program equipment are pre-2010 models and do not include the newest emissions standards. These trucks will allow students to have more hands-on time and gain experience during their diesel program courses.

Purchasing newer trucks will ensure that students are being taught relevant information and procedures that they can utilize in future employment.

Background – Proposal documents were advertised on March 9, 2022 and March 16, 2022 and issued to twenty-six (26) vendors. Five (5) responses were received on March 31, 2022 and reviewed by the Diesel Technology Program, Carl Perkins Grant, and Purchasing Department.

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

3) Recruitment Advertising Services (Award)

Award the proposal for recruitment advertising services to **JobElephant** (San Diego, CA), for the period beginning May 31, 2022 through May 30, 2023, with two one-year options to renew, at no cost to the College for their services. The cost of advertisements published for vacant positions by companies, such as Indeed, LinkedIn, and Chronicle of Higher Ed, etc. is estimated at \$77,500.00.

Purpose – The Office of Human Resources is requesting recruitment advertising services to publicly advertise the College's vacant positions.

Justification and Benefit – These services provide access to online job boards where potential applicants would be able to view available positions for various employers. The services include ad experts to help fill open positions by publishing ads in appropriate virtual employment websites, trade journals, and newspapers.

Background – Proposal documents were advertised on February 23, 2022 and March 2, 2022 and issued to six (6) vendors. One (1) response was received on March 11, 2022 and reviewed by the Office of Human Resources and Purchasing Department.

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

4) Vehicle Maintenance and Repair Services (Award)

Award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2022 through May 28, 2023 with two one-year options to renew, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Art’s Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Haboken Enterprises, LLC./ dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart, LLC. (Columbia, MS) (New)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX) (New)	

Purpose – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Police Academy, Fire Science Program, Emergency Medical Technician Program, Educational Technologies, and Information Technology are requesting maintenance and repair services for the College owned vehicles.

It is necessary to have multiple vendors due to the various types and sizes of vehicles that the College must maintain and service. The vendor availability is also considered in order to reduce the service/wait time of having the vehicle on the available and on the road.-

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

The number of College owned department vehicles are as follows:

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

Background – Proposal documents were advertised on February 23, 2022 and March 2, 2022 and issued to thirty-seven (37) vendors. Nine (9) responses were received on March 10,

2022 and reviewed by Facilities Operations and Maintenance, Central Receiving, Department of Public Safety, and the Purchasing Department.

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

B. Rejection of Proposal

5) Purchase of Automatic Heavy-Duty Truck (Reject)

Reject the three (3) proposals received for the purchase of an automatic heavy-duty truck, since the proposals did not include a trailer with the truck as requested.

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

6) Mobile Hotspot Service Extension (Purchase/Subscribe)

Purchase/subscribe the mobile hotspot service extension with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2022 through August 31, 2022, at an estimated amount of \$52,480.00. The monthly subscription cost per device is \$40.00. On July 27, 2021, the Board approved the purchase of the mobile hotspot service and on November 23, 2021 the Board approved the extension of the service through April 30, 2022.

Purpose – Library Services is requesting to continue the service for three hundred twenty-eight (328) mobile broadband hotspots devices which are currently utilized by students. These devices were initially funded by grants which were expected to expire on April 30, 2022. The College wishes to continue offering students uninterrupted Internet access, which is critical to their success.

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 (HEERE) grant budget for FY 2021 – 2022.

7) Medical Office Skills Training (Renewal)

Renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2022 through June 30, 2023, at no cost to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for medical office skills training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient.

Justification and Benefit – Continuing Education does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.

Background – The Board awarded the contract for medical office skills training at the May 25, 2021 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on July 1, 2022 and ends June 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/25/21	7/01/21 – 6/30/22	2 – one year options
1 st Renewal	4/26/22		7/01/22 – 6/30/23

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

8) Small Business Skills Training (Renewal)

Renew the small business skills training contract with **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2022 through June 30, 2023, at no cost to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting to renew the contract for small business skills training that will allow the College to recruit new businesses, expand its services and provide small businesses with training such as managing a business, communication skills, and handling difficult customers. It includes some of the following programs: Executive Leadership Academy, Teacher Leadership Academy, Workforce Training, Industry Specific Training, Conflict Management, Organizational Skills, Business Etiquette, Customer Service, Communication Skills, etc.

Justification and Benefit – Continuing Education does not have the trainers to conduct outreach to small businesses and provide them with training opportunities, so this contract will benefit not only Continuing Education by helping the department to expand its customer base, but also many small businesses that are part of the community.

Background – The Board awarded the contract for small business skills training at the May 25, 2021 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on July 1, 2022 and ends June 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/25/21	7/01/21 – 6/30/22	2 – one year options
1 st Renewal	4/26/22		7/01/22 – 6/30/23

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

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

9) Consultant Services Contract (Purchase)

Purchase a consultant services contract with **Pathfinders Public Affairs** (Edinburg, TX), a sole source vendor, for the period beginning April 1, 2022 through March 31, 2023, at a total amount of \$95,000.00, which will be paid monthly.

Purpose – The President’s Office is requesting consultant services which provides governmental and public affairs representation for South Texas College.

Justification and Benefit – The services will include continued coordination with College leadership regarding ongoing and developing priorities, resulting in strategic representation of South Texas College’s priorities and needs to local legislative delegation and monitoring of legislative issues that impact the College.

Funds for this expenditure are budgeted in the President’s Non-Public budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

10) Grounds Maintenance (Renewal)

Renew the grounds maintenance contract with **TLC Total Lawn Care, LLC**. (Weslaco, TX), for the period beginning July 26, 2022 through July 25, 2023, at an estimated amount of \$448,035.84 for mowing, tree trimming, shredding services, and irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding and estimated amount of \$50,000.00 for sprinkler system repairs as needed, for a total estimated amount of \$673,035.84.

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

The services are as follows:

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

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

Background – The Board awarded the contract for grounds maintenance at the June 23, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on July 26, 2022 and ends July 25, 2023.

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

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 Grounds Maintenance budget for FY 2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

11) Network Cabling and Equipment Installation Services (Renewal)

Renew the network cabling and equipment installation services contracts, for the period beginning July 26, 2022 through July 25, 2023, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Purpose – Information Technology and the Department of Public Safety are requesting to renew the network cabling and equipment installation services for the internet connections and for installation of surveillance cameras district wide as needed. Several vendors are needed due to the various needs by the departments and vendor availability of supplies, pricing, installation services availability, and product/service warranty.

Justification and Benefit – The services are needed to install data cabling in new facilities and renovated areas or to install additional data lines in existing classrooms and offices. It will also include the installation and data connections for new or replaced surveillance cameras throughout the College district.

Background – The Board awarded the contract for network cabling installation services at the June 23, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on July 26, 2022 and ends July 25, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/23/20	7/26/20 – 7/25/21	2 – one year options
1 st Renewal	5/25/21		7/26/21 – 7/25/22
2 nd Renewal	4/26/22		7/26/22 – 7/25/23

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

12) Travel Services (Renewal)

Renew the travel services contract with **Echo Travel** (Edinburg, TX), for the period beginning July 1, 2022 through June 30, 2023, at a service fee of \$25.00 per airline ticket.

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

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

Background - The Board awarded the travel services contract at the June 23, 2020 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins July 1, 2022 through June 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/23/20	7/1/20 – 6/30/21	2 – one year options
1 st Renewal	4/27/21		7/1/21 – 6/30/22
2 nd Renewal	4/26/22		7/1/22 – 6/30/23

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 various requesting department budget for FY 2021 – 2022 the FY 2022 – 2023, pending Board approval of the budget.

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

13) Computers, Laptops, and Monitors (Purchase)

Purchase of computers, laptops, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple Inc.** (Dallas, TX), at a total amount of \$154,573.66.

All purchase requests for computers, laptops, and monitors 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
 - ⇒ 18 Computers for Information Technology Program
- Student Laptops
 - ⇒ 12 Laptops for the Physical Science and Engineering Program
- Staff Computers
 - ⇒ 4 Computers for English Program
 - ⇒ 1 Computer for Physics Program
 - ⇒ 1 Computer for Computer Science Program
- Staff Laptops
 - ⇒ 2 Laptops for Central Receiving
 - ⇒ 2 Laptops for Library Public Services
- Staff Monitors
 - ⇒ 24 Monitors for Computer Science Program
- Faculty Computers
 - ⇒ 1 Computer for Computer Science Program
- Faculty Laptops
 - ⇒ 4 Laptops for Kinesiology Program
 - ⇒ 1 Laptop for Education Program
- Grant Student Laptops
 - ⇒ 50 Laptops for Library Public Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Information Technology, English, Physics, Computer Science, Central Receiving, Library Public Services, Kinesiology, and Education.

14) Network Switches (Purchase)

Purchase network switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$38,436.72.

Purpose – The Information Technology Program is requesting to purchase twelve (12) network switches for student instruction.

Justification and Benefit – The students will configure, manage, troubleshoot, and simulate common industry applications according to CISCO Networking regulations. The current equipment is obsolete and unable to perform to the current standards required by the CISCO Networking regulations. They will provide students the ability to work with the latest technology that will help them complete their hardware and software assignments in the classroom.

Funds for this expenditure are budgeted in the Information Technology Program budget for FY 2021 – 2022.

15) Servers (Purchase)

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$135,890.77.

Purpose – Information Technology is requesting to purchase thirteen (13) servers to replace existing hardware that has reached its end of life and is no longer supported by the vendor.

Justification and Benefit – The servers will be used to support the South Texas College Department of Public Safety surveillance cameras and applications used by students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2021 – 2022.

16) Servers, Equipment, and Software Licenses (Purchase)

Purchase servers, equipment, and software licenses from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$394,895.38.

Purpose – Information Technology is requesting to purchase one hundred (100) virtual desktop licenses and five (5) servers with storage to replace existing end of life equipment which support is no longer available. The licenses and servers will improve the capacity and performance of virtual desktops. Virtual desktops are used by students, faculty, and staff to access STC resources district wide.

Justification and Benefit – The servers support virtual desktops deployed to student support, call centers, classroom podiums, and computer labs district wide.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2021 – 2022.

17) Internet Services for South Texas College Sites (Renewal)

Renew the internet services for South Texas College sites contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning July 1, 2022 through June 30, 2023, at an estimated amount of \$50,000.00.

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

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

The service locations are as follows:

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

Background - The Board awarded the internet services for South Texas College sites contract at the April 27, 2021 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins July 1, 2022 through June 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/27/21	7/1/21 – 6/30/22	2 – one year options
1 st Renewal	4/26/22		7/1/22 – 6/30/23

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 Information Technology Systems and Networking budget for FY 2021 – 2022 and FY 2022 – 2023, pending Board approval of the budget.

18) Server Maintenance and Support Agreement (Renewal)

Renew the server maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 6, 2022 through August 31, 2023, at an estimated total amount of \$20,080.36.

Purpose – Information Technologies is requesting to renew the server maintenance and support agreement for the College’s Dell servers.

