

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, June 14, 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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    - 1) Library Serials (Award)
    - 2) Maintenance and Repair Parts, Materials, and Supplies (Award)
    - 3) Nursing and Allied Health Equipment and Supplies (Award)
    - 4) Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award)
  - B. Rejection of Proposal
    - 5) Travel Services (Reject)
  - C. Purchases and Renewals
    - a. Instructional Items
      - 6) Books and Educational Materials (Renewal)
      - 7) Library Materials (Renewal)
      - 8) Science Laboratory Supplies (Renewal)
      - 9) Graduation Facility Lease Agreement (Lease/Purchase)
    - b. Non-Instructional Item
      - 10) Consultant Services Contract (Purchase)
      - 11) Furniture (Purchase)
      - 12) Geotechnical and Materials Testing Services (Renewal)
      - 13) Glass, Plexiglass, and Installation (Renewal)
      - 14) Mail Services (Renewal)
      - 15) Mass Notification System Agreement (Renewal)
      - 16) Promotional Items for Student Outreach (Renewal)
      - 17) Promotional Items for T-Shirts (Renewal)

c. Technology Items	
18) Computers and Laptops (Purchase)	
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F. Title Changes of Non-Faculty Positions	
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H. TASB Compensation Study Recommendations	
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**Approval of May 10, 2022 Finance, Audit, and Human Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 10, 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, May 10, 2022 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, May 10, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:08 p.m. with Mr. Rene Guajardo presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Mrs. Laura Requena, Ms. Alicia Correa, Dr. Jesus Campos, Mr. Lucio Gonzalez, Mr. Ken Lyons, Dr. Aaron Wilson, Mr. Michael Cano, Mr. Dallas Gutierrez, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**Approval of April 12, 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 April 12, 2022 were approved as written. The motion carried.

**Discussion and Action as Necessary on Hidalgo County Tax Resale  
Private Bid and Resolution #2022-013 Authorizing Tax Resale Private  
Bid**

Approval of a Hidalgo County Tax Resale Private Bid and the Resolution #2022-013 Authorizing the Tax Resale Bid will be requested at the May 31, 2022 Board Meeting.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested consideration and action on the tax resale private bid for two (2) properties in Hidalgo County.

Justification – The Texas Property Tax Code required approval from all taxing entities for the resale of a property.

Background - On April 14, 2022, Linebarger Goggan Blair & Sampson, LLP received a Private Bid packet from Perdue Brandon Field Collins & Mott LLP, for two (2) struck off properties located within Hidalgo County and it was presented for consideration.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bid received. The total amount the College would receive for this property was \$2,563.19 (combined).

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Board packet, the private bid was pending approval by Hidalgo County, Hidalgo County Drainage District #01, City of Mercedes, Mercedes Independent School District and South Texas Independent School District.

Enclosed Documents - Resolution #2022-013 Authorizing the Tax Resale, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received were provided in the packet for the Committee's information and review.

Mr. Michael Cano from Linebarger Goggan Blair & Sampson, LLP attended the Committee meeting to address questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Private Bid and the Resolution #2022-013 Authorizing the Tax Resale Bid as presented. The motion carried.

### **Executive Session:**

The South Texas College Board Finance, Audit, and Human Resources Committee convened into Executive Session at 6:15 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
  1. Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, and Renewals

**Open Session:**

The South Texas College Board Finance, Audit, and Human Resources Committee returned to Open Session at 6:25 p.m. No action was taken in Executive Session.

**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 May 31, 2022 Board meeting.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of proposal, purchases, and renewals as listed below:

**A. Award of Proposals**

- 1) Building Moving Services - II (Award):** award the proposal for building moving services – II to **Zuniga’s House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2022 through May 31, 2023 with two one-year options to renew, at an estimated amount of \$50,000.00;
- 2) Insurance Risk Management Consultant Services (Award):** award the proposal for insurance risk management consultant services to **Acrisure, LLC. / dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2022 through May 31, 2023 with four one-year options to renew, at a total annual amount of \$25,000.00;
- 3) Telephone Services (Award):** award the proposal for telephone services to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning June 21, 2022 through June 20, 2025 with two one-year options to renew, at an estimated monthly amount of \$13,400.00 and an estimated annual amount of \$160,800.00;
- 4) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for the period beginning June 29, 2022 through June 28, 2023 with two one-year options to renew, at an estimated amount of \$450,000.00, which is based on prior year expenditures. The qualified vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Exceptional Staffing, LLC.</b> (Edinburg, TX) (New)	<b>Fewell Professional Services, LLC. / dba FPS Staffing</b> (McAllen, TX)

Vendor (City/State)	Vendor (City/State)
<b>Five Star Staffing, LLC. / dba Spherion Staffing</b> (McAllen, TX)	<b>Hire Quest, LLC. / dba Snelling Staffing Services</b> (Goose Creek, SC) (New)
<b>Infojini, Inc.</b> (Columbia, MD) (New)	<b>Manpower Group US, Inc.</b> (McAllen, TX)
<b>Onin Staffing</b> (McAllen, TX)	<b>People Ready, Inc.</b> (Tacoma, WA) (New)
<b>R&amp;D Contracting, Inc. / dba R&amp;D Personnel</b> (McAllen, TX)	<b>Readymen Staffing Services</b> (Pharr, TX) (New)
<b>Region Staffing, Inc.</b> (Pharr, TX)	<b>Select Staff</b> (Edinburg, TX)
<b>Temps Plus Staffing Service</b> (McAllen, TX)	<b>Texas Staffing Pros, LLC.</b> (McAllen, TX)

**B. Rejection of Proposal**

- 5) District Wide Wireless Network Equipment Upgrade (Reject):** reject one (1) proposal received for the district wide wireless network equipment upgrade and advertise this project in order to comply with the federal procurement guidelines related to receiving multiple responses;

**C. Purchases and Renewals (C-a. Instructional Item)**

- 6) Online Tutoring Services (Purchase):** purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning June 1, 2022 through August 31, 2022, at a total amount of \$40,800.00 for one thousand seven hundred (1,700) service hours;

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

- 7) Bond Counsel Services (Renewal):** renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC.** (McAllen, TX), for the period beginning August 1, 2022 through July 31, 2023;
- 8) Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College. The vendors are as follows:

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

- 9) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2022 through August 17, 2023, in the amount of \$288,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	<b>Gulf Coast Paper, Co.</b> (Brownsville, TX)
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Secondary Vendors	<b>Rio Paper &amp; Supply, LLC.</b> (Pharr, TX) <b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX) <b>Yanitor Paper and Supplies, LLC.</b> (Pharr, TX)
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**10) Geotechnical and Materials Testing Services (Renewal):** renew the geotechnical and materials testing services contracts for the period beginning July 28, 2022 through July 27, 2023, for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

Firm (City/State)	Firm (City/State)
<b>L&amp;G Consulting Engineers, Inc.</b> (Mercedes, TX)	<b>Millennium Engineers Group, Inc.</b> (Pharr, TX)
<b>Raba Kistner, Inc.</b> (McAllen, TX)	<b>Terracon Consultants, Inc.</b> (Pharr, TX)

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

**11) Audio Visual Equipment (Purchase):** purchase audio visual equipment from **B&H Photo Video** (New York, NY), an E&I Cooperative Services approved vendor, at a total amount of \$30,381.07;

**12) Computers, Laptops, and Tablets (Purchase):** purchase computers, laptops, and tablets 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 \$313,517.93;

**13) Software License, Maintenance, and Support Agreements (Renewal):** renew the software license, maintenance, and support agreements with **Evisions, LLC.** (Irvine, CA), a sole source vendor, for the period beginning August 1, 2022 through August 31, 2025, at a total amount of \$187,979.00;

**14) Time and Attendance Software License, Maintenance, and Support Agreements (Renewal):** renew the time and attendance software license, maintenance, and support agreements with **TimeClock Plus, LLC.** (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$47,164.08.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, and renewals was \$1,593,642.08. The motion carried.

**Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget**

The packet included the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 - 2022 amended budget for the Committee’s information and review.



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

**Revenues:**

- State appropriations were expected to increase \$92,913 in FY 2022 - 2023. The projected increase was mainly due to the increases in other state appropriation revenues consisting of Optional Retirement Plan (ORP) and Teacher Retirement System (TRS). The state contact hour appropriation revenue was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

<b>State Appropriations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
Other State Appropriation-ORP	532,963	551,137	18,174
Other State Appropriation-TRS	2,191,868	2,266,609	74,741
Other State Appropriation-HEGI	6,235,046	6,235,046	-
Hazlewood Reimbursement	45,000	45,000	-
<b>Total State Appropriation</b>	<b>\$49,098,912</b>	<b>\$49,191,825</b>	<b>\$92,913</b>

- Tuition for FY 2022 - 2023 was based on projected enrollment of 17,197 traditional students, a 14% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. In total, tuition revenue was projected to decrease \$2,129,525 in FY 2022 - 2023.

<b>Tuition</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Academic & Differential Tuition-Net TPEG	\$30,976,503	\$28,846,978	\$(2,129,525)
Continuing Ed/ITED-Net TPEG	2,990,658	2,990,658	-
<b>Total Tuition</b>	<b>\$33,967,161</b>	<b>\$31,837,636</b>	<b>\$(2,129,525)</b>

- Fees for FY 2022 - 2023 were based on projected enrollment of 17,197 traditional students, a 14% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. The projections indicated a decrease in fees revenue of \$2,234,550 in FY 2022 - 2023.

<b>Fees</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total Fees	\$28,686,753	\$26,452,203	\$(2,234,550)

- M&O Property Tax revenue for FY 2022 - 2023 was expected to increase \$7,615,335, due to an anticipated increase in tax collections and property values.

<b>M&amp;O Property Taxes</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total M&O Property Taxes	\$58,273,025	\$65,888,360	\$7,615,335

- Other revenue was expected to remain at the FY 2021 – 2022 level.

<b>Other Revenues</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Dual Credit Cost Reimbursement	\$5,000,000	\$5,000,000	\$-
Dual Credit Academy Participation Fee	350,000	350,000	-
Interest	600,000	600,000	-
Administrative Costs and Shuttle System Contribution	421,716	421,716	-
Testing Commissions	950	950	-
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenues</b>	<b>\$6,437,408</b>	<b>\$6,437,408</b>	<b>\$-</b>

- The HEERF Lost Revenue was projected to decrease \$3,655,461 in FY 2022 – 2023. The decrease was due to the decrease in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue. The HEERF Lost Revenue represented the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue was funded from the HEERF III Institutional Portion allocated to the College.

<b>HEERF Lost Revenue</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total HEERF Lost Revenue	\$ 7,738,146	\$4,082,685	\$(3,655,461)

- Carryover Allocations were projected to increase \$3,743,584 in FY 2022 - 2023. The increase resulted from the decrease of \$845,336 in the Unexpended Construction Plant Transfer allocation, the removal of \$231,448 in the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment allocation, and the removal of \$1,346 in the Retention Incentive Payment allocation being partially offset by the increase in the Salary and Benefits allocation of \$2,721,656 and the addition of the Welding Equipment allocation of \$2,100,058.

<b>Carryover Allocations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Unexpended Construction Plant Transfer	\$4,345,336	\$3,500,000	\$(845,336)

<b>Carryover Allocations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Continuing, Professional, and Workforce Education	450,000	450,000	-
Contingency Fund	2,000,000	2,000,000	-
Developmental Studies Book Royalties	4,813	4,813	-
One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment	231,448	-	(231,448)
Retention Incentive Payment	1,346	-	(1,346)
Salary and Benefits	-	2,721,656	2,721,656
Welding Equipment	-	2,100,058	2,100,058
<b>Total Carryover Allocations</b>	<b>\$7,032,943</b>	<b>\$10,776,527</b>	<b>\$3,743,584</b>

In total, revenues and carryover allocations would increase as follows:

<b>Revenues and Carryover Allocations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
State Appropriations	\$49,098,912	\$49,191,825	\$92,913
Tuition-Net of TPEG	33,967,161	31,837,636	(2,129,525)
Fees	28,686,753	26,452,203	(2,234,550)
M&O Property Taxes	58,273,025	65,888,360	7,615,335
Other Revenues	6,437,408	6,437,408	-
HEERF Lost Revenue	7,738,146	4,082,685	(3,655,461)
Carryover Allocations	7,032,943	10,776,527	3,743,584
<b>Total Revenues and Carryover Allocations</b>	<b>\$191,234,348</b>	<b>\$194,666,644</b>	<b>\$3,432,296</b>

**Expenditures, Transfers and Reserves:**

- The Salary expenditures budget for FY 2022 - 2023 was proposed to increase by \$5,997,277. The increase was due to the removal of the COVID-19 Training and Retention Incentive Payments in the amount of \$401,250 and the decrease due to vacancies and new hires in the amount of \$170,567 being offset by the increase in funding for the faculty instructional pools in the amount of \$1,000,000, the increase in funding for positions that were previously frozen in the amount of \$619,415, the increase in funding for new positions approved in FY 2021 – 2022 in the amount of \$123,750, the increase in funding for annual faculty and staff salary increases, compensation study adjustments and divisional salary adjustments and new positions in the amount of \$4,825,929.

	<b>Changes to FY 2022 - 2023 Salary Budget</b>	<b>Amount</b>
1.	Proposed Removal of COVID-19 Training and Retention Incentive Payments	\$(401,250)
2.	Changes in Salaries due to Vacancies and New Hires	(170,567)
3.	Proposed Faculty Instructional Pool Increase	1,000,000
4.	Restoration of Frozen Positions Approved in FY 2021 - 2022	619,415
5.	Funding for New Positions Approved in FY 2021 – 2022	123,750
6.	Proposed Annual Salary Increase, Compensation Study Adjustments, and Division Salary Adjustments and New Positions	4,825,929
	<b>Total</b>	<b>\$5,997,277</b>

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

- The Benefits expenditures budget for FY 2022 - 2023 was proposed to increase by \$2,853,217 primarily due to an increase in on-behalf retirement and insurance expenditures, the additional funding for the faculty instructional pools, funding for the frozen positions that were previously frozen, funding for new positions, annual salary increases, compensation study adjustments, and divisional salary adjustments and new positions being offset by the removal of the COVID-19 Training and Retention Incentive Payments, and the decrease due to vacancies and new hires.
- The Operating expenditures budget for FY 2022 - 2023 was proposed to increase by \$2,086,783 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2022 - 2023 was proposed to decrease by \$94,711. Approximately 25 percent of the travel budget represented local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2022 - 2023 was proposed to increase by \$1,454,810 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2022 - 2023 was proposed to decrease by \$9,054,502. The decrease was due to the removal of the Transfer to the Continuing Education Unexpended Plant Fund of \$845,336, the removal of the Fund Balance Reserve in the amount of \$4,553,705, and the decrease in the HEERF Fund Balance Reserve of \$3,655,461.

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

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Salaries	\$99,382,688	\$105,379,965	\$5,997,277
Benefits	30,950,663	33,803,880	2,853,217
Operating	37,644,217	39,731,000	2,086,783
Travel	2,229,954	2,324,665	94,711
Capital Outlay	1,524,058	2,978,868	1,454,810
<b>Total Expenditures</b>	<b>171,731,580</b>	<b>184,218,378</b>	<b>12,486,798</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	-
Transfer to CE Unexpended Plant Fund	845,336	-	(845,336)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	4,553,705	-	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>10,448,266</b>	<b>(9,054,502)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$191,234,348</b>	<b>\$194,666,644</b>	<b>\$3,432,296</b>

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 - 2022 amended budget was provided in the packet for the Committee's review and information. In order to balance the unrestricted fund budget, the College would continue to monitor trends, update projections and adjust revenues and expenditures as needed.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Unrestricted Projected Budget for FY 2022 – 2023 at the May 10, 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.

**Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2022 and Funding Plan for the Construction Projects Using the Unrestricted Fund Balance Designations**

Approval of the Unrestricted Fund Balance Designations as of August 31, 2022 and the funding plan for the construction projects using the Unrestricted Fund Balance Designations will be requested at the May 31, 2022 Board meeting.

Purpose – To approve the changes to the Unrestricted Fund Balance Designations as of August 31, 2022 and the funding plan for the construction projects using the Unrestricted Fund Balance Designations to fund Welding program equipment.

Justification – Changes to the Unrestricted Fund Balance Designations as of August 31, 2022 and a funding plan for the construction projects using the Unrestricted Fund Balance Designations were necessary. Approval was needed to increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System, release the Unrestricted Fund Balance Designations for equipment needed by the Welding program, and create a funding plan includes the release of Unrestricted Fund Balance Designations in fiscal year 2023 – 2024 to fund the completion of Unexpended Plant Fund – Construction capital improvement projects.

**1. Increase of the Unrestricted Fund Balance Designations for the ERP System**

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

As of August 31, 2021, the total fund balance in the Unrestricted Fund was \$104,432,951, which included the Board designated amount of \$37,500,000, as reflected in the table below. The total designations of \$37,500,000 included the following:

<b>Fund Balance Designations Per Category</b>	<b>FY 2020 - 2021</b>
Employee Health Insurance Premiums Due to Rising Costs of Employee Health Insurance and Uncertainty of Continued State Funding	\$7,500,000
Upgrade of the College’s Enterprise Resource Planning (ERP) System	18,000,000
Deferred Maintenance of Facilities	4,000,000
College’s Business Continuity of Operations in the Event of Serious Incidents or Disasters	6,000,000
Furniture Replacements	2,000,000
<b>Total Fund Balance Designation as of August 31, 2021</b>	<b>\$37,500,000</b>

Management proposed an additional Unrestricted Fund Balance designation in the amount of \$2,000,000 in Fiscal Year 2021 - 2022 for upgrade of the College's ERP System. This recommendation was presented because the acquisition of a new ERP system with updated technological features would be necessary in the future. The College must be prepared to fund a high cost ERP system.

**2. Release the Unrestricted Fund Balance Designations for Equipment Needed by the Welding Program**

Administration also recommended to release the Unrestricted Fund Balance designations in the amount of \$2,100,058 for the purpose of funding equipment needed by the Welding program in fiscal year 2022 – 2023.

Including the proposed additional fund balance designation for the College's Enterprise Resource Planning (ERP) System in the amount of \$2,000,000 and the release of the Unrestricted Fund Balance designations for the Welding program equipment in the amount of \$2,100,058, the total designations as of August 31, 2022 would be \$37,399,942, as follows.

<b>Summary of Fund Balance Designations ERP Increase and Welding Equipment Decrease August 31, 2022</b>			
<b>Fund Balance Designations Per Category</b>	<b>FY 2020 - 2021</b>	<b>FY 2021 - 2022</b>	<b>Increase/ (Decrease)</b>
Health Insurance Premiums	\$7,500,000	\$7,500,000	\$-
ERP Procurement and Infrastructure Maintenance & Renewal	18,000,000	20,000,000	2,000,000
Facilities Deferred Maintenance	4,000,000	3,899,942	(100,058)
Business Continuity and Disaster Plan	6,000,000	6,000,000	-
Furniture Replacement	2,000,000	-	(2,000,000)
<b>Total Fund Balance Designation as of August 31</b>	<b>\$37,500,000</b>	<b>\$37,399,942</b>	<b>\$(100,058)</b>

As reflected below, as of August 31, 2022, without considering the FY 2021 – 2022 activity, the total estimated Undesignated Unrestricted Fund Balance was \$64,932,951 which represented approximately four (4.1) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. After the completion of the FY 2021 – 2022 audit, management may propose an additional increase to the upgrade of the ERP system designation contingent on the final increase to the fund balance due to FY 2021 – 2022 activity, including the GASB liabilities.

<b>Unrestricted Fund Balance</b>			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2021	\$66,932,951	\$37,500,000	\$104,432,951
FY 2021 – 2022 Additional Designation	(2,000,000)	2,000,000	-
FY 2021 – 2022 Release of Unrestricted Fund Balance Designations	2,100,058	(2,100,058)	-
<b>Fund Balance – Projected August 31, 2022</b>	<b>\$67,033,009</b>	<b>\$37,399,942</b>	<b>\$104,432,951</b>

<b>Unrestricted Months Expense in Reserve</b>	
	Undesignated Fund Balance
Adjusted Fund Balance	\$67,033,009
# Months Expenses in Reserve	4.1 Months

### **3. Funding Plan for Construction Projects Using the Unrestricted Fund Balance Designations**

At the March 29, 2022 Board of Trustees meeting, the Board of Trustees approved the use of funds previously earmarked 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 approved the use of \$1,034,110 from the earmarked funds 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.

At the April 26, 2022 Board of Trustees meeting, the Board of Trustees approved the additional use of funds previously earmarked from the Bond 2001 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction in the amount of \$2,905,890 for 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 Renovation for the Music and Dance Program
- 3) Pecan Campus Continuing Education Building

The use of the funds previously earmarked from the Bond 2001 for the Satellite Center Expansion in the Unexpended Plant Fund – Construction allowed for the partial funding of construction projects, however additional funding sources were needed for their completion.

Administration recommended the creation of a funding plan for the construction projects using the Unrestricted Fund Balance Designations to ensure their completion. The



proposed plan included funding the construction projects with funds resulting from the release of Unrestricted Fund Balance Designations in fiscal year 2023 – 2024. Administration estimated that approximately \$12,500,000 would need to be released from the Unrestricted Fund Balance Designations in fiscal year 2023 – 2024, however this amount was subject to change as the projects develop.

Including the release of the Unrestricted Fund Balance Designations in fiscal year 2023 – 2024, the projected total designations as of August 31, 2024 would be \$24,899,842, as follows.

<b>Summary of Projected Fund Balance Designations Construction Projects Decrease August 31, 2024</b>			
<b>Fund Balance Designations Per Category</b>	<b>FY 2021 - 2022</b>	<b>FY 2023 - 2024</b>	<b>Increase/ (Decrease)</b>
Health Insurance Premiums	\$7,500,000	\$2,000,000	\$(5,500,000)
ERP Procurement and Infrastructure Maintenance & Renewal	20,000,000	20,000,000	-
Facilities Deferred Maintenance	3,899,942	-	(3,899,942)
Business Continuity and Disaster Plan	6,000,000	2,899,942	(3,100,058)
Furniture Replacement	-	-	-
<b>Total Fund Balance Designation as of August 31</b>	<b>\$37,399,942</b>	<b>\$24,899,842</b>	<b>\$(12,500,000)</b>

Reviewers – The funding plan for the construction projects using the Unrestricted Fund Balance Designations and the release of Unrestricted Fund Balance designations to fund equipment needed by the Welding program has been reviewed by Cabinet members.

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. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the funding plan for the construction projects using the Unrestricted Fund Balance Designations and the release of Unrestricted Fund Balance Designations for Welding program equipment, as presented. The motion carried.

## **Review and Action as Necessary on the Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level**

Approval of the metric to determine the minimum Unrestricted Fund Financial Reserve Level will be requested at the May 31, 2022 Board meeting.

Purpose – To approve a change to the metric used to determine the minimum Unrestricted Fund Financial Reserve Level. Administration would update the Committee regarding the projected Unrestricted Fund Balance as of August 31, 2022 and the impact of the Board Unrestricted Fund Balance Designations, GASB 68, Accounting and Financial Reporting for Pensions, and GASB 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, requirements on the metric used to determine the Unrestricted Fund balance.

Justification – Board Policy #5350: Unrestricted Fund Balance states that “The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount.”

Background – The College’s Unrestricted Fund Balance is a component of the overall financial management strategy and long-term financial planning that is used to ensure stable service delivery, meet future needs and protect against financial stability. The Unrestricted Fund Balance represents the financial reserve that the College maintains to provide sufficient cash flow to meet operating needs and to ensure continued operations of the College in case of a financial hardship. The College’s Unrestricted Fund Balance had been negatively impacted due to the implementation of GASB 68 and GASB 75 and had put the College at risk of not complying with Board Policy #5350.

The College’s Unrestricted Fund Balance consisted of Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds. The Unrestricted Fund Balance Designations represented the College’s intended future use of available resources that have been approved by the Board of Trustees. Unrestricted Undesignated Funds represented the amount of the Unrestricted Fund Balance that had not been committed or assigned to a specific purpose.

As of August 31, 2021, the Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds were as follows:

<b>Unrestricted Fund Balance</b>	<b>As of August 31, 2021</b>	
Unrestricted Undesignated Fund Balance		\$66,932,951
Unrestricted Fund Balance Designations		
Employee Health Insurance Premiums	7,500,000	
Enterprise Resource Planning (ERP) System Upgrade	18,000,000	

<b>Unrestricted Fund Balance</b>	<b>As of August 31, 2021</b>	
Deferred Maintenance of Facilities	4,000,000	
Business Continuity	6,000,000	
Furniture Replacements	2,000,000	
Total Unrestricted Fund Balance Designations		37,500,000
<b>Total Unrestricted Fund Balance</b>		<b>\$104,432,951</b>

The projected Unrestricted Fund Balance Designations and Unrestricted Undesignated Funds as of August 31, 2022 were as follows:

<b>Projected Unrestricted Fund Balance</b>			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2021	\$66,932,951	\$37,500,000	\$104,432,951
FY 2021 – 2022 Projected Increase to Fund Balance	6,863,657	-	6,863,657
FY 2021 – 2022 Additional ERP System Designation	(2,000,000)	2,000,000	-
FY 2021 – 2022 Release for Welding Program Equipment	2,100,058	(2,100,058)	-
<b>Fund Balance – Projected August 31, 2022</b>	<b>\$73,896,666</b>	<b>\$37,399,942</b>	<b>\$111,296,608</b>

The projected Unrestricted Undesignated Fund Balance as of August 31, 2022 in the amount of \$73,896,666 represented approximately four and one-half (4.6) months of budgeted expenditures.

The College’s external auditor, Carr, Riggs, & Ingram, agreed that Policy #5350: Unrestricted Fund Balance may be revised to use different metrics such as those presented below.

The methodology to calculate the minimum Unrestricted Fund Balance would be to change the metric used to determine the minimum Unrestricted Fund Balance to reflect the Total Unrestricted Fund Balance, including the Unrestricted Undesignated Fund Balance and the Unrestricted Fund Balance Designations.

A comparison of the different methodologies to calculate the minimum Unrestricted Fund Balance are as follows:

<b>Methodology</b>	<b>Amount</b>	<b>Minimum Unrestricted Fund Balance Financial Reserve Level</b>
Unrestricted Undesignated Fund Balance	\$73,796,608	4.6 months
Total Unrestricted Undesignated Fund Balance and Designated Fund Balance	111,296,608	7.1 months

Recommendation – Administration recommended changing the metric used to determine the minimum Unrestricted Fund Balance to reflect the Total Unrestricted Fund Balance, which includes the Unrestricted Fund Balance and the Unrestricted Fund Balance Designations.

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 metric to determine the minimum Unrestricted Fund Financial Reserve Level, as requested.

### **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 7:21 p.m.

I certify that the foregoing are the true and correct Minutes of the May 10, 2022 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Rene Guajardo  
 Committee Chair

**Discussion and Action as Necessary on Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023 for a one-year period of September 1, 2022 through August 31, 2023 will be requested at the June 28, 2022 Board meeting.

Purpose – The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2022 - 2023 is needed to provide transportation services to STC students.

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

In FY 2022 – 2023, an increase in student enrollment is anticipated, since Fall 2022 course schedule offers 60% of courses on campus or hybrid and 40% of courses on-line.

Background - As a result of the pandemic, face-to-face classes on campus were significantly reduced and employee's presence on campus was also reduced due to a rotational work schedule implemented in order to reduce the density on campus. In FY 2020 – 2021, both parties were allowed the opportunity to make any necessary adjustments as a result of the pandemic, therefore, Interlocal Agreements were negotiated separately for the Fall 2020, Spring 2021 and Summer 2021 Semesters. In FY 2021 – 2022, face-to-face classes were still reduced however, employee presence on campus was reduced from a rotational work schedule to all employees return to work on campus. However, since the face-to-to classes were not at 100% the routes were still running on a reduced service.

Information regarding the FY 2022 – 2023 Transportation Services and Agreement are presented below.

**Ridership Count History**

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, Green Lines and the College's ridership count history for the Yellow Line for FY 2019, FY 2020, FY 2021 and FY2022:

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021*	FY 2022 (As of April 30, 2022)
<b>LRGVDC</b>				
Starr (Green Line 1* & 2)	13,925	7,379	786	2,134
Starr (Green Line Route 60/Roma)	6,180	4,277	76	3,359
Mid Valley (Purple Line)	7,517	4,267	38	No Service
<b>STC</b>				
Circulator (Yellow Line)	24,035	13,289	478	1,068
Park & Ride	20,870	18,070	No Service	No Service
<b>Total</b>	<b>72,527</b>	<b>47,282</b>	<b>1,378</b>	<b>6,562</b>

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

### Transportation Services Cost – FY 2020 – 2021, FY 2021 – 2022, and FY 2022 – 2023

The following table illustrates the transportation services in FY 2020 – 2021, FY 2021 - 2022 and proposed in FY 2022 - 2023 by semesters and routes:

Routes	Fall 2020	Spring 2021	Summer 2021	FY 2021 – 2022 (Current)	FY 2022 - 2023 (Proposed)
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2	✓ (LRGVDC)*	X	X	X	X
Green Line Route 60 (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)
Purple Line (Mid- Valley)	✓ (LRGVDC)**	X	X	X	X
Yellow Line (Circulator)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
<b>Total Cost to South Texas College</b>	<b>\$23,304</b>	<b>\$69,481</b>	<b>\$54,097</b>	<b>\$279,109</b>	<b>\$313,813</b>

\*Green Line (Starr/Pecan) is traditionally comprised of two routes. As of 11/16/20, Green Line has consisted of one route.

\*\*Purple Line (MV/NAH) was suspended as of 10/12/20.

Funded by – (LRGVDC) or (STC)

**Proposed Agreement for FY 2022 - 2023**

- The College will remit payment to the LRGVDC for the operating cost of:
  - ⇒ The Green Line 1 (Starr County Campus to Pecan Campus) in the amount of \$93,894.
  - ⇒ Green Line Route 60 (Roma) in the amount of \$70,924.
- Green Line 2 (Starr County Campus to Pecan Campus) - will not be operational.
- Purple Line (Mid Valley) was eliminated by the LRGVDC. As an alternate option, riders can use Valley Metro-operated Route 31 to travel between the Mid Valley Campus and McAllen Central Station. The route travels along Business 83. The stops include Harlingen Terminal, La Feria, RGV Outlets, STC Weslaco, Business at Sugar in Pharr and McAllen Central Station. From McAllen Central Station, the riders can transfer to a McAllen Metro bus. There is a route that includes a stop at the Pecan campus and a route that includes a stop at the Technology campus.
- The College will cover cost of \$148,995 for the Yellow Line (Circular) routes operated by the College connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus.

<b>FY 2022 - 2023</b>	<b>FY 2022-2023 Amount</b>
<b>Total Operating Cost for Services</b>	<b>\$707,460</b>
Contributions:	
State/Federal Operating	\$(393,647)
<b>Total Net Cost to STC</b>	<b>\$313,813</b>
STC Direct Expenditures – Yellow Line	\$148,995
STC Payment to LRGVDC – Green Line 1	93,894
STC Payment to LRGVDC – Green Line Route 60 (Roma)	70,924
<b>Total Net Cost to South Texas College</b>	<b>\$313,813</b>

The budgeted cost by transportation routes for FY 2022 - 2023 are as follows:

<b>Transportation Routes</b>	<b>Total Operating Cost for System</b>	<b>Contributions</b>	<b>STC Direct Expenditures</b>	<b>STC Payment to LRGVDC</b>
Starr (Green-1)	225,026	131,132	0	93,894
Starr (Green-Roma)	168,872	97,948	0	70,924
Circular (Yellow)	313,562	164,567	148,995	0
<b>Total</b>	<b>\$707,460</b>	<b>\$393,647</b>	<b>\$148,995</b>	<b>\$164,818</b>

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2022 - 2023.

Reviewers – The Interlocal Agreement was reviewed by Maribel Contreras, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and by the College's Legal Counsel. The FY 2022- 2023 Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2022 – 2023 Interlocal Agreement and a Presentation follow in the packet for the Committee's information and review.

Jose Silva, Assistant Director of Regional Transit Services from the LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Cindy Zavala, Parking and Security Services Manager, will be present at the Committee Meeting to address any questions by the Committee.

It is requested the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022 Board meeting, the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 - 2023 for a one-year period of September 1, 2022 through August 31, 2023, as presented, and contingent upon approval by the LRGVDC.



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

**I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2022, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

**RECITALS**

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

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

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

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

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

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

LRGVDC shall have the following responsibilities:

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

- its obligations under this Agreement;
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating Green Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and
  11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2022, Spring 2023 and Summer 2023 semesters.

### III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain **six (6)** buses owned by the College and three (3) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT");
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1) and the Green Line (Route 60) for the Fall 2022, Spring 2023 and Summer 2023 semesters ("Local Match Payment").

### IV. CONTRACT AMOUNT AND COMPENSATION

#### A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs, maintenance expenses and in-kind costs arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement for the operations and maintenance of the Circulator (Yellow) transportation routes is estimated to be **\$164,567**. ~~LRGVDC shall remit payment to the College for one hundred (100) percent of the total in-kind expenses for the Circulator (Yellow) transportation routes estimated to be \$82,398.~~ Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, the College will remit the Local Match Payment to LRGVDC in the amount of **\$58,620.76** for the Fall 2022 semester, **\$65,417.38** for the Spring 2023 semester and **\$40,779.66** for the Summer 2023 semester.

### V. TERM

The term of this Agreement begins on **September 1, 2022** and expires on **August 31, 2023**. ~~This~~

~~Agreement may be renewed for two additional one-year periods by mutual written agreement of the parties.~~

## VI. TERMINATION

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

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

## VII. AMENDMENT

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

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

## VIII. COOPERATION

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

## IX. NOTICES

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

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

With copy to: South Texas College

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

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

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

## **X. GENERAL PROVISIONS**

### **A. Additional Obligations and Rights**

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public

transportation network.

10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement.

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

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

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

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
  - a. Responding to road calls;
  - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
  - c. Detailing/cleaning buses once a week;
  - d. Providing tire replacement service according to the manufacturer's schedule;
  - e. Providing brake maintenance according to the manufacturer's schedule;
  - f. Providing out-of-cycle repairs as necessary;
  - g. Coordinating warranty work according to manufacturer guidelines;
  - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
  - i. Keeping maintenance records of all activities, including work orders;
  - j. Ensuring that all maintenance activities are safe and secure; and
  - k. Adhering to the maintenance plan.

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

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

#### **D. Warranties**

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

**E. Capital**

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

**F.F. Miscellaneous**

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

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

**South Texas College**

**Lower Rio Grande Valley Development Council**

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

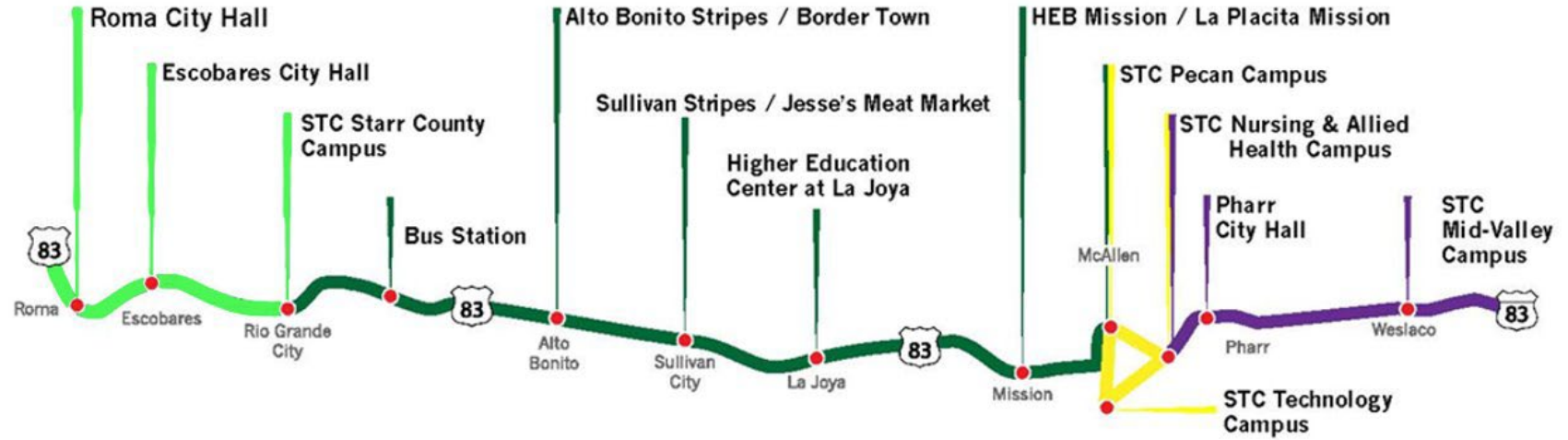
\_\_\_\_\_  
**Manuel Cruz**  
**Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# Shuttle Bus Lines Service Map

# Exhibit A



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**Green Line – Route 60 (1 Route):**

- Roma City Hall to Starr County Campus

**Purple Line (1 Route):**

- No Service

**Green Line (1 Route):**

- Starr County Campus to Pecan Campus

**Yellow Line (2 Routes)**

- Pecan Campus to Tech Campus to NAH Campus

# Exhibit A

## Fiscal Year 2022 - 2023 Transportation Schedule

### Fall 2022 Semester

Full Service - Begins August 22, 2022

Full Service - Ends December 9, 2022

### Spring 2023 Semester

Full Service - Begins January 17, 2023

Full Service - Ends May 12, 2023

### Summer 2023 Semesters

Limited Service – Begins June 5, 2023

Limited Service – Ends August 11, 2023

### Breaks In Service

September 5, 2022 - Labor Day

September 23, 2022 - Professional Development Day

November 24 - 27, 2022 – Thanksgiving Holiday

30 December 17, 2022 - January 3, 2023 - Winter Break

January 16, 2023 - Martin Luther King Jr. Day

February 10, 2023 - Professional Development Day

March 13 - 19, 2023 - Spring Break

April 6 - 9, 2023 - Semester Break

May 29, 2023 - Memorial Day

July 4, 2023 - Independence Day



## Green Line Route

The Valley Metro-operated Green Line has various locations throughout the Valley including HEB, Stripes and Border Town. The stops for this route for the FY 2022 - 2023 are as follows:

STC Starr County	Bus Station	Alto Bonito Stripes	Sullivan Stripes	Higher Ed Center-La Joya	HEB Mission	STC Pecan Campus	La Placita Mission	Higher Ed Center-La Joya	Jesse's Meat Market	Border Town	Bus Station	STC Starr County	NAH
6:00am													7:15am
						7:30am	7:45am	8:10am	8:20am	8:30am	8:45am	9:00am	
9:05am	9:20am	9:35am	9:45am	9:55am	10:20am	10:35am	10:50am	11:15am	11:25am	11:35am	11:50am	12:05pm	
1:00pm	1:15pm	1:30pm	1:40pm	1:50pm	2:15pm	2:30pm	2:45pm	3:10pm	3:20pm	3:30pm	3:45pm	4:00pm	
4:05pm	4:20pm	4:35pm	4:45pm	4:55pm	5:20pm	5:35pm	5:50pm	6:15pm	6:25pm	6:35pm	6:50pm	7:05pm	

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## Green Line - Route 60

The Valley Metro-operated Green Line – Route 60. The stops for this route for the FY 2022 - 2023 are as follows:

STC Starr County	Escobares City Hall	Roma City Hall	Escobares City Hall	STC Starr County
		7:35am	7:45am	8:00am
8:00am	8:15am	8:35am	8:45am	9:00am
9:00am	9:15am	9:35am	9:45am	10:00am
10:00am	10:15am	10:35am	10:45am	11:00am
11:00am	11:15am	11:35am	11:45am	12:00pm
1:00pm	1:15pm	1:35pm	1:45pm	2:00pm
2:00pm	2:15pm	2:35pm	2:45pm	3:00pm
3:00pm	3:15pm	3:35pm	3:45pm	4:00pm
4:00pm	4:15pm	4:35pm	4:45pm	5:00pm
5:00pm	5:15pm	5:35pm	5:45pm	6:00pm

## Yellow Line

The Yellow Line is completely operated by South Texas College. Two buses operate from Monday through Thursday and only one bus operates on Friday. This route travels between the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

### Route 1

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
Lunch				
12:20PM		12:40PM	1:00PM	1:20PM
1:20PM		1:40PM	2:00PM	2:20PM
2:20PM		2:40PM	3:00PM	3:20PM
3:20PM		3:40PM	4:00PM	4:20PM
4:20PM		4:40PM	5:00PM	5:20PM
5:20PM		5:40PM	6:00PM	6:20PM
6:20PM		6:40PM	7:00PM	7:20PM

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### Route 2

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:20AM	7:40AM	8:00AM		8:20AM
8:20AM	8:40AM	9:00AM		9:20AM
9:20AM	9:40AM	10:00AM		10:20AM
10:20AM	10:40AM	11:00AM		11:20AM
11:20PM	11:40PM	12:00PM		12:20PM
Lunch				
1:50PM	2:10PM	2:30PM		2:50PM
2:50PM	3:10PM	3:30PM		3:50PM
3:50PM	4:10PM	4:30PM		4:50PM

## Friday Schedule

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
11:00 AM		11:20 AM	11:40 AM	12:00 PM
12:00 PM - 1:00 PM Lunch				
1:00PM		1:20PM	1:40PM	2:00PM
2:00PM		2:20PM	2:40PM	3:00PM
3:00PM		3:20PM	3:40PM	4:00PM
4:00PM		4:20PM	4:40PM	5:00PM

**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

The Applicant certifies to the applicable provisions of all categories: (*check here*)  X .

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

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

13 State of Good Repair Grants

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

14 Infrastructure Finance Programs

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

15 Alcohol and Controlled Substances Testing

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

16 Rail Safety Training and Oversight

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

17 Demand Responsive Service

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

18 Interest and Financing Costs

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

19 Cybersecurity Certification for Rail Rolling Stock and Operations

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

20 Tribal Transit Programs

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

21 Emergency Relief Program

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

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: 02/15/2022

Name Manuel Cruz, Executive Director - LRGVDC Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Lower Rio Grande Valley Development Council (LRGVDC)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 02-15-2022

Name JUAN J. HINOJOSA Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## Exhibit C Vehicle Listing

<b>STC Shuttle Buses</b>									
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	TYPE	Owner	UNIT #
3	2012	Ford	E-550	1FDGF5GY8CEA33854	Gas	1134132	XI	STC	57
4	2015	Chevrolet	4500	1GB6G5BGXF1210173	Gas	1190616	III	VM	1511
5	2015	Chevrolet	4500	1GB6G5BG1F1209980	Gas	1190618	III	VM	1512
6	2015	Chevrolet	4500	1GB6G5BG2F1224861	Gas	1190619	III	VM	1513
7	2017	Freightliner	Glaval Concorde II	4UZADRDU7HCHZ3848	Diesel	1366988		STC	89
8	2017	Freightliner	Glaval Concorde II	4UZADRDU3HCJA0881	Diesel	1337711		STC	90
9	2016	Ford	E-450	1FD4E4FSXHDC01285	Gas	1337712	III	STC	91
10	2018	Ford	E-450	1FD4E4F57JDC22651	Gas	1387939	III	STC	146
11	2018	Ford	E-450	1FD4E4FS6JDC31311	Gas	1411958	III	STC	171



# JAG EXPRESS OPERATION RECOMMENDATION FOR FY 2022 - 2023

FINANCE, AUDIT AND HUMAN RESOURCES  
COMMITTEE MEETING

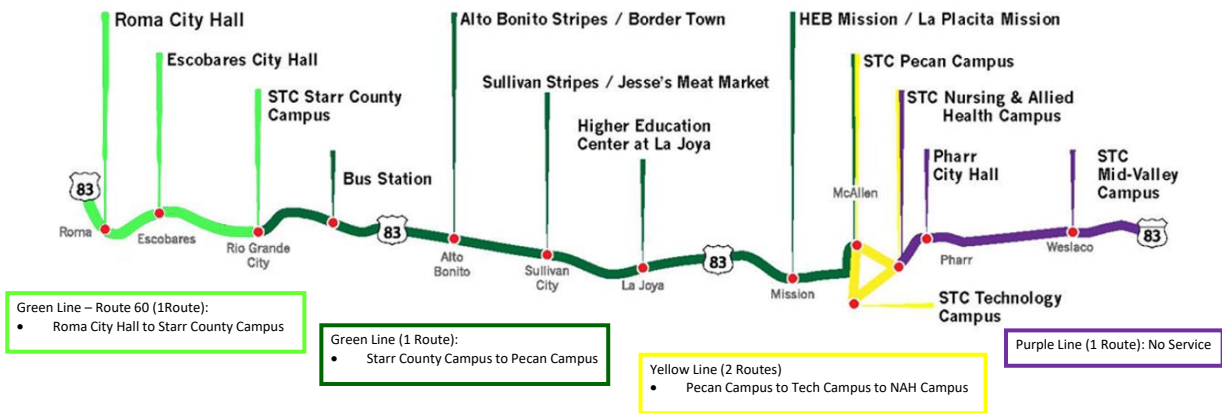
JUNE 14, 2022

PRESENTED BY:

**MARY G. ELIZONDO**

Vice President for Finance and Administrative Services,  
MBA, CPA, CFE, CGMA

## SERVICE MAP





## RIDERSHIP HISTORY

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2019, FY 2020, FY 2021 and FY 2022:

Transportation Route	FY 2019	FY 2020 (Service Ended March 22, 2020)	FY 2021 (As of May 31, 2021)	FY 2022 (As of April 30, 2022)
<b>LRGVDC</b>				
Starr (Green Line 1 & 2)	13,925	7,379	786	2,134
Starr (Green Line Route 60/Roma)	6,180	4,277	76	3,359
Mid Valley (Purple Line)	7,517	4,267	38	No Service
<b>STC</b>				
Circulator (Yellow Line)	24,035	13,289	478	1,068
Park & Ride	20,870	18,070	No Service	No Service
<b>Total</b>	<b>72,527</b>	<b>47,282</b>	<b>1,378</b>	<b>6,562</b>

## SERVICE COMPARISON

The table below reflects the different levels of service.

Transportation Route	Fall 2020	Spring 2021	Summer 2021	FY 2021 – 2022 (Current)	FY 2022 – 2023 (Proposed)
<b>LRGVDC</b>					
Green Line (Starr) - 1	✓ (LRGVDC)	✓ (LRGVDC)	✓ (STC)	✓ (STC)	✓ (STC)
Green Line (Starr) - 2*	✓ (LRGVDC)*	X	X	X	
Green Line (Roma)	✓ (LRGVDC)	✓ (LRGVDC)	✓ (LRGCDC)	✓ (STC)	✓ (STC)
Purple Line (Mid Valley)**	✓ (LRGVDC)**	X	X	X	X
<b>STC</b>					
Circulator (Yellow Line)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)	✓ (STC)
<b>Total Net Cost to STC</b>	<b>\$23,304</b>	<b>\$69,481</b>	<b>\$54,097</b>	<b>\$279,109</b>	<b>\$313,813</b>

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

## ESTIMATED COSTS FOR FY 2022 - 2023

The table below are estimated costs for FY 2022 – 2023 for LRGVDC and South Texas College.

<b>Total Operating Cost for Services</b>	<b>\$707,460</b>
Contributions:	
State/Federal Operating	\$(393,647)
<b>Total Contributions</b>	<b>\$393,647</b>
Total Net Cost to STC	\$313,813
STC Direct Expenditures – Yellow Line	\$148,995
STC Payment to LRGVDC – Green line I	93,894
STC Payment to LRGVDC – Green Line Route 60 (Roma)	70,924
<b>Total Net Cost to South Texas College</b>	<b>\$313,813</b>

## COST OF SERVICES BREAKDOWN BY ROUTE

The cost by transportation routes for FY 2022 – 2023 are as follows:

Transportation Routes	Total Operating Cost	Contributions	STC Direct Expenditures	STC Payment to LRGVDC
Starr (Green -I)	225,026	131,132	0	93,894
Starr (Green-Roma)	168,872	97,948	0	70,924
Circular (Yellow)	313,562	164,567	148,995	0
<b>Total</b>	<b>\$707,460</b>	<b>\$393,647</b>	<b>\$149,995</b>	<b>\$164,818</b>



Thank You

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

Approval of the following award of proposals, rejection of proposal, purchases, renewals, and contract extension will be requested at the June 28, 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**
- D. Contract Extension**

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

#### **1) Library Serials (Award)**

Award the proposal for library serials to **EBSCO Information Services, LLC**. (Birmingham, AL) for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$47,914.78.

Purpose – Library Services is requesting library serials for all libraries district wide.

Justification and Benefit – The approximate one hundred thirty-nine (139) serials that includes magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of South Texas College students, faculty, staff, and patrons.

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to seven (7) vendors. Two (2) responses were received on May 19, 2022 and reviewed by Library Services and the Purchasing Department.

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

#### **2) Maintenance and Repair Parts, Materials, and Supplies (Award)**

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$500,000.00, which is based on prior year expenditures.

The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Architectural Division 8</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Carrier Enterprise, LLC.</b> (Houston, TX)
<b>CC Distributors, Inc.</b> (Corpus Christi, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Crawford Electric</b> (Mission, TX)	<b>Dealers Electrical Supply</b> (McAllen, TX)
<b>Door Control Services, a DH Pace Company</b> (Ben Wheeler, TX)	<b>Facility Solutions Group</b> (Harlingen, TX)
<b>Fairway Supply, Inc.</b> (Austin, TX)	<b>Fastenal Company</b> (McAllen, TX)
<b>Guthries Locksmith &amp; Safe Shop</b> (McAllen, TX)	<b>Industrial Supplier Larey Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)
<b>Johnstone Supply</b> (Pharr, TX)	<b>Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley</b> (McAllen, TX)
<b>Luna Glass, LLC.</b> (McAllen, TX)	<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)
<b>PPG Architectural Finishes, Inc.</b> (McAllen, TX)	<b>R. E. Friedrichs Company</b> (Pharr, TX)
<b>Standard Supply</b> (McAllen, TX) (New)	<b>The Sherwin-Williams Company</b> (McAllen, TX)
<b>Valley Armature &amp; Electric Co., LLC.</b> (Edinburg, TX)	

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

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

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to fifty (50) vendors. Twenty-three (23) responses were received on May 19, 2022 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2022 – 2023 pending Board approval of the budget.

### **3) Nursing and Allied Health Equipment and Supplies (Award)**

Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2022 through July 31, 2023, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures.

The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Bound Tree Medical, LLC.</b> (Dublin, OH)	<b>DiaMedical USA Equipment, LLC.</b> (West Bloomfield, MI)
<b>Hand Safety, LLC.</b> (Wichita Falls, TX)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J and B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>Meadows Medical Supply</b> (Quogue, NY)
<b>Performance Health Supply, LLC./ dba Medco Supply Company</b> (Warrenville, IL)	<b>Pocket Nurse Enterprises, Inc./ dba Pocket Nurse</b> (Monaca, PA)
<b>Social Medical Supply, LLC./ dba Well Before</b> (Dallas, TX)	

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

Justification and Benefit – The Nursing and Allied Health equipment and supplies will be used for student instruction in various instructional programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves, masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to twenty-nine (29) vendors. Nine (9) responses were received on May 19, 2022 and reviewed by the Division of Nursing and Allied Health and Purchasing Department.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician programs budgets for FY2021 – 2022 and FY 2022 – 2023 pending Board approval of the budget.

**4) Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award)**

Award the proposal for the purchase of an automatic heavy duty tractor trailer unit to **Trancasa USA, Inc.** (Pharr, TX), at a total amount of \$97,800.00.

Purpose – Continuing, Professional, and Workforce Education is requesting the purchase of an automatic heavy duty tractor trailer unit for student instruction at the Technology Campus.

Justification and Benefit: The purchase of an automatic heavy duty tractor trailer will allow us to enroll an additional four (4) students per month in our truck driving program. With the two (2) trucks that we currently have, we are only able to enroll eight (8) students per month. With the high demand for truck drivers nationwide, an additional truck would help us train more drivers.

Background – Proposal documents were advertised on April 27, 2022 and May 4, 2022 and issued to nineteen (19) vendors. Three (3) responses were received on May 12, 2022 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education – State budget for FY 2021 – 2022.

**B. Rejection of Proposal**

**5) Travel Services (Reject)**

Reject the one (1) proposal that was received for travel services, since the vendor did not submit a complete proposal. This service will be re-advertised and presented at the August 2022 Board meeting.

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

**6) Books and Educational Materials (Renewal)**

Renew the books and educational materials contracts for the period beginning August 27, 2022 through August 26, 2023, at an estimated total amount of \$600,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

Justification and Benefit – The books and materials will be provided to students participating in the PASS Program lending library as needed. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2022, Spring 2023, and Summer 2023 semesters.

Background – The Board awarded the contract for books and educational materials at the July 28, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on August 27, 2022 and ends August 26, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/20	8/27/20 – 8/26/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		8/27/21 – 8/26/22
2 <sup>nd</sup> Renewal	6/28/22		8/27/22 – 8/26/23

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 Carl Perkins (Grant), Continuing Education, and other requesting department budgets for FY 2021 – 2022 and FY 2022 – 2023, pending Board approval of the budget.

### 7) Library Materials (Renewal)

Renew the library materials contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

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

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

Background – The Board awarded the contract for library materials at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on September 1, 2022 and ends August 31, 2023.



Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	9/1/20 – 8/31/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		9/1/21 – 8/31/22
2 <sup>nd</sup> Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets FY 2022 – 2023, pending Board approval of the budget.

### 8) Science Laboratory Supplies (Renewal)

Renew the science laboratory supplies contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$450,000.00. The vendors are as follows:

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

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

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

Background – The Board awarded the contracts for science laboratory supplies at the June 22, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 <sup>st</sup> Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician budgets for FY 2022 – 2023 pending Board approval of the budgets.

**9) Graduation Facility Lease Agreement (Lease/Purchase)**

Purchase of a graduation facility lease agreement from **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning December 9, 2022 at 8:00 p.m. through midnight December 10, 2022, at an estimated amount of \$40,000.00.

Purpose – The Division of Student Services is requesting an event license agreement for the lease of a facility for graduation ceremonies, which will be held on Saturday, December 10, 2022 at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

Justification and Benefit – The facility will be used for the three Fall 2022 South Texas College graduation ceremonies in December 2022.

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

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

**10) Consultant Services Contract (Purchase)**

Purchase a consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning June 1, 2022 through May 31, 2023, at a total amount of \$95,000.00.

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.

**11) Furniture (Purchase)**

Purchase furniture from the OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$262,707.70.

#	Vendor	Amount
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$3,033.45
B	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA / Edinburg, TX)	\$12,636.51

#	Vendor	Amount
C	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA / Edinburg, TX)	\$1,281.16
D	<b>Kimball Office, Inc. / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$6,616.90
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$220,117.40
F	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$6,454.25
G	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Mascatine, IA / Edinburg, TX)	\$9,008.98
H	<b>VIA Seating / Gateway Printing and Office Supply, Inc.</b> (Sparks, NV / Edinburg, TX)	\$3,559.05
Furniture Total		\$262,707.70

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Pecan Campus
    - 1 AV Lectern for the Distance Learning
  
- Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)
  - ⇒ Pecan Campus
    - 20 Storage Shelving units for Learning Commons and Open Labs
    - 1 Storage Shelving unit for the Chemistry Program
  
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Cypress, CA / Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Faculty/Staff Chairs for the Counseling & Student Access Services
  
- Kimball Office, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)
  - ⇒ Pecan Plaza
    - 8 Conference Room Chairs for Human Resources/Facilities Planning and Construction
  
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Green Bay, WI / Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 30 Computer Lab Student Chairs for Facilities Planning and Construction
  - ⇒ Pecan Campus
    - 14 Chairs for the Library Public Services
    - 253 Computer Lab Student Chairs for Facilities Planning and Construction

- ⇒ Nursing and Allied Health Campus
  - 49 Computer Lab Student Chairs for Facilities Planning and Construction
- ⇒ Pecan Plaza
  - 32 Conference/Orientation/Training Room Chairs for Human Resources/  
Facilities Planning and Construction
- ⇒ Regional Center for Public Safety Excellence
  - 26 Computer Lab Student Chairs for Facilities Planning and Construction
- ⇒ Starr County Campus
  - 39 Computer Lab Student Chairs for Facilities Planning and Construction
- ⇒ Technology Campus
  - 88 Computer Lab Student Chairs for Facilities Planning and Construction
- National Office Furniture / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Lounge Chairs and 1 Table for the Bachelor of Applied Technology and Science Programs
- The Hon Company / Gateway Printing and Office Supply, Inc. (Muscatine, IA / Edinburg, TX)
  - ⇒ Regional Center for Public Safety
    - 1 Faculty/Staff vertical file cabinet and 1 bookcase for the Department of Public Safety
  - ⇒ Pecan Campus
    - 6 Storage cabinets for Learning Commons and Open Labs
    - 3 Storage cabinets for Library Public Services
  - ⇒ Technology Campus
    - 1 Faculty/Staff vertical file cabinet for the Architectural and Engineering Design Technology Program
- VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV / Edinburg, TX)
  - ⇒ Pecan Campus
    - 3 Faculty/Staff chairs for Institutional Advancement and Economic Development Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Architectural and Engineering Design Technology, BAT/BAS, Chemistry, Counseling & Student Access Services, Department of Public Safety, Distance Learning, HEERF Institutional Award, Learning Commons and Open Labs, and Library Public Services.

### **12)Geotechnical and Materials Testing Services (Renewal)**

Renew the geotechnical and materials testing services contracts for the period beginning July 28, 2022 through July 27, 2023, for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

<b>Firm (City/State)</b>	<b>Firm (City/State)</b>
<b>B2Z Engineering, LLC.</b> (Mission, TX)	<b>L&amp;G Consulting Engineers, Inc.</b> (Mercedes, TX)
<b>Millennium Engineers Group, Inc.</b> (Pharr, TX)	<b>Raba Kistner, Inc.</b> (McAllen, TX)
<b>Terracon Consultants, Inc.</b> (Pharr, TX)	

Purpose – Facilities Planning and Construction is requesting to renew geotechnical and materials testing services which will be provided as needed for various construction projects.

Justification and Benefit – Some of the anticipated engineering services which may be provided are testing of the following:

<b>Services</b>	
Soil conditions for proper foundation design	Select fill dirt for proper compaction
Concrete samples during concrete pours	Sub-grades, caliche base, and asphalt for parking areas
Structural steel reinforcing	Steel Welding
Floors for levelness	Fireproof materials
Environmental conditions including air quality	Identifying asbestos type materials

Background - The Board awarded the geotechnical and materials testing services contracts at the July 27, 2021 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins July 28, 2022 and ends July 27, 2023.

<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	7/27/21	7/28/21 – 7/27/22	2 – one year options
1 <sup>st</sup> Renewal	6/28/22		7/28/22 – 7/27/23

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

**13)Glass, Plexiglass, and Installation (Renewal)**

Renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00. The vendors are as follows:

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

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

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

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

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

Background – The Board awarded the contracts for glass, plexiglass, and installation at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on August 26, 2022 and ends August 25, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	8/26/20 – 8/25/21	2 – one year options
1 <sup>st</sup> Renewal	6/22/21		8/26/21 – 8/25/22
2 <sup>nd</sup> Renewal	6/28/22		8/26/22 – 8/25/23

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

**14)Mail Services (Renewal)**

Renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$65,000.00, which is based on prior year expenditures.

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

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

Background – The Board awarded the contract for mail services at the June 22, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 <sup>st</sup> Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Postage budget for FY 2022 – 2023 pending Board approval of the budget.

**15)Mass Notification System Agreement (Renewal)**

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$58,477.25.

Purpose – The Department of Public Safety is requesting to renew the mass notification system agreement which provides emergency notifications concerning college closures due to weather, building alarm situations, campus intruders, etc.

Justification and Benefit – The mass automated notification has proven to be effective for the timely notifications to faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2022 – 2023 pending Board approval of the budget.

**16)Promotional Items for Student Outreach (Renewal)**

Renew the promotional items for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00. The vendors are as follows:

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

Purpose – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to purchase promotional items for community

awareness and various student events. Some of the promotional items purchased are as follows: pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

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

- Public Relations and Marketing provides promotional items for the College's community outreach efforts, in the of \$50,000.00. Items are ordered as needed throughout the fiscal year.
  - Increase community engagement to meet the enrollment goals and maintain brand awareness.
  - Increase the awareness of South Texas College at K-12 schools and other community organizations through the distribution of promotional items as requested.
  - And many more College/community events.
- College Connections purchases promotional items in the amount of \$35,000.00 for the following reasons:
  - Recruitment – College Connections attends recruitment events throughout the college district that targets traditional and non-traditional students, parents, and the community. Traditional recruitment targets over 77 high school sites with over 55,000 students in grades 9-12. Recruiters attend information sessions, college/career fairs, college bound events, and community events. Non-traditional recruitment efforts target law enforcement initiatives including local law enforcement, fire fighters, border patrol, customs agents, TxDot, active duty military, and veterans and their families.
  - Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours engage K-12 students and community organizations to welcome them on campus. Over 5,000 students tour a South Texas College Campus each year. Although impacted by the pandemic, campus tours have already been inquired about by schools for the 2022-2023 academic year.
  - Family Awareness – College Connections creates awareness for parents and families at parent's night and parent meetings at schools. College Connections will be launching a Parent Academy to increase awareness and preparation.
  - Community Outreach – College Connections hosts "Coffee Talks" with parents and the community at local community centers to begin the college conversation. In addition, Recruiters attend health fairs and community events to represent the college.
  - Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives,



registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.

- Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Student Ambassadors support recruiter efforts in partner schools and community events.
- Elementary Schools & Junior Jaguar Leadership Conference – College Connections strives to build a college-going culture early. Programming and events at elementary schools promote higher education. Promotional items are given to students, parents, and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.
- Student Engagement and Completion Services purchases promotional items in the amount of \$15,000.00 for the following reasons:
  - New student recruitment in Hidalgo and Starr counties targeting first-time in college, stop-outs, and continuing, professional, and workforce education students.
  - Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
  - Workforce recruitment events which support varies government agencies during presentations and on-site support with enrollment processes.
  - Community awareness of the College’s programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts for promotional items for student outreach at the August 24, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 <sup>st</sup> Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2022 – 2023 pending Board approval of the budget.

**17)Promotional T-Shirts for Student Outreach (Renewal)**

Renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$175,000.00. The vendor are as follows:

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

Purpose – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to renew the contracts to purchase promotional t-shirts for various community events and to promote South Texas College.