Justification and Benefit – The servers are used for testing of applications and system upgrades. This agreement will provide 24 x 7 support as needed.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2021 – 2022.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting the award of proposals, rejection of proposal, purchases, and renewals as listed below:

A. Award of Proposals

B. Rejection of Proposal

C. Purchases and Renewals

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

A. Award of Proposals

- 1) **Online Continuing Education Services (Award):** award the proposal for online continuing education services to **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2022 through April 30, 2023 with two one-year options to renew, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost;
- 2) **Purchase of Semi-Trucks (Award):** award the proposal for the purchase of semi-trucks to **Doggett Freightliner** (Pharr, TX), at a total amount of \$91,000.00;
- 3) **Recruitment Advertising Services (Award):** award the proposal for recruitment advertising services to **JobElephant** (Diego, CA), for the period beginning May 31, 2022 through May 30, 2023 with two one-year options to renew, at no cost to the College for their services. The cost of advertisements published for vacant positions by companies, such as Indeed, LinkedIn, and Chronicle of Higher Ed, etc. is estimated at \$77,500.00;
- 4) **Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 29, 2022 through May

28, 2023 with two one-year options to renew, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Haboken Enterprises, LLC./ dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart, LLC. (Columbia, MS) (New)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX) (New)	

B. Rejection of Proposal

- 5) Purchase of Automatic Heavy-Duty Truck (Reject):** reject the three (3) proposals received for the purchase of an automatic heavy-duty truck, since the proposals did not include a trailer with the truck as requested;

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

- 6) Mobile Hotspot Service Extension (Purchase/Subscribe):** purchase/subscribe the mobile hotspot service extension with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2022 through August 31, 2022, at an estimated amount of \$52,480.00. The monthly subscription cost per device is \$40.00. On July 27, 2021, the Board approved the purchase of the mobile hotspot service and on November 23, 2021 the Board approved the extension of the service through April 30, 2022;
- 7) Medical Office Skills Training (Renewal):** renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2022 through June 30, 2023, at no cost to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 30% commission;
- 8) Small Business Skills Training (Renewal):** renew the small business skills training contract with **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2022 through June 30, 2023, at no cost to the College. The student or employee participating in the training program will pay the training fee and South Texas College will receive 30% commission;

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

- 9) Consultant Services Contract (Purchase):** purchase a consultant services contract with **Pathfinders Public Affairs** (Edinburg, TX), a sole source vendor, for the period beginning April 1, 2022 through March 31, 2023, at a total amount of \$95,000.00, which will be paid monthly;
- 10) Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2022 through July 25, 2023, at an estimated amount of \$448,035.84 for mowing, tree

trimming, shredding services, irrigation inspections, and without exceeding an estimated amount of \$175,000.00 for various plants, replacement plants, and landscaping as needed, and without exceeding and estimated amount of \$50,000.00 for sprinkler system repairs as needed, for a total estimated amount of \$673,035.84;

11) Network Cabling and Equipment Installation Services (Renewal): renew the network cabling and equipment installation services contracts, for the period beginning July 26, 2022 through July 25, 2023, at an estimated amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

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

12) Travel Services (Renewal): renew the travel services contract with **Echo Travel** (Edinburg, TX), for the period beginning July 1, 2022 through June 30, 2023, at a service fee of \$25.00 per airline ticket;

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

13) Computers, Laptops, and Monitors (Purchase): purchase computers, laptops, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$154,573.66;

14) Network Switches (Purchase): purchase network switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$38,436.72;

15) Servers (Purchase): purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$135,890.77;

16) Servers, Equipment, and Software Licenses (Purchase): purchase servers, equipment, and software licenses from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$394,895.38;

17) Internet Services for South Texas College Sites (Renewal): renew the internet services for South Texas College sites contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning July 1, 2022 through June 30, 2023, at an estimated amount of \$50,000.00;

18) Server Maintenance and Support Agreement (Renewal): renew the server maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 6, 2022 through August 31, 2023, at a total amount of \$20,080.36.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, and renewals is \$1,952,892.73.

SOUTH TEXAS COLLEGE
1. ONLINE CONTINUING EDUCATION SERVICES
PROJECT NO. 21-22-1046

VENDOR		ed2go, Cengage Learning
ADDRESS		41923 2nd St #300
CITY/STATE/ZIP		Temecula, CA 92590
PHONE		760-809-6991
CONTACT		Cory Eyler
#	Description	Proposed
Instructor Facilitated Short Courses - Bundles		
1	Accounting & Finance 48-96 Hours	\$129.00 - \$295.00
2	Business 23-96 Hours	\$75.00 - \$295.00
3	College Readiness 48 Hours	\$129.00
4	Computer Applications 24-96 Hours	\$129.00 - \$295.00
5	Design & Composition 48-72 Hours	\$129.00 - \$199.00
6	Health Care & Medical 23-96 Hours	\$75.00 - \$320.00
7	Language & Arts 48-72 Hours	\$129.00 - \$199.00
8	Law & Legal 48-96 Hours	\$129.00 - \$295.00
9	Personal Development 23-96 Hours	\$75.00 - \$295.00
10	Teaching & Education 48-96 Hours	\$129.00 - \$295.00
11	Technology 48-72 Hours	\$129.00 - \$199.00
12	Writing & Publishing 48-96 Hours	\$129.00 - \$245.00
Instructor Facilitated Short Courses - Fundamentals		
1	Accounting & Finance 24-Hours	\$65.00 - \$80.00
2	Business 24-Hours	\$65.00 - \$80.00
3	College Readiness 24-Hours	\$65.00 - \$75.00
4	Computer Applications 24-Hours	\$65.00 - \$80.00
5	Design & Composition 24-Hours	\$65.00 - \$75.00
6	Health Care & Medical 8-24 Hours	\$34.00 - \$168.00
7	Language & Arts 24-Hours	\$65.00 - \$75.00
8	Law & Legal 24-Hours	\$75.00
9	Personal Development 24-Hours	\$65.00 - \$75.00
10	Teaching & Education 24-Hours	\$65.00 - \$75.00
11	Technology 24-Hours	\$65.00 - \$85.00
12	Writing & Publishing 24-Hours	\$65.00 - \$75.00

SOUTH TEXAS COLLEGE
1. ONLINE CONTINUING EDUCATION SERVICES
PROJECT NO. 21-22-1046

VENDOR		ed2go, Cengage Learning
#	Description	Proposed
Career Training Programs Courses - Advanced Career Training		
1	Business and Professional 10-390 Hours	\$195.00 - \$3,495.00
2	Healthcare & Fitness 16-400 Hours	\$495.00 - \$3,495.00
3	Hospitality & Service Industry 45-500 Hours	\$399.00 - \$2,095.00
4	IT & Software Development 45-500 Hours	\$495.00 - \$3,595.00
5	Management & Corporate 10-390 Hours	\$195.00 - \$3,495.00
6	Media & Design 120-500 Hours	\$1,695.00 - \$2,895.00
7	Skilled Trades & Industrial 16-400 Hours	\$695.00 - \$3,295.00
8	Software Development 108-650 Hours	\$895.00 - \$4,595.00
9	Sustainable Energy & Going Green 16-1,000 Hours	\$295.00 - \$4,995.00
Career Training Programs Courses - Advanced Career Training - Bundles		
1	Business and Professional 105-555 Hours	\$1,395.00 - \$3,595.00
2	Healthcare & Fitness 120-674 Hours	\$1,195.00 - \$3,595.00
3	IT & Software Development 310-Hours	\$2,095.00
4	Management & Corporate 210-310 Hours	\$1,395.00 - \$3,095.00
TOTAL EVALUATION POINTS		97.65
RANKING		1

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

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

SOUTH TEXAS COLLEGE
1. ONLINE CONTINUING EDUCATION SERVICES
PROJECT NO. 21-22-1046

VENDOR		ed2go, Cengage Learning	
STREET		41923 2nd St #300	
CITY/STATE/ZIP		Temecula, CA 92590	
PHONE		760-809-6991	
CONTACT		Cory Eyler	
1	The purchase price. (up to 40 points)	40	40
		40	
		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	18	17.33
		17	
		17	
3	The quality of the vendor's goods and/or services. (up to 18 points)	18	17.66
		17	
		18	
4	The extent to which the goods or services meet the district's needs. (up to 15 points)	15	14.66
		14	
		15	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the college to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
7	The long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
TOTAL EVALUATION POINTS		97.65	
RANKING		1	

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

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

SOUTH TEXAS COLLEGE
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 SEMI-TRUCKS
PROJECT NO. 21-22-1052**

NAME		Corpus Christi Freightliner		Doggett Freightliner		Ryder Vehicle Sales, LLC.		South Texas Truck Center		Trancasa USA, Inc.		
ADDRESS		8001 IH 37		3103 N Cage Blvd		8691 I-10E		4301 N Cage Blvd		100 S Austin Dr Ste B		
CITY/STATE/ZIP		Corpus Christi, TX 78409		Pharr, TX 78577		Converse, TX 78109		Pharr, TX 78577		Pharr, TX 78577		
PHONE		361-694-8400		956-782-8202		210-223-5086		956-787-0031		956-702-4167		
FAX		361-694-8499										
CONTACT		Jason Graham		Marco Garcia		Colton Bradshaw		Sandro Valencia		Ilse Vidaurri		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Truck 1	\$ 104,268.17	\$ 104,268.17	\$ 45,000.00	\$ 45,000.00	\$ 69,995.00	\$ 69,995.00	\$ 98,900.00	\$ 98,900.00	\$ 95,000.00	\$ 95,000.00
		Model Year/ Vehicle Mileage	2019 / 415,000		2015 / 623,933		2015 or newer / 800,000 or less		2017 / 619,592		2018 / 639,749	
2	1	Delivery of Truck 1	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
3	1	Truck 2	\$ 104,268.17	\$ 104,268.17	\$ 45,000.00	\$ 45,000.00	\$ 69,995.00	\$ 69,995.00	\$ 98,900.00	\$ 98,900.00	\$ 95,000.00	\$ 95,000.00
		Model Year / Vehicle Mileage	2019 / 448,000		2016 / 701,039		2015 or newer / 800,000 or less		2017 / 616,991		2018 / 643,539	
4	1	Delivery of Truck 2	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL AMOUNT PROPOSED			\$	208,536.34	\$	91,000.00	\$	139,990.00	\$	197,800.00	\$	191,000.00
TOTAL EVALUATION POINTS			67.28		93.32		67.9		56.36		68.09	
RANKING			4		1		3		5		2	