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

- Public Relations and Marketing - \$100,000.00
  - ⇒ Increase community engagement to meet the enrollment goals and maintain brand awareness
  - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
  - ⇒ Youth t-shirts are distributed among elementary school students to promote a college-attending culture
  - ⇒ T-Shirts will be distributed to the students participating in the dual enrollment program
  - ⇒ T-shirts are used to create awareness of South Texas College throughout community events and College mascot Jerry the Jaguar appearances
  - ⇒ During general marketing projects including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
  - ⇒ T-shirts are used as door prizes and incentives for registration, college and career fairs, Registration Round-Ups, and other student recruitment efforts
  - ⇒ T-shirts used during special campus events including the financial aid and employment fairs
  - ⇒ T-shirts are used to promote community outreach and special programs including Veteran’s Day and the Science Olympiad
  - ⇒ T-shirts are used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics, and cybersecurity
  
- Student Activities and Wellness - \$35,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ Community College Day when students visit at the State Capital

- ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
- ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
- ⇒ South Texas College Students care community/neighborhood volunteering day
- ⇒ Early College High Schools Sports Tournament
- ⇒ Various on-campus high school visits to the College
- ⇒ Various visits to high schools throughout the district
- ⇒ Various other student travel
- College Connections - \$20,000.00
  - ⇒ High School Recruitment – With over seventy (77) high school sites in Hidalgo and Starr Counties, and over 55,000 students in grades 9-12, the college competes with other colleges and universities to engage and recruit students and their families to South Texas College. As events resume on campus, post pandemic, the College Connections prepares to welcome over 3,000 prospective students to one of our five (5) campuses and helped them connect to the institution. In addition, shirts are a part of welcome mailout packages sent to prospective and new students. T-shirts are an essential part of the College’s recruitment and connection process.
  - ⇒ Non-Traditional Recruitment – College Connections leads several initiatives to target non-traditional student populations. The adult learners are reengaged through the recruitment process and connected to the College. These populations include local law enforcement, firefighters, border patrol, customs agents, TXDOT, active military, and veterans and their families.
  - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, admissions, advising, financial aid, and registration. Shirts identify students as new Jaguars and builds college pride and spirit. Over 1,000 students attend the Fast Track events each year. College Connections targets overall enrollment efforts and hosts Saturday events that averaged over 200 students in attendance.
  - ⇒ Community Outreach – College Connections has increased community event presence. In addition to community fairs and school events, recruitment staff are visible in city events throughout the college district. The Department has launched the community outreach efforts through the Catholic Diocese of Brownsville to lead information sessions at parish halls to connect with the community and raise awareness in higher education, financial aid, admissions, etc. Community outreach events also occur at community centers and community-based locations to increase college awareness. These events have reengaged the institution with parents and the community.
  - ⇒ Elementary Schools & Junior Jaguar Leadership Conference – The College Connections Department strives to connect with students early and build a college-going culture in elementary schools. College shirts are provided to support College T-Shirt Days. In addition, College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and

commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. T-shirts are given to identify the students as Ambassadors and Peer Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD, and R.T. Barrera, Roma ISD.

- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as peer-to-peer mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Ambassadors lead campus tours and use shirts as giveaways to build excitement. Student Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.
- Student Engagement and Completion Services purchases promotional t-shirts in the amount of \$20,000.00 for the following reasons:
  - ⇒ New student recruitment in Hidalgo and Starr counties targeting first-time in college, stop-outs, and continuing, professional, and workforce education students.
  - ⇒ Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
  - ⇒ Workforce recruitment events which support various government agencies during presentations and on-site support with enrollment processes.
  - ⇒ Community awareness of the College’s programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts for promotional t-shirts for student outreach at the August 24, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on September 1, 2022 and ends August 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 <sup>st</sup> Renewal	6/28/22		9/1/22 – 8/31/23

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

Funds for this expenditure are budgeted in the Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2022 – 2023 pending Board approval of the budget.

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

### **18) Computers and Laptops (Purchase)**

Purchase of computers and laptops 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 \$298,616.84.

All purchase requests for computers and laptops have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems (i.e. 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
  - ⇒ 1 Computer for Educational Technologies
  - ⇒ 15 Computers for Learning Commons and Open Labs
  - ⇒ 200 Computers for Information Technology Support
  - ⇒ 13 Computers for Art Program
  - ⇒ 7 Computers for Library Public Services
- Student Laptops
  - ⇒ 8 Laptops for Physics Program
  - ⇒ 6 Laptops for Chemistry Program
- Staff Computers
  - ⇒ 1 Computer for Division of Nursing and Allied Health
  - ⇒ 3 Computers for Clinical Simulation
  - ⇒ 1 Computer for Chemistry Program
  - ⇒ 1 Computer for Learning Commons and Open Labs
- Staff Laptops
  - ⇒ 2 Laptops for Dual2Degree
  - ⇒ 2 Laptops for Professional and Organizational Development

- ⇒ 1 Laptop for Division of Nursing and Allied Health
- ⇒ 6 Laptops for College Connections
- Faculty Computers
  - ⇒ 7 Computers for Chemistry Program
- Faculty Laptops
  - ⇒ 1 Laptop for Physical Therapy Program
  - ⇒ 2 Laptops for Educational Technologies
  - ⇒ 4 Laptops for Division of Math and Science

Funds for these expenditures are budgeted in the requesting department budgets for FY 2021 - 2022 as follows: Technology Projects, Learning Commons and Open Labs, Technology Support, Art Program, Library Public Services, Physics Program, Chemistry Program, Division of Nursing and Allied Health, Clinical Simulation, Dual2Degree, Professional and Organizational Development, College Connections, Physical Therapy Program, and Division of Math and Science.

#### **19) Software License Agreement (Renewal)**

Renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2022 through June 13, 2023, at a total amount of \$47,527.32.

Purpose – Information Technology is requesting to renew the Cisco Umbrella software license agreement which provides a first line of defense against online threats and proactively protects students, faculty, and staff.

Justification and Benefit – This renewal is necessary to provide an internet-wide layer of security that protects against malware infections. It provides a secure internet gateway with the visibility to protect internet access for students, faculty, and staff district-wide.

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

#### **D. Contract Extension**

##### **20) Travel Services (Contract Extension)**

Contract extension of travel services with **Echo Travel Agency** (Edinburg, TX) for an additional two (2) months, beginning July 1, 2022 through August 31, 2022, at a \$25.00 fee per ticket.

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022 Board meeting the award of proposals, rejection of proposal, purchases, renewals, and contract extension 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**
- E. Contract Extension**

**A. Award of Proposals**

- 1) Library Serials (Award):** award the proposal for library serials to **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$47,914.78;
- 2) Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning September 1, 2022 through August 31, 2023 with two one-year options to renew, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Architectural Division 8</b> (Harlingen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Carrier Enterprise, LLC.</b> (Houston, TX)
<b>CC Distributors, Inc.</b> (Corpus Christi, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX)
<b>Crawford Electric</b> (Mission, TX)	<b>Dealers Electrical Supply</b> (McAllen, TX)
<b>Door Control Services, a DH Pace Company</b> (Ben Wheeler, TX)	<b>Facility Solutions Group</b> (Harlingen, TX)
<b>Fairway Supply, Inc.</b> (Austin, TX)	<b>Fastenal Company</b> (McAllen, TX)
<b>Guthries Locksmith &amp; Safe Shop</b> (McAllen, TX)	<b>Industrial Supplier Larey Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)
<b>Johnstone Supply</b> (Pharr, TX)	<b>Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley</b> (McAllen, TX)
<b>Luna Glass, LLC.</b> (McAllen, TX)	<b>MSC Industrial Supply, Co.</b> (Harlingen, TX)
<b>PPG Architectural Finishes, Inc.</b> (McAllen, TX)	<b>R. E. Friedrichs Company</b> (Pharr, TX)
<b>Standard Supply</b> (McAllen, TX) (New)	<b>The Sherwin-Williams Company</b> (McAllen, TX)
<b>Valley Armature &amp; Electric Co., LLC.</b> (Edinburg, TX)	

- 3) Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies, for the period beginning August 1, 2022 through July 31, 2023, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Bound Tree Medical, LLC.</b> (Dublin, OH)	<b>DiaMedical USA Equipment, LLC.</b> (West Bloomfield, MI)
<b>Hand Safety, LLC.</b> (Wichita Falls, TX)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J and B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>Meadows Medical Supply</b> (Quogue, NY)
<b>Performance Health Supply, LLC./ dba Medco Supply Company</b> (Warrenville, IL)	<b>Pocket Nurse Enterprises, Inc./ dba Pocket Nurse</b> (Monaca, PA)
<b>Social Medical Supply, LLC./ dba Well Before</b> (Dallas, TX)	

- 4) Purchase of Automatic Heavy Duty Tractor Trailer Unit (Award):** award the proposal for the purchase of an automatic heavy duty tractor trailer unit to **Trancasa USA, Inc.** (Pharr, TX), at a total amount of \$97,800.00;

**B. Rejection of Proposal**

- 5) Travel Services (Reject):** reject the one (1) proposal that was received for travel services, since the vendor did not submit a complete proposal.

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

- 6) Books and Educational Materials (Renewal):** renew the books and educational materials contracts for the period beginning August 27, 2022 through August 26, 2023, at an estimated total amount of \$600,000.00, which is based on prior year expenditures. The vendors are as follows:

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



- 7) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$500,000.00. The vendors are as follows:

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

- 8) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$450,000.00 The vendors are as follows:

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

- 9) **Graduation Facility Lease Agreement (Lease/Purchase):** purchase of a graduation facility lease agreement from **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning December 9, 2022 at 8:00 p.m. through midnight December 10, 2022, at an estimated amount of \$40,000.00;

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

- 10) **Consultant Services Contract (Purchase):** purchase a consultant services contract with **Pathfinders Public Affairs, Inc.** (Edinburg, TX), a sole source vendor, for the period beginning June 1, 2022 through May 31, 2023, at a total amount of \$95,000.00;
- 11) **Furniture (Purchase):** purchase furniture from OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$262,707.70.

#	Vendor	Amount
A	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$3,033.45
B	<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA / Edinburg, TX)	\$12,636.51
C	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA / Edinburg, TX)	\$1,281.16
D	<b>Kimball Office, Inc. / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$6,616.90
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI / Edinburg, TX)	\$220,117.40
F	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN / Edinburg, TX)	\$6,454.25
G	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Mascatine, IA / Edinburg, TX)	\$9,008.98
H	<b>VIA Seating / Gateway Printing and Office Supply, Inc.</b> (Sparks, NV / Edinburg, TX)	\$3,559.05
Furniture Total		\$262,707.70

**12) Geotechnical and Materials Testing Services (Renewal):** renew the geotechnical and materials testing services contracts for the period beginning July 28, 2022 through July 27, 2023 for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

Firm (City/State)	Firm (City/State)
<b>B2Z Engineering, LLC.</b> (Mission, TX)	<b>L&amp;G Consulting Engineers, Inc.</b> (Mercedes, TX)
<b>Millennium Engineers Group, Inc.</b> (Pharr, TX)	<b>Raba Kistner, Inc.</b> (McAllen, TX)
<b>Terracon Consultants, Inc.</b> (Pharr, TX)	

**13) Glass, Plexiglass, and Installation (Renewal):** renew the glass, plexiglass, and installation contracts for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00. The vendors are as follows:

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

**14) Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$65,000.00, which is based on prior year expenditures;

**15) Mass Notification System Agreement (Renewal):** renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal

Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$58,477.25;

**16) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00. The vendors are as follows:

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

**17) Promotional T-Shirts for Student Outreach (Renewal):** renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$175,000.00. The vendors are as follows:

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

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

**18) Computers and Laptops (Purchase):** purchase computers and laptops 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 \$298,616.84;

**19) Software License Agreement (Renewal):** renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2022 through June 13, 2023, at a total amount of \$47,527.32;

**D. Contract Extension**

**20) Travel Services (Contract Extension):** extend the current contract for travel services with **Echo Travel Agency** (Edinburg, TX) for an additional two (2) months, beginning July 1, 2022 through August 31, 2022, at a \$25.00 fee per ticket.

Recommend Action - The total for all award of proposals, rejection of proposal, purchases, renewals, and contract extension is \$3,588,043.89.

**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004**

<b>VENDOR</b>		EBSCO Information Services, LLC.		WT Cox Information Services		
<b>ADDRESS</b>		P O Box 2543		201 Village Rd		
<b>CITY/STATE/ZIP</b>		Birmingham, AL 35202		Shallotte, NC 28470		
<b>PHONE</b>		800-633-4604		800-571-9554		
<b>FAX</b>		205-995-1613		877-755-6274		
<b>CONTACT</b>		Bowen Thagard		Debra M. Knox		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
<b>Print Serials</b>						
1	1	Air Conditioning/Heating & Refrigeration News	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
2	1	AORN Journal	\$ 648.00	\$ 648.00	\$ 648.00	\$ 648.00
3	1	Army AL&T	\$ -	\$ -	\$ 31.00	\$ 31.00
4	1	ASHRAE Journal	\$ 209.00	\$ 209.00	\$ 217.36	\$ 217.36
5	1	Astronomy	\$ 46.95	\$ 46.95	\$ 46.95	\$ 46.95
6	1	Building Design & Construction	\$ 115.00	\$ 115.00	\$ 151.84	\$ 151.84
7	1	Car & Driver	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00
8	1	Ceramics Monthly	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99
9	1	Children & Schools	\$ 239.00	\$ 239.00	\$ 239.00	\$ 239.00
10	1	Chronicle of Higher Education	\$ 159.00	\$ 159.00	\$ 215.00	\$ 215.00
11	1	CMA Today	\$ 75.00	\$ 75.00	\$ 70.00	\$ 70.00
12	2	Community College Journal	\$ 49.50	\$ 99.00	\$ 52.00	\$ 104.00
13	2	Consumer Reports	\$ 30.00	\$ 60.00	\$ 30.00	\$ 60.00
14	1	EMS World	\$ 52.00	\$ 52.00	\$ 52.00	\$ 52.00
15	1	Engine Builder	\$ 49.00	\$ 49.00	\$ 69.00	\$ 69.00
16	2	Health	\$ -	\$ -	\$ -	\$ -
17	1	Hydraulics & Pneumatics	\$ 55.20	\$ 55.20	\$ 66.24	\$ 66.24
18	1	Journal of American History	\$ 755.00	\$ 755.00	\$ 755.00	\$ 755.00
19	1	Journal of Medical Ethics	\$ 1,383.00	\$ 1,383.00	\$ 1,514.24	\$ 1,514.24
20	1	Journal of South Texas	\$ 90.00	\$ 90.00	\$ 20.00	\$ 20.00
21	1	MCN: American Journal of Maternal Child Nursing	\$ 777.00	\$ 777.00	\$ 777.00	\$ 777.00
22	1	Mechanical Engineering	\$ 158.00	\$ 158.00	\$ 187.88	\$ 187.88
23	1	Medical Humanities	\$ -	\$ -	\$ 1,438.32	\$ 1,438.32
24	1	Medical Letter on Drugs and Therapeutics	\$ 725.00	\$ 725.00	\$ 65.00	\$ 65.00
25	1	Modern Steel Construction	\$ 65.00	\$ 65.00	\$ 49.00	\$ 49.00
26	1	NAEA News	\$ -	\$ -	\$ -	\$ -
27	1	New Directions For Community Colleges	\$ 482.00	\$ 482.00	\$ 482.00	\$ 482.00
28	1	New England Journal of Medicine - US ed	\$ 1,641.00	\$ 1,641.00	\$ 1,706.64	\$ 1,706.64
29	1	NURSING/ALL EXCEPT JAPAN THAILAND/	\$ 1,050.95	\$ 1,050.95	\$ 1,050.95	\$ 1,050.95
30	2	Occupational Health & Safety	\$ 79.00	\$ 158.00	\$ 79.00	\$ 158.00

**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004**

VENDOR			EBSCO Information Services, LLC.		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
31	1	Online/Searcher	\$ 159.95	\$ 159.95	\$ 159.95	\$ 159.95
32	1	Oxford American	\$ 39.00	\$ 39.00	\$ 109.00	\$ 109.00
33	1	Pleiades	\$ 25.00	\$ 25.00	\$ 30.00	\$ 30.00
34	2	Popular Mechanics - Mechanical ed	\$ 24.00	\$ 48.00	\$ 22.00	\$ 44.00
35	1	Professional Builder	\$ 95.00	\$ 95.00	\$ 125.84	\$ 125.84
36	2	Psychological Today	\$ 19.97	\$ 39.94	\$ 19.97	\$ 39.94
37	1	Reader's Digest - US ed	\$ 19.98	\$ 19.98	\$ 24.98	\$ 24.98
38	1	Respiratory Care - US ed	\$ 168.00	\$ 168.00	\$ 610.48	\$ 610.48
39	1	Review of Higher Education	\$ 220.00	\$ 220.00	\$ 228.80	\$ 228.80
40	1	Scientific American	\$ 399.00	\$ 399.00	\$ 399.00	\$ 399.00
41	1	Smithsonian	\$ 39.00	\$ 39.00	\$ 38.00	\$ 38.00
42	1	Southwestern Historical Quarterly	\$ 100.00	\$ 100.00	\$ 26.00	\$ 26.00
43	1	Southwestern Naturalist	\$ 75.00	\$ 75.00	\$ 70.00	\$ 70.00
44	2	Sports Illustrated	\$ 65.00	\$ 130.00	\$ 88.95	\$ 177.90
45	1	Techniques	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
46	1	Texas Architect	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
47	2	Texas Monthly	\$ 25.00	\$ 50.00	\$ 12.00	\$ 24.00
48	1	Texas Observer	\$ 42.00	\$ 42.00	\$ 45.00	\$ 45.00
49	1	Texas Parks & Wildlife	\$ 17.95	\$ 17.95	\$ 15.00	\$ 15.00
50	3	TIME Magazine - Domestic ed	\$ 76.13	\$ 228.39	\$ 76.13	\$ 228.39
51	1	Transmission Digest	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00
52	1	US Pharmacist	\$ 63.00	\$ 63.00	\$ 63.00	\$ 63.00
<b>Print Serials Total</b>			<b>\$ 11,308.30</b>		<b>\$ 12,890.69</b>	
<b>Online Serials</b>						
1	1	American Journal of Nursing	\$ 1,305.85	\$ 1,305.85	\$ 1,341.00	\$ 1,341.00
2	1	Bilingual Research Journal	\$ 486.00	\$ 486.00	\$ 486.00	\$ 486.00
3	1	Cancer Nursing	\$ 1,263.83	\$ 1,263.83	\$ 1,298.00	\$ 1,298.00
4	1	College & Research Libraries News	\$ 15.00	\$ 15.00	No Charge	No Charge
5	1	Community College Journal of Research and Practice	\$ 1,581.00	\$ 1,581.00	\$ 1,581.00	\$ 1,581.00
6	1	Educational Researcher	\$ 639.00	\$ 639.00	\$ 639.00	\$ 639.00
7	1	Hospital Pharmacy	\$ 296.00	\$ 296.00	\$ 296.00	\$ 296.00
8	1	Hospital Topics	\$ 271.00	\$ 271.00	\$ 1,409.20	\$ 1,409.20
9	1	JAMA	\$ 1,326.00	\$ 1,326.00	\$ 2,528.24	\$ 2,528.24
10	1	JOPERD	\$ 486.00	\$ 486.00	\$ 2,262.00	\$ 2,262.00
11	1	Journal of AHIMA	\$ 15.00	\$ 15.00	\$ 145.00	\$ 145.00

**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004**

VENDOR			EBSCO Information Services, LLC.		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
12	1	Journal of Criminal Justice Education	\$ 935.00	\$ 935.00	\$ 4,862.00	\$ 4,862.00
13	1	Journal of Hispanic Higher Education	\$ 623.00	\$ 623.00	\$ 623.00	\$ 623.00
14	1	Journal of Hospice and Palliative Nursing	\$ 2,104.33	\$ 2,104.33	\$ 2,161.00	\$ 2,161.00
15	1	Journal of Paramedic Practice	\$ 735.47	\$ 735.47	\$ 1,685.32	\$ 1,685.32
16	1	Journals of Gerontology: Series A	\$ 1,237.00	\$ 1,237.00	\$ -	\$ -
17	1	Journals of Gerontology: Series B	\$ 644.00	\$ 644.00	\$ -	\$ -
18	1	Legal Eagle Eye Newsletter for the Nursing Profession	\$ 135.00	\$ 135.00	\$ 120.00	\$ 120.00
19	1	Medicine and Science in Sports & Exercise	\$ 2,959.18	\$ 2,959.18	\$ 3,039.00	\$ 3,039.00
20	1	NABE Journal of Research and Practice	\$ 154.00	\$ 154.00	\$ 154.00	\$ 154.00
21	1	NAEA News	\$ -	\$ -	\$ 728.00	\$ 728.00
22	1	Nurse Educator	\$ 1,288.43	\$ 1,288.43	\$ 1,323.00	\$ 1,323.00
23	1	Nurse Practitioner: the American Journal of Primary Healthcare	\$ 1,497.53	\$ 1,497.53	\$ 1,538.00	\$ 1,538.00
24	1	Nursing Made Incredibly Easy	\$ 793.35	\$ 793.35	\$ 815.00	\$ 815.00
25	1	Nursing Management - PA	\$ 1,222.83	\$ 1,222.83	\$ 1,256.00	\$ 1,256.00
26	1	Nursing Research	\$ 1,422.70	\$ 1,422.70	\$ 1,461.00	\$ 1,461.00
27	1	OTJR Occupation Participation and Health	\$ 446.00	\$ 446.00	\$ 446.00	\$ 446.00
28	1	Physical Therapy	\$ 258.00	\$ 258.00	\$ -	\$ -
29	1	Prehospital and Disaster Medicine	\$ 640.00	\$ 640.00	\$ -	\$ -
30	1	United States Pharmacopeia and National Formulary - USP-NP	\$ 715.00	\$ 715.00	\$ 24,970.00	\$ 24,970.00
<b>Online Serials Total</b>			<b>\$ 25,495.50</b>	<b>\$ 25,495.50</b>	<b>\$ 57,166.76</b>	<b>\$ 57,166.76</b>
<b>Online and Print Serials Title List</b>						
1	1	AARCTimes	\$ -	\$ -	\$ -	\$ -
2	1	American Journal of Health-System Pharmacy	\$ 2,242.00	\$ 2,242.00	\$ -	\$ -
3	1	Art Education	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00
4	2	College Composition and Communication	\$ 82.50	\$ 165.00	\$ 85.00	\$ 170.00
5	1	College English	\$ 90.00	\$ 90.00	\$ 85.00	\$ 85.00
6	1	College History	\$ 95.00	\$ 95.00	\$ 587.60	\$ 587.60
7	1	ECONOMIST	\$ 249.00	\$ 249.00	\$ 21,039.20	\$ 21,039.20
8	1	English Journal	\$ 90.00	\$ 90.00	\$ 85.00	\$ 85.00
9	1	Gerontologist	\$ 723.00	\$ 723.00	\$ 723.00	\$ 723.00
10	1	MAYO Clinic Health Letter - English ed	\$ 46.52	\$ 46.52	\$ 42.00	\$ 42.00
11	2	MIT Sloan Management Review	\$ 396.00	\$ 792.00	\$ 328.64	\$ 657.28
12	2	Natural History	\$ 33.00	\$ 66.00	\$ 28.00	\$ 56.00

**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004**

VENDOR			EBSCO Information Services, LLC.		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
13	1	Progressive	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
14	1	Research in the Teaching of English	\$ 90.00	\$ 90.00	\$ 85.00	\$ 85.00
15	1	Teaching English in the Two-Year College	\$ 90.00	\$ 90.00	\$ 85.00	\$ 85.00
<b>Online and Print Serials Title List Total</b>			<b>\$ 4,953.52</b>		<b>\$ 23,830.08</b>	
<b>Electronic Leisure</b>						
1	1	.net	\$ -	\$ -		\$ -
2	1	3D Artist	\$ -	\$ -		\$ -
3	1	3D World	\$ 731.14	\$ 731.14		\$ -
4	1	All About History	\$ 123.71	\$ 123.71		\$ -
5	1	All About Space	\$ 123.71	\$ 123.71		\$ -
6	1	Alternative Medicine	\$ 179.54	\$ 179.54		\$ -
7	1	American Craft (Archive: 1979-2005)	\$ 75.00	\$ 75.00		\$ -
8	1	American Scientist	\$ 675.00	\$ 675.00		\$ -
9	1	Animation Magazine	\$ 612.00	\$ 612.00		\$ -
10	1	Architectural Digest	\$ 112.47	\$ 112.47		\$ -
11	1	Artist's Magazine	\$ 82.34	\$ 82.34		\$ -
12	1	ARTnews	\$ -	\$ -		\$ -
13	1	Atlantic, The	\$ 91.87	\$ 91.87		\$ -
14	1	Comics & Gaming Magazine	\$ 243.00	\$ 243.00		\$ -
15	1	Digital Photo	\$ -	\$ -		\$ -
16	1	Discover	\$ 74.81	\$ 74.81		\$ -
17	1	ESPN Magazine	\$ -	\$ -		\$ -
18	1	Hispanic Network Magazine	\$ 144.00	\$ 144.00		\$ -
19	1	Inside Sport	\$ -	\$ -		\$ -
20	1	Kiplinger's Personal Finance	\$ 89.81	\$ 89.81		\$ -
21	1	Latino Leaders	\$ 131.24	\$ 131.24		\$ -
22	1	Let's Travel	\$ 44.94	\$ 44.94		\$ -
23	1	Linux Format	\$ 731.14	\$ 731.14		\$ -
24	1	Linux User & Developer	\$ -	\$ -		\$ -
25	1	Macworld - Digital Edition	\$ 74.90	\$ 74.90		\$ -
26	1	Men's Health	\$ 89.97	\$ 89.97		\$ -
27	1	Muscle & Fitness	\$ -	\$ -		\$ -
28	1	National Geographic	\$ 149.93	\$ 149.93		\$ -
29	1	National Review	\$ 224.90	\$ 224.90		\$ -

**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004**

VENDOR			EBSCO Information Services, LLC.		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
30	1	New York Review of Books	\$ 221.24	\$ 221.24		\$ -
31	1	Outdoor Life	\$ -	\$ -		\$ -
32	1	Popular Science	\$ -	\$ -		\$ -
33	1	Prevention	\$ 90.00	\$ 90.00		\$ -
34	1	Rolling Stone	\$ 112.31	\$ 112.31		\$ -
35	1	Taste of Home	\$ 93.74	\$ 93.74		\$ -
36	1	Texas Highways	\$ 93.57	\$ 93.57		\$ -
37	1	The Gay & Lesbian Review Worldwide	\$ 321.30	\$ 321.30		\$ -
38	1	Under the Radar	\$ 37.47	\$ 37.47		\$ -
39	1	Us Weekly	\$ 194.97	\$ 194.97		\$ -
40	1	Wired	\$ 112.47	\$ 112.47		\$ -
41	1	Women's Health: Health, Fitness, Weight Loss, Healthy Recipes and Beauty	\$ 74.97	\$ 74.97		\$ -
42	1	World Soccer	\$ -	\$ -		\$ -
<b>Electronic Leisure Total</b>			\$	6,157.46	\$	-
<b>TOTAL PROPOSAL AMOUNT</b>			\$	<b>47,914.78</b>	\$	<b>93,887.53</b>
<b>Escalation</b>						
2nd Year			Pricing for journals is set by the publishers from whom the institution chooses to order. Publisher price increases have ranged from 5 to 8 percent over the past three (3) years.		7%	
3rd Year					14%	
<b>TOTAL EVALUATION POINTS</b>			95.49		64.07	
<b>RANKING</b>			1		2	

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

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



**SOUTH TEXAS COLLEGE  
1. LIBRARY SERIALS  
PROJECT NO. 22-23-1004  
EVALUATION SUMMARY**

<b>VENDOR</b>		EBSCO Information Services, LLC.		WT Cox Information Services	
<b>STREET</b>		P O Box 2543		201 Village Rd	
<b>CITY/STATE/ZIP</b>		Birmingham, AL 35202		Shallotte, NC 28470	
<b>PHONE</b>		800-633-4604		800-571-9554	
<b>FAX</b>		205-995-1613		877-755-6274	
<b>CONTACT</b>		Bowen Thagard		Debra M. Knox	
1	The purchase price (up to 40 points)	40	40	20.41	20.41
		40		20.41	
		40		20.41	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	14	14.5	12	13.33
		14.5		14	
		15		14	
3	The quality of the vendor's goods and/or services. (up to 16 points)	16	15	12	13
		15		12	
		14		15	
4	The extent to which the goods and/or services meet the College's needs. (up to 20 points)	20	19.33	11	13.33
		19		14	
		19		15	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services (up to 5 points)	3	3.66	1	2
		3		3	
		5		2	
<b>TOTAL EVALUATION POINTS</b>		95.49		64.07	
<b>RANKING</b>		1		2	

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

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

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

**SOUTH TEXAS COLLEGE**  
**2. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES**  
**PROJECT NO. 22-23-1003**

		Architectural Division 8	Burton Companies	Bush Supply Company	Carrier Enterprise, LLC.	CC Distributors, Inc.	Central Plumbing & Electric Supply
<b>ADDRESS</b>		2810 N Expwy 77 Ste F	529 E Business 83	2308 W Trenton Rd	16230 Port NW Dr	210 McBride Ln	625 S Airport Dr
<b>CITY/STATE/ZIP</b>		Harlingen, TX 78552	Weslaco, TX 78596	Edinburg, TX 78539	Houston, TX 77041	Corpus Christi, TX 78408	Weslaco, TX 78596
<b>PHONE</b>		956-440-8160	956-968-3121	956-618-2874	713-939-6000	361-289-0200	956-968-8525
<b>FAX</b>			956-973-3228	956-618-3208	713-983-8021	361-289-6290	956-968-7903
<b>CONTACT</b>		Brandon Sligar	Scott Vaughan	Juan Eraña	Glen Kromar	Victor Carreon	Gene Paul Pena
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>1</b>	<b>Electrical Parts, Materials and Supplies</b>						
	<b>Discount</b>		50%	40-90%		15%	20%
	<b>Benchmark</b>		Burton List Price	List Price		Catalog	In-House Catalog
<b>2</b>	<b>Plumbing Parts, Materials and Supplies</b>						
	<b>Discount</b>		50%			15%	20%
	<b>Benchmark</b>		Burton List Price			Catalog	In-House Catalog
<b>3</b>	<b>Paint and Supplies</b>						
	<b>Discount</b>		50%			15%	
	<b>Benchmark</b>		Burton List Price			Catalog	
<b>4</b>	<b>Lawn and Garden Parts, Materials and Supplies</b>						
	<b>Discount</b>		50%			15%	
	<b>Benchmark</b>		Burton List Price			Catalog	
<b>5</b>	<b>Locksmith Parts, Supplies and Door Hardware</b>						
	<b>Discount</b>	40%				15%	
	<b>Benchmark</b>	Current Price Books				Catalog	
<b>6</b>	<b>Lumber and Building Materials and Supplies</b>						
	<b>Discount</b>		50%			15%	
	<b>Benchmark</b>		Burton List Price			Catalog	
<b>7</b>	<b>Sprinkler Systems Parts and Supplies</b>						
	<b>Discount</b>						
	<b>Benchmark</b>						
<b>8</b>	<b>Welding Materials and Supplies</b>						
	<b>Discount</b>		50%			N/A	
	<b>Benchmark</b>		Burton List Price			Catalog	
<b>9</b>	<b>HVAC Parts and Supplies</b>						
	<b>Discount</b>		50%		45%	15%	
	<b>Benchmark</b>		Burton List Price		Manufacturer's List (Buy Board Coop)	Catalog	

**SOUTH TEXAS COLLEGE  
2. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES  
PROJECT NO. 22-23-1003**

		Crawford Electric	Dealers Electrical Supply	Door Control Services, a DH Pace Company	Facility Solutions Group	Fairway Supply, Inc.	Fastenal Company
<b>ADDRESS</b>		1105 Business Park Dr	1401 E Upas Ave	225 Van Zandt Co Rd	8018 W Expy 83	8814 Shoal Creek	4200 W Military Hwy
<b>CITY/STATE/ZIP</b>		Mission, TX 78572	McAllen, TX 78501	Ben Wheeler, TX 75754	Harlingen, TX 78552	Austin, TX 78757	McAllen, TX 78503
<b>PHONE</b>		956-519-1422	956-630-2233	888-833-7857	956-230-2505	512-452-6300	956-688-5839
<b>FAX</b>			956-630-3840	877-888-5520	956-230-2506	512-452-8014	956-688-6196
<b>CONTACT</b>		Alfonso Cerda	Jose Ric Olivarez	Manny Maestas	Rick Venegas	Juan Perez	Miguel Cantu
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>1</b>	<b>Electrical Parts, Materials and Supplies</b>						
	<b>Discount</b>	10-75%	20%		20%		29%
	<b>Benchmark</b>				Vendor's Pricing		
<b>2</b>	<b>Plumbing Parts, Materials and Supplies</b>						
	<b>Discount</b>						29%
	<b>Benchmark</b>						
<b>3</b>	<b>Paint and Supplies</b>						
	<b>Discount</b>						24%
	<b>Benchmark</b>						
<b>4</b>	<b>Lawn and Garden Parts, Materials and Supplies</b>						
	<b>Discount</b>						24%
	<b>Benchmark</b>						
<b>5</b>	<b>Locksmith Parts, Supplies and Door Hardware</b>						
	<b>Discount</b>			0%		15-65%	24%
	<b>Benchmark</b>			Discount Determined by Buy Board Contract 657-21		Discount Vary from Manufacturer to Manufacturer	
<b>6</b>	<b>Lumber and Building Materials and Supplies</b>						
	<b>Discount</b>						24%
	<b>Benchmark</b>						
<b>7</b>	<b>Sprinkler Systems Parts and Supplies</b>						
	<b>Discount</b>						
	<b>Benchmark</b>						
<b>8</b>	<b>Welding Materials and Supplies</b>						
	<b>Discount</b>						29%
	<b>Benchmark</b>						
<b>9</b>	<b>HVAC Parts and Supplies</b>						
	<b>Discount</b>						29%
	<b>Benchmark</b>						

**SOUTH TEXAS COLLEGE**  
**2. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES**  
**PROJECT NO. 22-23-1003**

		Guthries Locksmith & Safe Shop	Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.	Johnstone Supply	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the RGV	Luna Glass, LLC.	MSC Industrial Supply, Co.
<b>ADDRESS</b>		1200 Pecan Blvd	3620 E 14th St	3107 N Sugar Rd	3317 W Expwy 83	224 N McColl Ste E	402 US 77 Frontage Rd
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	Brownsville, TX 78521	Pharr, TX 78577	McAllen, TX 78503	McAllen, TX 78501	Harlingen, TX 78550
<b>PHONE</b>		956-682-3523	956-982-1350	956-783-1036	956-688-6060	956-686-4301	956-412-6500
<b>FAX</b>			956-982-1397	956-783-5106		956-686-4301	956-412-8131
<b>CONTACT</b>		Abby Almaguer	Moises Lara	Rick Garcia	Jaime Lopez	Jose Luna	David Lugo
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Electrical Parts, Materials and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>				Dealer Price on All Parts		List Price
2	<b>Plumbing Parts, Materials and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
3	<b>Paint and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
4	<b>Lawn and Garden Parts, Materials and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
5	<b>Locksmith Parts, Supplies and Door Hardware</b>						
	<b>Discount</b>	0%	0%			5%	20%
	<b>Benchmark</b>					Retail Pricing	List Price
6	<b>Lumber and Building Materials and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
7	<b>Sprinkler Systems Parts and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
8	<b>Welding Materials and Supplies</b>						
	<b>Discount</b>		0%				20%
	<b>Benchmark</b>						List Price
9	<b>HVAC Parts and Supplies</b>						
	<b>Discount</b>		0%	50%			20%
	<b>Benchmark</b>			List Price			List Price

**SOUTH TEXAS COLLEGE  
2. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES  
PROJECT NO. 22-23-1003**

		PPG Architectural Finishes, Inc.	R.E. Friedrichs Company	Standard Supply	The Sherwin-Williams Company	Valley Armature & Electric Co., LLC.
<b>ADDRESS</b>		1200 E Hackberry Ave	3409 S Jackson Rd	1328 E Hackberry Ave C&D	3500 N 10th St	1313 N Expwy 281
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78542
<b>PHONE</b>		956-644-0266	956-687-8261	956-215-7374	956-227-5120	956-393-2233
<b>FAX</b>			956-687-6164			
<b>CONTACT</b>		Robert Schillinger	Austin C. Freidrichs	Adan Silva	Kevin McCoy	Kasey Lewis
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Electrical Parts, Materials and Supplies					
	Discount					15%
	Benchmark					Price List Book
2	Plumbing Parts, Materials and Supplies					
	Discount					
	Benchmark					
3	Paint and Supplies					
	Discount				50%	
	Benchmark	TXMAS Coop			Paint 50% off, Paint Supplies 25% off list price, recommended Mfg.. Pricing	
4	Lawn and Garden Parts, Materials and Supplies					
	Discount					
	Benchmark					
5	Locksmith Parts, Supplies and Door Hardware					
	Discount		0-80%			
	Benchmark		Price List			
6	Lumber and Building Materials and Supplies					
	Discount					
	Benchmark					
7	Sprinkler Systems Parts and Supplies					
	Discount					
	Benchmark					
8	Welding Materials and Supplies					
	Discount					
	Benchmark					
9	HVAC Parts and Supplies					
	Discount			10%		15%
	Benchmark					Price Book

**SOUTH TEXAS COLLEGE**  
**3. NURSING AND ALLIED HEALTH EQUIPMENT AND SUPPLIES**  
**PROJECT NO. 21-22-1065**

<b>VENDOR</b>	Bound Tree Medical, LLC.	DiaMedical USA Equipment, LLC.	Hand Safety, LLC.	Henry Schein, Inc.	J and B Medical Supply Company, Inc.	Meadows Medical Supply	Performance Health Supply, LLC./ dba Medco Supply Company	Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	Social Medical Supply, LLC./ dba Well Before	
<b>ADDRESS</b>	5000 Tuttle Crossing Blvd	7013 Orchard Lake Rd Ste 110	831 Reynolds Ln	123 Duryea Rd	50496 W Pontiac Tr	62 Old Country Rd	28100 Torch Pkwy Ste 800	610 Frankfort Rd	11528 Harry Hines Blvd Ste A102	
<b>CITY/STATE/ZIP</b>	Dublin, OH 43016	West Bloomfield, MI 48322	Wichita Falls, TX 76301	Melville, NY 11747	Wixom, MI 48393	Quogue, NY 11959	Warrenville, IL 60555	Monaca, PA 15061	Dallas, TX 75229	
<b>PHONE</b>	800-533-0523	248-855-3966	940-337-1481		248-360-9977	800-645-3585	800-556-3326	800-225-1600	214-416-9009	
<b>FAX</b>	877-311-2437	248-671-1550	214-920-9828	866-738-8999	248-960-7985	888-989-8881	800-222-1934	800-763-0237		
<b>CONTACT</b>	Christopher Fyffe	Jeff Ambrose	Ramon Flanigan	Joanne Viggiano	Diana Espinola Rayborne	Mike LaFerrara	Stephen Weiss	Terry Kitchen	Shahzil Amin	
<b>#</b>	<b>Description</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	
1	Discount from Catalog Prices	10% - 30%	5%	10%	18%	20%	20%	0 - 25%	Per OMNIA Co-Op Pricing: 5% - 20% on majority of catalog	0%
2	Shipping Cost		Free Shipping on Supplies orders over \$2,000. Equipment orders and orders under \$2,000 - Account manager will contact with shipping charges.	N/A	Hazardous materials are subject to Department of Transportation Hazardous Materials handling charges of \$30.00. No minimum order requirement. A \$16.50 handling fee will be charged for orders under \$200.00. Manufacturer freight charges will apply for all equipment.	No charge shipping for orders over \$100	4%	Shipping charges will apply at the time of order.	Free Parcel-type first (1st) floor deliveries via FedEx Ground. Orders must have a merchandise minimum of \$100 to avoid \$20 service charge. All third party freight (LTL) deliveries will have freight calculated at time of order entry and be based upon the quantity, weight, and distance.	3% - 10% of the order depending on location.

**SOUTH TEXAS COLLEGE**  
**4. PURCHASE OF AUTOMATIC HEAVY DUTY TRACTOR TRAILER UNIT**  
**PROJECT NO. 21-22-1066**

<b>NAME</b>		Ryder Vehicle Sales, LLC.	South Texas Truck Centers	Trancasa USA, Inc.				
<b>ADDRESS</b>		8691 I-10 E	4301 N Cage Blvd	100 S Austin Dr Ste B				
<b>CITY/STATE/ZIP</b>		Converse, TX 78109	Pharr, TX 78577	Pharr, TX 78577				
<b>PHONE</b>		210-223-5086	956-787-0031	956-702-4167				
<b>CONTACT</b>		Colton Bradshaw	Jason Mims	Ilse Vidaurri				
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
A	1	Tractor-Trailer Unit	\$ 85,000.00	\$ 85,000.00	\$ 110,000.00	\$ 110,000.00	\$ 97,500.00	\$ 97,500.00
Model Year/ Vehicle Mileage		2014 + / Less than 650,000 (tractor only)	2018 / 471,885 (tractor only)		2020 / 146,000			
B	1	Delivery	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00
C	Estimated Delivery Upon Placement of Order		1 Month		1-2 Weeks		6 Weeks	
<b>TOTAL AMOUNT PROPOSED</b>			\$ 85,000.00	\$ 110,000.00	\$ 97,800.00			
<b>TOTAL EVALUATION POINTS</b>			****		****		90.49	
<b>RANKING</b>			****		****		1	

\*\*\*\*The vendors did not meet the required specifications, therefore were not evaluated.

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**  
**4. PURCHASE OF AUTOMATIC HEAVY DUTY TRACTOR TRAILER UNIT**  
**PROJECT NO. 21-22-1066**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		Trancasa USA, Inc.	
<b>ADDRESS</b>		100 S Austin Dr Ste B	
<b>CITY/STATE/ZIP</b>		Pharr, TX 78577	
<b>PHONE</b>		956-702-4167	
<b>CONTACT</b>		Ilse Vidaurri	
1	The purchase price. (up to 45 points)	45	45
		45	
		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	9.33
		9	
		10	
3	The quality of vendor's goods or services. (up to 18 points)	15.5	15.5
		15	
		16	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	16	16
		14	
		18	
5	The Vendor's past relationship with the district. (up to 3 points)	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	
7	Maintenance record and overall condition of the vendor's goods. (up to 5 points)	3	2.66
		3	
		2	
<b>TOTAL EVALUATION POINTS</b>		90.49	
<b>RANKING</b>		1	

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

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

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

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

**Definitions of evaluation terms:**

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

# **NO BACKUP FOR**

## **5. Travel Services (Reject)**



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

June 28, 2022

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

Dear Ms. White:

On July 28, 2020, South Texas College awarded a contract to Ambassador Education Solutions for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 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

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6b

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

June 28, 2022

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

Dear Tracy Vidakovich:

On July 28, 2020, South Texas College awarded a contract to Barnes & Noble Booksellers, Inc. for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 2023.

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Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

June 28, 2022

Barnes & Noble College Booksellers, LLC.  
Attn: Mr. Brain Stark  
120 Mountain View Blvd  
Basking Ridge, NJ 07920

Dear Mr. Stark:

On July 28, 2020, South Texas College awarded a contract to Barnes & Noble College Booksellers, LLC. for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
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6d

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

June 28, 2022

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

Dear Ms. Montiegel:

On July 28, 2020, South Texas College awarded a contract to Complete Book & Media Supply, LLC. for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 2023.

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Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

June 28, 2022

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

Dear Ms. Cook:

On July 28, 2020, South Texas College awarded a contract to Hertz-New Method, Inc./ dba Perma-Bound Books for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 2023.

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Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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





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

June 28, 2022

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

Dear Mr. McCray:

On July 28, 2020, South Texas College awarded a contract to Kamico Instructional Media, Inc. for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

June 28, 2022

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

Dear Ms. Patterson:

On July 28, 2020, South Texas College awarded a contract to Kaplan Early Learning Company for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 2023.

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Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 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

6h

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

June 28, 2022

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

Dear Mr. Muro:

On July 28, 2020, South Texas College awarded a contract to Lakeshore Equipment Company/ dba Lakeshore Learning Materials for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 2023.

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Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

June 28, 2022

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

Dear Mr. Kayo:

On July 28, 2020, South Texas College awarded a contract to Wolters Kluwer Medical for Books and Educational Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 27, 2022 through August 26, 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 26, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



7a

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

t (956) 872-4681  
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P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

June 28, 2022

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

Dear Ms. Lillion:

On August 25, 2020, South Texas College awarded a contract to ABDO Publishing Company for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



7b

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

June 28, 2022

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

Dear Ms. Queen:

On August 25, 2020, South Texas College awarded a contract to Baker & Taylor, LLC. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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f (956) 872-4688

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

June 28, 2022

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

Dear Ms. Smith:

On August 25, 2020, South Texas College awarded a contract to Bound to Bound Books, Inc. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



7d

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

June 28, 2022

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

Dear Mr. Strong:

On August 25, 2020, South Texas College awarded a contract to Cengage Learning, Inc. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

7e

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

June 28, 2022

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

Dear Ms. Crovetti:

On August 25, 2020, South Texas College awarded a contract to Cengage Learning, Inc./ dba Gumdrop Books for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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June 28, 2022

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

Dear Ms. Crabtree:

On August 25, 2020, South Texas College awarded a contract to Crabtree Publishing Company for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

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

Dear Mr. Saltzman:

On August 25, 2020, South Texas College awarded a contract to EBSCO Industries, Inc. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



7h

Purchasing and Distribution Services  
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June 28, 2022

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

Dear Ms. Smith:

On August 25, 2020, South Texas College awarded a contract to Ingram Library Services, LLC. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

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

Dear Mr. Escue:

On August 25, 2020, South Texas College awarded a contract to Lektro, Inc./ dba Escue & Associates for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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f (956) 872-4688

7j

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

June 28, 2022

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

Dear Mr. Lesser:

On August 25, 2020, South Texas College awarded a contract to Midwest Library Service for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



7k

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June 28, 2022

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

Dear Ms. Bascuk:

On August 25, 2020, South Texas College awarded a contract to Midwest Tape, LLC. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

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

Dear Ms. Cook:

On August 25, 2020, South Texas College awarded a contract to Perma-Bound Books for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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





7m

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June 28, 2022

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

Dear Mr. Kaul:

On August 25, 2020, South Texas College awarded a contract to ProQuest, LLC. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



7n

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

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

June 28, 2022

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

Dear Ms. Gallo:

On August 25, 2020, South Texas College awarded a contract to Rittenhouse Book Distributors, Inc. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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

June 28, 2022

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

Dear Ms. Henderson:

On August 25, 2020, South Texas College awarded a contract to Scholastic Library Publishing, Inc. for Library Materials. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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

June 28, 2022

Anatomical Worldwide, LLC./ dba  
Anatomy Warehouse  
Attn: Mr. Curt Schlesinger  
1630 Darrow Ave  
Evanston, IL 60201

Dear Mr. Schlesinger:

On June 22, 2021, South Texas College awarded a contract to Anatomical Worldwide, LLC./ dba Anatomy Warehouse for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

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June 28, 2022

Bio-Rad Laboratories, Inc.  
Attn: Ms. Roselyn Boston  
2000 Alfred Nobel Dr  
Hercules, CA 94547

Dear Ms. Boston:

On June 22, 2021, South Texas College awarded a contract to Bio-Rad Laboratories, Inc. for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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3201 W. Pecan Blvd., McAllen, TX 78501

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

June 28, 2022

Carolina Biological Supply, Co.  
Attn: Gray Amick  
2700 York Rd  
Burlington, NC 27215

Dear Gray Amick:

On June 22, 2021, South Texas College awarded a contract to Carolina Biological Supply, Co. for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

Fisher Scientific, Co. LLC.  
Attn: Ms. Patricia Burns  
4500 Turnberry Dr  
Hanover Park, IL 60133

Dear Ms. Burns:

On June 22, 2021, South Texas College awarded a contract to Fisher Scientific, Co. LLC. for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

8e

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

June 28, 2022

Flinn Scientific, Inc.  
Attn: Mr. Jim Nesbit  
770 N Raddant Rd  
Batavia, IL 60510

Dear Mr. Nesbit:

On June 22, 2021, South Texas College awarded a contract to Flinn Scientific, Inc. for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

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

June 28, 2022

Jameco Electronics  
Attn: Mr. Randy Hujar  
1355 Shoreway Rd  
Belmont, CA 94002

Dear Mr. Hujar:

On June 22, 2021, South Texas College awarded a contract to Jameco Electronics for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 31, 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

8g

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

June 28, 2022

PASCO Scientific  
Attn: Mr. Greg Montgomery  
10101 Foothills Blvd  
Roseville, CA 95747

Dear Mr. Montgomery:

On June 22, 2021, South Texas College awarded a contract to PASCO Scientific for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



8h

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

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June 28, 2022

VWR International, LLC.  
Attn: Mr. Mark Tringali  
100 Matonford Rd  
Radnor, PA 19087

Dear Mr. Tringali:

On June 22, 2021, South Texas College awarded a contract to VWR International, LLC. for Science Laboratory Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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

**SOUTH TEXAS COLLEGE**  
**9. GRADUATION FACILITY LEASE AGREEMENT**

<b>NAME</b>			Vipers Arena, LLC. / dba Bert Ogden Arena	
<b>ADDRESS</b>			4900 S I-69	
<b>CITY/STATE/ZIP</b>			Edinburg, TX 78539	
<b>PHONE</b>			956-562-7362	
<b>CONTACT</b>			Hondo Candelaria	
#	Qty	Description	Unit Price	Extension
1	1	Purchase/Lease Graduation Facility for Fall 2022 Ceremonies Period: 12/9/2022 - 12/10/2022	\$ 40,000.00	\$ 40,000.00
<b>TOTAL AMOUNT</b>			\$	40,000.00

**SOUTH TEXAS COLLEGE**  
**10. CONSULTANT SERVICES CONTRACT**

<b>NAME</b>			Pathfinders Public Affairs, Inc.	
<b>ADDRESS</b>			1508 S Lone Star Way St 1	
<b>CITY/STATE/ZIP</b>			Edinburg, TX 78539	
<b>PHONE</b>			956-603-2228	
<b>CONTACT</b>			Rene Ramirez	
#	Qty	Description	Unit Price	Extension
1	1	Consultant Services Contract Period: 4/1/2022 - 3/31/2023	\$ 95,000.00	\$ 95,000.00
<b>TOTAL AMOUNT</b>			\$ 95,000.00	

**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 28, 2022**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Computer Comforts, Inc. (TIPS)</b>					
1	1	Power Lift AV Lectern	\$2,390.10	\$2,390.10	Distance Learning - Rachel Sale
	1	Delivery and Installation	\$643.35	\$643.35	Equipment will be used to upgrade a conference room to enhance productivity during meetings/trainings offered virtually or face to face.
<b>Computer Comforts, Inc. Total</b>				<b>\$3,033.45</b>	
<b>Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	12	2036KH Heavy Duty Plus Trakslider Top Shelf 36"Wx20"D	\$ 42.21	\$ 506.52	Learning Commons and Open Labs - Arturo Solano
	48	2036TH Unslotted Heavy Duty Plus Shelf 36"Wx20"D	\$ 42.21	\$ 2,026.08	Shelves will be used in storage area to
	24	7620LO Open "L" Open L Upright 20"D x 76 1/4"	\$ 61.64	\$ 1,479.36	organize items
	48	HR20 Heavy Duty Plus Shelf Reinforcement 20"	\$ 3.73	\$ 179.04	
	120	HS-36 Heavy Duty Plus Shelf Support 36"	\$ 7.38	\$ 885.60	
2	8	2036KH Heavy Duty Plus Trakslider Top Shelf 36"Wx20"D	\$ 42.21	\$ 337.68	Learning Commons and Open Labs - Arturo Solano
	32	2036TH Unslotted Heavy Duty Plus Shelf 36"Wx20"D	\$ 42.21	\$ 1,350.72	Shelves will be used by the Learning Commons
	16	7620LO Open "L" Open L Upright 20"D x 76 1/4"	\$ 61.64	\$ 986.24	& Open Labs
	16	BS36 Single Rivet Shelf Support 36"	\$ 5.36	\$ 85.76	
	32	HR20 Heavy Duty Plus Shelf Reinforcement 20"	\$ 3.75	\$ 120.00	
	64	HS-3611 Heavy Duty Plus Shelf Support 36"	\$ 7.37	\$ 471.68	
	16	QB3602 Kick Plate 36"W	\$ 10.05	\$ 160.80	
	40	WDS-36 Wide Span Front to Back Reinforcement	\$ 26.80	\$ 1,072.00	
	8	WFMS-3660 Flat Metal Shelf for 36"D x 60"W Unit	\$ 87.77	\$ 702.16	
	16	WRA-36 Wide Span Heavy Duty Shelf Support for 36" Unit	\$ 20.10	\$ 321.60	
	16	WRA-60 Wide Span Heavy Duty Shelf Support for 60" Unit	\$ 26.80	\$ 428.80	
	8	WUR-72 Wide Span Standard L Upright 72"H	\$ 20.10	\$ 160.80	
3	1	Four Post Shelving	\$ 361.67	\$ 361.67	Chemistry Program - Dr. Enriqueta Cortez
					Shelves will be used to organize and store instructional equipment in the Chemistry Labs
4	1	Labor to receive, inspect, deliver, install and remove debris	\$ 1,000.00	\$ 1,000.00	
<b>Datum Filing Systems, Inc. Total</b>				<b>\$ 12,636.51</b>	
<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc. (OMNIA Partner)</b>					
1	2	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$585.58	\$1,171.16	Counseling & Student Access Services - Santa Pena
					To replace broken staff chairs
2	1	Labor to receive, inspect, deliver, install and remove debris	\$110.00	\$110.00	
<b>Exemplis Corporation Total</b>				<b>\$1,281.16</b>	

**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 28, 2022**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Kimball Office, Inc. / Gateway Printing and Office Supply, Inc. (OMNIA Partner)</b>					
1	8	K30CC Stature Mid Back Chair, Black	\$754.40	\$6,035.20	HEERF Institutional Award - Myriam Lopez/Rick De La Garza
	1	Surcharge	\$141.70	\$141.70	Purchase of vinyl (polyvinyl chloride) chairs to replace various existing fabric chairs district-wide. Vinyl chairs will ensure cleaner surfaces and also assist with sanitation efforts, in order to mitigate the transmission of the COVID-19 virus.
2	1	Labor to receive, inspect, deliver, install and remove debris	\$440.00	\$440.00	
<b>Kimball Office, Inc. Total</b>				<b>\$6,616.90</b>	
<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Sourcewell)</b>					
1	32	KI62-JR39- Impress Task, Pedestal Base-T-arms	\$568.08	\$18,178.56	HEERF Institutional Award - Myriam Lopez/Rick De La Garza
	1	Estimated Materials and Commodity Surcharge	\$1,817.86	\$1,817.86	Purchase of vinyl (polyvinyl chloride) chairs to replace various existing fabric chairs district-wide. Vinyl chairs will ensure cleaner surfaces and also assist with sanitation efforts, in order to mitigate the transmission of the COVID-19 virus.
	425	DN5200 Doni Task Armless Chair	\$331.00	\$140,675.00	
	60	SWNAU Strive High Density Armless Chair, Uph Seat	\$180.00	\$10,800.00	
	1	Estimated Materials and Commodity Surcharge	\$15,147.50	\$15,147.50	
2	14	Strive Four-leg Loop Arm Chair, Uph Seat	\$285.94	\$4,003.16	Library Public Services - Lisa Walters
	1	Product Surcharge	\$400.32	\$400.32	Guest chairs are needed to receive guests, faculty, staff & community users at the Pecan Library
3	1	Labor to receive, inspect, deliver, install and remove debris	\$29,095.00	\$29,095.00	
<b>Krueger International, Inc. Total</b>				<b>\$220,117.40</b>	
<b>National Office Furniture / Gateway Printing and Office Supply, Inc. (OMNIA Partner)</b>					
1	1	NACG17BELPGS Accessories, G17B Pivoting Power/USB	\$192.60	\$192.60	BAT/BAS Program - Ghanbar Esmaeili
	1	N32T24ENL Reno Round End Table, 24 Dia	\$707.85	\$707.85	Reception furniture needed for large open area at Pecan Campus Dean's Office
	2	N95AAX Swift 1 Seat Lounge with Arms	\$2,354.40	\$4,708.80	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$845.00	\$845.00	
<b>National Office Furniture Total</b>				<b>\$6,454.25</b>	
<b>The Hon Company / Gateway Printing and Office Supply, Inc. (OMNIA Partner)</b>					
1	6	HSC2472 Storage Cabinet 24D x 36W x 72H , Black	\$736.35	\$4,418.10	Learning Commons and Open Labs - Arturo Solano
					Storage cabinets needed to organize items at the Learning Commons and Open Labs
2	1	H314 Vertical File 4 Drawer Letter with Lock	\$382.67	\$382.67	Department of Public Safety - Ruben Suarez
	1	HS72ABC Brigade Bookcase 5-Shelf	\$304.17	\$304.17	Bookcase and Vertical File are needed for Staff to organize files

**SOUTH TEXAS COLLEGE**  
**11. DISTRICT WIDE FURNITURE REQUEST**  
**JUNE 28, 2022**

#	Qty	Description	Unit Price	Extension	Requesting Department
3	3	HSC2472 Storage Cabinet 24D x 36W x 72H , Black	\$736.35	\$2,209.05	HEERF Institutional Award - Myriam Lopez/Lisa Walters Storage cabinets are needed to store student laptops for checkout at the Libraries
4	1	514PP Vertical File Cabinet	\$394.99	\$394.99	Architectural & Engineering Design Technology - Sara Lozano File cabinet needed to store materials
5	1	Labor to receive, inspect, deliver, install and remove debris	\$1,300.00	\$1,300.00	
<b>The Hon Company Total</b>				<b>\$9,008.98</b>	
<b>VIA Seating / Gateway Printing and Office Supply, Inc. (TIPS)</b>					
1	2	5301-11C-4A Dyce Mid Back Chair	\$917.40	\$1,834.80	New Furniture - Rick De La Garza
	1	6903-67C-53A Carmel High Back Chair	\$1,559.25	\$1,559.25	Chairs are needed for the Vice President for Institutional Advancement and Economic Development Office
2	1	Labor to receive, inspect, deliver, install and remove debris	\$165.00	\$165.00	
<b>VIA Seating Total</b>				<b>\$3,559.05</b>	
<b>Furniture Total</b>				<b>\$262,707.70</b>	





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June 28, 2022

B2Z Engineering, LLC.  
Attn: Aisha Gonzalez  
900 S Stewart Rd Ste 4  
Mission, TX 78572

Dear Aisha Gonzalez:

On July 27, 2021, South Texas College awarded a contract to the B2Z Engineering, LLC. for Geotechnical and Materials Testing Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 28, 2022 through July 27, 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 signed letter must be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through July 27, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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June 28, 2022

L&G Consulting Engineers, Inc.  
Attn: Mr. Jacinto Garza  
2100 W Expway 83  
Mercedes, TX 78570

Dear Mr. Garza:

On July 27, 2021, South Texas College awarded a contract to the L&G Consulting Engineers, Inc. for Geotechnical and Materials Testing Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 28, 2022 through July 27, 2023.

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Director of Purchasing

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



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June 28, 2022

Millennium Engineers Group, Inc.  
Attn: Mr. Raul Palma  
5804 N Gumwood Ave  
Pharr, TX 78577

Dear Mr. Palma:

On July 27, 2021, South Texas College awarded a contract to the Millennium Engineers Group, Inc. for Geotechnical and Materials Testing Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 28, 2022 through July 27, 2023.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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12d

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

June 28, 2022

Raba Kistner, Inc.  
Attn: Ms. Katrin Leonard  
800 E Hackberry  
McAllen, TX 78501

Dear Ms. Leonard:

On July 27, 2021, South Texas College awarded a contract to the Raba Kistner, Inc. for Geotechnical and Materials Testing Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 28, 2022 through July 27, 2023.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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June 28, 2022

Terracon Consultants, Inc.  
Attn: Mr. Jorge A. Flores  
1506 Mid Cities Dr  
Pharr, TX 78577

Dear Mr. Flores:

On July 27, 2021, South Texas College awarded a contract to the Terracon Consultants, Inc. for Geotechnical and Materials Testing Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from July 28, 2022 through July 27, 2023.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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June 28, 2022

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

Dear Mr. Casas:

On August 25, 2020, South Texas College awarded a contract to G&S Glass, LLC. for Glass, Plexiglass, and Installation. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 26, 2022 through August 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 signed letter must be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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June 28, 2022

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

Dear Mr. Shook:

On August 25, 2020, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Glass, Plexiglass, and Installation. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 26, 2022 through August 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 signed letter must be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

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Rebecca R. Cavazos  
Director of Purchasing

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



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June 28, 2022

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

Dear Mr. Luna:

On August 25, 2020, South Texas College awarded a contract to Luna Glass, LLC. for Glass, Plexiglass, and Installation. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 26, 2022 through August 25, 2023.

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Sincerely,

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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





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June 28, 2022

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

Dear Mr. Friedrichs:

On August 25, 2020, South Texas College awarded a contract to R. E. Friedrichs Company for Glass, Plexiglass, and Installation. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 26, 2022 through August 25, 2023.

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Sincerely,

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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June 28, 2022

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

Dear Mr. Risica:

On August 25, 2020, South Texas College awarded a contract to Risica & Sons, Inc. for Glass, Plexiglass, and Installation. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 26, 2022 through August 25, 2023.