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

**SOUTH TEXAS COLLEGE
2. PURCHASE OF SEMI-TRUCKS
PROJECT NO. 21-22-1052
EVALUATION SUMMARY**

VENDOR	Corpus Christi Freightliner	Doggett Freightliner	Ryder Vehicle Sales, LLC.	South Texas Truck Center	Trancasa USA, Inc.
ADDRESS	8001 IH 37	3103 N Cage Blvd	8691 I-10E	4301 N Cage Blvd	100 S Austin Dr Ste B
CITY/STATE/ZIP	Corpus Christi, TX 78409	Pharr, TX 78577	Converse, TX 78109	Pharr, TX 78577	Pharr, TX 78577
PHONE	361-694-8400	956-782-8202	210-223-5086	956-787-0031	956-702-4167
FAX	361-694-8499				
CONTACT	Jason Graham	Marco Garcia	Colton Bradshaw	Sandro Valencia	Ilse Vidaurri
1	The purchase price (up to 45 points)	45	29.25	20.7	21.43
		45	29.25	20.7	21.43
		45	29.25	20.7	21.43
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	7	10	6	8
		7	10	6	9
		9	9	6	8
3	The quality of vendor's goods or services. (up to 18 points)	15	11	12	14
		13	11	12	14
		18	12	11	15
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	9	16	17
		17	8	16	17
		18	15	16	17
5	The Vendor's past relationship with the district. (up to 3 points)	2	2	2	2
		2	2	2	2
		2	2	2	2
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
7	Maintenance record and overall condition of the vendor's goods. (up to 5 points)	3	5	0	5
		3	5	0	5
		3	5	0	5
TOTAL EVALUATION POINTS	67.28	93.32	67.9	56.36	68.09
RANKING	4	1	3	5	2

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

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

SOUTH TEXAS COLLEGE
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:

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

SOUTH TEXAS COLLEGE
3. RECRUITMENT ADVERTISING SERVICES
PROJECT NO. 21-22-1050

VENDOR		JobElephant
ADDRESS		5443 Fremontia Ln
CITY/STATE/ZIP		San Diego, CA 92115
PHONE		800-311-0563
FAX		619-243-1484
CONTACT		Andy Boom
#	Description	Proposed
1	Recruitment Advertising Services	\$0.00 We receive the standard agency commission when we place the ads so we get paid by the publications, not our clients.
Escalation		
2	2nd Year	0%
3	3rd Year	0%
TOTAL EVALUATION POINTS		90.6
RANKING		1

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

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

SOUTH TEXAS COLLEGE
3. RECRUITMENT ADVERTISING SERVICES
PROJECT NO. 21-22-1050
EVALUATION SUMMARY

VENDOR		JobElephant	
ADDRESS		5443 Fremontia Ln	
CITY/STATE/ZIP		San Diego, CA 92115	
PHONE		800-311-0563	
FAX		619-243-1484	
CONTACT		Andy Boom	
1	The Purchase price. (up to 40 points)	40	40
		40	
		40	
		40	
		40	
2	The reputation of the vendor's goods or services. (up to 18 points)	15	15.2
		15	
		16	
		16	
		14	
3	The quality of the goods or services. (up to 18 points)	14	14.8
		15	
		16	
		15	
		14	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	11	13
		15	
		15	
		13	
		11	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.6
		3	
		3	
		2	
		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
		5	
		5	
TOTAL EVALUATION POINTS		90.6	
RANKING		1	

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

SOUTH TEXAS COLLEGE
3. PROPOSAL CRITERIA - 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
4. VEHICLE MAINTENANCE AND REPAIR SERVICES
PROJECT NO. 21-22-1048

VENDOR		Art's Trucks & Equipment	Charles Clark Chevrolet, Co.	Haboken Enterprises, LLC./ dba Golf Cart Crossing	Pan American Auto, LLC.	Southern Tire Mart, LLC.
ADDRESS		3001 E Expway 83	801 W Bus 83 Hwy	1122 E Interstate 2	3225 N Sugar Rd	800 Highway 98
CITY/STATE/ZIP		McAllen, TX 78503	McAllen, TX 78501	Pharr, TX 78577	Pharr, TX 78577	Columbia, MS 39429
PHONE		(956) 686-2326	(956) 686-5441	(956) 783-3946	(956) 322-3194	(877) 786-4681
FAX		(956) 686-5179	(956) 682-0152	(956) 783-4573	(956) 322-3247	(601) 651-0655
CONTACT		Manuel Maciel	Lupe Salazar	Isaac J. Martinez	Omar F. Molina	Richard Conwill
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
Preventive Maintenance						
1	Medium Duty	\$ 400.00				
2	Heavy Duty	\$ 900.00				
3	Fine Trucks	\$ 900.00				
4	Shuttle Bus	\$ 400.00			\$ 403.82	
5	Medium-sized SUV's		\$ 69.95		\$ 42.43	
6	Trucks		\$ 79.95		\$ 42.43	
7	Full Size SUV's		\$ 79.95		\$ 56.43	
8	Cargo Vans		\$ 79.95		\$ 42.43	
9	Golf Cart & Utility			\$90.00/hr		
10	Diesel Trucks				\$ 121.16	
11	Replacement of Antifreeze - Heavy Duty Trucks					
12	Replacement of DEF Filter - Heavy Duty Trucks					
13	Replacement of DPF Filter - Heavy Duty Trucks					
14	GMC Cargo Truck					
15	Peterbilt 386 Truck					
Hazardous Waste Disposal						
16	Hazardous Waste				3% - 5% of cost of waste	
17	Oil Disposal	\$ 20.00				\$ 7.50
18	Anti-Freeze Disposal	\$ 20.00				
19	Environmental Fee		\$ 1.99			
20	Battery State of Texas Fee					
21	Tire Disposal Fee					\$ 7.50
Repair Work						
22	Labor for general repair work	\$ 125.00	\$ 125.00	\$ 90.00	\$ 85.00	\$ 95.00
23	Hydraulics	\$ 125.00				
24	Mechanic	\$ 125.00				
25	Fabrication	\$ 125.00				
26	Markup over cost of parts	30%	20%	0%	25%	20%
27	Parts Discount off currently published list price					
Other Services						
28	Tow Truck Services				\$85.00 - Light Duty \$350.00 - Buses	
29	Texas State Vehicle Inspection	\$7.00 or \$40.00	\$ 7.00		\$7.00 - \$40.00 DOT	\$7.55 regular - \$40.00 DOT
30	Emergency Roadside Service				\$85.00 - Repair \$55.00 - Service call	\$85.00 - Roadside + \$17.50 fuel charge minimum + tire + equipment
Price Escalation						
31	2nd Year	40%	5%		3%	7%
32	3rd Year	50%	5%		3%	15%

SOUTH TEXAS COLLEGE
 4. VEHICLE MAINTENANCE AND REPAIR SERVICES
 PROJECT NO. 21-22-1048

VENDOR		Spikes Motors, Inc.	Stutz Auto Service, Inc.	Trancasa USA, Inc.	Truckers Sales & Service, LLC.
ADDRESS		805 E Interstate Hwy 2	2408 Pecan Blvd	100 S Austin Dr	722 S Padre Island Dr
CITY/STATE/ZIP		Mission, TX 78572	McAllen, TX 78501	Pharr, TX 78577	Corpus Christi, TX 78416
PHONE		(956) 585-1601	(956) 682-4278	(956) 702-4167	(361) 882-2508
FAX		(956) 424-6156	(956) 682-4879		
CONTACT		Ruben Reyes	Kerry Stutz	Angel Beltran	Josh Hernandez
#	Description	Proposed	Proposed	Proposed	Proposed
Preventive Maintenance					
1	Medium Duty			\$ 80.65	
2	Heavy Duty			\$ 855.00	
3	Fine Trucks				
4	Shuttle Bus	\$ 145.00	\$ 69.95		
5	Medium-sized SUV's	\$ 135.00	\$ 69.95		
6	Trucks	\$ 135.00	\$ 69.95		
7	Full Size SUV's	\$ 135.00	\$ 79.95		
8	Cargo Vans		\$ 69.95		
9	Golf Cart & Utility		\$ 69.95		
10	Diesel Trucks	\$ 145.00			
11	Replacement of Antifreeze - Heavy Duty Trucks			\$ 322.97	
12	Replacement of DEF Filter - Heavy Duty Trucks			\$ 356.10	
13	Replacement of DPF Filter - Heavy Duty Trucks			\$ 3,735.45	
14	GMC Cargo Truck		\$ 400.00		
15	Peterbilt 386 Truck		\$ 450.00		
Hazardous Waste Disposal					
16	Hazardous Waste	Up to \$25.00			\$20.00 per unit if applicable
17	Oil Disposal		\$ 3.00		
18	Anti-Freeze Disposal				
19	Environmental Fee				
20	Battery State of Texas Fee				
21	Tire Disposal Fee		\$ 2.00		
Repair Work					
22	Labor for general repair work	\$ 135.00	\$ 95.00	\$ 95.00	\$ 125.00
23	Hydraulics				
24	Mechanic				
25	Fabrication				
26	Markup over cost of parts	20%	5%	20%	35%
27	Parts Discount off currently published list price				
Other Services					
28	Tow Truck Services	Tow Truck invoice + 30% markup	\$100.00 - McAllen \$175.00 - Rio Grande City \$125.00 - Weslaco		
29	Texas State Vehicle Inspection	\$ 7.00	\$ 7.00		
30	Emergency Roadside Service		\$50.00 Roadside charge + Fee for service or repair in McAllen, \$100.00 Rio Grande City, \$75.00 Weslaco	\$90.00	
Price Escalation					
31	2nd Year	0%	5%		
32	3rd Year	0%	5%		

**NO
BACKUP
FOR**

**5. Purchase of
Automatic Heavy-
Duty Truck
(Reject)**

SOUTH TEXAS COLLEGE
6. MOBILE HOTSPOT SERVICE EXTENSION

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 Service for 328 units Monthly Amount of \$40.00 for Four (4) Months	\$ 160.00	\$ 52,480.00
TOTAL AMOUNT			\$	52,480.00



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

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

7

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

April 12, 2022

Practice Management Institute
Attn: Mr. Michael Moore
8242 Vicar
San Antonio, TX 78218

Dear Mr. Moore:

On May 25, 2021, South Texas College awarded a contract to Practice Management Institute for the Medical Office Skills Training. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 1, 2022 through June 30, 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 June 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

8

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

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

April 12, 2022

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

Dear Ms. Baggerly-Hinojosa:

On May 25, 2021, South Texas College awarded a contract to Leadership Empowerment Group, LLC. for the Small Business Skills Training. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 1, 2022 through June 30, 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 June 30, 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. CONSULTANT SERVICES CONTRACT

NAME		Pathfinder Public Affairs		
ADDRESS		1508 S Lone Star Way Unit 1		
CITY/STATE/ZIP		Edinburg, TX 78539		
PHONE		956-603-2228		
CONTACT		Rene Ramirez		
#	Qty	Description	Unit Price	Extension
1	1	Consultant Services Contract Period: 4/1/22 - 3/31/23	\$ 95,000.00	\$ 95,000.00
TOTAL AMOUNT			\$	95,000.00



April 12, 2022

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

Dear Mr. Bower:

On June 23, 2020, South Texas College awarded a contract to TLC Total Lawn Care, LLC. for Grounds Maintenance. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 26, 2022 through July 25, 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 July 25, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