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Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through August 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

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

June 28, 2022

Upper Valley Mail Services, LLC.  
Attn: Mr. Patrick Hettler  
1418 Beech St Ste 109  
McAllen, TX 78501

Dear Mr. Hettler:

On June 22, 2021, South Texas College awarded a contract to Upper Valley Mail Services, LLC. for Mail Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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

**SOUTH TEXAS COLLEGE**  
**15. MASS NOTIFICATION SYSTEM AGREEMENT**

<b>NAME</b>		Rave Mobile Safety		
<b>ADDRESS</b>		492 Old Connecticut Path 2nd Fl		
<b>CITY/STATE/ZIP</b>		Framingham, MA 01701		
<b>PHONE</b>		866-839-8477		
<b>FAX</b>		866-839-8472		
<b>CONTACT</b>		Charlie Martin		
#	Qty	Description	Unit Price	Extension
1	1	Mass Notification System Agreement Annual Renewal Period: 9/1/2022 - 8/31/2023	\$ 58,477.25	\$ 58,477.25
<b>TOTAL AMOUNT</b>			\$	58,477.25



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

June 28, 2022

4 Imprint, Inc.  
Attn: Shay Freund  
101 Commerce St  
Oshkosh, WI 54901

Dear Shay Freund:

On August 24, 2021, South Texas College awarded a contract to 4 Imprint, Inc. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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f (956) 872-4688

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

June 28, 2022

AuthenticPromotions.com  
Attn: Ms. Amy Warner  
6151 Fair Oaks Blvd Ste 103  
Carmichael, CA 95608

Dear Ms. Warner:

On August 24, 2021, South Texas College awarded a contract to AuthenticPromotions.com for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

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

Dear Mr. Morales:

On August 24, 2021, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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16d

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

June 28, 2022

Promo Masters  
Attn: Alex G. Del Fierro  
310 E Main Ave PMB 165  
Alton, TX 78573

Dear Alex G. Del Fierro:

On August 24, 2021, South Texas College awarded a contract to Promo Masters for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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





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

June 28, 2022

Promo Universal, LLC.  
Attn: Mr. Anthony Anzaldua  
2741 Swantner St  
Corpus Christi, TX 78404

Dear Mr. Anzaldua:

On August 24, 2021, South Texas College awarded a contract to Promo Universal, LLC. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

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

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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3201 W. Pecan Blvd., McAllen, TX 78501

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f (956) 872-4688

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

June 28, 2022

Ad-Wear & Specialty of Texas, Inc.  
Attn: Mr. David T. Tanenbaum  
8120 Westglen Dr  
Houston, TX 77063

Dear Mr. Tanenbaum:

On August 24, 2021, South Texas College awarded a contract to Ad-Wear & Specialty of Texas, Inc. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

AuthenticPromotions.com  
Attn: Ms. Amy Warner  
6151 Fair Oaks Blvd Ste 103  
Carmichael, CA 95608

Dear Ms. Warner:

On August 24, 2021, South Texas College awarded a contract to AuthenticPromotions.com for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



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

June 28, 2022

**Exclusive Decals & Screenprinting**

Attn: Mr. Jose Flores  
415 W Inspiration Blvd  
Alton, TX 78573

Dear Mr. Flores:

On August 24, 2021, South Texas College awarded a contract to Exclusive Decals & Screenprinting for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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



17d

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

June 28, 2022

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

Dear Mr. Morales:

On August 24, 2021, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from September 1, 2022 through August 31, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

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

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

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

**SOUTH TEXAS COLLEGE**  
**18. DISTRICT WIDE TECHNOLOGY REQUEST**  
**JUNE 28, 2022**

<b>COMPUTERS</b>					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Dell OptiPlex 5090 Tower Micro BTX, Intel Core i7-10700T, 16GB Memory 256GB Hard Drive, 65" 4K Interactive Monitor, Warranty	\$ 4,751.21	\$ 4,751.21	Arturo Solano - Learning Commons and Open Labs New system for department staff
2	1	Dell OptiPlex 5090 Micro BTX, Intel Core i5-11500T, 16GB Memory 256GB Hard Drive, 55 4K" Interactive Touch Monitor, Warranty	\$ 3,797.12	\$ 3,797.12	Marie Evans - Educational Technologies / Technology Projects New system for student study room
3	15	Dell OptiPlex 5090 Tower XCTO, Intel Core i7-10700, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,025.14	\$ 15,377.10	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for student lab
4	200	Dell OptiPlex 3090 Tower XCTO, Intel Core i5-10500, 16GB Memory 512GB Hard Drive, Intel Integrated Graphics, Warranty	\$ 750.00	\$ 150,000.00	Lucio Gonzalez - Information Technology / Technology Support Replacement of out-of-warranty systems for districtwide student labs
5	2	Apple 24" iMac with Retina 4.5 Display, 16GB Memory, 512GB Storage, 3 Year Apple Care Warranty	\$ 1,866.00	\$ 3,732.00	Luis Corpus - Art Program Replacement of out-of-warranty systems for student lab
6	11	Apple 24" iMac with Retina 4.5 Display, 16GB Memory, 512GB Storage, 3 Year Apple Care Warranty	\$ 1,866.00	\$ 20,526.00	Luis Corpus - Art Program Replacement of out-of-warranty systems for student lab
7	5	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 256GB Hard Drive, 55 4K" Interactive Touch Monitor, Warranty	\$ 3,797.12	\$ 18,985.60	Lisa Walters - Library Public Services New systems for student study room
8	2	Dell OptiPlex 5090 Micro Tower BTX, Intel Core i5-10500T, 16GB Memory 256GB Hard Drive, 55 4K" Interactive Touch Monitor, Warranty	\$ 3,797.12	\$ 7,594.24	Lisa Walters - Library Public Services New systems for student study room
9	1	Dell OptiPlex 5090 Tower XCTO, Intel Core i7-10700, 16GB Memory 512GB Hard Drive, Warranty	\$ 833.42	\$ 833.42	Jayson Valerio - Division of Nursing and Allied Health Replacement of out-of-warranty system for department staff
10	3	Dell OptiPlex 5090 Tower XCTO, Intel Core i7-10700, 16GB Memory 512GB Hard Drive, Warranty	\$ 833.42	\$ 2,500.26	Ruben Torres - Clinical Simulation New systems for new department staff
11	7	Dell Precision 3650 Tower, Intel Core i7-11700K, 32GB Memory 512GB Hard Drive, NVIDIA GE Force, (5) 22" Monitors, Warranty	\$ 2,166.59	\$ 15,166.13	Enriqueta Cortez - Chemistry Program New systems for department faculty
12	1	Dell Precision 3650 Tower, Intel Core i7-11700K, 32GB Memory 512GB Hard Drive, NVIDIA GE Force, Warranty	\$ 2,014.56	\$ 2,014.56	Enriqueta Cortez - Chemistry Program New system for department staff
<b>COMPUTER TOTAL</b>				<b>\$ 245,277.64</b>	
<b>LAPTOPS</b>					
13	8	Laptop Mobile Precision 5560 CTO, Intel Core i7-11800H, 16GB Memory, 512GB Hard Drive, NVIDIA T1200 w/4GB, Warranty	\$ 2,060.14	\$ 16,481.12	Ravindra Nandigam - Physics Program New systems for student lab
14	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	\$ 1,412.62	\$ 1,412.62	Diana Hernandez - Physical Therapy Program New system for department faculty

**SOUTH TEXAS COLLEGE**  
**18. DISTRICT WIDE TECHNOLOGY REQUEST**  
**JUNE 28, 2022**

#	Qty	Description	Unit Price	Extension	Requesting Department
15	1	Apple MacBook Pro 16 inch, Pro-Apple M1 Pro Chip, Memory 16GB, 512GB Storage 3 Year Apple Care Warranty	\$ 2,551.00	\$ 2,551.00	Marie Evans - Educational Technologies / Technology Projects Replacement of out-of-warranty system for department faculty
16	2	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	\$ 1,412.62	\$ 2,825.24	Otoniel Matamoros - Dual2Degree New systems for department staff
<b>LAPTOPS</b>					
17	1	Laptop Latitude 7320 DTBL, BTX, Intel Core i5-1140G7, 8GB Memory, 256GB Hard Drive, Intel Iris Graphics, Detachable Keyboard, Warranty	\$ 1,925.15	\$ 1,925.15	Marie Evans - Educational Technologies / Technology Projects Replacement of out-of-warranty systems for department faculty
18	4	Laptop Latitude 5420 XCTO Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,107.47	\$ 4,429.88	Dr. Ali Esmaeili - Division of Math and Science New systems for department faculty
19	2	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	\$ 1,412.62	\$ 2,825.24	Jessica Galloso - Professional and Organizational Development Replacement of out-of-warranty systems for department staff
20	1	Laptop Latitude Bundle 5420 BTX Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Docking Station, Warranty	\$ 1,369.15	\$ 1,369.15	Jayson Valerio - Division of Nursing and Allied Health Replacement of out-of-warranty system for department staff
21	6	Laptop Latitude 5420 XCTO Base, Intel Core i5-1145G7, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,107.47	\$ 6,644.82	Lazaro Barroso - College Connections New systems for department staff
22	6	Laptop Precision Workstation 5570 CTO, Intel Core i7-12700H, 16GB Memory 512GB Hard Drive, NVIDIA RTX A1000, 4GB, Warranty	\$ 2,145.83	\$ 12,874.98	Enriqueta Cortez - Chemistry Program New systems for student lab
		<b>LAPTOP TOTAL</b>		<b>\$ 53,339.20</b>	
		<b>COMPUTER/LAPTOP/ TOTAL</b>		<b>\$ 298,616.84</b>	

**SOUTH TEXAS COLLEGE  
19. SOFTWARE LICENSE AGREEMENT**

<b>NAME</b>			Netsync Network Solutions	
<b>ADDRESS</b>			2500 W Loop S St 410/510	
<b>CITY/STATE/ZIP</b>			Houston, TX 77027	
<b>PHONE</b>			712-218-5000	
<b>CONTACT</b>			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	1	Umbrella Cloud Security Subscription for Education	\$ -	\$ -
2	1	Cisco Threat Response for bundling with XaaS Offers	\$ -	\$ -
3	2500	Umbrella Cloud Security for Education Unit Price for One (1) Year	\$ 16.53	\$ 41,325.00
4	1	Umbrella Support - Gold for One (1) Year	\$ 6,202.32	\$ 6,202.32
<b>TOTAL AMOUNT</b>			\$	47,527.32



**NO  
BACKUP  
FOR**

**20. Travel Services  
(Contract Extension)**

### **Discussion and Action as Necessary on Use of a Purchasing Card (P-Card) by College Employees**

Approval on the Use of a Purchasing Card (P-Card) by College employees will be requested at the June 28, 2022, Board Meeting.

Purpose – A Purchasing Card (P-Card) will be used by employees authorized by the President to pay for qualified expenses.

Justification – Multiple financial accounting and internal controls benefits are associated with the implementation of a P-Card program. A P-Card is a form of an organization credit card issued to designated employees with the ability to procure goods and services without using the traditional method of a purchase requisition and purchase order.

Background – The College's existing procedures includes the use of credit cards by designated employees approved by the President for the procurement of business-related goods and services. The P-Card will replace the current operation of issuing credit cards.

The benefits in implementing a P-Card program include, but are not limited to the following:

- Efficient and streamlined payment method.
- Decreased transaction costs and timely reconciliations.
- Reduction of employee reimbursements.
- Ability to limit use to specific vendors.
- Statements available electronically, providing line-item details.
- Increased internal controls on purchases, including the ability to set credit limits on each card
- Rebate payments for the College

The P-Card program contract will be with the State of Texas Comptroller of Public Accounts approved vendor **Citibank, N.A. (Citi)** at no cost to the College with a start date of August 1, 2022. The implementation and distribution of P-Cards will require approval by the College President and will be in accordance with College procedures.

Reviewers – The proposed implementation of P-Cards within the College's operations has been reviewed by the President's Cabinet.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022, Board meeting to permit the Use of a Purchasing Card (P-card) by College Employees to procure goods and services through the State of Texas Comptroller of Public Accounts approved vendor **Citibank N.A. (Citi)** with a start date of August 1, 2022, at no cost to the College.

### **Discussion and Action as Necessary on Texas Association of School Boards Compensation Study**

Approval of the Texas Association of School Boards (TASB) Compensation Study and to proceed with recommended results will be requested at the June 28, 2022 Board Meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the TASB compensation study recommendations for the College.

Purpose – To implement the proposed recommendation results from the TASB compensation study in order to ensure that the College's pay practices align with other institutions' practices and standards.

Justification – The Human Resources Services Division of TASB conducted a comprehensive review of the College's employee compensation plan, examined the competitive job market, and recommended to update the College's current pay structure to maintain internally equity and externally competitive salaries.

Background – The last compensation study for South Texas College staff employees was conducted in FY 2013 – 2014.

On April 20, 2006, the Board of Trustees approved the intent of a three year Faculty Pay Plan to be funded for the first year (FY 2006 - 2007) with the second and third year funding subject to an evaluation of the impact of the salary increases on faculty retention, recruitment, and performance and subject to the availability of funds. The percentage increases for FY 2006 - 2007, FY 2007 - 2008, and FY 2008 – 2009, were 6.9%, 9.6%, and 9.1% respectively.

On October 26, 2021, the Board of Trustees approved an agreement with TASB for a compensation study for the College's full-time faculty and staff.

One of the many services the TASB Compensation Group of Human Resources Services delivers includes wage and salary surveys, and consulting to develop and maintain effective pay systems for employees.

On June 6, 2022, Ms. Luz Cadena, TASB Human Resources Services Consultant, presented the Compensation Pay System Study results and recommendations to the Board of Trustees at a Board Work Session.

TASB Recommendation – TASB provided the following recommendations as presented for FY 2022 – 2023.

### **Recommendation 1**

Implement pay structure adjustments to align with market

- Strong starting salaries
  - ⇒ Administrative/Technical Support and Operations Support - \$11.00 entry rate (25.4% adjustment from current \$8.77 per hour)
- Midpoints aligned with market
- Jobs reclassified based on level of skill, effort, and scope of responsibility

### **Recommendation 2**

Adopt a general pay increase (GPI) to maintain market position

- Model 1: 2% for all staff
  - ⇒ Includes a \$1,260 increase for all continuing faculty on the master's degree schedule. Additional adjustments at years 1-8 and 10-12 for market alignment.
- Model 2: 2.5% for all staff
  - ⇒ Includes a \$1,500 increase for all continuing faculty on the master's degree schedule. Additional adjustments at years 1-12 for market alignment.
- Model 3: 3.0% for all staff
  - ⇒ Includes a \$1,910 increase for all continuing faculty on the master's degree schedule. Additional adjustments at years 1-12 for market alignment.
- For faculty, GPI calculated as a percentage of degree midpoint
- For other staff, GPI calculated as a percentage of employee's pay grade midpoint
- Credit job related experience up to 20 years for faculty and up to the range midpoint with peer equity for exempt and nonexempt jobs

### **Recommendation 3**

Provide adjustments to address market differences and maintain equity

- Adjustments to 1% above the range minimum
- Strategic adjustments of additional 1% of midpoint for administrative/professional employees whose pay remains below 90 percent of the new midpoint after the GPI is applied
- Placement scale adjustments to align pay by years of experience and relieve pay compression for nonexempt staff

### **Recommendation 4**

Adopt a market-base approach to pay planning

- Annually review the compensation plan and updates needed to maintain a competitive market position
- For all employees, grant pay raises based on available revenue each year

TASB provided the Cost Models as follows:

<b>Cost – Model 1 (2.0% GPI)</b>			
<b>Pay Group</b>	<b>General Pay Increase</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty (512)	\$667,018	\$754,810	\$1,421,828
Executive Administrative Professional (309)	\$438,360	\$267,077	\$705,437
Technology (62)	\$79,004	\$109,224	\$188,228
Administrative Technical Support (412)	\$313,740	\$364,800	\$678,540
Operations Support (210)	\$157,477	\$160,348	\$317,825
<b>Total</b>	<b>\$1,655,599</b>	<b>\$1,656,259</b>	<b>\$3,311,858</b>
<b>% of Current Costs</b>	<b>2.2%</b>	<b>2.2%</b>	<b>4.5%</b>

<b>Cost – Model 2 (2.5% GPI)</b>			
<b>Pay Group</b>	<b>General Pay Increase</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty (512)	\$841,713	\$818,199	\$1,659,912
Executive Administrative Professional (309)	\$547,947	\$247,570	\$795,517
Technology (62)	\$98,779	\$102,907	\$201,686
Administrative Technical Support (412)	\$394,825	\$331,056	\$725,881
Operations Support (210)	\$196,102	\$147,972	\$344,074
<b>Total</b>	<b>\$2,079,366</b>	<b>\$1,647,704</b>	<b>\$3,727,070</b>
<b>% of Current Costs</b>	<b>2.8%</b>	<b>2.2%</b>	<b>5.0%</b>

<b>Cost – Model 3 (3.0% GPI)</b>			
<b>Pay Group</b>	<b>General Pay Increase</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty (512)	\$1,011,113	\$840,054	\$1,851,167
Executive Administrative Professional (309)	\$657,536	\$230,947	\$888,483
Technology (62)	\$118,515	\$95,934	\$214,449
Administrative Technical Support (412)	\$473,270	\$300,804	\$774,074
Operations Support (210)	\$235,602	\$136,053	\$371,655
<b>Total</b>	<b>\$2,496,036</b>	<b>\$1,603,792</b>	<b>\$4,099,828</b>
<b>% of Current Costs</b>	<b>3.4%</b>	<b>2.2%</b>	<b>5.5%</b>

At the Board Session, the Board of Trustees requested additional information regarding the following items:

- Implementing a minimum starting salary for non-faculty at \$25,000. Cost model were updated as follows:
  - ⇒ Cost Model 1 (2.0% GPI) \$3,734,829
  - ⇒ Cost Model 2 (2.5% GPI) \$4,136,959
  - ⇒ Cost Model 3 (3.0% GPI) \$4,497,923
- Budgets for the other Community Colleges in the peer group (Exhibit 1).
- Property tax valuation and revenue for other Community Colleges in the peer group (Exhibit 2).
- Other faculty payments including stipends, overloads, special assignments, and extensions (Exhibit 3).

The above information requested from the Board of Trustees follows in the packet for the Committee's information and review.

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

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

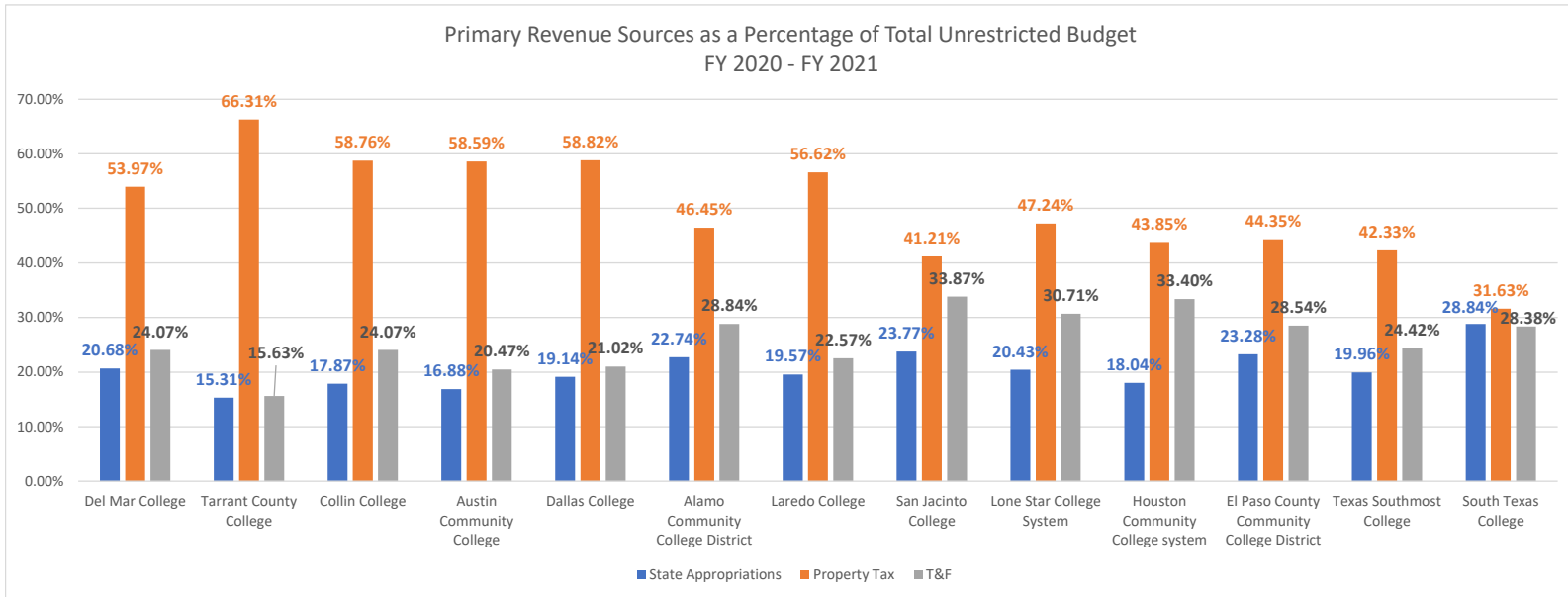
It is recommended that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022 Board meeting, the Texas Association of School Boards (TASB) Compensation Study and proceed with the recommendations proposed, including Model 3, 3% increase, as presented.

**Institution Comparison  
FY 2020 - 2021**

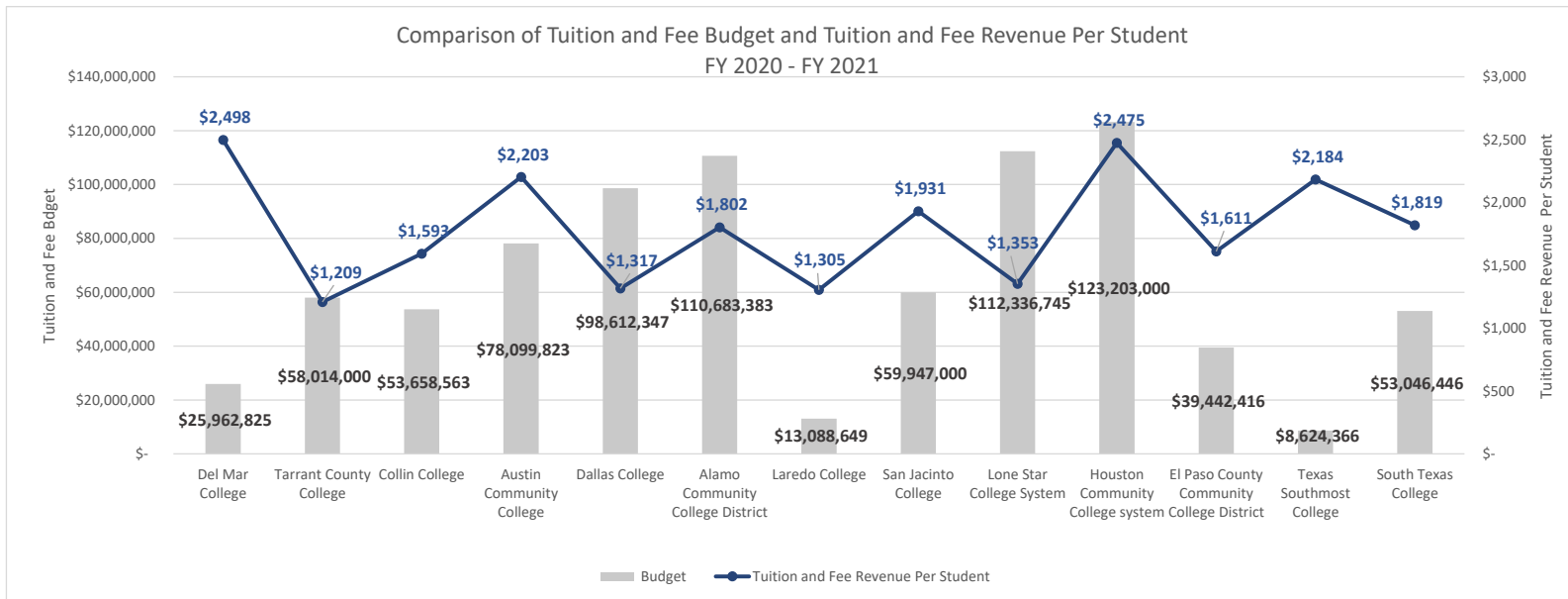
**Exhibit 1A**

Institution	FY 2020 - 2021 State Appropriations			FY 2020 - 2021 Property Tax		FY 2020 - 2021 Tuition and Fees		TASB Student Enrollment	Tuition and Fee Revenue Per Student
	FY 2020 - 2021 Total Unrestricted Budget	Budget	% of Total Unrestricted Budget	Budget	% of Total Unrestricted Budget	Budget	% of Total Unrestricted Budget		
Del Mar College	\$ 107,876,641	\$ 22,307,929	20.68%	\$ 58,222,474	53.97%	\$ 25,962,825	24.07%	10,395	\$ 2,498
Tarrant County College	\$ 371,127,573	\$ 56,831,711	15.31%	\$ 246,081,862	66.31%	\$ 58,014,000	15.63%	48,000	\$ 1,209
Collin College	\$ 222,919,648	\$ 39,834,020	17.87%	\$ 130,982,990	58.76%	\$ 53,658,563	24.07%	33,690	\$ 1,593
Austin Community College	\$ 381,443,043	\$ 64,372,068	16.88%	\$ 223,496,152	58.59%	\$ 78,099,823	20.47%	35,444	\$ 2,203
Dallas College	\$ 469,101,742	\$ 89,770,455	19.14%	\$ 275,912,917	58.82%	\$ 98,612,347	21.02%	74,888	\$ 1,317
Alamo Community College District	\$ 383,724,926	\$ 87,276,419	22.74%	\$ 178,255,051	46.45%	\$ 110,683,383	28.84%	61,415	\$ 1,802
Laredo College	\$ 57,999,320	\$ 11,347,926	19.57%	\$ 32,838,745	56.62%	\$ 13,088,649	22.57%	10,032	\$ 1,305
San Jacinto College	\$ 177,002,076	\$ 42,079,966	23.77%	\$ 72,940,110	41.21%	\$ 59,947,000	33.87%	31,051	\$ 1,931
Lone Star College System	\$ 365,852,723	\$ 74,749,189	20.43%	\$ 172,811,610	47.24%	\$ 112,336,745	30.71%	83,051	\$ 1,353
Houston Community College system	\$ 368,916,000	\$ 66,542,000	18.04%	\$ 161,778,000	43.85%	\$ 123,203,000	33.40%	49,782	\$ 2,475
El Paso County Community College District	\$ 138,194,721	\$ 32,177,979	23.28%	\$ 61,295,038	44.35%	\$ 39,442,416	28.54%	24,486	\$ 1,611
Texas Southmost College	\$ 35,312,147	\$ 7,048,806	19.96%	\$ 14,946,689	42.33%	\$ 8,624,366	24.42%	3,949	\$ 2,184
South Texas College	\$ 186,896,815	\$ 53,896,205	28.84%	\$ 59,117,516	31.63%	\$ 53,046,446	28.38%	29,163	\$ 1,819

### Exhibit 1B

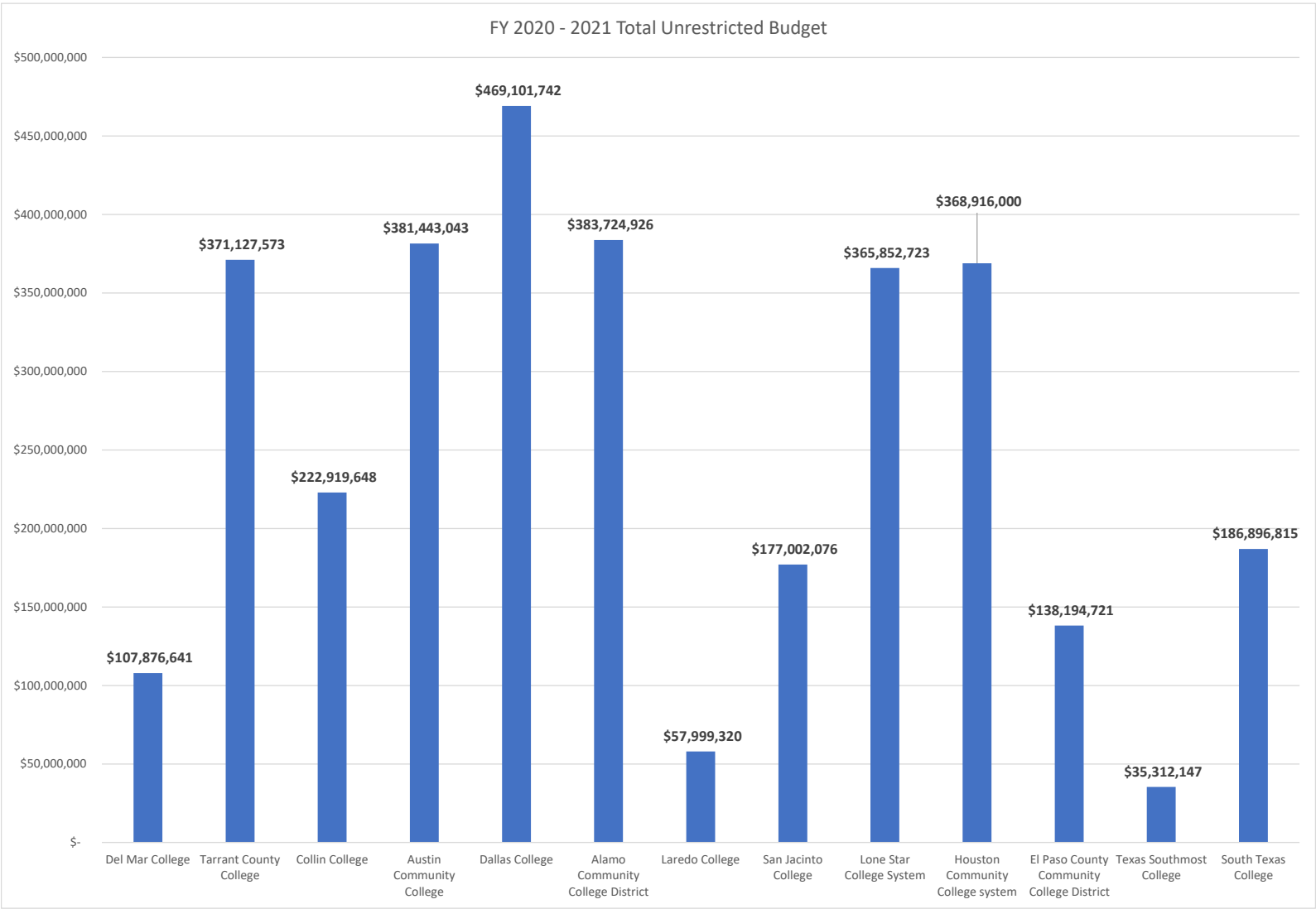


### Exhibit 1C



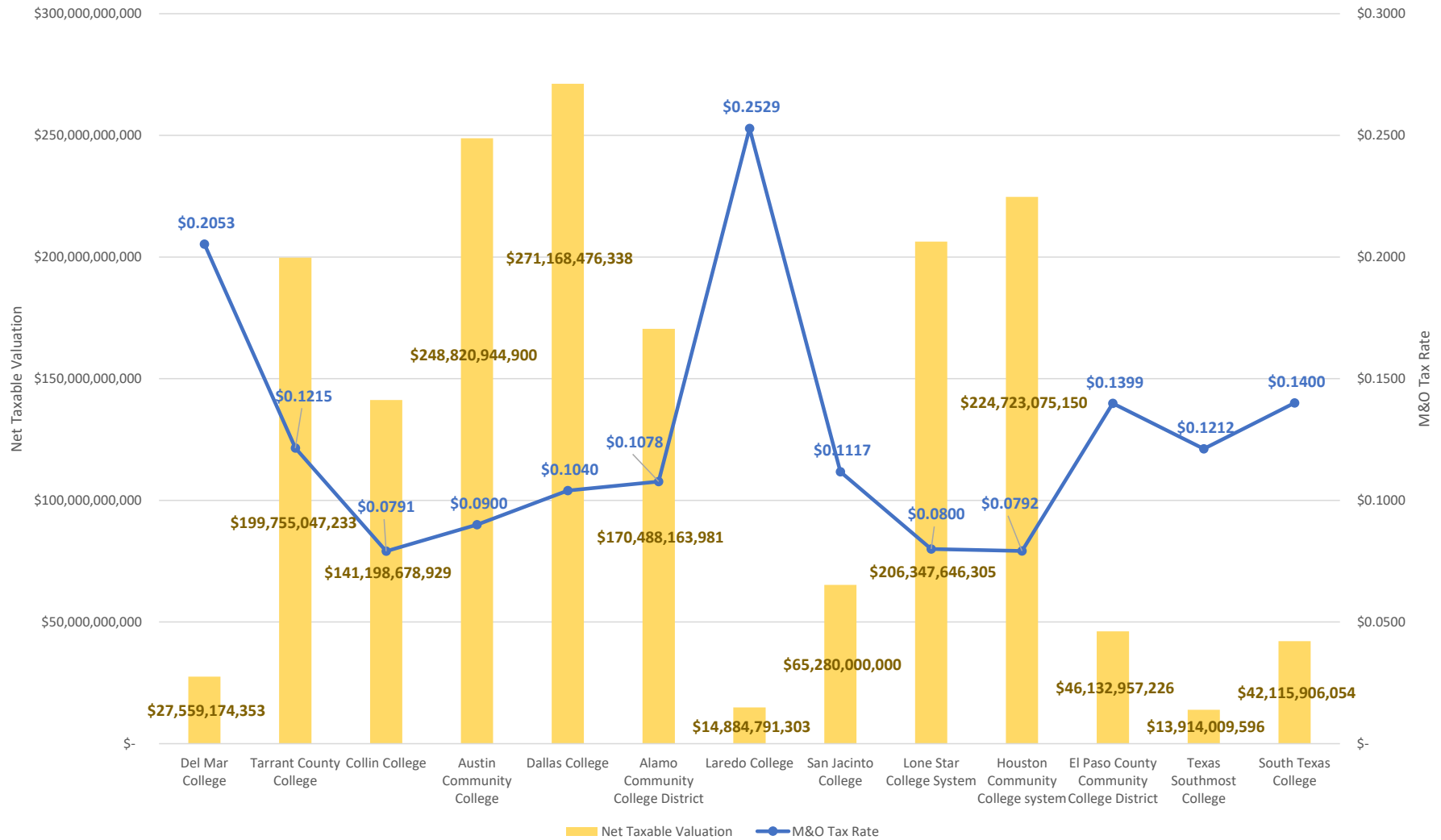


**Exhibit 1D**



# Exhibit 2A

## Comparison of Net Taxable Valuation and M&O Tax Rate FY 2020 - 2021



**Institution Comparison  
FY 2020 - 2021**

**Exhibit 2B**

Institution	TACC Local Revenue Survey	
	Net Taxable Valuation	M&O Tax Rate
Del Mar College	\$ 27,559,174,353	\$ 0.2053
Tarrant County College	\$ 199,755,047,233	\$ 0.1215
Collin College	\$ 141,198,678,929	\$ 0.0791
Austin Community College	\$ 248,820,944,900	\$ 0.0900
Dallas College	\$ 271,168,476,338	\$ 0.1040
Alamo Community College District	\$ 170,488,163,981	\$ 0.1078
Laredo College	\$ 14,884,791,303	\$ 0.2529
San Jacinto College	\$ 65,280,000,000	\$ 0.1117
Lone Star College System	\$ 206,347,646,305	\$ 0.0800
Houston Community College system	\$ 224,723,075,150	\$ 0.0792
El Paso County Community College District	\$ 46,132,957,226	\$ 0.1399
Texas Southmost College	\$ 13,914,009,596	\$ 0.1212
South Texas College	\$ 42,115,906,054	\$ 0.1400

**Discussion and Action as Necessary on Proposed Staffing Plan Revisions Requests for FY 2022 – 2023**

- A. Faculty Instructional Pool Funding Increase
- B. Critical New Non-Faculty Position
- C. Reclassifications of Vacant Non-Faculty Positions
- D. Funding of Selected Previously Frozen Positions
- E. Pool Adjustment to Instructional Direct Wage Pool, Non-Faculty Temp Pools, and FY 2022 – 2023 Position Salary Funding Reserve
- F. Title Changes of Non-Faculty Positions
- G. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool and 2) Reduction of Direct Wage Pools
- H. TASB Compensation Study Recommendations
- I. FY 2021 – 2022 Position Salary Adjustments Approved by the President

Approval of the Proposed Staffing Plan Revisions requests for FY 2022 – 2023 will be requested at the June 28, 2022 Board meeting.

Purpose – To discuss staffing plan revisions requests for FY 2023 – 2023, which include the approval of the critical new non-faculty position, reclassification of vacant non-faculty positions, funding of selected previously frozen positions, FY 2022-2023 position salary funding reserve pool adjustments, title changes of non-faculty positions, deletion of vacant non-faculty positions and reduction of pools, and changes approved by the College President throughout FY 2021-2022.

Justification – Administration has reviewed the proposed staffing plan revisions requests for FY 2022 – 2023 with staff, which include the critical new non-faculty position, reclassification of vacant non-faculty positions, funding of selected previously frozen position, pool adjustments, title changes of non-faculty positions, deletion of vacant non-faculty positions and reduction of pools, and FY 2022-2023 position salary funding reserve and support them subject to the availability of funding and Board approval of the final budget.

Background – The Staffing Plan Revisions Requests for FY 2022 – 2023 are as follows:

<b>Staffing Plan Revisions Requests</b>	<b>Amount</b>	<b>Funding Available</b>	<b>Impact on FY23 Budget</b>
A. Faculty Instructional Pool Funding Increase (1)	\$700,000	\$0	\$700,000
B. Critical New Non-Faculty Position (12)	628,172	(185,435)	442,737
C. Reclassification of Vacant Non-Faculty Positions (9)	112,717	(35,555)	77,162
D. Selected Previously Frozen Positions (13)	683,912	(129,881)	554,031
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, Salary Pool (17)	352,287	(119,770)	232,517
<b>Total</b>	<b>\$1,777,088</b>	<b>\$(470,641)</b>	<b>\$1,306,447</b>

### FY 2022 Salary Budget Changes

The total increase of \$7,536,584 in salary budget from Fiscal Year 2021 – 2022 to Fiscal Year 2022 – 2023 includes the above staffing plan revisions requests totaling \$1,306,447 and a reduction of the two (2) expenditures types totaling \$571,817, an increase totaling \$6,230,137, which consists of the following:

<b>Changes to FY 2022 – 2023 Salary Budget</b>	<b>Amount</b>	
FY 23 Staffing Plan Revisions Requests		\$1,306,447
<b>Less:</b>		
Proposed Removal of COVID Training and Retention Incentive Payments	(401,250)	
Changes in Salaries due to Vacancies and New Hires	(170,567)	
Proposed Faculty Instructional Pool Increase	700,000	
Restoration of Frozen Positions Approved in FY 2021 - 2022	619,415	
Funding for New Positions Approved in FY 2021 – 2022	123,750	
Salary Adjustment Pool	258,961	
Dual Credit and Adjunct Pool Pay Increase	1,000,000	
Compensation Study Adjustments (3% GPI)	4,099,828	
<b>Total Changes</b>		<b>6,230,137</b>
<b>FY 2023 Salary Budget Increase</b>		<b>\$7,536,584</b>

Details of the Proposed Staffing Plan Revisions Requests for FY 2022 – 2023 are as follows:

#### A. Faculty Instructional Pool Funding Increase

An increase in the faculty instructional pool of \$700,000 will be required in Fiscal Year 2022-2023 to support student enrollment.

A. Funding Instructional Pool Funding Increase	Amount
<b>Faculty Instructional Pool Funding Increase (1)</b>	<b>\$700,000</b>

#### B. Critical New Non-Faculty Position

Twelve (12) critical new non-faculty position is proposed for FY 2022– 2023 to support college operations. A proposed net increase in salary budget in the amount of \$313,090 is being requested for these positions as follows:

B. Critical New Non-Faculty Position	Amount
<b>Critical New Non-Faculty Position (12)</b>	<b>\$628,172</b>
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(185,435)
<b>Net Salary Budget Increase for New Non-Faculty Positions</b>	<b>\$442,737</b>

**C. Reclassifications of Vacant Non-Faculty Positions**

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

A total of nine (9) reclassifications of vacant positions are proposed, resulting in the title, classification, pay grade change, and/or possible salary adjustments. Funding for the adjustments totaling \$35,555 has been identified from vacant positions and salary pools, resulting in a net increase in the salary budget as follows:

C. Reclassification of Non-Faculty Positions	Amount
Salary Budget for Proposed Reclassifications of Non-Faculty Positions (9)	<b>\$112,717</b>
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(35,555)
<b>Net Salary Budget Increase for Reclassifications of Vacant Positions</b>	<b>\$77,162</b>

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

A total of thirteen (13) previously frozen positions are proposed to be unfrozen. Out of the thirteen (13) frozen positions, six (6) are being reclassified into new positions. These positions are critically necessary for the operations of the College functions.

D. Selected Previously Frozen Non-Faculty Positions	Amount
<b>Unfreeze Non-Faculty Positions (13)</b>	<b>\$683,912</b>
Less -- Funding from Savings of Existing Vacant Positions and Vacant Pool Positions	(129,881)
<b>Net Salary Budget Increase for Unfreezes</b>	<b>\$554,031</b>

**E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, FY 2022 – 2023 Position Salary Funding Reserve**

A total of seventeen (17) pools are proposed to increase in the amount of \$232,746 to support the daily operations of the College in Fiscal Year 2022-2023.

E. Pool Funding	Amount
Instructional Direct Wage Pools, Faculty Temp Pool, Salary Reserve Pool	<b>\$352,287</b>
Less -- Funding from Savings of Existing Vacant Pools	(119,770)
<b>Net Salary Budget Increase for Direct Wage Pools and Faculty Temp Pool</b>	<b>\$232,517</b>

An increase in the salary reserve pool in the amount of \$258,961 will be included in FY 2022 – 2023 to fund staffing plan changes during the year.

E. Salary Adjustment Pool	Amount
FY 2022 – 2023 Position Salary Funding Reserve	<b>\$258,961</b>

**F. Title Changes of Non-Faculty Positions**

A total of eight (8) positions are proposed to change titles to align with department restructuring. Adjustments for the new title change will be set with the recommended amount from TASB and is budgeted in the compensation study.

**G. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool, 2) Reduction of Direct Wage Pools for FY 2022-2023**

**1. Deletion of Vacant Non-Faculty Positions**

The budget of eleven (11) Non-Faculty Positions, one (1) Salary Pool, and one (1) Direct Wage Pool will fund other salary pools and positions.

- A total of eleven (11) non-faculty positions are proposed to be deleted and reduced to fund new positions, frozen positions, reclassification of vacant positions, and any remaining funds will be transferred to fund pools.
- A total of one (1) salary pool is proposed to be deleted and the funds will be used to unfreeze a position.
- A total of one (1) direct wage pool is proposed to be reduced to unfreeze a position.

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

There is no impact on the budget.

## **2. Reduction of Vacant Positions and Direct Wage Pools (Not Deleted)**

A total of four (4) positions and one direct wage pool are proposed to be reduced to fund the reclassifications of other positions and to fund other pools and will not be deleted.

### **H. Compensation Study Amount**

Administration proposed to proceed with the recommendations proposed by the Texas Association of School Boards (TASB), including Model 3, 3% increase, as presented.

### **I. Position Salary Adjustments During FY 2021 – 2022**

#### **a. Approved by the President**

- Staffing plan revisions during the year were approved by the President, including reclassifications, title changes, unfreezes, and salary adjustments.

#### **b. Salary Reserve Pool and Budget Amendment Approval**

- A salary reserve pool was budgeted in September 2021 to fund frozen positions, new positions, and an instructional pool increase.
- On February 22, 2022, the Board approved a budget amendment that included an additional request to unfreeze positions, fund new positions, and increase the instructional pool.

The proposed critical new non-faculty position, the reclassifications of vacant non-faculty positions, funding of selected previously frozen positions, funding for instructional direct wage pools and salary pools, non-faculty position title change, and the deletion and reduction of vacant non-faculty positions, may need to be adjusted before final approval of the Staffing Plan by the Board, based on final revenue projections.

Enclosed Documents – A report listing the FY 2022 – 2023 staffing plan revisions follow in the packet for the Committee's information and review.

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

It is recommended that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 28, 2022 Board Meeting of the Staffing Plan Revisions requests for FY 2022 – 2023 as presented.



South Texas College

A.

Faculty Instructional Pool Funding Increase for FY 2022-2023

#	Positions #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>						
1	210200	VPAA Reserve Pool	\$ 3,683,123	\$ 700,000	\$ 4,383,123	\$ 700,000
<b>Total for Vice President for Academic Affairs</b>					<b>\$ 4,383,123</b>	<b>\$ 700,000</b>
<b>Net Salary Budget Increase for Faculty Instructional Pool Funding</b>						<b>\$ 700,000</b>

**South Texas College**  
**Critical New Non-Faculty Position for FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
<b>Vice President for Institutional Advancement and Economic Development</b>						
1	Resource Dev., Mgt. and Compliance	Grant And Contract Compliance Specialist	Prof/Tech Support Non-Exempt	6	\$ 50,107	\$ -
Rationale: <ul style="list-style-type: none"> <li>Mitigate risk of non-compliance by providing post-award services for competitive grants</li> </ul>						
<b>Total for Vice President for Institutional Advancement and Economic Development</b>					<b>\$ 50,107</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs</b>						
2	Dual Credit Programs	Dual Credit Enrollment Specialist	Prof/Tech Support Non-Exempt	5	\$ 42,099	\$ 42,099
Rationale: <ul style="list-style-type: none"> <li>Reassessment of dual credit enrollment has been assigned to the Dual Credit Programs department. This position will serve as liaison to public schools and community agencies regarding the College's Dual Credit Programs, and will support students, parents, and school district partners as it relates to program recruitment and enrollment services.</li> </ul>						
3	Culinary Arts	Lab Assistant- Culinary Arts	Classified Non-Exempt	3	\$ 32,989	\$ 32,989
Rationale: <ul style="list-style-type: none"> <li>With the expansion occurring at the Mid-Valley, the Lab Assistant position will be needed to assist the faculty with lab prep since the Culinary Arts program has seen an increase in enrollment.</li> </ul>						
4	Div of Business Public Safety & Tech	Coordinator of Public Safety Training	Prof/Tech Support Non-Exempt	3	\$ 61,943	\$ 61,943
Rationale: <ul style="list-style-type: none"> <li>The Coordinator of Public Safety Training will coordinate all labs (indoor and outdoor activity), including virtual simulation equipment and technology. This position would assist both credit and non-credit programs and courses.</li> </ul>						
<b>Total for Vice President for Academic Affairs</b>					<b>\$ 137,031</b>	<b>\$ 137,031</b>
<b>Vice President for Finance and Administrative Services</b>						
5	Human Resources	HRIS Document Management Specialist	Prof/Tech Support Non-Exempt	5	\$ 42,099	\$ 42,099
Rationale: <ul style="list-style-type: none"> <li>The Records Technician Position will support all functions and activities related to scanning and documenting important HR related forms.</li> </ul>						
6	Human Resources	Assistant Director of Human Resources (Employee Relations)	Administrative	7	\$ 94,099	\$ 94,099
Rationale: <ul style="list-style-type: none"> <li>Assist Director with employee relations matters (policies, investigations, performance appraisals, consultations, etc.) and required training needs. High number of cases.</li> </ul>						

**South Texas College**  
**Critical New Non-Faculty Position for FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
7	Accountability, Risk, and Compliance	Records Management Coordinator	Prof/Tech Support Non-Exempt	3	\$ 52,875	\$ 52,875
<p>Rationale:</p> <ul style="list-style-type: none"> <li>This position will directly support all functions and activities surrounding the state-mandated records management program for South Texas College. A dedicated staff exclusively working 100% of their workday on all duties regarding the program is necessary. The program requires time and focus on inventory, department inquiries, working with destruction and processing of records, dissemination of information, etc. Devoted staff is needed for continuous success to the program. Some institutions have standalone records management departments; however, South Texas College current ARC staff members portion their work week to the program. This new position will fully contribute to the operations and continued enhancement of the program for South Texas College.</li> </ul>						
8	Business Office	Student Accounts Manager	Prof/Tech Support Exempt	6	\$ 83,644	\$ 83,644
<p>Rationale:</p> <ul style="list-style-type: none"> <li>Position will assist the Bursar with critical and complex duties and responsibilities including the development and maintenance of students tuition and fee tables and reporting requirements.</li> </ul>						
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 272,717</b>	<b>\$ 272,717</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>						
9	Centers for Learning Excellence	Student Learning Assistant	Classified Non-Exempt	3	\$ 32,989	\$ 32,989
<p>Rationale:</p> <ul style="list-style-type: none"> <li>This request will increase CLE service capacity and addresses staff recruiting and retention problems. Existing funding level is inadequate to meet current and projected demand for services. Additionally, analysis revealed that tutoring and SI leader positions are paid substantially less than comparable positions at other institutions, and those in the local market. The new pay scale will redress historical underfunding and correct internal inequities.</li> </ul>						
10	Library Public Services	Librarian I Public Services	Prof/Tech Support Exempt	2	\$ 52,875	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> <li>The Librarian I - Public Services (NAH) position is needed to assist faculty with Open Education Resources (OER) development, provide students with online and face-to-face instruction, select appropriate resources in the assigned academic department(s), and provide reference and consultation services. This position requires the individual to hold a Masters Degree from a program accredited by the American Library Association (ALA).</li> </ul>						

**South Texas College  
Critical New Non-Faculty Position for FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Salary	Impact to Budget
11	Library Acquisition	Secretary	Classified Non-Exempt	2	\$ 29,578	\$ -
Rationale: •An Administrative Assistant position in Library Services was recently vacated. Converting this Administrative Assistant position to a Secretary position would improve workflow within Library Services by creating a Secretary/AA ladder. Additionally, applying the balance of the Administrative Assistant position funding to the Library Public Services direct wage pool will help meet direct wage staffing requirements.						
<b>Total Requested for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					<b>\$ 115,442</b>	<b>\$ 32,989</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>						
12	College Connections	Coordinator of College Connections	Exempt	2	\$ 52,875	\$ -
Rationale: • To supervise staff and support increased call volume and call campaigns, in addition with increased virtual services and holiday/extended hours. Monitor service and streamline support.						
<b>Total Requested for Vice President for Student Affairs and Enrollment Mgmt.</b>					<b>\$ 52,875</b>	<b>\$ -</b>
Total for Critical New Non-Faculty Position					\$ 628,172	\$ 442,737
Less Funding from Vacant Positions					(185,435)	
<b>Net Salary Budget Increase for Critical New Non-Faculty Position</b>					<b>\$ 442,737</b>	

**South Texas College**  
**Reclassifications of Vacant Non-Faculty Positions for FY 2022-2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>								
1	PR-Promotional/Marketing	Reclassification for Social Media Specialist (Position 721462) to Communication Specialist - <b>Vacant</b>	Prof/Tech Support Non-Exempt	5	\$ 32,357	\$ 9,742	\$ 42,099	\$ 3,853
Rationale: <ul style="list-style-type: none"> <li>Part of reorganization of department. Position name change better suited for functions performed</li> </ul>								
<b>Total for Office of the President</b>					<b>\$ 32,357</b>	<b>\$ 9,742</b>	<b>\$ 42,099</b>	<b>\$ 3,853</b>
<b>Vice President for Institutional Advancement and Economic Development</b>								
2	Resource Dev., Mgt. and Compliance	Salary Adjustment for Grant and Contract Compliance Specialist (Position 703420) - <b>Vacant</b>	Prof/Tech Support Non-Exempt	6	\$ 39,875	\$ 10,232	\$ 50,107	\$ -
Rationale: <ul style="list-style-type: none"> <li>Mitigate risk of non-compliance by providing post-award services for competitive grants.</li> </ul>								
<b>Total for Vice President for Institutional Advancement and Economic Development</b>					<b>\$ 39,875</b>	<b>\$ 10,232</b>	<b>\$ 50,107</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs</b>								
3	Chemistry	Reclassification for Lab Specialist II - Chemistry (Position 704200) to Chemistry Science Lab Coordinator - <b>Vacant</b>	Prof/Tech Support Non-Exempt	5	\$ 31,000	\$ 21,875	\$ 52,875	\$ 21,875
Rationale: <ul style="list-style-type: none"> <li>Position is needed to oversee lab personnel (Lab Specialist II, Direct wage employees, work study employees), develop/update onboarding lab personnel procedures, develop discipline specific safety trainings, maintain safety training records, develop/update emergency lab safety protocols, and to coordinate lab waste management with the Environmental Health &amp; Safety Office.</li> </ul>								
4	Fire Science	Reclassification for Lab Assistant - Fire Science (Position 702312) to Lab Coordinator- Public Safety - <b>Vacant</b>	Classified Non-Exempt to Prof/Tech Support Non-Exempt	5	\$ 26,809	\$ 26,066	\$ 52,875	\$ 26,066
Rationale: <ul style="list-style-type: none"> <li>Position would assist both credit and non-credit programs and courses and oversee all labs (indoor and outdoor activity), including virtual simulation equipment and technology.</li> </ul>								
5	Division of Liberal Arts	Reclassification for Lab Technician- Liberal Arts (Position 702426) to Coordinator of Center for Mexican American Studies - <b>Vacant</b>	Classified Non-Exempt to Prof/Tech Support Exempt	5	\$ 18,979	\$ 23,120	\$ 42,099	\$ 23,120
Rationale: <ul style="list-style-type: none"> <li>The title change is needed to support, implement, and evaluate the activities related to the Center for Mexican American Studies and Ballet Folklorico South Texas College (BFSTC). For several years, a faculty has been overseeing the center and Ballet Folklorico; however, the division has identified the need to establish a full-time staff position to oversee the duties and responsibilities associated with the center and BFSTC.</li> </ul>								
<b>Total for Vice President for Academic Affairs</b>					<b>\$ 76,788</b>	<b>\$ 71,061</b>	<b>\$ 147,849</b>	<b>\$ 71,061</b>
<b>Vice President for Finance and Administrative Services</b>								
6	Facilities Operations & Maintenance	Reclassification for Operations Support Coordinator (Position 727501) to Project Manager - Facilities Operations & Maintenance - <b>Vacant</b>	Prof/Tech Support Non-Exempt to Prof/Tech Support Exempt	3	\$ 50,234	\$ 11,709	\$ 61,943	\$ -
Rationale: <ul style="list-style-type: none"> <li>The Operations Support Coordinator's duties have expanded to include project management for Environmental Health and Safety projects and inspections, Facilities O &amp; M Staff team building workshops, and District-Wide Key Management. Title change and reclassification is needed to accurately reflect the complex functions and project management skills such as initiating projects, monitoring project deliverables, tracking project costs, and facilitating communication between project team and customers. Position will require a budget adjustment of \$7,000. Funding source identified with no impact to budget.</li> </ul>								

**South Texas College**  
**Reclassifications of Vacant Non-Faculty Positions for FY 2022-2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget	Impact to Budget
7	Purchasing	Salary Adjustment for Purchasing Technician (Position 701580) - <b>Vacant</b>	Classified Non-Exempt	2	\$ 23,477	\$ 6,101	\$ 29,578	\$ 6,101
Rationale: • The responsibilities of the technicians has increased and daily decisions are made to ensure that all policies and procedures are followed.								
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 73,711</b>	<b>\$ 17,810</b>	<b>\$ 91,521</b>	<b>\$ 6,101</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>								
8	Student Financial Services	Reclassification for Coordinator of Vet Enrollment Services (Position 705190) to VA Certifying Official- <b>Vacant</b>	Prof/Tech Support Non- Exempt to Prof/Tech Support Exempt	5	\$ 38,227	\$ 3,872	\$ 42,099	\$ -
Rationale: • To meet the demand of increased certifications, VA regulation changes, adjustments, and reporting to the US Department of Vetearn Affairs. There is no need for two VA Coordinators in the office. We would like to change one Coordinator to a VA Certifying Official.								
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>					<b>\$ 38,227</b>	<b>\$ 3,872</b>	<b>\$ 42,099</b>	<b>\$ -</b>
Salary Budget for Proposed Reclassifications of Non-Faculty Positions					\$ 260,958	\$ 112,717	\$ 373,675	\$ 81,015
Less Funding from Savings of Existing Vacant Positions and Pool Positions						(35,555)		
<b>Net Salary Budget Increase for Reclassifications of Positions</b>						<b>\$ 77,162</b>		

**South Texas College**  
**Proposed Request to Unfreeze Non-Faculty Positions for FY 2022-2023**

#	Position #	Title	Classification	Current Salary	Previously Frozen Amount	Adjusted Salary	TASB Salary Amount	Impact to Budget
<b>Vice President for Academic Affairs</b>								
1	704362	Unfreeze and Title Change - Administrative Assistant to Secretary	Classified Non-Exmpt	\$ 2	\$ 25,079	\$ 4,499	\$ 29,578	\$ -
2	703587	Unfreeze - Program Developer and Manager	Prof/Tech Support Exempt	\$ 2	\$ 61,873	\$ 70	\$ 61,943	\$ -
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 2</b>	<b>\$ 86,952</b>	<b>\$ 4,569</b>	<b>\$ 91,521</b>	<b>\$ -</b>
<b>Vice President for Institutional Advancement and Economic Development</b>								
3	702650	Unfreeze - Director of Fundraising and Foundation	Administrative	\$ 2	\$ 75,623	\$ 18,476	\$ 94,099	\$ 94,099
<b>Total for Vice President for Institutional Advancement and Economic Development</b>				<b>\$ 2</b>	<b>\$ 75,623</b>	<b>\$ 18,476</b>	<b>\$ 94,099</b>	<b>\$ 94,099</b>
<b>Vice President for Finance and Administrative Services</b>								
4	733514	Unfreeze and Title Change - Security Guard Specialist to Parking Support Specialist	Prof/Tech Support Non-Exempt	\$ 2	\$ 28,148	\$ 12,017	\$ 40,165	\$ 40,165
5	728580	Unfreeze and Title Change - Specifications Writer to System Analyst	Prof/Tech Support Exempt	2	30,998	19,109	50,107	50,107
6	707501	Unfreeze and Title Change - Senior Project Manager to Construction Account Manager	Classified	2	71,068	4,628	75,696	75,696
7	771514	Unfreeze - Security Guard	Classified	2	24,500	7,095	31,595	31,595
8	707359	Unfreeze - Bus Driver	Classified	2	31,469	3,912	35,381	-
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 10</b>	<b>\$ 186,183</b>	<b>\$ 46,761</b>	<b>\$ 232,944</b>	<b>\$ 197,563</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>								
9	722271	Unfreeze - ET Operations Manager	Prof/Tech Support Exempt	\$ 2	\$ 57,998	\$ 3,945	\$ 61,943	\$ 61,943
10	720102	Unfreeze - ET Specialist - AV System Design	Prof/Tech Support Exempt	2	39,998	11,669	51,667	51,667
11	724397	Unfreeze - Open Lab Technician	Classified	2	25,748	11,172	36,920	36,920
12	701101	Unfreeze and Reclassify - Senior Library Tech Svcs Spec to Librarian I Technical Services	Prof/Tech Support Non- Exempt to Prof/Tech Support Exempt	2	49,498	3,377	52,875	49,896
13	700218	Unfreeze and Reclassify - Survey Research Facilitator to Institutional Research Analyst	Prof/Tech Support Non- Exempt to Prof/Tech Support Exempt	2	39,873	22,070	61,943	61,943
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 10</b>	<b>\$ 213,115</b>	<b>\$ 52,233</b>	<b>\$ 265,348</b>	<b>\$ 262,369</b>
<b>Grand Total</b>							<b>\$ 683,912</b>	<b>\$ 554,031</b>
<b>Less Funding from Savings of Existing Vacant Positions and Pools</b>							<b>(129,881)</b>	<b>-</b>
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>							<b>\$ 554,031</b>	<b>\$ 554,031</b>

## South Texas College

### Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>					
1	DW Staff - PR (Position 840462)	\$ 73,000	\$ 30,143	\$ 103,143	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
2	DW Staff - PR (Position 844362)	\$ 20,400	\$ 26,672	\$ 47,072	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
<b>Total for the Office of the President</b>		<b>\$ 93,400</b>	<b>\$ 56,815</b>	<b>\$ 150,215</b>	<b>\$ -</b>
<b>Vice President for Institutional Advancement and Economic Development</b>					
3	DW Staff - Grants - New	\$ -	\$ 15,466	\$ 15,466	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
<b>Total for the Vice President for Institutional Advancement and Economic Development</b>		<b>\$ -</b>	<b>\$ 15,466</b>	<b>\$ 15,466</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs</b>					
4	DW Staff - Biology (Position 848204)	\$ 10,008	\$ 8,500	\$ 18,508	\$ 8,500
Rationale: •Requesting an increase to cover two more direct wages that can help assist in our labs at Mid Valley Campus and Starr Campus. As we reopen to a more typical face to face semester, we have a need to increase our staff to help assist with our labs. Over the course of the pandemic, we lost 5 Dual Credit Faculty at various high schools, and these courses are now taught by FT biology faculty that need to have the labs prepped. This has increased the need of our lab specialists to travel increasing the need for lab staff to help manage our labs at these campuses. Likewise all our campuses have labs in different buildings which makes it harder to manage the lab prep needed when labs are scheduled at the same time in different buildings.					
5	DW Staff - DC Prgm Instr Pthwys (Position 840286)	\$ 15,180	\$ 1,000	\$ 16,180	\$ 1,000
Rationale: •Increase is to support an increase in hours for our Part-time position, Dual Credit Program Assistant. This position is essential to support the National Summit for Dual Credit Programs logistical planning, Dual Credit Programs Events and Marketing.					
6	DW Staff - Respiratory Therapy (Position 845564)	\$ 14,000	\$ 5,500	\$ 19,500	\$ 5,500
Rationale: •Funds will be used to hire additional DW respiratory staff.					
7	DW Staff - Associate Degree Nursing (New)	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Rationale: •Funds will be used to hire DW records technician to assist with ACEN accreditation record keeping.					