April 12, 2022

BridgeNet Communications
Attn: Mr. Marco Ramirez
1314 Stites Rd
Donna, TX 78537

Dear Mr. Ramirez:

On June 23, 2020, South Texas College awarded a contract to BridgeNet Communications for Network Cabling and Equipment Installation 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 July 26, 2022 through July 25, 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 July 25, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



April 12, 2022

Network Cabling Services, Inc.
Attn: Mr. Mark Veltri
12626 Fuqua St
Houston, TX 77034

Dear Mr. Veltri:

On June 23, 2020, South Texas College awarded a contract to Network Cabling Services, Inc. for Network Cabling and Equipment Installation 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 July 26, 2022 through July 25, 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 July 25, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

11c

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

April 12, 2022

Telepro Communications
Attn: Mr. Daniel Backhaus
12005 N Bryan Rd
Mission, TX 78573

Dear Mr. Backhaus:

On June 23, 2020, South Texas College awarded a contract to Telepro Communications for Network Cabling and Equipment Installation 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 July 26, 2022 through July 25, 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 July 25, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



April 12, 2022

Echo Travel
Attn: Ms. Sandra Urie
1903 S Closner Blvd Ste 2
Edinburg, TX 78539

Dear Ms. Urie:

On June 23, 2020, South Texas College awarded a contract to Echo Travel for Travel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from July 1, 2022 through June 30, 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 June 30, 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
13. DISTRICT WIDE TECHNOLOGY REQUEST
APRIL 26, 2022

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	4	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,025.14	\$ 4,100.56	Daniel Mendoza - English Program Replacement of non-working systems for department staff
2	1	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,025.14	\$ 1,025.14	Ravindra Nandigam - Physics Program Replacement of non-working system for department staff
3	1	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 512GB Hard Drive, Warranty	\$ 833.42	\$ 833.42	Saeed Molki - Computer Science Program Replacement of out-of-warranty system for department staff
4	1	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 512GB Hard Drive, Warranty	\$ 833.42	\$ 833.42	Saeed Molki - Computer Science Program Replacement of out-of-warranty system for department faculty
5	18	Apple 24" iMac with Retina 4.5K Display, 16GB Memory, 512GB Storage, 3 Year Apple Care Warranty	\$ 1,866.00	\$ 33,588.00	Lucio Gonzalez - Information Technology Replacement of out-of-warranty systems for student lab
		COMPUTER TOTAL		\$ 40,380.54	
LAPTOPS					
6	2	Laptop Latitude 5320 BTX 2-in-1, Intel Core i5-1135G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Power Companion, Warranty	\$ 1,168.92	\$ 2,337.84	Becky Cavazos - Central Receiving Replacement of out-of-warranty systems for department staff
7	2	Laptop Latitude 5420 XCTO Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,103.27	\$ 2,206.54	Lisa Walters - Library Public Services New systems for department staff
8	4	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,393.16	\$ 5,572.64	Brent Angangan - Kinesiology Program New systems for department faculty
9	1	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,393.16	\$ 1,393.16	Juan Ramirez - Education Program Replacement of non-working system for department faculty
10	50	Laptop Latitude 5420 BTX Base, Intel Core i5-1145G7, 16GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Carrying Backpack, Warranty	\$ 1,331.47	\$ 66,573.50	Myriam Lopez (HEERE) / Lisa Walters - Library Public Services New districtwide systems for student lending program
11	12	Laptop Mobile Precision 5560 CTO, Intel Core i7-11800H, 16GB Memory, 512GB Hard Drive, NVIDIA T1200 w/4GB, Warranty	\$ 2,060.14	\$ 24,721.68	Ravindra Nandigam - Physics Program New systems for student lab
		LAPTOP TOTAL		\$ 102,805.36	
MONITORS					
11	12	Dell 24" Video Conferencing Monitor C2422HE 3 Year Warranty Exchange Service	\$ 423.39	\$ 5,080.68	Saeed Molki - Computer Science Program Replacement monitors for dept faculty and staff
12	12	Dell 27" Video Conferencing Monitor C2722DE 3 Year Warranty Exchange Service	\$ 525.59	\$ 6,307.08	Saeed Molki - Computer Science Program Replacement monitors for dept faculty and staff
		MONITOR TOTAL		\$ 11,387.76	
		COMPUTER/LAPTOP/MONITOR TOTAL		\$ 154,573.66	

**SOUTH TEXAS COLLEGE
14. NETWORK SWITCHES**

NAME			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	12	Catalyst 1000 24-Port GE 4x1G SFP	\$ 518.96	\$ 6,227.52
2	12	AC Power Cord 16AWG	\$ -	\$ -
3	12	Console Cable 6ft w/USB Type A and Mini-B	\$ 44.95	\$ 539.40
4	12	8X5XnBD Catalyst 1000 24-Port GE 4x1G SFP LANBa 1 Year	\$ 65.55	\$ 786.60
5	12	Cisco ISR 4321 (GE 2NIM 4G Flash 4G DRAM IPB)	\$ 1,219.69	\$ 14,636.28
6	12	IP Base License for Cisco ISR 4320 Series	\$ -	\$ -
7	12	2-Port Serial WAN Interface Card	\$ 363.95	\$ 4,367.40
8	12	AC Power Supply for Cisco ISR 4320	\$ -	\$ -
9	12	AC Power Cord Type C5 US Canada	\$ -	\$ -
10	12	Console Cable 6ft w/USB Type A and Mini-B	\$ 44.95	\$ 539.40
11	12	4G Flash Memory for Cisco ISR 4300	\$ -	\$ -
12	12	4G DRAM for Cisco ISR 4320	\$ -	\$ -
13	12	Blank Faceplate for NIM Slot on Cisco ISR 4400	\$ -	\$ -
14	12	Cisco ISR 4300 Seris IOS XE Universal	\$ -	\$ -
15	12	8X5XNBD Cisco ISR 4321 (2GE 2NIM 4G Flash 4G DRAM IPB) 1 Year	\$ 251.34	\$ 3,016.08
16	12	19" Rack Mount Kit for Cisco ISR 4220 & VG400	\$ 64.21	\$ 770.52
17	12	Catalyst 1000 24-Port GE 4x1G SFP	\$ 518.96	\$ 6,227.52
18	12	AC Power Cord 16AWG	\$ -	\$ -
19	12	Console Cable 6ft w/USB Type A and Mini-B	\$ 44.95	\$ 539.40
20	12	8X5XnBD Catalyst 1000 24-Port GE 4x1G SFP LANBa 1 Year	\$ 65.55	\$ 786.60
TOTAL AMOUNT			\$	38,436.72

**SOUTH TEXAS COLLEGE
15. SERVERS**

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
CONTACT			Kim Meredith	
#	Qty	Description	Unit Price	Extension
1	7	PowerEdge R740XD Servers	\$ 14,496.07	\$ 101,472.49
2	6	PowerEdge R650xs Servers	\$ 5,736.38	\$ 34,418.28
TOTAL AMOUNT			\$	135,890.77

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	1	VxRail P570d / V570d H/F	\$ -	\$ -
2	4	VXRAIL V570F All Flash	\$ 2,057.16	\$ 8,228.64
3	10	Academic23 Vmware Horizon 8 Enterprise	\$ 6,120.43	\$ 61,204.30
4	4	V570F Branding	\$ 19.87	\$ 79.48
5	4	PSNT INFO	\$ -	\$ -
6	4	VSAN NODE	\$ -	\$ -
7	4	VXRAIL E560/F/N PV570/F S570 Firmware Lock	\$ -	\$ -
8	4	VXRAIL Software 7.0.320 Factory Install	\$ -	\$ -
9	4	No Transformational License Agreement	\$ -	\$ -
10	4	Chassis with up to 24 x 2.5 Hard Drives for 2 CPU GPU Capable Configuration	\$ 90.28	\$ 361.12
11	4	VXRAIL P/V/S 570 BEZEL	\$ 53.81	\$ 215.24
12	4	Intel Xeon Gold 6240R 2.4G 24C/48T 10.4GT/S 35.75 M Cache Turbo HT	\$ 1,826.88	\$ 7,307.52
13	4	Intel Xeon Gold 6240R 2.4G 24C/48T 10.4GT/S 35.75 M Cache Turbo HT	\$ 1,826.88	\$ 7,307.52
14	4	Additional Processor Selected	\$ -	\$ -
15	4	3200MT/S RDIMMS	\$ -	\$ -
16	4	Broadcom 57414 Dual Port 10/25GBE P28 RNDC	\$ 256.02	\$ 1,024.08
17	4	Trusted Platform Module 1.2	\$ 21.31	\$ 85.24
18	4	ReadyRails Sliding Rails with Cable Management Arm	\$ 68.24	\$ 272.96
19	4	Dual Hot-Plug Redundant Power Supply 2000W C19/C20 Power Cord Required	\$ 360.75	\$ 1,443.00
20	4	VXRAIL Small Form Factor Pluggable Cable Kit	\$ 6.85	\$ 27.40
21	4	PowerEdge R570 CE and BIS Marking No CCC Marking	\$ -	\$ -
22	4	HCIA RecoverPoint for VMWare for 1 Node VT	\$ -	\$ -

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
23	4	VXRAIL P/V/S 570 Shipping	\$ -	\$ -
24	4	PowerEdge R740 Shipping Materials	\$ -	\$ -
25	4	Riser Configuration 15 for Select NVIDIA Accelerators Only VXRAIL	\$ 80.18	\$ 320.72
26	4	PowerEdge R740/R740XD Motherboard	\$ -	\$ -
27	4	HS Install Kit GPU Configuration EPS12V Cable	\$ 35.75	\$ 143.00
28	4	Performance Optimized	\$ -	\$ -
29	4	No Raid for P/V570	\$ -	\$ -
30	4	HBA Controller Adapter Low Profile	\$ 133.25	\$ 533.00
31	4	BOSS Controller Card + with 2 M.2 Sticks 240G (Raid) FH	\$ 317.42	\$ 1,269.68
32	4	IDRAC9 Enterprise	\$ 176.58	\$ 706.32
33	4	IDRAC Group Manager Disabled	\$ -	\$ -
34	4	IDRAC Legacy Password	\$ -	\$ -
35	4	DHCP with Zero Touch Configuration	\$ -	\$ -
36	4	ISDM and Combo Card Reader	\$ 21.31	\$ 85.24
37	4	Redundant SD Cards Enabled	\$ -	\$ -
38	4	64GB MicroSDHC/SDXC Card	\$ 71.87	\$ 287.48
39	4	64GB MicroSDHC/SDXC Card	\$ 71.87	\$ 287.48
40	4	6 Performance Fans for R740/740XD	\$ 71.87	\$ 287.48
41	4	No Quick SYNC	\$ 21.31	\$ 85.24
42	4	UEFI BIOS Boot Mode with GPT Partition	\$ -	\$ -
43	4	No Energy Star	\$ -	\$ -
44	4	No System Documentation No Open Manage DVD Kit	\$ -	\$ -
45	4	VXRAIL V570F Luggage Tag	\$ -	\$ -
46	4	US Order	\$ -	\$ -
47	4	3 Yr ProSupport Mission Critical Vsphere ENT Plus for 1 Proc Software SPT Contract	\$ -	\$ -
48	4	Dell Hardware Limited Warranty 1 Year	\$ 180.55	\$ 722.20

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
49	4	ProSupport Mission Critical 4-Hour 7 x 24 Onsite Service with Emergency Dispatch 2 Years Extended	\$ 1,666.18	\$ 6,664.72
50	4	ProSupport Mission Critical 4-Hour 7 x 24 Onsite Service with Emergency Dispatch 1 Yr	\$ 560.81	\$ 2,243.24
51	4	ProSupport 7 x 24 Hardware Tech Support and Assistance 3 Years	\$ 2,297.04	\$ 9,188.16
52	4	Dell Limited Hardware Warranty Extended Year(s)	\$ -	\$ -
53	4	Tech Support	\$ -	\$ -
54	4	Series-P/V All-Flash Add-On Support 3 Years	\$ 5,584.82	\$ 22,339.28
55	4	Custom Service	\$ -	\$ -
56	4	ProDeploy Plus No Charge Training	\$ 241.08	\$ 964.32
57	4	ProDeploy Plus Dell EMC VXRAIL Deployment	\$ 3,731.89	\$ 14,927.56
58	4	ProDeploy Plus Dell EMC VXRAIL Deployment Verification	\$ 201.56	\$ 806.24
59	48	32GB RDIMM 32300 MT/S Dual Rank 16GB Base X8	\$ 599.08	\$ 28,755.84
60	8	800GB SSD SAS ISE Mix Use 12GBPX 512E 2.5IN Hot-Plug AG Drive 3 DWPD	\$ 830.21	\$ 6,641.68
61	16	1.92TB SSD SATA Read Intensive 6GBBPS 512 2.5IN Hot-Plug AG Drive 1 DWPD	\$ 786.87	\$ 12,589.92
62	4	NVIDIA Ampere A16 PCIE 250W 64GB Passive Double Wide Full Height GPU	\$ 3,069.11	\$ 12,276.44
63	8	Power Cord 250V 2FT C19/C20 US	\$ 7.22	\$ 57.76
64	16	SFP28 SR Optic 25GBE 85C for all SFP28 Ports	\$ 266.85	\$ 4,269.60
65	8	VXRAIL VMWare VSAN Advanced 3 Years	\$ -	\$ -
66	8	VXRAIL HCI System Software All-Flash A	\$ 3,862.85	\$ 30,902.80
67	16	VXRAIL HCI System Software Capacity Drive 1.92TB SATA SSD	\$ 523.17	\$ 8,370.72
68	8	VXRAIL VMWare Vsphere Enterprise Plus for 1 Processor 3 Years	\$ 2,697.53	\$ 21,580.24
69	8	ProSupport Mission Critical Vsphere Enterprise Plus 1 Processor 3 Years	\$ 1,881.46	\$ 15,051.68
70	8	ProSupport Mission Critical VSAN Advanced 1 Processor 3 Years	\$ 1,244.75	\$ 9,958.00
71	1	VXRAIL V570F All Flash	\$ -	\$ -
72	1	VXRAIL V570F All Flash	\$ 1,964.43	\$ 1,964.43

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
73	1	V570F Branding	\$ 18.96	\$ 18.96
74	1	PSNT INFO	\$ -	\$ -
75	1	VSAN NODE	\$ -	\$ -
76	1	VXRAIL E560/F/N PV570/F S570 Firmware Lock	\$ -	\$ -
77	1	VXRAIL Software 7.0.320 Factory Install	\$ -	\$ -
78	1	No Transformational License Agreement	\$ -	\$ -
79	1	Chassis with up to 24 x 2.5 Hard Drives for 2 CPU GPU Capable Configuration	\$ 86.21	\$ 86.21
80	1	VXRAIL P/V/S 570 Bezel	\$ 51.38	\$ 51.38
81	1	Intel Xeon Gold 6240R 2.4G 24C/48T 10.4GT/S 35.75 M Cache Turbo HT	\$ 1,744.53	\$ 1,744.53
82	1	Intel Xeon Gold 6240R 2.4G 24C/48T 10.4GT/S 35.75 M Cache Turbo HT	\$ 1,744.53	\$ 1,744.53
83	1	Additional Processor Selected	\$ -	\$ -
84	1	3200MT/S RDIMMS	\$ -	\$ -
85	1	Broadcom 57414 Dual Port 10/25GBE P28 RNDC	\$ 244.49	\$ 244.49
86	1	Trusted Platform Module 1.2	\$ 20.35	\$ 20.35
87	1	ReadyRails Sliding Rails with Cable Management Arm	\$ 65.17	\$ 65.17
88	1	Dual Hot-Plug Redundant Power Supply 2000W C19/C20 Power Cord Required	\$ 344.49	\$ 344.49
89	1	VXRAIL Small Form Factor Pluggable Cable Kit	\$ 6.55	\$ 6.55
90	1	PowerEdge R740 CD and BIS Marking No CCC Marking	\$ -	\$ -
91	1	HCIA RecoverPoint for VMWare for 1 Node VT	\$ -	\$ -
92	1	VXRAIL P/V/S 570 Shipping	\$ -	\$ -
93	1	PowerEdge R740 Shipping Materials	\$ -	\$ -
94	1	Riser Configuration 15 for Select NVIDIA Accelerators Only VXRAIL	\$ 76.56	\$ 76.56
95	1	PowerEdge R740/R740XD Motherboard	\$ -	\$ -
96	1	HS Install Kit GPU Configuration EPS12V Cable	\$ 34.14	\$ 34.14
97	1	Performance Optimized	\$ -	\$ -
98	1	No Raid for P/V570	\$ -	\$ -

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
99	1	HBA330 Controller Adapter Low Profile	\$ 127.24	\$ 127.24
100	1	BOSS Controller Card + with 2 M.2 Sticks 240G (Raid) FH	\$ 303.10	\$ 303.10
101	1	IDRAC9 Enterprise	\$ 168.62	\$ 168.62
102	1	IDRAC Group Manager Disabled	\$ -	\$ -
103	1	IDRAC Legacy Password	\$ -	\$ -
104	1	DHCP with Zero Touch Configuration	\$ -	\$ -
105	1	ISDM and Combo Card Reader	\$ 20.35	\$ 20.35
106	1	Redundant SD Cards Enabled	\$ -	\$ -
107	1	64GB MicroSDHC/SDXC Card	\$ 68.62	\$ 68.62
108	1	64GB MicroSDHC/SDXC Card	\$ 68.62	\$ 68.62
109	1	6 Performance Fans for R740/740XD	\$ 68.62	\$ 68.62
110	1	No Quick SYNC	\$ 20.35	\$ 20.35
111	1	UEFI BIOS Boot Mode with GPT Partition	\$ -	\$ -
112	1	No Energy Star	\$ -	\$ -
113	1	No System Documentation No Open Manage DVD Kit	\$ -	\$ -
114	1	VXRAIL V570F Luggage Tag	\$ -	\$ -
115	1	US Order	\$ -	\$ -
116	1	3 Years ProSupport Mission Critical Vsphere Enterprise Plus for 1 Proc Software SPT-Contract	\$ -	\$ -
117	1	Dell Hardware Limited Warranty 1 Year	\$ 172.42	\$ 172.42
118	1	ProSupport Mission Critical 4-Hour 7 x 24 Onsite Service with Emergency Dispatch 2 Years Extended	\$ 1,591.08	\$ 1,591.08
119	1	ProSupport Mission Critical 4-Hour 7 x 24 Site Service with Emergency Dispatch 1 Year	\$ 535.52	\$ 535.52
120	1	ProSupport 7 x 24 Hardware Tech Support and Assistance 3 Years	\$ 2,193.51	\$ 2,193.51
121	1	Dell Limited Hardware Warranty Extended Year(s)	\$ -	\$ -
122	1	ProSupport for Technician	\$ -	\$ -

SOUTH TEXAS COLLEGE
16. SERVERS, EQUIPMENT, AND SOFTWARE LICENSES

NAME			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
123	1	Series-P/V All-Flash Add-On Support 3 Years	\$ 5,333.21	\$ 5,333.21
124	1	Custom Service	\$ -	\$ -
125	1	ProDeploy Plus No Charge Training	\$ 241.08	\$ 241.08
126	1	ProDeploy Plus Dell EMC VXRAIL Deployment	\$ 3,731.89	\$ 3,731.89
127	1	ProDeploy Plus Dell EMC VXRAIL Deployment Verification	\$ 201.56	\$ 201.56
128	12	32GB RDIMM 32300 MT/S Dual Rank 16GB Base X8	\$ 572.08	\$ 6,864.96
129	2	800GB SSD SAS ISE Mix Use 12GBPX 512E 2.5IN Hot-Plug AG Drive 3 DWPD	\$ 792.78	\$ 1,585.56
130	4	1.92 SSD SATA Read Intensive 6GBPS 512 2.5IN Hot-Plug AG Drive 1 DWPD	\$ 751.40	\$ 3,005.60
131	1	NVIDIA Ampere A16 PCIE 250W 64GB Passive Double Wide Full Height GPU	\$ 2,930.78	\$ 2,930.78
132	2	Power Cord 250V 2FT C19/C20 US	\$ 6.89	\$ 13.78
133	4	SFP28 SR Optic 25GBE 85C for all SFP28 Ports	\$ 254.83	\$ 1,019.32
134	2	VXRAIL VMWare VSAN Advanced 3 Years	\$ -	\$ -
135	2	VXRAIL HCI System Software All Flash A	\$ 3,688.74	\$ 7,377.48
136	4	VXRAIL HCI System Software Capacity Drive 1.92TB SATA SSD	\$ 499.58	\$ 1,998.32
137	2	VXRAIL VMWare Vsphere Enterprise Plus for 1 Processor 3 Years	\$ 2,575.93	\$ 5,151.86
138	2	ProSupport Mission Critical Vsphere Enterprise Plus 1 Processor 3 Years	\$ 1,796.65	\$ 3,593.30
139	2	ProSupport Mission Critical VSAN Advanced 1 Processor 3 Years	\$ 1,188.65	\$ 2,377.30
140	1	ProDeployment Additional Deployment Time 8 Hour Onsite Hyper-Converged Infrastructure Technical Resource	\$ 3,706.60	\$ 3,706.60
141	1	NVIDIA vPC Bundle Perpetual License Plus 5 Year vPC SUMS 1CCU	\$ -	\$ -
142	160	NVIDIA vPC Bundle Perpetual License Plus 5 Year vPC SUMS 1CCU	\$ 213.44	\$ 34,150.40
TOTAL AMOUNT			\$	394,895.38



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

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

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

April 12, 2022

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

Dear Mr. Yoder:

On April 27, 2021, South Texas College awarded a contract to Smartcom Telephone, LLC. for Internet Services for South Texas College Sites. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 1, 2022 through June 30, 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 June 30, 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
18. SERVER MAINTENANCE AND SUPPORT AGREEMENT

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-456-3355	
CONTACT			Huy Hoang Le	
#	Qty	Description	Unit Price	Extension
1	1	Server Maintenance and Support Agreement Period: 2/6/22 - 8/31/23	\$ 20,080.36	\$ 20,080.36
TOTAL AMOUNT			\$	20,080.36

Review and Recommend Action to Adopt New TASB Policy and Retire Current Policy

- a. New TASB Policy GK - Relations with Educational Accreditation Agencies
- b. Retire Current Policy # 3347: Substantive Change Reporting

Approval to adopt new TASB Policy GK – Relations with Educational Agencies and retire Current Policy #3347: Substantive Change Reporting will be requested at the April 26, 2022 Board of Trustees meeting.