## South Texas College

## Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
8	DW Staff - Vocational Nursing (Position 840557)	\$ 14,000	\$ 6,000	\$ 20,000	\$ 6,000
Rationale: •Funds will be used to hire additional DW respiratory staff.					
9	DW Staff - Distance Education (Position 841374)	\$ 60,000	\$ 8,500	\$ 68,500	\$ 8,500
Rationale: •Funds will be used to hire additional DW staff.					
10	DW Staff - BAT/BAS (New)	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Rationale: •Due to the increasing in bachelor programs a direct wage Student Success Specialist Assistant is being requested to work 19 hours.					
11	Academic Affairs Non-Faculty Temp Pool (Position 720279)	\$ 82,218	\$ 41,545	\$ 123,763	\$ 41,545
Rationale: •Support all departments under the Academic Affairs Division with temporary staff as needed throughout the fiscal year.					
12	DW Staff - Liberal Arts (New)	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Rationale: •Funds will be used to hire direct wage staff to assist the division office and departments within Liberal Arts.					
<b>Total for Vice President for Academic Affairs</b>		<b>\$ 195,406</b>	<b>\$ 94,045</b>	<b>\$ 289,451</b>	<b>\$ 94,045</b>
<b>Vice President for Finance and Administrative Services</b>					
13	DW Staff - Purchasing (Position 840580)	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000
Rationale: •Additional funds are needed to fund direct wage staff.					
<b>Total for the Vice President for Finance and Administrative Services</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					
14	DW Pool - (Position 840102)	\$ 74,598	\$ 77,000	\$ 151,598	\$ 77,000
Rationale: •DW Positions were terminated 3/20. The return to F2F instruction has required the hiring of DW staff to provide classroom and event support across the institution. ET rotates team members to provide cross training experiences at all levels. Campus leads are responsible for additional duties above regular job descriptions. Needed for NAH, TCH & MVC: \$500/semester x 3 semesters = \$4500 \$4500 included in total DW increase					
15	DW Pool Library Acquisitions - (Position 840104)	\$ 15,475	\$ 38,364	\$ 53,839	\$ -

## South Texas College

### Funding for Direct Wage Pools and Non-Faculty Temp Pools Increase for FY 2022-2023

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Rationale: •DW Positions were terminated 3/20. Part-time staff are needed to complete routine tasks (deliver and collect mail, physically process books (spine labels and location identification), etc., freeing technicians to complete more complex work.					
16	DW Pool Library Public Services - (Position 841101)	\$ 83,986	\$ 50,126	\$ 134,112	\$ 46,472
Rationale: •The number of students and faculty using the campus libraries is growing though a technician assigned to a single campus is not needed at this time. By having two Library Tech Full-time Temp roving positions they will assume the technician responsibilities and assist in any library in the College based on the needs of each location.					
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>		<b>\$ 174,059</b>	<b>\$ 165,490</b>	<b>\$ 339,549</b>	<b>\$ 123,472</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>					
17	DW Staff - SFS (Position 840440)	\$ 2	\$ 5,471	\$ 5,473	\$ -
Rationale: •Funds will be used to hire additional DW staff.					
<b>Total for the Vice President for Student Affairs and Enrollment Mgmt.</b>		<b>\$ 2</b>	<b>\$ 5,471</b>	<b>\$ 5,473</b>	<b>\$ -</b>
<b>Net Salary Budget Increase for Pool Funding</b>		<b>\$ 477,867</b>	<b>\$ 352,287</b>	<b>\$ 830,154</b>	<b>\$ 232,517</b>

**South Texas College**  
**Position Salary Funding Reserve for FY 2022-2023**

#	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>					
1	Position Salary Funding Reserve	\$ -	\$ 258,961	\$ 258,961	\$ 258,961
Rationale: •Funds requested will be used to fund positions in FY 2022 - 2023.					
<b>Total for the Office of the President</b>		\$ -	\$ 258,961	\$ 258,961	\$ 258,961
<b>Net Salary Budget for Position Salary Funding Reserve</b>					\$ 258,961

South Texas College

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2022-2023  
 Filled Positions and **Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
<b>Office of the President</b>				
1	Title Change for Public Relations Specialist (Position 702462) to Communication Specialist	Prof/Tech Support Non-Exempt	Grade B	\$ -
Rationale: •Part of reorganization of department. Position name change better suited for functions performed.				
<b>Vice President for Academic Affairs</b>				
2	Title Change for Nursing Lab Clinical Coordinator (Position 715559) to Nursing Skills Remediation & Lab Coordinator - <b>Vacant</b>	Prof/Tech Support Non-Exempt	Grade C	\$ -
Rationale: •Position classification and title need to align with the job duties being executed. Position will oversee students skills checkoff in NAH, MVC, and Starr campuses.				
3	Title Change for Academic Initiatives and Projects Officer (Position 708279) to Academic Initiatives Officer - <b>Vacant</b>	Prof/Tech Support Exempt	Grade G	\$ -
Rationale: •Align position title with on-going initiatives related to instructional divisions.				
4	Title Change for E-Learning Assistive Technologies Specialist (Position 702374) to Instructional Designer II	Prof/Tech Support Exempt	Grade C	
Rationale: •Based on the assessment of the departmental need, the title change is required due to the change in departmental development of online and hybrid courses. The typical semester now contains more than twice the number of line and hybrid section offered.				
<b>Total for Vice President for Academic Affairs</b>				<b>\$ -</b>

South Texas College

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2022-2023  
 Filled Positions and **Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				
5	Six (6) Title Changes for Lab Supervisor to Open Lab Supervisor for the following positions: <ul style="list-style-type: none"> <li>Position 712397, 713397, 712102, 723102, 710397, 715397</li> </ul>	Prof/Tech Support Non-Exempt	Grade C	
Rationale: <ul style="list-style-type: none"> <li>The "Lab Supervisor" and "Open Lab Supervisor" have the same duties, responsibilities, and requirements. This change is needed to streamline and clarify these positions within the organization.</li> </ul>				
6	Title Change for Reporting Analyst II (Position 707392) to Applications Analyst II	Prof/Tech Support Non-Exempt	Grade B	
Rationale: <ul style="list-style-type: none"> <li>The Applications Analyst II would be able to perform complex analysis for reporting and software needs to meet business requirements. The skills would include maintain, manage, and modify existing reports, but would also pertain to software systems and applications. The Reporting Analyst II title limits the employee to only reporting responsibilities.</li> </ul>				
7	Two (2) Title Changes for Reporting Analyst I (Position 705393) to Applications Analyst I for the following positions: <ul style="list-style-type: none"> <li>Position 705393 and 700207</li> </ul>	Prof/Tech Support Non-Exempt	Grade B	
Rationale: <ul style="list-style-type: none"> <li>The Applications Analyst I would be able to perform complex analysis for reporting and software needs to meet business requirements. The skills would include maintain, manage, and modify existing reports, but would also pertain to software systems and applications. The Reporting Analyst I title limits the employee to only reporting responsibilities.</li> </ul>				
8	Title Change for Software Development Architect (Position 702391) to Software Development Engineer	Prof/Tech Support Non-Exempt	Grade C	
Rationale: <ul style="list-style-type: none"> <li>Software Engineer would oversee the technical requirements of large projects and determine if all systems are compatible once new applications are introduced.</li> </ul>				
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ -</b>
<b>Net Salary Budget Increase for Non-Faculty and Faculty Position Title Changes</b>				<b>\$ -</b>

**South Texas College**  
**Deletion of Vacant Non-Faculty Position and Salary Pools and Reduction of Vacant Non-Faculty Positions and Direct Wage Pool for FY 2022-2023**

#	Position #	Title	Classification	Salary Budget Reduced or Deleted
<b>Office of the President</b>				
1	840362	Instructional Initiative Pool - Deleted	Pool	20,000
2	731501	Asst Director of Facilities Operation and Maintenance - Deleted	Administrative	36,250
3	723462	Copy Writer - Deleted	Professional/Technical Non-Exempt	39,885
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 96,135</b>
<b>Vice President for Institutional Advancement and Economic Development</b>				
4	700420	Grant Mgmt. & Compl Off II/PPI - Deleted	Professional/Technical Exempt	75,805
<b>Total for Vice President for Institutional Advancement and Economic Development</b>				<b>\$ 75,805</b>
<b>Vice President for Finance &amp; Administrative Services</b>				
5	702501	Staff Secretary - Reduced	Classified	11,709
6	720359	Transportation Services Pool - Reduced	DW Pool	31,469
<b>Total for Vice President for Finance &amp; Administrative Services</b>				<b>\$ 43,178</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				
6	738101	Library Specialist - Deleted	Professional/Technical Non-Exempt	\$ 35,513
7	700009	Library Technical Svcs Tech - Reduced	Classified	18,050
8	700056	Administrative Assistant - Deleted	Classified	33,232
9	700258	Library Tech Svcs Spec-Dig Res - Deleted	Professional/Technical Non-Exempt	40,655
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 127,450</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>				
10	700126	Student Services Spec I - Deleted	Professional/Tech Non-Exempt	\$ 47,250
11	700042	Student Services Spec I - Reduced	Professional/Tech Non-Exempt	\$ 5,625
12	705190	Coordinator of Vet Enrollment Services - Reduced	Professional/Tech Non-Exempt	\$ 9,343
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>				<b>\$ 62,218</b>
Available Funding Source Identified for New Positions, Reclassification of Vacant Positions and DW Pools				\$ 404,786
Total Salary Reduced				(404,786)
<b>Total Impact to Budget</b>				<b>\$ -</b>

**South Texas College**  
**FY 2021 – 2022 Position Salary Adjustments Approved by the President**

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#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>									
1	Public Relations and Marketing	Position 700093 - Reclassification for Director of Relations and Executive Director of Public Relations and Marketing - <b>Filled</b>	8/25/2021	Admin Exempt	C	\$ 86,625	\$ 25,375	\$ 112,000	\$ 25,375
2	Public Relations and Marketing	Position 703462 - Reclassification for Director of Relations and Marketing to Director of Creative Arts - <b>Filled</b>	2/1/2022	Admin Exempt	C	\$ 71,645	\$ 15,355	\$ 87,000	\$ 15,355
3	Public Relations and Marketing	Position 707462 - Reclassification for Coordinator of Public Relations to Communications and Public Relations Manager - <b>Filled</b>	3/1/2022	Prof/Tech Support Non-Exempt to Exempt	C to E	\$ 2	\$ 55,965	\$ 55,967	\$ 55,965
4	Institutional Advancement	Position 700650 - Reclassification for Vice President for Institutional Advancement to Vice President for Institutional Advancement and Economic Development - <b>Filled</b>	11/1/2021	Executive Exempt	B to C	\$ 74,027	\$ 77,140	\$ 151,167	\$ 77,140
5	Office of President	Position 700404 - Reclassification for Project Coordinator to Project Events Manager - <b>Filled</b>	11/1/2021	Prof/Tech Support Non-Exempt to Exempt	C to E	\$ 40,764	\$ 10,236	\$ 51,000	\$ 10,236
6	Office of President	Position 703362 - Reclassification for Board Liaison to Board Relations Officer- <b>Filled</b>	6/1/2022	Prof/Tech Support Exempt	F to G	\$ 67,250	\$ 16,250	\$ 83,500	\$ 16,250
7	Office of President	Position 700189 - Reclassification for Chief Assistant to the President to Chief of Staff - <b>Filled</b>	6/1/2022	Prof/Tech Support Exempt	F to G	\$ 67,000	\$ 17,000	\$ 84,000	\$ 17,000
<b>Total for Office of the President</b>						<b>\$ 407,313</b>	<b>\$ 217,321</b>	<b>\$ 624,634</b>	<b>\$ 217,321</b>
<b>Vice President for Institutional Advancement and Economic Development</b>									
8	Institutional Advancement	Position 558880 - Reclassification for Associate Dean Industry Training and Economic Development to Dean Industry Training and Economic Development - <b>Filled</b>	3/1/2022	Admin Exempt	C	\$ 100,745	\$ -	\$ 100,745	\$ -
<b>Total for Vice President for Institutional Advancement and Economic Development</b>						<b>\$ 100,745</b>	<b>\$ -</b>	<b>\$ 100,745</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs</b>									
9	Div Nursing & Allied Health	Position 700557 - Salary Adjustment for Dean for Nursing & Allied Health - <b>Filled</b>	5/1/2022	Admin Exempt	E	\$ 133,310	\$ 10,000	\$ 143,310	\$ 10,000
10	Academic Excellence Programs to Academic Advancement	Position 710651 - Reclassification for Academic Excellence Programs Officer to Academic Operations Officer - <b>Filled</b>	1/1/2022	Prof/Tech Support Exempt	G	\$ 68,000	\$ -	\$ 68,000	\$ -
11	Academic Advancement	Position 704279 - Reclassification for Dual Credit Scheduling and Compliance Manager to Director of Dual Credit Scheduling and Enrollment Services - <b>Filled</b>	4/1/2022	Prof/Tech Support Exempt to Admin Exempt	E to B	\$ 63,121	\$ 10,000	\$ 73,121	\$ 10,000
12	Distance Learning	Position 702374 - Reclassification for E Learning Assistive Tech Specialist to Instructional Designer II - <b>Filled</b>	3/1/2022	Prof/Tech Support Exempt to Admin Exempt	C to E	\$ 57,239	\$ -	\$ 57,239	\$ -
13	Emergency Medical Technology	Position 701555 - Reclassification for Licensed Lab Assistant - EMT to Lab Specialist - Emergency Medical Technology - <b>Vacant</b>	3/1/2022	Prof/Tech Support Non-Exempt	B	\$ 33,990	\$ -	\$ 33,990	\$ -

**South Texas College**  
**FY 2021 – 2022 Position Salary Adjustments Approved by the President**

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
14	Academic Advancement to Dual Credit Programs	Position 702284 - Reclassification for Project Manager - Academic Affairs to Dual Credit Enrollment Specialist- <b>Vacant</b>	12/1/2021	Prof/Tech Support Exempt to Non-Exempt	E to B	\$ 5,050	\$ -	\$ 5,050	\$ -
15	Distance Learning to Div of Business Public Safety & Tec	Position 722332 - Reclassification for Student Success Specialist to Guided Pathway Specialist - <b>Filled</b>	12/1/2021	Prof/Tech Support Non-Exempt	C	\$ 35,400	\$ -	\$ 35,400	\$ -
16	Distance Learning to Div of Business Public Safety & Tec	Position 708426 - Reclassification for Student Success Specialist to Guided Pathway Specialist - <b>Vacant</b>	12/1/2021	Prof/Tech Support Non-Exempt	C	\$ 42,688	\$ -	\$ 42,688	\$ -
17	Dual Credit Programs	Position 700134 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - <b>Filled</b>	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 30,450	\$ -	\$ 30,450	\$ -
18	Dual Credit Programs	Position 705610 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - <b>Vacant</b>	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 34,800	\$ -	\$ 34,800	\$ -
19	Dual Credit Programs	Position 700112 - Reclassification for Dual2Degree Specialist to Dual Credit Enrollment Specialist - <b>Vacant</b>	1/1/2022	Prof/Tech Support Non-Exempt	B	\$ 30,900	\$ -	\$ 30,900	\$ -
20	Medical Health Svc Mngmt - MHSM to Div of Math Science IT & BA Prog	Position 725332 - Org Change for Student Success Specialist - <b>Vacant</b>	8/1/2021	Prof/Tech Support Non-Exempt	C	\$ 42,000	\$ -	\$ 42,000	\$ -
21	Academic Advancement	Position 702272 - Salary Adjustment for Assistant Vice President for Academic Advancement - <b>Filled</b>	6/1/2022	Admin Exempt	E	\$ 109,634	\$ 10,000	\$ 119,634	\$ 10,000
<b>Total for Vice President for Academic Affairs</b>						<b>\$ 686,582</b>	<b>\$ 30,000</b>	<b>\$ 716,582</b>	<b>\$ 30,000</b>
<b>Vice President for Finance and Administrative Services</b>									
22	Office of Human Resources	Position 710240 - Reclassification for HR Payroll/Position Ctrl Spec to Compensation Specialist - <b>Vacant</b>	6/1/2022	Prof/Tech Support Non-Exempt	C	\$ 55,234	\$ -	\$ 55,234	\$ -
23	Office of Human Resources	Position 732240 - Reclassification for HR System Specialist to HRIS Reporting and Data Analyst - <b>Vacant</b>	6/1/2022	Prof/Tech Non Exempt to Exempt	B to E	\$ 30,900	\$ 15,100	\$ 46,000	\$ 6,101
24	Business Office	Position 718184 - Salary Adjustment for Accounting Group Manager - <b>Filled</b>	11/1/2021	Prof/Tech Exempt	F to G	\$ 73,219	\$ 5,000	\$ 78,219	\$ 6,101



**South Texas College**  
**FY 2021 – 2022 Position Salary Adjustments Approved by the President**

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
25	Office of Human Resources	Position 705240 - Reclassification for HRIS Workflow Specialist to HRIS Workflow Specialist - <b>Filled</b>	6/1/2022	Prof/Tech Non Exempt to Exempt	B to D	\$ 29,000	\$ 15,000	\$ 44,000	\$ 6,101
<b>Total for Vice President for Finance and Administrative Services</b>						<b>\$ 188,353</b>	<b>\$ 35,100</b>	<b>\$ 223,453</b>	<b>\$ 18,303</b>
<b>Vice President for Finance and Administrative Services</b>									
26	Educational Technologies	Position 702102 - Classification change for Educational Technology Specialist - <b>Filled</b>	9/1/2022	Prof/Tech Support Non-Exempt to Exempt	C	\$ 52,834	\$ -	\$ 52,834	\$ -
<b>Total for Vice President for Finance and Administrative Services</b>						<b>\$ 52,834</b>	<b>\$ -</b>	<b>\$ 52,834</b>	<b>\$ -</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>									
27	Counseling & Student Access Services	Position 740332 - Reclassification for ASL Interpreter to Senior ASL Interpreter - <b>Vacant</b>	3/1/2022	Prof/Tech Exempt	C to D	\$ 62,400	\$ -	\$ 62,400	
28	Counseling & Student Access Services	Position 703336 - Reclassification for Coordinator of Student Disability Services to Student Accessibility Services Manager - <b>Filled</b>	3/1/2022	Prof/Tech Exempt	E to F	\$ 75,000	\$ -	\$ 75,000	
29	Career and Employer Services	Position 700043 - Reclassification for Coordinator of Transition Services for Dual Credit to Coordinator of Enrollment Services for Dual Credit - <b>Filled</b>	1/1/2022	Prof/Tech Non Exempt	D	\$ 47,800	\$ -	\$ 47,800	
30	Counseling & Student Access Services	Position 700238 - Reclassification for Licensed Counselor to Counselor - <b>Filled</b>	12/1/2021	Prof/Tech Exempt	D	\$ 42,436	\$ -	\$ 42,436	
31	Counseling & Student Access Services	Position 632332 - Reclassification for Covid 19 Prevention and Response Manager to Student Well Being Resources Manager - <b>Filled</b>	5/1/2022	Prof/Tech Exempt	G	\$ 84,000	\$ -	\$ 84,000	
32	Counseling & Student Access Services	Position 633332 - Reclassification for Covid 19 Specialist to Student Well Being Resources Specialist - <b>Filled</b>	5/1/2022	Prof/Tech Non Exempt	B	\$ 36,250	\$ -	\$ 36,250	
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>						<b>\$ 347,886</b>	<b>\$ -</b>	<b>\$ 347,886</b>	<b>\$ -</b>
<b>Net Salary Budget Increase for Reclassifications of Positions</b>						<b>\$ 1,783,713</b>	<b>\$ 282,421</b>	<b>\$ 2,066,134</b>	<b>\$ 265,624</b>

**South Texas College**  
**Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022**  
**September 16, 2021**

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Office of the President</b>							
1	704420	Assoc Dir of Grnt Mgmt & Compl	Administrative	\$ 2	\$ 59,998	\$ 60,000	\$ 59,998
2	702650	Director of Fundraising and Foundation	Administrative	2	74,997	74,999	74,997
<b>Total for the Office of the President</b>				<b>\$ 4</b>	<b>\$ 134,995</b>	<b>\$ 134,999</b>	<b>\$ 134,995</b>
<b>Vice President for Academic Affairs</b>							
3	703279	VP for Academic Affairs - Stipend	Executive	\$ -	36,000	36,000	\$ 36,000
4	703279	VP for Academic Affairs	Executive	2	88,998	89,000	88,998
5	704200	Lab Specialist II- Chemistry	Prof/Tech NE	2	30,998	31,000	30,998
6	707557	Lab Asst- NAH	Classified NE	2	26,805	26,807	26,805
7	709557	Lab Asst- NAH	Classified NE	2	26,805	26,807	26,805
8	700013	Lab Asst- ITP	Classified NE	2	26,805	26,807	26,805
9	722557	Lab Specialist II- NAH	Prof/Tech NE	2	29,998	30,000	29,998
10	702426	Lab Tech - Liberal Arts	Classified NE	2	18,977	18,979	18,977
11	702135	Faculty Secretary	Classified NE	2	24,078	24,080	24,078
12	716557	Faculty Secretary	Classified NE	2	19,826	19,828	19,826
13	701264	Lab Assistant - Bus & Tech	Classified NE	2	23,866	23,868	23,866
14	710651	Academic Excellence Programs Officer - Frozen Swap Position	Prof/Tech NE	2	61,873	61,875	61,873
15	703352	Instr Coach - Prof & Org Dev	Prof/Tech NE	2	19,997	19,999	19,997
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 24</b>	<b>\$ 435,026</b>	<b>\$ 435,050</b>	<b>\$ 435,026</b>

**South Texas College**  
**Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022**  
**September 16, 2021**

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>							
16	706160	Accountability and Compliance Coordinator	Prof/Tech NE	\$ 2	\$ 41,998	42,000	\$ 41,998
17	707240	HR Support Specialist	Prof/Tech NE	2	31,033	31,035	31,033
18	701240	Human Resources Assistant	Prof/Tech NE	2	24,298	24,300	24,298
19	709514	Security Support Specialist - Frozen Swap Position	Prof/Tech NE	2	29,866	29,868	29,866
20	746514	Security Guard	Classified NE	2	25,854	25,856	25,854
21	756514	Security Guard	Classified NE	2	25,867	25,869	25,867
22	714502	Lead Custodian - Pecan Campus	Classified NE	2	25,910	25,912	25,910
23	746502	Custodian - Pecan Campus	Classified NE	2	23,068	23,070	23,068
24	762502	Custodian - Pecan Campus	Classified NE	2	19,903	19,905	19,903
25	782502	Custodian - NAH Campus	Classified NE	2	25,081	25,083	25,081
26	712502	Custodian - Tech Campus	Classified NE	2	20,334	20,336	20,334
27	770502	Custodian - Mid Valley Campus	Classified NE	2	19,313	19,315	19,313
28	700007	Custodian - Mid Valley Campus	Classified NE	2	25,081	25,083	25,081
29	700090	Custodian - Mid Valley Campus	Classified NE	2	25,081	25,083	25,081
30	767502	Custodian - Mid Valley Campus	Classified NE	2	21,218	21,220	21,218
31	732499	Carpenter	Classified NE	2	29,578	29,580	29,578
32	741499	Warehouse Assistant	Classified NE	2	18,239	18,241	18,239
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 34</b>	<b>\$ 431,722</b>	<b>\$ 431,756</b>	<b>\$ 431,722</b>

**South Texas College**  
**Additional Request to Unfreeze Non-Faculty Positions for FY 2021-2022**  
**September 16, 2021**

#	Position #	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>							
33	704395	IT Risk and Security Manager	Prof/Tech E	\$ 2	\$ 80,337	80,339	80,337
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 2</b>	<b>\$ 80,337</b>	<b>\$ 80,339</b>	<b>\$ 80,337</b>
<b>Vice President for Student Affairs and Enrollment Management</b>							
34	704612	Dean of Enrollment Services	Administrative	\$ 2	\$ 98,344	\$ 98,346	\$ 98,344
35	710332	Advisor	Prof/Tech NE	2	37,149	37,151	37,149
<b>Total for Vice President for Student Affairs and Enrollment Management</b>				<b>\$ 4</b>	<b>\$ 135,493</b>	<b>\$ 135,497</b>	<b>\$ 135,493</b>
<b>Grand Total</b>				<b>\$ 64</b>	<b>\$ 1,217,573</b>	<b>\$ 1,217,641</b>	<b>\$ 1,217,573</b>
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>							<b>\$ 1,217,573</b>

**South Texas College**  
**Salary Reserve Pool - New Positions and Adjustments to Existing Adjustments**  
**for FY 2021-2022**  
September 16, 2021

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>						
1	623160	COVID-19 Prevention and Response Manager - Dr. Maria Rosas Annual \$84,000 - 3 months (June - August 2022)	\$ -	\$ 21,000	\$ 21,000	\$ 21,000
2	623160	COVID-19 Prevention and Response Manager - Dr. Maria Rosas Cellphone Stipend	\$ -	\$ 450	\$ 450	\$ 450
3	New	Assistant Director of Facilities Operation and Maintenance	\$ -	\$ 68,750	\$ 68,750	\$ 68,750
4	701340	Exec VP Education Program & Student Achievement - Vacant	\$ 134,375	\$ 60,000	194,375	\$ 60,000
<b>Total for Vice President for Finance and Administrative Serv</b>			<b>\$ 134,375</b>	<b>\$ 150,200</b>	<b>\$ 284,575</b>	<b>\$ 150,200</b>
<b>Grand Total</b>			<b>\$ 134,375</b>	<b>\$ 150,200</b>	<b>\$ 284,575</b>	<b>\$ 150,200</b>
<b>Net Salary Budget Increase to Fund Instructional Pool</b>						<b>\$ 150,200</b>

**South Texas College**  
**Additional Request to Transfer Funds from Salary Reserve Pool to Instructional Pool**  
**for FY 2021-2022**  
September 15, 2021

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>						
1	210200	VPAA Reserve Pool	\$ 2,265,739	417,384	\$ 2,683,123	\$ 417,384
<b>Total for Vice President for Academic Affairs</b>			<b>\$ 2,265,739</b>	<b>\$ 417,384</b>	<b>\$ 2,683,123</b>	<b>\$ 417,384</b>
<b>Grand Total</b>			<b>\$ 2,265,739</b>	<b>\$ 417,384</b>	<b>\$ 2,683,123</b>	<b>\$ 417,384</b>
<b>Net Salary Budget Increase to Fund Instructional Pool</b>						<b>\$ 417,384</b>

**South Texas College**  
**FY 2021 - 2022 Budget Amendment - Position Unfreeze List**  
**February 22, 2022**

#	Position #	Title	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
1	700134	Dual Credit Enrollment Specialist	\$ 2	\$ 35,018	\$ 35,020	\$ 35,018
2	705610	Dual Credit Enrollment Specialist	\$ 2	\$ 32,780	\$ 32,782	\$ 32,780
3	700112	Dual Credit Enrollment Specialist	\$ 2	\$ 33,622	\$ 33,624	\$ 33,622
4	700207	Reporting Analyst I	\$ 2	\$ 48,123	\$ 48,125	\$ 48,123
5	701393	Application Specialist	\$ 2	\$ 31,928	\$ 31,930	\$ 31,928
6	710262	Computer Inventory Spec	\$ 2	\$ 36,533	\$ 36,535	\$ 36,533
7	710395	Application Specialist	\$ 2	\$ 35,008	\$ 35,010	\$ 35,008
8	708395	Computer Services Specialist	\$ 2	\$ 28,767	\$ 28,769	\$ 28,767
9	701583	General Svcs Tech	\$ 2	\$ 23,073	\$ 23,075	\$ 23,073
10	732184	Cashier	\$ 2	\$ 24,929	\$ 24,931	\$ 24,929
11	755184	Cashier	\$ 2	\$ 23,498	\$ 23,500	\$ 23,498
12	707462	Coordinator of Public Relation	\$ 2	\$ 48,122	\$ 48,124	\$ 48,122
13	700126	Student Services Spec I	\$ 2	\$ 32,202	\$ 32,204	\$ 32,202
14	700127	Career and Placement Spec	\$ 2	\$ 39,873	\$ 39,875	\$ 39,873
15	703290	Student Conduct Specialist	\$ 2	\$ 34,998	\$ 35,000	\$ 34,998
16	705190	Coord of Vet Enrollment Svcs	\$ 2	\$ 45,969	\$ 45,971	\$ 45,969
17	708191	Administrative Assistant	\$ 2	\$ 28,867	\$ 28,869	\$ 28,867
18	708332	Advisor	\$ 2	\$ 36,069	\$ 36,071	\$ 36,069
<b>Total Positions Unfreezes</b>			<b>\$ 36</b>	<b>\$ 619,379</b>	<b>\$ 619,415</b>	<b>\$ 619,379</b>

**South Texas College**  
**FY 2021 - 2022 Budget Amendment - New Positions Request**  
**February 22, 2022**

#	Position #	Title	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Institutional Advancement and Economic Development</b>				
1	New	Instit Advanc and Eco Dev Admin Officer	\$ 75,625	\$ 75,625
2	New	Instit Advanc and Eco Dev Exec. Admin Asst	\$ 48,125	\$ 48,125
<b>Total for Vice President for Institutional Advancement and Economic Development</b>			<b>\$ 123,750</b>	<b>\$ 123,750</b>
<b>Grand Total</b>			<b>\$ 123,750</b>	<b>\$ 123,750</b>
<b>Net Salary Budget Increase to FY 2021 - 2022</b>				<b>\$ 123,750</b>



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

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#	Position #	Title	Current Salary	Salary Adjustmetn	Adjusted Salary Budget	Impact to Budget
<b>Vice President for Academic Affairs</b>						
1	210200	Instructional Pool Increase - VPAA Reserve Pool	\$ 2,683,123	\$ 1,000,000	\$ 3,683,123	\$ 1,000,000
<b>Total for Vice President for Academic Affairs</b>					<b>\$ 3,683,123</b>	<b>\$ 1,000,000</b>
<b>Net Salary Budget Increase for Faculty Instructional Pool Funding</b>						<b>\$ 1,000,000</b>

**Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget**

Enclosed is the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 - 2022 amended budget for your information and review.

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

**Revenues:**

In total, revenues and carryover allocations will increase as follows:

<b>Revenues and Carryover Allocations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
Other State Appropriations	9,004,877	45,000	(8,959,877)
Tuition-Net of TPEG	33,967,161	36,593,025	2,625,864
Fees	28,686,753	29,228,312	541,559
M&O Property Taxes	58,273,025	65,888,360	7,615,335
Other Revenues	6,437,408	6,837,408	400,000
HEERF Lost Revenue	7,738,146	4,082,685	(3,655,461)
Carryover Allocations	7,032,943	6,054,871	(978,072)
<b>Total Revenues and Carryover Allocations</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>

- State appropriations are expected to decrease \$8,959,879 in FY 2022 - 2023. The projected decrease is mainly due to the removal of the other state appropriation revenues consisting of Optional Retirement Plan (ORP), Teacher Retirement System (TRS), and the Higher Education Employees Group Insurance (HEGI). **The state appropriations for the ORP, TRS, and HEGI allocations will be recorded in the College’s Restricted Fund instead of the Unrestricted Fund to comply with the annual financial report requirements.** The state contact hour appropriation revenue is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.

<b>State Appropriations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
Other State Appropriation-ORP	532,963	-	(532,963)
Other State Appropriation-TRS	2,191,868	-	(2,191,868)
Other State Appropriation-HEGI	6,235,046	-	(6,235,046)
Hazlewood Reimbursement	45,000	45,000	-
<b>Total State Appropriation</b>	<b>\$49,098,912</b>	<b>\$40,139,033</b>	<b>\$(8,959,879)</b>

- Tuition for FY 2022 - 2023 is based on projected enrollment of 19,972 traditional students, flat from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. In total, tuition revenue is projected to increase \$2,625,864 in FY 2022 – 2023 due mainly to an increase in academic tuition revenue for In-District, Out-of-District, and Out-of-State students based on trend and the projected traditional student enrollment.

<b>Tuition</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Academic & Differential Tuition-Net TPEG	\$30,976,503	\$33,602,367	\$2,625,864
Continuing Ed/ITED-Net TPEG	2,990,658	2,990,658	-
<b>Total Tuition</b>	<b>\$33,967,161</b>	<b>\$36,593,025</b>	<b>\$2,625,864</b>

- Fees for FY 2022 - 2023 are based on projected enrollment of 19,972 traditional students, flat from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. The projections indicate an increase in fees revenue of \$541,559 in FY 2022 – 2023 mainly due to an increase in mandatory fee revenue based on trend and the projected traditional student enrollment.

<b>Fees</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total Fees	\$28,686,753	\$29,228,312	\$541,559

- M&O Property Tax revenue for FY 2022 - 2023 is expected to increase \$7,615,335, due to an anticipated increase in tax collections, property values, and based on FY 2021 – 2022 actual revenues.

<b>M&amp;O Property Taxes</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total M&O Property Taxes	\$58,273,025	\$65,888,360	\$7,615,335

- Other revenue is expected to increase \$400,000, due to increase in interest revenue.

<b>Other Revenues</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Dual Credit Cost Reimbursement	\$5,000,000	\$5,000,000	\$-
Dual Credit Academy Participation Fee	350,000	350,000	-
Interest	600,000	1,000,000	400,000
Administrative Costs and Shuttle System Contribution	421,716	421,716	-
Testing Commissions	950	950	-
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenues</b>	<b>\$6,437,408</b>	<b>\$6,837,408</b>	<b>\$400,000</b>

- The HEERF Lost Revenue is projected to decrease \$3,655,461 in FY 2022 – 2023. The decrease is due to the decrease in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue. The HEERF Lost Revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue is funded from the HEERF III Institutional Portion allocated to the College.

<b>HEERF Lost Revenue</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Total HEERF Lost Revenue	\$ 7,738,146	\$4,082,685	\$(3,655,461)

- Carryover Allocations are projected to decrease \$978,072 in FY 2022 - 2023. The decrease resulted from the decrease of \$845,336 in the Unexpended Construction Plant Transfer allocation, the removal of \$2,000,000 for the Contingency Fund allocation, the removal of \$231,448 for the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment allocation, and the removal of \$1,346 for the Retention Incentive Payment allocation being partially offset by the addition of the Welding Equipment allocation of \$2,100,058.