Purpose – To adopt new TASB Policy and the retire current policy to align with the Texas Association of School Boards (TASB) policy manual.

Justification – The College has initiated a Policy Management Program with TASB in an effort to standardize the format and enhance the content of the College’s Board approved policies. Current Policies will be retired as new TASB Policies are approved by the Board of Trustees.

The request to adopt the new TASB policy is necessary for the following reasons:

- To align the policy with TASB’s policy manual.
- To strengthen the policy language to a current and legally comprehensive policy.
- To maintain good standing with our regional accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Background – Current Policy #3347 – Substantive Change Reporting, was first adopted on November 27, 2012 and was recently amended in March 26, 2019.

Policy #3347: Substantive Change Reporting is needed to maintain good standing with our SACSCOC regional accreditation. The proposed new TASB Policy GK is more comprehensive and addresses Substantive Change Reporting as required by SACSCOC, as well as general accreditation mandates with institutional and programmatic accreditors.

Reviewers – The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the College’s Planning and Development Council, which includes faculty, staff, and administrators.

Enclosed Documents - The new policy and the current policy follow in the packet for the Committee’s review and information.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness and Strategic Planning, 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 April 26, 2022 Board meeting to adopt new TASB Policy GK –

Relations with Educational Accrediting Agencies and retire Current Policy #3347:
Substantive Change Reporting, as presented and which supersedes any previously adopted
Board policy.

The College District shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District shall maintain other national and state accreditations as required for specific programs.

Substantive Change

In accordance with *The Principles of Accreditation* of SACSCOC, the College District maintains established procedures for complying with the SACSCOC *Substantive Change Policy and Procedures*, and as required, seeks approval from SACSCOC prior to the initiation of changes. The established procedures address any significant modification or expansion of the nature and scope of the College District as defined by federal regulations and published in the *Substantive Change Policy and Procedures* of SACSCOC.

MANUAL OF POLICY

Title	Substantive Change Reporting	3347
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 27, 2012 As Amended by Board Minute Order dated March 26, 2019	

In accordance with *The Principles of Accreditation* of the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), South Texas College maintains established procedures for complying with the SACSCOC policy and standards on *Substantive Change for Accredited Institutions of the Commission on Colleges* and as required, seeks approval from SACSCOC prior to the initiation of changes. The established procedures address any significant modification or expansion of the nature and scope of the College as defined by federal regulations and published in the Substantive Change policy of SACSCOC.

Revised

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

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2022 through August 31, 2023 will be requested at the April 26, 2022 Board meeting.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2022. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

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

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 27, 2021, and the annual fee approved was \$103,212.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2022 will increase by \$5,160.00 to \$108,372.00. The monthly collection fee of approximately \$9,031.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of FY 2012 – 2013 to FY 2022- 2023.

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2022 – 2023	\$108,372.00	5%	Not Available
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97

Ten Year History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41
2014 – 2015	\$98,304.00	5%	\$52,781,657.49
2013 – 2014	\$93,626.00	0%	\$42,343,115.93
2012 – 2013	\$93,626.00	0%	\$41,616,411.41

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2022 – 2023, pending Board approval of the budget.

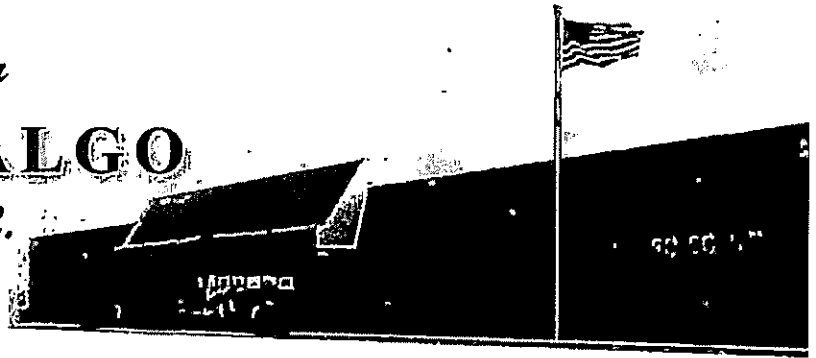
Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Amended Agreement for Tax Assessment and Collection Contract follows in the packet for the Committee’s review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting, the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2022 through August 31, 2023 as presented.

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



STATE OF TEXAS

COUNTY OF HIDALGO

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

AMENDMENT TO INTER-LOCAL COOPERATION AGREEMENT FOR TAX ASSESSMENT AND COLLECTION

This AMENDMENT TO INTER-LOCAL COOPERATION AGREEMENT FOR TAX ASSESSMENT AND COLLECTION ("AMENDMENT"), dated _____, is made between **South Texas College**, hereinafter referred to as "STC," and Hidalgo County, hereinafter referred to as "COUNTY", pursuant to the provisions of the Texas Inter-local Cooperation Act, as follows:

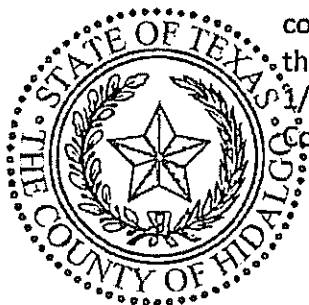
WHEREAS, on or about March 11, 1996, COUNTY entered into an Inter-local Cooperation Agreement "(Inter-local)" with STC for the consolidation of the assessment and collection of property taxes; and

WHEREAS, COUNTY and STC, now desire to amend the Inter-local as hereinafter provided.

NOW THEREFORE, for the purpose stated herein, COUNTY and STC hereby agree to the following amendments to the Inter-local:

1. Section VI of the Inter-local is amended to read as follows:

1. STC hereby agrees to pay and COUNTY agrees to accept a fee of \$108,372.00 of all current and delinquent base taxes collected from September 1st through August 31st. For subsequent years after reviewing actual collection costs, COUNTY will submit to STC, prior to May 1st, the fee for the following year. In no event will the cost increase by more than five percent (5%) per year. STC will have until June 1st to accept the recommended fee.
2. COUNTY will be paid by deducting the fee at the rate of \$9,031.00 from monthly collections and will submit Monthly Collections Reports. For following years, if the fee changes, the COUNTY will be paid by deducting the fee at the rate of 1/12th collection fee from monthly collections and will submit Monthly Collections Reports.



2. Except as modified herein, all terms and conditions of the Inter-local, as amended, remain in full force and effect.

WITNESS THE HANDS OF THE PARTIES effective as of the date and year first written above.

SOUTH TEXAS COLLEGE

BY: _____
Rose Benavidez
Chair, Board of Trustees

ATTEST:

Victoria Cantú
Secretary, Board of Trustees

HIDALGO COUNTY

By: _____
Richard F. Cortez
Hidalgo County Judge

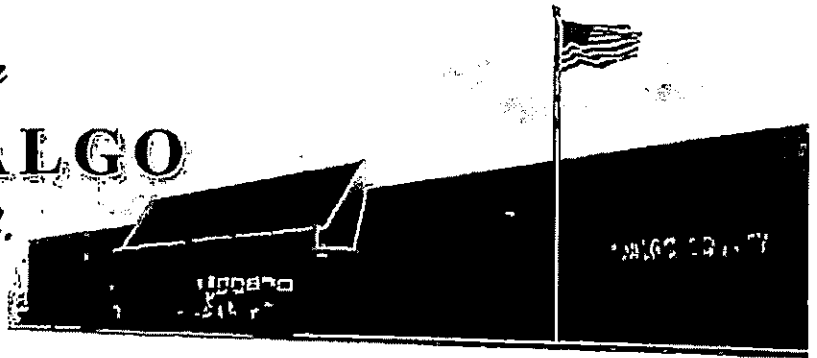
ATTEST:

Arturo Guajardo Jr.
Hidalgo County Clerk

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



April 6, 2022

Dr. Ricardo J. Solis, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

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

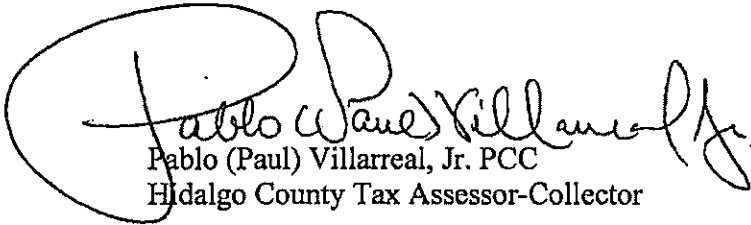
Dear Dr. Solis:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2022 will increase to a new annual fee of \$108,372 effective September 1, 2022.

This increase is within the 5% threshold as allowed by contract.

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

Sincerely,



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

XC: Hon. Richard Cortez
Hidalgo County Judge

Ms. Linda Fong, CPFO
Hidalgo County Auditor

Accepted & Agreed:



By: _____
South Texas College

Printed name And Title _____
Date _____

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

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2022 through August 31, 2023 will be requested at the April 26, 2022 Board meeting.

Purpose – The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2022. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

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

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 27, 2021, and the annual fee approved was 3.5% of the College’s total tax collections for the period of September 1, 2021 through August 31, 2022 for tax year 2021. The annual fee for Fiscal Year 2022 is estimated to be \$165,733.73. Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2022 will remain at 3.5% of the College’s total tax collections. The annual fee for Fiscal Year 2023 is estimated to be \$172,363.08, based on 3.5% of the College’s total estimated tax collections for the period of September 1, 2022 through August 31, 2023. The FY 2022-2023 annual fee estimation of \$172,363.08 is an increase of approximately \$6,629.35 from the projected FY 2021-2022 annual fee expense. The monthly collection fee of approximately \$14,363.59 will be reduced from taxes collected for the College.

Below is a summary of fees charged by Starr County each year for the periods of FY 2012 – 2013 to FY 2019 – 2021 and the estimated fee for Fiscal Year 2021 – 2022 and Fiscal Year 2022 – 2023, based on a rate of 3.5% of total tax collections.

Ten Year History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	% of Tax Collection	Total Tax Levy
2022 – 2023	\$172,363.08***	4.00%	3.5%	Not Available
2021 – 2022	\$165,733.73**	8.79%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73

Ten Year History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	% of Tax Collection	Total Tax Levy
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	N/A	\$3,352,380.96
2013 – 2014	\$87,886.00	0%	N/A	\$2,735,855.80
2012 – 2013	\$87,886.00	0%	N/A	\$2,735,414.30

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

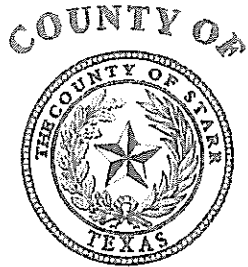
**Estimated Fee Amount to be paid by August 31, 2022

***Estimated Fee Amount to be approved on April 26, 2022 Board Meeting

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for FY 2022 – 2023, pending Board approval of the budget.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting, the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% or approximately \$172,363.08 for the tax year 2022 of the College’s total tax collected from September 1, 2022 through August 31, 2023, as per the Starr County Commissioner’s Court approval on February 28, 2022, as presented.



COUNTY COURT HOUSE
STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

STARR

AMEIDA SALINAS
Tax Assessor-Collector
STARR COUNTY
RIO GRANDE CITY, TEXAS 78582

March 9th, 2022

Dr. Ricardo J. Solis, President

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

Dear Dr. Solis:

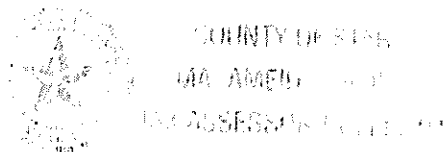
As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2022 will be 3.5% of all current and delinquent base taxes collected from September 1, 2022 through August 31, 2023 as per Commissioner's Court approval on February 28th, 2022.

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

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

Sincerely,

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



ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

Review and Action as Necessary on Resolution 2022-012 on a Written Statement for Professional Legal Services Contract

Approval of Resolution 2022-012 on a written statement for professional legal services contract, under Texas Government Code 2254.1036, will be requested at the April 26, 2022 Board meeting.

This applies to the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2022 through April 30, 2023.

Purpose – To comply with Texas Government Code 2254.1036, Political Subdivision: Contract Notice; Approval by Governing Body, which requires a written statement when a political subdivision enters and approves a contingency fee contract for legal services.

Justification – A written statement when a political subdivision enters and approves a contingency fee contract delinquent tax collection legal services is required by Texas Government Code 2254.1036, include the following:

- There is a substantial need for the legal services;
- The legal services cannot be adequately performed by the attorney and supporting personnel of the political subdivision; and
- The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which the services will be obtained or because the political subdivision does not have funds to pay the estimated amount required under a contract providing only for the payment of hourly fees.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 31, 2020 Board meeting for the contract period beginning May 1, 2020 through April 30, 2021, with two (2) one-year renewal options. As per Texas Government Code 2254.1036, a written notice was published when the delinquent tax collection services contract was awarded to Linebarger Goggan Blair & Sampson, LLP. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract and has provided these specialized legal services to the College and the College has been well satisfied with the quality and outcome of the legal services provided. A resolution is recommended to meet the requirements of Texas Government Code 2254.1036.

Enclosed Documents – The Resolution for the Approving Contract with Linebarger Goggan Blair & Sampson, LLP follows in the packet for the Committee's information and review.

It is requested at the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board Meeting, approval of the Resolution 2022-012 on a written statement and finding of the College's need for specialized contingent fee legal services, under Texas Government Code 2254.1036 as presented.

RESOLUTION 2022-012 TO APPROVE PROFESSIONAL LEGAL SERVICES CONTRACT
WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

WHEREAS, after having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP is approved and the President is authorized to execute this Agreement.

After exercising its due diligence, The South Texas College finds that:

1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the South Texas College at a reasonable cost;
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07 and 33.48 and because the South Texas College does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
5. Linebarger Goggan Blair & Sampson, LLP has provided these specialized legal services to the South Texas College in the past and the South Texas College has been well satisfied with the quality and outcome of the legal services provided.
6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between South Texas College and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of May 1, 2022 through April 30, 2023.

PASSED, APPROVED and ADOPTED this _____ day of _____, 2022.

South Texas College

ATTEST:

BY: _____

Rose Benavidez
Chair

ATTEST:

Victoria Cantu
Secretary

Review and Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2022 through April 30, 2023 will be requested at the April 26, 2022 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2022. Approval to renew the contract for a one-year period is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney’s compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 to the previous tax year.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 31, 2020 Board meeting for the contract period beginning May 1, 2020 through April 30, 2021 with two (2) one-year renewal options. This is the last renewal of the two (2) one-year renewal options.

Award	Board Meeting Date	Original Term	Renewal Term
Original	03/21/20	05/01/20 – 04/20/21	2 – one year options
1 st Renewal	02/23/21		05/01/21 – 04/30/22
2 nd Renewal	02/22/22		05/01/22 – 04/30/23

Effective September 1, 2019 the Legislature passed HB 2826 related to procurement of a contingent fee contract for legal services, including the amendment to Texas Government Code 2254.102, that adds a new subsection (e) that applies to a contract for legal services entered into under Section 6.30 of the Tax Code. In addition, Section 2254.1036 of the Texas Government Code requires written notice of the meeting before governing body approves to go into a contingent fee contract for legal services.

The notice of public meeting has been published accordance with the Texas Government Code requirements on the South Texas College website.

This item was reviewed and discussed by the Finance, Audit, and Human Resources Committee on February 8, 2022 and recommended for Board approval, but was not presented to the Board of Trustees since posting the notice required by the Texas Government Code 2254.1036 was pending.

Funding Source – The delinquent tax collection services fee of 15 percent received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected, and the Notice of Public Meeting follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting, the last renewal of the Delinquent Tax Contracts for Hidalgo County and Starr County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2022 to April 30, 2023 as presented.

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
8/31/2020	12,692,792.74	2,718,590.36	21.42%	9,974,202.38	78.58%
8/31/2021	13,407,753.31	3,392,141.95	25.30%	10,015,611.36	74.70%
2/28/2022	13,104,241.37	1,792,102.89	13.68%	11,312,138.48	86.32%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections¹
Hidalgo County and Starr County
As of Each Fiscal Year End

Hidalgo County		Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)				
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
8/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
8/31/2020	8,880,508.11	2,386,507.72	26.87%	6,494,000.39	73.13%
8/31/2021	9,382,482.47	2,971,926.77	31.68%	6,410,555.70	68.32%
2/28/2022	8,968,401.70	1,578,070.21	17.60%	7,390,331.49	82.40%

Starr County		Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)				
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
8/31/2020	3,812,284.63	332,082.64	8.71%	3,480,201.99	91.29%
8/31/2021	4,025,270.84	420,215.18	10.44%	3,605,055.66	89.56%
2/28/2022	4,135,839.67	214,032.68	5.18%	3,921,806.99	94.82%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Total Tax Levy Uncollected
By Tax Year for Hidalgo County and Starr County
As of February 28, 2022

Year	Adjusted Tax Levy	Tax Levy Collected Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	10,211,268.00	10,182,374.64	(28,893.36)	-0.28%	630,158.46	10,812,533.10	105.89%
1997	10,580,849.00	10,554,191.92	(26,657.08)	-0.25%	657,062.78	11,211,254.70	105.96%
1998	10,939,147.00	10,910,051.21	(29,095.79)	-0.27%	716,728.03	11,626,779.24	106.29%
1999	11,613,173.45	11,578,059.95	(35,113.50)	-0.30%	422,573.41	12,000,633.36	103.34%
2000	12,501,287.00	12,361,336.12	(139,950.88)	-1.12%	872,321.46	13,233,657.58	105.86%
2001	13,855,450.00	13,780,349.31	(75,100.69)	-0.54%	776,757.96	14,557,107.27	105.06%
2002	29,264,011.67	29,090,506.44	(173,505.23)	-0.59%	1,559,050.48	30,649,556.92	104.73%
2003	30,503,889.00	30,327,782.61	(176,106.39)	-0.58%	1,424,483.56	31,752,266.17	104.09%
2004	32,845,468.00	32,643,011.72	(202,456.28)	-0.62%	1,694,669.17	34,337,680.89	104.54%
2005	34,326,593.76	34,102,770.31	(223,823.45)	-0.65%	1,545,700.10	35,648,470.41	103.85%
2006	36,810,472.00	36,570,462.07	(240,009.93)	-0.65%	1,839,170.07	38,409,632.14	104.34%
2007	41,504,936.00	41,231,689.08	(273,246.92)	-0.66%	2,515,201.58	43,746,890.66	105.40%
2008	44,607,359.00	44,303,598.96	(303,760.04)	-0.68%	2,943,440.64	47,247,039.60	105.92%
2009	45,074,868.00	44,727,338.64	(347,529.36)	-0.77%	1,861,094.94	46,588,433.58	103.36%
2010	44,724,698.97	44,362,639.37	(362,059.60)	-0.81%	1,383,424.52	45,746,063.89	102.28%
2011	44,078,575.84	43,709,625.02	(368,950.82)	-0.84%	1,192,239.74	44,901,864.76	101.87%
2012	44,192,546.71	43,810,680.64	(381,866.07)	-0.86%	1,077,131.46	44,887,812.10	101.57%
2013	45,115,722.73	44,710,297.72	(405,425.01)	-0.90%	1,099,132.80	45,809,430.52	101.54%
2014	56,751,113.45	56,232,511.01	(518,602.44)	-0.91%	1,906,715.61	58,139,226.62	102.45%
2015	60,383,794.23	59,755,000.39	(628,793.84)	-1.04%	1,440,222.56	61,195,222.95	101.34%
2016	63,118,730.69	62,399,102.86	(719,627.83)	-1.14%	1,137,414.06	63,536,516.92	100.66%
2017	67,041,321.98	66,159,665.82	(881,656.16)	-1.32%	1,573,139.50	67,732,805.32	101.03%
2018	67,283,202.57	66,174,696.45	(1,108,506.12)	-1.65%	2,700,770.22	68,875,466.67	102.37%
2019	68,984,720.38	67,511,056.51	(1,473,663.87)	-2.14%	1,152,800.37	68,663,856.88	99.53%
2020	71,724,915.73	69,537,177.91	(2,187,737.82)	-3.05%	3,214,650.33	72,751,828.24	101.43%
Delinquent Subtotal	998,038,115.16	986,725,976.68	(11,312,138.48)	-1.13%	37,336,053.81	1,024,062,030.49	102.61%

NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of Board of Trustees will be held on April 26, 2022 at Ann Richards Administration Building Board Room for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

The agreement to be considered is necessary for the delinquent taxes owed to South Texas College to be collected in the most effective manner. South Texas College desires that such delinquent tax, penalties and interest be collected as provided in the Texas Tax Code.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest delinquent tax collection law firm in the State of Texas, as well as the United States and having been engaged in this specialized legal service for more than 40 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that the South Texas College does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented South Texas College for the past twenty-four (24) years with competence and professionalism, in the collection of delinquent property taxes, beginning on May 1, 1997.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the South Texas College due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07 and 33.48. These Texas Tax Code sections specifically provide for an additional penalty on delinquent taxes to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the South Texas College.

Entering into the proposed agreement is in the best interests of the residents of South Texas College because the delinquent taxes will be professionally and competently collected without the additional costs to the South Texas College of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis which would otherwise be required.

Discussion and Action as Necessary on Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 and 33.08 of the Texas Property Tax Code for Attorney's Compensation

Discussion and Approval will be requested at the April 26, 2022 Board meeting as follows:

- Discussion of Resolution 2022-08 imposing an additional 15 percent penalty for collection cost of delinquent taxes as authorized under Section 33.07 and 33.08 of the Texas Property Tax Code for attorney's compensation
- Approval of Resolution 2022-08 imposing an additional 15 percent penalty for collection cost of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney's compensation

Purpose – A resolution authorizing the College to levy an additional 15 percent penalty to the delinquent 2021 district taxes is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which will remain delinquent on July 1, 2022.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional 15 percent penalty for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution to impose an additional 15 percent penalty for the collection of outstanding delinquent taxes for the tax year 2020 was approved by the Board on February 19, 2021.

This item was reviewed and discussed by the Finance, Audit, and Human Resources Committee on February 8, 2022 and recommended for Board approval, but was not presented to the Board of Trustees since posting the notice required by the Texas Government Code 2254.1036 was pending.

Below are the Texas Property Tax Codes relevant for the additional penalty for collection:

- **Texas Property Tax Code 33.07** - allows entities to assess an additional penalty for collection costs for taxes due before June 1st based on the delinquent balance as of July 1st to defray the cost of collection. In addition, the amount of the additional penalty may not exceed the amount of the compensation specified in the contract with the attorney to be paid in connection with the collection of the delinquent taxes. The College's resolution to impose an additional 15% penalty for prior years has included Texas Property Tax Code 33.07.

- **Texas Property Tax Code 33.08** – implementation of Texas Property Tax Code 33.08 is optional and represents a change from prior years. This tax code allows entities to assess an additional penalty for collection costs for taxes that become delinquent on or after June 1st under the sections listed below that were not previously assessed an additional penalty for collection costs under section 33.07:
 - ⇒ Tax Code 26.075(j) - Petition Election to Reduce Tax Rate of Taxing Unit Other than School District
 - ⇒ Tax Code 26.15 (e) - Correction of Tax Roll
 - ⇒ Tax Code 31.03 - Split Payment of Taxes
 - ⇒ Tax Code 31.031 - Installment Payments of Certain Homestead Taxes
 - ⇒ Tax Code 31.032 - Installment Payments of Taxes on Property in Disaster Area or Emergency Area that has been Damaged as a Result of Disaster or Emergency
 - ⇒ Tax Code 31.033 - Installment Payments of Taxes on Property in Disaster Area or Emergency Area that has not been Damaged as a Result of Disaster or Emergency
 - ⇒ Tax Code 31.04 - Postponement of Delinquency Date
 - ⇒ Tax Code 42.42 - Corrected and Supplemental Tax Bills

Linebarger Goggan Blair & Sampson, LLP is proposing to add to their collections and to their resolution the accounts allowed by Texas Property Tax Code 33.08, Additional Penalty for Collection Costs for Taxes Due on or After June 1st. The accounts under the above listed tax codes are not assessed a penalty by the tax assessor and not included in the delinquent accounts submitted to the delinquent tax attorney.

Administration recommends to not include Texas Property Tax Code 33.08 and consequently not assessing the 15 percent penalty for collection and delinquent taxes on accounts that meet the requirements.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for your review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting, the Resolution 2022-008 imposing an additional 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

RESOLUTION NO. 2022-008

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2021 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §
COUNTY OF STARR §
AND HIDALGO §
SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2021; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2021 taxes which remain delinquent on July 1, 2022; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2021 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2022, and thereafter for taxes levied for the tax year 2021. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2021 at least thirty (30) and not more than sixty (60) days before July 1, 2022.
3. A tax lien shall attach to the property on which the 2021 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2022 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Review and Discussion on Implementing a Four-and-a-Half-Day Work Week Pilot Schedule for June 2022 and July 2022

Mary Elizondo, Vice President for Finance and Administrative Services, will present on implementing a four-and-a-half-day work week pilot schedule for June 2022 and July 2022 for the Committee’s feedback.

Purpose – To revise working hours during the months of June 2022 and July 2022, to a four-and-a-half-day work week schedule, while meeting the forty (40) hour work week requirement.

Justification – The modified work week schedule is a common practice in community colleges and is recognized as a cost reduction measure and an incentive for employees.

Background – Benefits to the proposed four-and-a-half-day work week include:

- Extend business hour coverage/customer service periods Monday-Thursday, either at the beginning or end of the day
- Ability for employees to better manage personal responsibilities during a weekday
- Extend weekend time to spend with family/children on summer break
- Reduction of monthly utility cost
- Attract and retain employees and reduce turnover

The modified work week schedule would begin the week of June 6, 2022 and end on July 29, 2022. Possible proposed options for the modified work week schedule are as follows:

Monday-Thursday Schedule	Monday-Thursday Lunch Break	Friday Schedule
8:00 am – 5:30 pm	Half Hour	8:00 am – 12:00 pm
8:00 am – 6:00 pm	Full Hour	8:00 am – 12:00 pm

A survey to gain feedback regarding the proposed work week schedule has been completed and is ready for distribution to all employees. The survey results will provide additional information useful in selecting a work-day schedule(s). Supervisors will work with their staff to implement the new work-day schedule(s) and cover peak periods, such as registration days, and will be responsible for monitoring that student and other services will not be negatively impacted.

Currently, exempt employees take Vacation Leave and Sick Leave in eight-hour increments. This would require a revision to the Policy# 4308: Sick Leave and Policy# 4306: Vacation Leave Accrual to allow exempt employees to submit four hour leave requests.

Reviewers - The proposed modified work week schedule has been reviewed by staff and Cabinet Members.

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

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

**Discussion and Action as Necessary on Proposed Budget Amendment for
 FY 2021 - 2022**

Approval of a proposed budget amendment for FY 2021 – 2022 in the amount of \$2,905,890 will be requested at the April 26, 2022 Board meeting.

As a result of the proposed funding for upcoming prioritized construction projects, a budget amendment is requested. The total budgeted revenues and expenditures for the Unexpended Plant Fund - Construction for fiscal year 2021 – 2022 will increase as follows:

**Fiscal Year 2021 - 2022
 Budgeted Revenues and Expenditures**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund - Construction	A	14,333,819	2,905,890	17,239,709

The budget amendment details and presentation follow in the packet for the Committee’s information and review.

The budget amendment is proposed as follows:

1. Budget Amendment – Use of Previously Earmarked Funds in the Unrestricted Fund to the Unexpended Plant Fund - Construction

A budget amendment is proposed to use \$2,905,890 from the funds previously earmarked by the Board of Trustees from the Bond 2001 in the total amount of \$4,600,000 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction. The Board of Trustees previously approved the use of earmarked funds in the amount of \$660,000 for the Pecan Campus Ann Richards Administration Building A Renovation for the President’s Office Project, and \$1,034,110 for renovation projects for the Pecan Campus North Academic Humanities Building P Renovation for the Office of the Vice President for Finance and Administrative Services, Department of Accountability, Risk and Compliance, and the Office of Institutional Equity.

The use of the remaining amount of the previously earmarked funds totaling \$2,905,890 are needed for the purpose of partially funding upcoming capital improvement projects as follows:

- 1) Pecan Campus Kinesiology Building Phase I
- 2) Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Program
- 3) Pecan Campus Department of Public Safety Building
- 4) Pecan Campus Continuing Education Building

The revenue and expenditure budgets will be amended as follows:

**Fiscal Year 2021 – 2022
 Unexpended Plant Fund – Construction Revenue Adjustments**

Revenues	Amended Budget	Proposed Amendment	Amended Budget
Fund Balance Deduction	\$9,953,259	\$2,905,890	\$12,859,149
Total Fund Balance Deduction	\$9,953,259	\$2,905,890	\$12,859,149

**Fiscal Year 2021 – 2022
 Unexpended Plant Fund – Construction Expenditure Adjustments**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Projected Draws for Approved Projects	\$12,883,120	\$48,218	\$12,931,338
Fund Balance Addition	1,450,699	2,857,672	4,308,371
Total Projected Draws for Approved Projects	\$14,333,819	\$2,905,890	\$17,239,709

The budget amendment details and presentation follow in the packet for the Committee’s information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2021 – 2022.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 26, 2022 Board meeting, the proposed budget amendment for FY 2021 – 2022 in the amount of \$2,905,890 as presented.

South Texas College Unexpended Plant Fund - Construction

Fiscal Year Ending August 31, 2022
AMENDED

Revenue Summary

Revenue Source and Fund Balance Allocations	Amended Budget	Budget Amendment	Amended Budget
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	-	3,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	9,953,259	2,905,890	12,859,149
Total Revenues	\$ 14,333,819	\$ 2,905,890	\$ 17,239,709

Expenditure Summary

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Projected Draws for Approved Projects	\$ 12,883,120	\$ 48,218	\$ 12,931,338
Fund Balance Addition	1,450,699	2,857,672	4,308,371
Total Expenditures	\$ 14,333,819	\$ 2,905,890	\$ 17,239,709

South Texas College

Proposed Budget Amendment for FY 2021 - 2022

April 12, 2022

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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Summary of Proposed Budget Amendment

Budgeted Revenues and Expenditures

Fund	Original/Amended Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund	\$14,333,819	\$2,905,890	\$17,239,709

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Unexpended Plant Fund - Construction

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Summary of Budget Changes Unexpended Plant Fund - Construction

Revenues	Increase/ (Decrease)	Description
Fund Balance Deduction	\$2,905,890	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2001 for Upcoming Prioritized Construction Projects
Total Revenues Increase	\$2,905,890	

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Proposed Budget Amendment Summary Unexpended Plant Fund - Construction

Revenue Summary

Revenue Source and Fund Balance Allocations	Amended Budget	Budget Amendment	Amended Budget
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	-	3,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	9,953,259	2,905,890	12,859,149
Total Revenues	\$ 14,333,819	\$ 2,905,890	\$ 17,239,709

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Summary of Budget Changes Unexpended Plant Fund - Construction

Expenditures	Increase/ (Decrease)	Description
Projected Draws for Approved Projects	\$48,218	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2001 for Upcoming Prioritized Construction Projects FY 2021 - 2022
Fund Balance Deduction	2,857,672	Use of Funds Previously Earmarked by the Board of Trustees from the Bond 2001 for Upcoming Prioritized Construction Projects FY 2022 - 2023
Total Expenditures Increase	\$2,905,890	

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**Proposed Budget Amendment Summary
Unexpended Plant Fund - Construction**

Expenditure Summary

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Projected Draws for Approved Projects	\$ 12,883,120	\$ 48,218	\$ 12,931,338
Fund Balance Addition	1,450,699	2,857,672	4,308,371
Total Expenditures	\$ 14,333,819	\$ 2,905,890	\$ 17,239,709

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Thank You

Questions?



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