<b>Carryover Allocations</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Unexpended Construction Plant Transfer	\$4,345,336	\$3,500,000	\$(845,336)
Continuing, Professional, and Workforce Education	450,000	450,000	-
Contingency Fund	2,000,000	-	(2,000,000)
Developmental Studies Book Royalties	4,813	4,813	-
One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment	231,448	-	(231,448)
Retention Incentive Payment	1,346	-	(1,346)
Welding Equipment	-	2,100,058	2,100,058
<b>Total Carryover Allocations</b>	<b>\$7,032,943</b>	<b>\$6,054,871</b>	<b>\$(978,072)</b>

**Expenditures, Transfers and Reserves:**

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

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
Salaries	\$99,382,688	\$106,919,272	\$7,536,584
Benefits	30,950,663	24,694,789	(6,300,874)
Operating	37,644,217	41,433,834	3,789,617
Travel	2,229,954	2,338,665	108,711
Capital Outlay	1,524,058	3,033,868	1,509,810

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
<b>Total Expenditures</b>	<b>171,731,580</b>	<b>178,375,428</b>	<b>6,643,848</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	-
Transfer to CE Unexpended Plant Fund	845,336	-	(845,336)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	4,553,705	-	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>10,448,266</b>	<b>(9,054,502)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>

- The Salary expenditures budget for FY 2022 - 2023 is proposed to increase by \$7,536,584. The increase is due to the removal of the COVID-19 Training and Retention Incentive Payments in the amount of \$401,250 and the decrease due to vacancies and new hires in the amount of \$170,567 being offset by the increase in funding for the faculty instructional pools in the amount of \$700,000, the increase in funding for positions that were previously frozen in the amount of \$619,415, the increase in funding for new positions approved in FY 2021 – 2022 in the amount of \$123,750, the increase in funding for the salary adjustment pool in the amount of \$258,961, the increase in funding for the Dual Credit and Adjunct pool pay increase in the amount of \$1,000,000, the increase in funding for the compensation study adjustments in the amount of \$4,099,828, and divisional adjustments and new positions in the amount of \$1,306,447.

	<b>Changes to FY 2022 - 2023 Salary Budget</b>	<b>Amount</b>
1.	Proposed Removal of COVID-19 Training and Retention Incentive Payments	\$(401,250)
2.	Changes in Salaries due to Vacancies and New Hires	(170,567)
3.	Proposed Faculty Instructional Pool Increase	700,000
4.	Restoration of Frozen Positions Approved in FY 2021 - 2022	619,415
5.	Funding for New Positions Approved in FY 2021 – 2022	123,750
6.	Salary Adjustment Pool	258,961
7.	Dual Credit and Adjunct Pool Pay Increase	1,000,000
8.	Compensation Study Adjustments (3% GPI)	4,099,828
9.	Divisional Adjustments and New Positions	1,306,447
	<b>Total</b>	<b>\$7,536,584</b>

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

- The Benefits expenditures budget for FY 2022 - 2023 is proposed to decrease by \$6,300,874 primarily due to the additional funding for the faculty instructional pools, funding for the frozen positions that were previously frozen, funding for new positions, funding for the salary adjustment pool, funding for the Dual Credit and Adjunct pool pay increase, funding for compensation study adjustments, and funding for divisional adjustments and new positions being offset by the removal of the COVID-19 Training and Retention Incentive Payments, the decrease due to vacancies and new hires, and the removal of on-behalf retirement and insurance expenditures that will be recorded in the College's Restricted Fund.
- The Operating expenditures budget for FY 2022 - 2023 is proposed to increase by \$3,789,617 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2022 - 2023 is proposed to increase by \$108,711. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2022 - 2023 is proposed to increase by \$1,509,810 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2022 - 2023 is proposed to decrease by \$9,054,502. The decrease is due to the removal of the Transfer to the Continuing Education Unexpended Plant Fund of \$845,336, the removal of the Fund Balance Reserve in the amount of \$4,553,705, and the decrease in the HEERF Fund Balance Reserve of \$3,655,461.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to the FY 2021 – 2022 amended budget follows in the packet for the Committee's review and information. In order to balance the unrestricted fund budget, the College will continue to monitor trends, update projections and adjust revenues and expenditures as needed.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Unrestricted Projected Budget for FY 2022 – 2023 at the June 14, 2022 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

**South Texas College  
Unrestricted Fund**

Scenario: Flat Enrollment  
Fall: 19,972, Spring: 18,532, Summer: 7,174

**Preliminary FY 2022 - 2023 (Next Year) Budget Summary with Comparison to FY 2021 - 2022 (Current Year)  
As of June 8, 2022**

Summary of Revenues and Carryover Allocations	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Revenues	Difference FY 2022 Amended to FY 2023 Preliminary
State Appropriations	\$ 40,094,035	\$ 40,094,033	21.23%	\$ (2)
<i>Other State Appropriation-ORP*</i>	532,963	-	0.00%	(532,963)
<i>Other State Appropriation-TRS*</i>	2,191,868	-	0.00%	(2,191,868)
<i>Other State Appropriation-HEGI*</i>	6,235,046	-	0.00%	(6,235,046)
<i>Other State Appropriation-Hazlewood Reimbursement</i>	45,000	45,000	0.02%	-
Other State Appropriations Subtotal	9,004,877	45,000	0.00%	(8,959,877)
<b>Total State Appropriations</b>	<b>49,098,912</b>	<b>40,139,033</b>	<b>21.26%</b>	<b>(8,959,879)</b>
<i>Academic &amp; Differential Tuition-Net TPEG</i>	30,976,503	33,602,367	17.80%	2,625,864
<i>Continuing Ed/ITED-Net TPEG</i>	2,990,658	2,990,658	1.58%	-
<b>Total Tuition-Net of TPEG</b>	<b>33,967,161</b>	<b>36,593,025</b>	<b>19.38%</b>	<b>2,625,864</b>
<b>Total Fees</b>	<b>28,686,753</b>	<b>29,228,312</b>	<b>15.48%</b>	<b>541,559</b>
<b>Total M&amp;O Property Taxes</b>	<b>58,273,025</b>	<b>65,888,360</b>	<b>34.89%</b>	<b>7,615,335</b>
<b>Total Other Revenues</b>	<b>6,437,408</b>	<b>6,837,408</b>	<b>3.62%</b>	<b>400,000</b>
<b>Total HEERF Lost Revenue</b>	<b>7,738,146</b>	<b>4,082,685</b>	<b>2.16%</b>	<b>(3,655,461)</b>
<b>Total Carryover Allocations</b>	<b>7,032,943</b>	<b>6,054,871</b>	<b>3.21%</b>	<b>(978,072)</b>
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 191,234,348</b>	<b>\$ 188,823,694</b>	<b>100.00%</b>	<b>\$ (2,410,654)</b>

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Preliminary)	% of Total Expenditures	Difference FY 2022 Amended to FY 2023 Preliminary
<b>Total Salaries</b>	<b>\$ 99,382,688</b>	<b>\$ 106,919,272</b>	<b>56.62%</b>	<b>\$ 7,536,584</b>
<b>Total Benefits</b>	<b>30,950,663</b>	<b>24,649,789</b>	<b>13.06%</b>	<b>(6,300,874)</b>
<b>Total Operating</b>	<b>37,644,217</b>	<b>41,433,834</b>	<b>21.94%</b>	<b>3,789,617</b>
<b>Total Travel</b>	<b>2,229,954</b>	<b>2,338,665</b>	<b>1.24%</b>	<b>108,711</b>
<b>Total Capital Outlay</b>	<b>1,524,058</b>	<b>3,033,868</b>	<b>1.61%</b>	<b>1,509,810</b>
<b>Total Expenditures</b>	<b>\$ 171,731,580</b>	<b>\$ 178,375,428</b>	<b>94.47%</b>	<b>\$ 6,643,848</b>
<b>Transfers &amp; Reserves</b>				
Transfer to Unexpended Plant Fund (Carryover)	3,500,000	3,500,000	1.85%	-
Transfer to CE Unexpended Plant Fund	845,336	-	0.00%	(845,336)
Transfer to Office of ITED	865,581	865,581	0.46%	-
Contingency Fund (Carryover)	2,000,000	2,000,000	1.06%	-
Fund Balance Reserve	4,553,705	-	0.00%	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	2.16%	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>10,448,266</b>	<b>5.53%</b>	<b>(9,054,502)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$ 191,234,348</b>	<b>\$ 188,823,694</b>	<b>100.00%</b>	<b>\$ (2,410,654)</b>

<b>Revenues and Carryover Allocations over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
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\* State On-Behalf Appropriations Moved to Restricted Fund for FY 2022 - 2023



SOUTH TEXAS  
COLLEGE

# Preliminary Unrestricted Budget Summary for FY 2022 - 2023

JUNE 14, 2022

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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## Preliminary Unrestricted Revenues FY 2022 - 2023

Summary of Revenues	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Increase/ (Decrease)
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
<i>Other State Appropriations:</i>			
Optional Retirement Plan	532,963	-	(532,963)
Teacher Retirement System	2,191,868	-	(2,191,868)
Higher Education Group Insurance	6,235,046	-	(6,235,046)
Hazlewood Reimbursement	45,000	45,000	-
Other State Appropriations Subtotal	9,004,877	45,000	(8,959,877)
<b>Total State Appropriations</b>	<b>49,098,912</b>	<b>40,139,033</b>	<b>(8,959,879)</b>
<b>Total Tuition-Net of TPEG</b>	<b>33,967,161</b>	<b>36,593,025</b>	<b>2,625,864</b>
<b>Total Fees</b>	<b>28,686,753</b>	<b>29,228,312</b>	<b>541,559</b>
<b>Total M&amp;O Property Taxes</b>	<b>58,273,025</b>	<b>65,888,360</b>	<b>7,615,335</b>
<b>Total Other Revenues</b>	<b>6,437,408</b>	<b>6,837,408</b>	<b>400,000</b>
<b>Total HEERF Lost Revenue</b>	<b>7,738,146</b>	<b>4,082,685</b>	<b>(3,655,461)</b>
<b>Total Carryover Allocations</b>	<b>7,032,943</b>	<b>6,054,871</b>	<b>(978,072)</b>
<b>Total Revenues</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>

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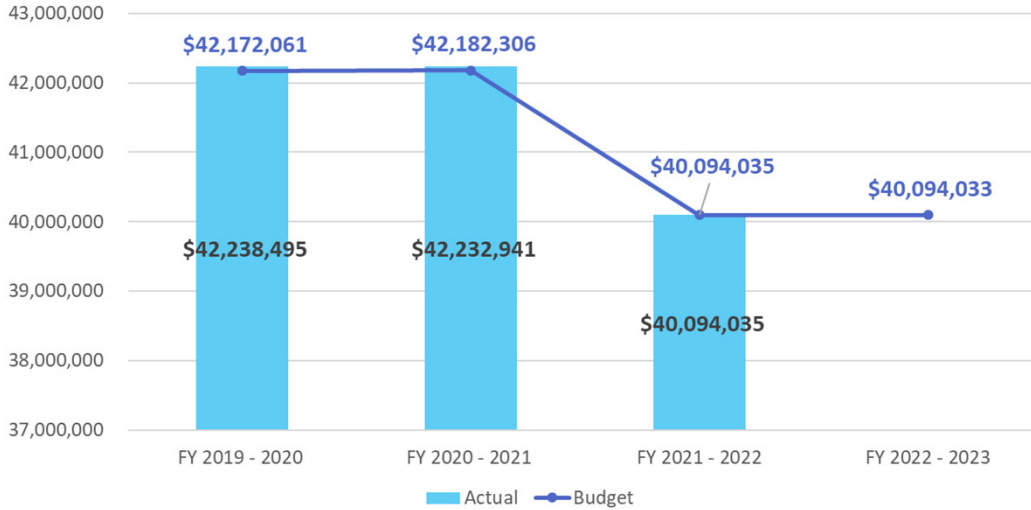
## Preliminary Unrestricted Expenditures FY 2022 - 2023

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$99,382,688	\$106,919,272	\$7,536,584
Total Benefits	30,950,663	24,649,789	(6,300,874)
Total Operating	37,644,217	41,433,834	3,789,617
Total Travel	2,229,954	2,338,665	108,711
Total Capital Outlay	1,524,058	3,033,868	1,509,810
<b>Total Expenditures</b>	<b>\$171,731,580</b>	<b>\$178,375,428</b>	<b>\$6,643,848</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	-
Transfer to CE Unexpended Plant Fund	845,336	-	(845,336)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	4,553,705	-	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>10,448,266</b>	<b>(9,054,502)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

## FY 2022 - 2023 State Appropriation Changes

Appropriation Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
Total State Appropriations	\$49,098,912	\$40,139,033	\$(8,959,879)

## FY 2019 – 2020 to FY 2022 - 2023 State Appropriations History



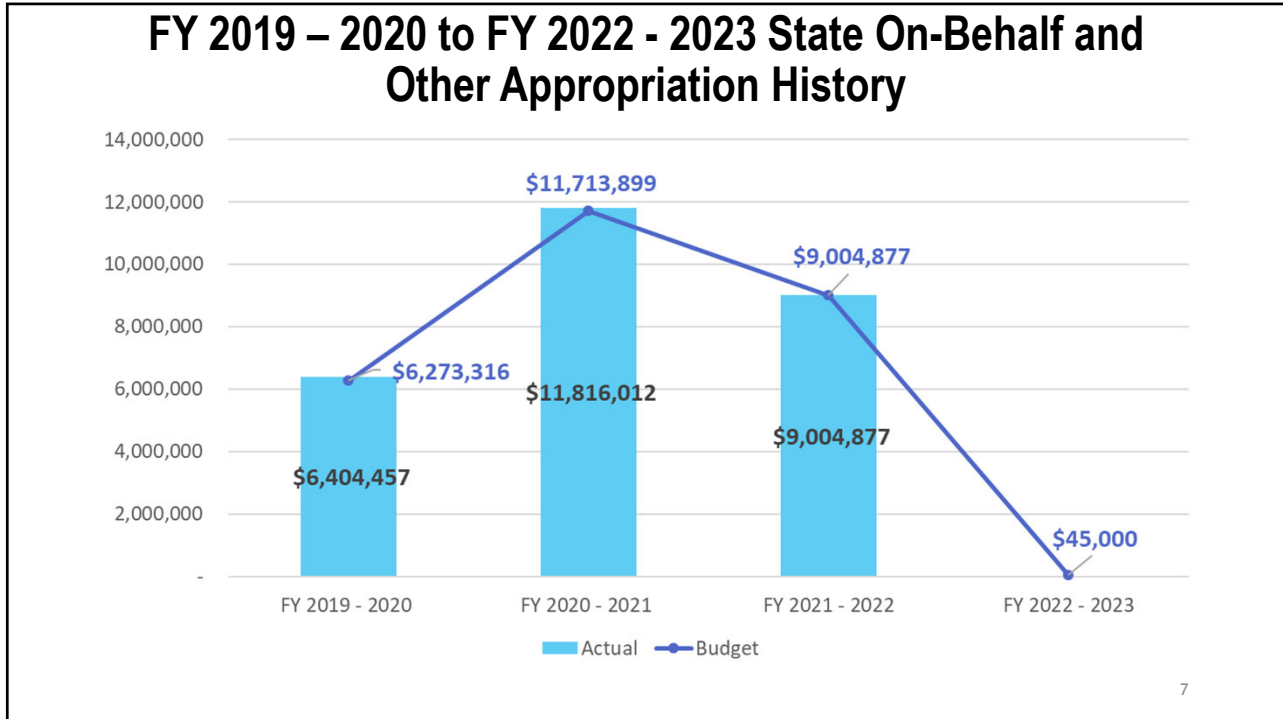
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## FY 2022 - 2023 State On-Behalf Appropriation Revenue and Benefits Expense Changes

State On-Behalf Appropriation Revenue and Benefits Expenses will be recorded in the College’s Restricted Fund instead of the College’s Unrestricted Fund in FY 2022 - 2023 to comply with the annual financial report requirements.

Unrestricted Fund	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Restricted Fund	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)
<b>On-Behalf Appropriations:</b>			<b>On-Behalf Appropriations:</b>		
Optional Retirement Program	\$532,963	\$-	Optional Retirement Program	\$-	\$374,218
Teacher Retirement System	2,191,868	-	Teacher Retirement System	-	2,929,588
Higher Education Employee Group Insurance	6,235,046	-	Higher Education Employee Group Insurance	-	6,235,046
<b>Total On-Behalf Appropriations</b>	<b>\$8,959,877</b>	<b>\$-</b>	<b>Total On-Behalf Appropriations</b>	<b>\$-</b>	<b>\$9,538,852</b>
<b>On-Behalf Benefit Expenditures:</b>			<b>On-Behalf Benefit Expenditures:</b>		
State Funded Expenditures	\$8,959,877	\$-	State Funded Expenditures	\$-	\$9,538,852
Non State Funded Expenditures	13,172,646	13,290,065	Non State Funded Expenditures	-	-
<b>Total On-Behalf Benefit Expenditures</b>	<b>\$22,132,523</b>	<b>\$13,290,065</b>	<b>Total On-Behalf Benefit Expenditures</b>	<b>\$-</b>	<b>\$9,538,852</b>

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### FY 2022 - 2023 Traditional and Dual Credit Enrollment Headcount Projection

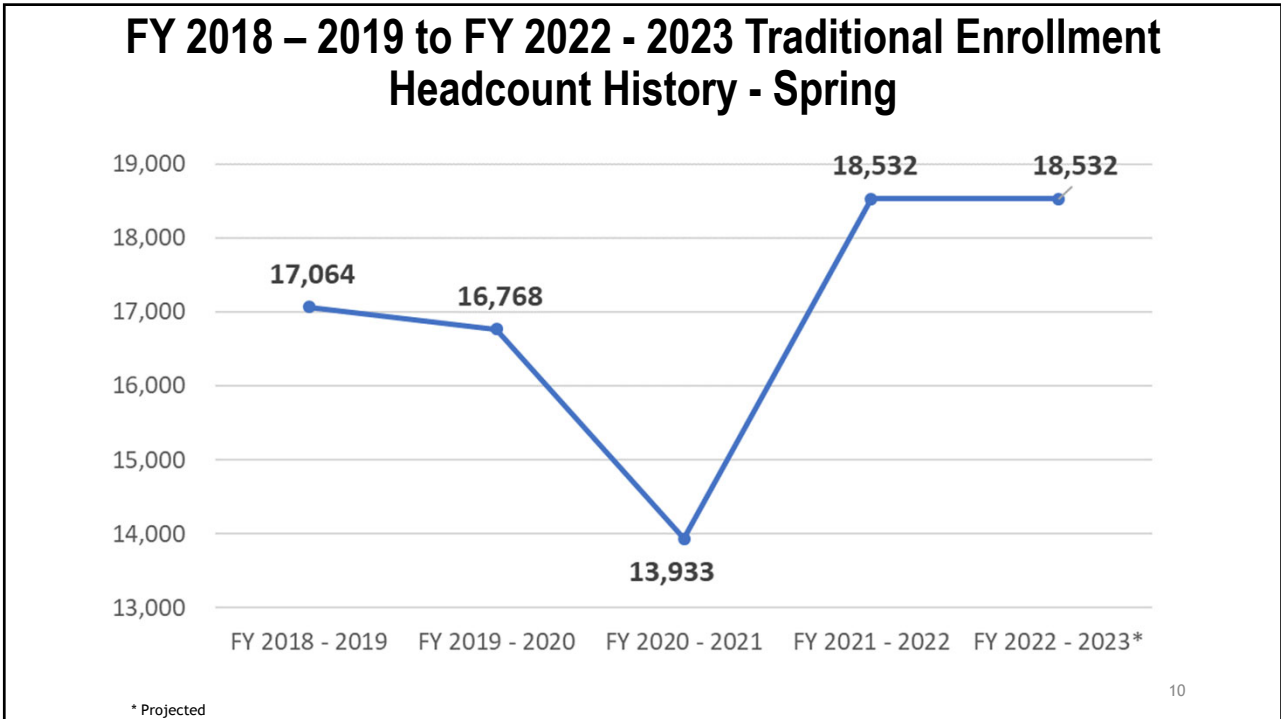
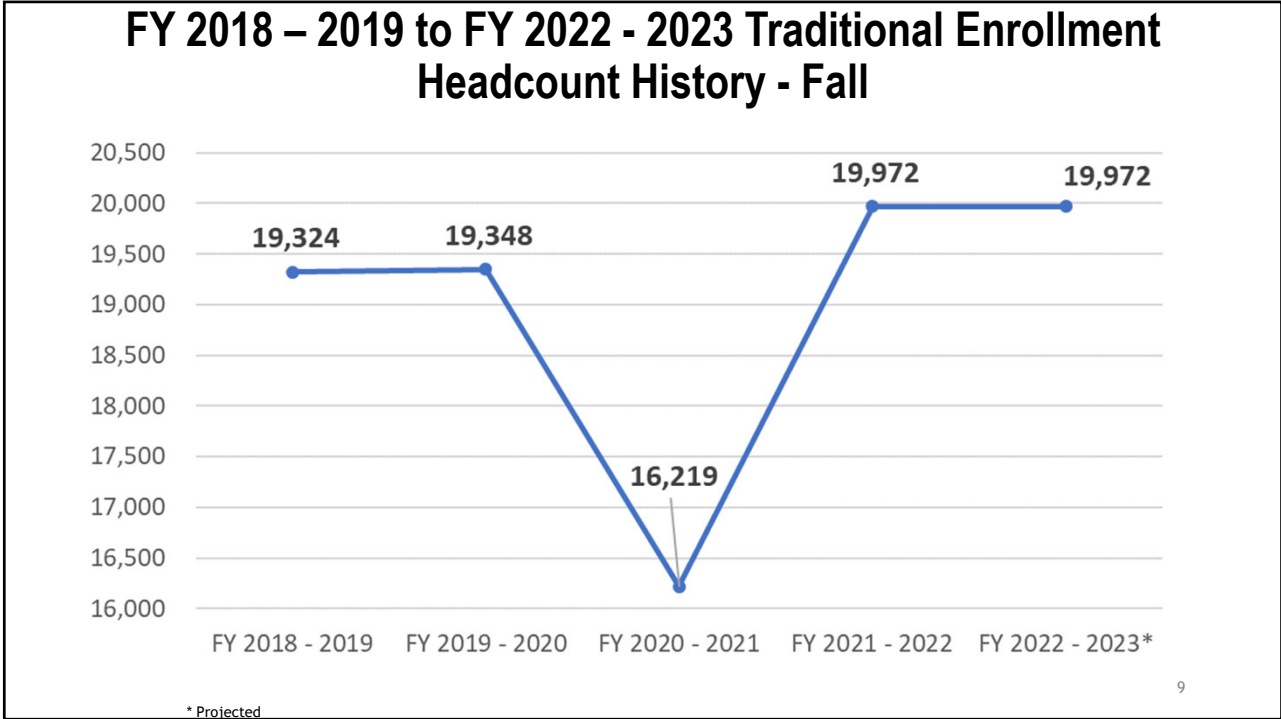
Term	FY 2021 - 2022 Traditional (Actual and Projected)	FY 2022 - 2023 Traditional Projected	Enrollment Decrease (from FY 2021 - 2022)	% Reduction
Fall	19,972	19,972	-	0%
Spring	18,532	18,532	-	0%
Summer*	7,071	7,174	103	1.5%
<b>Total</b>	<b>45,575</b>	<b>45,678</b>	<b>103</b>	<b>0.2%</b>

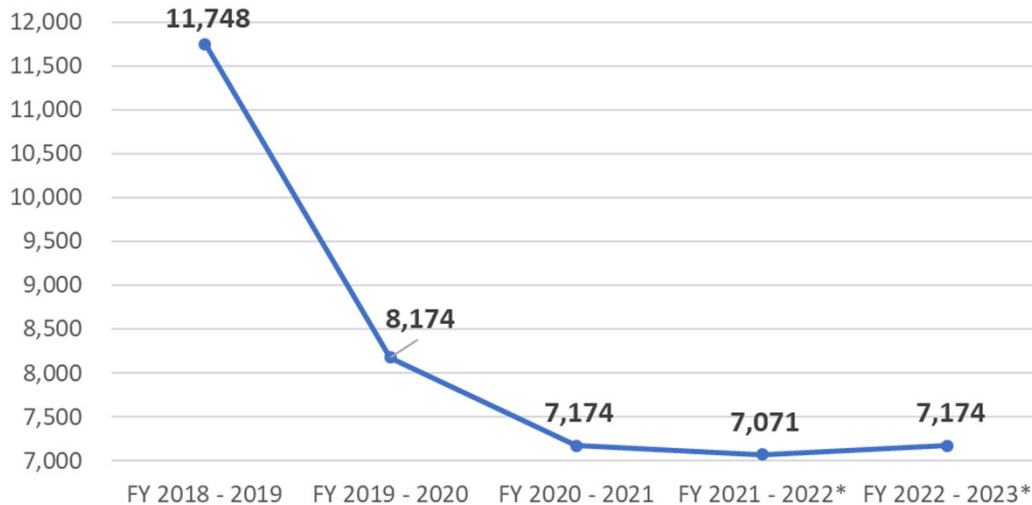
Term	FY 2021 - 2022 Dual Credit (Actual and Projected)	FY 2022 - 2023 Dual Credit Projected	Enrollment Decrease (from FY 2021 - 2022)	% Reduction
Fall	9,191	11,100	1,909	9.6%
Spring	11,242	10,569	(673)	-3.6%
Summer*	3,390	3,624	234	6.9%
<b>Total</b>	<b>23,823</b>	<b>25,293</b>	<b>1,470</b>	<b>6.2%</b>

\* Projected - FY 2021 - 2022 Summer Headcount

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## FY 2018 – 2019 to FY 2022 - 2023 Traditional Enrollment Headcount History - Summer



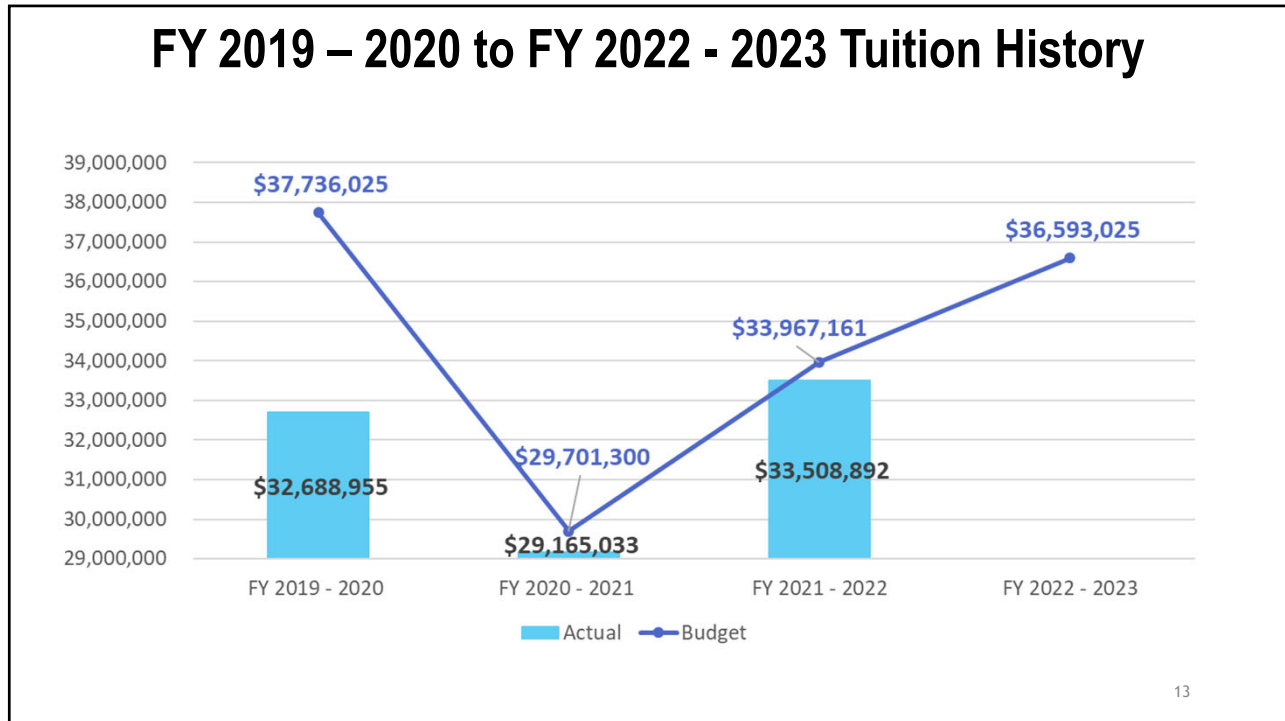
\* Projected

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## FY 2022 - 2023 Tuition Changes

Tuition Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
Academic Tuition Increase Due to Trend and Out of State Rate Increase	\$27,548,379	\$30,390,294	\$2,841,915
Differential Tuition Decrease Due to Trend	3,433,997	3,227,184	(206,813)
Bachelor of Applied Science in Organizational Leadership Increase Due to Trend	1,887,950	2,031,580	143,630
Continuing, Professional, and Workforce Education (CPWE)	3,181,551	3,181,551	-
Texas Public Education Grants (TPEG)	(2,084,716)	(2,237,584)	(152,868)
<b>Total Tuition Changes-Net of TPEG</b>	<b>\$33,967,161</b>	<b>\$36,593,025</b>	<b>\$2,625,864</b>

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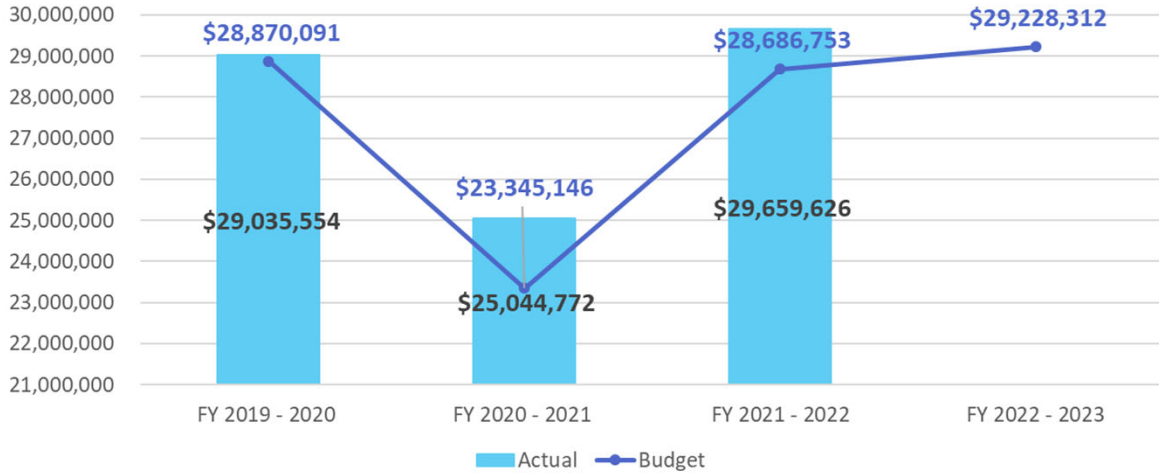


### FY 2022 - 2023 Fee Changes

Fee Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
Fee Increase Due to Trend	\$28,686,753	\$29,228,312	\$541,559

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### FY 2019 – 2020 to FY 2022 - 2023 Fee History



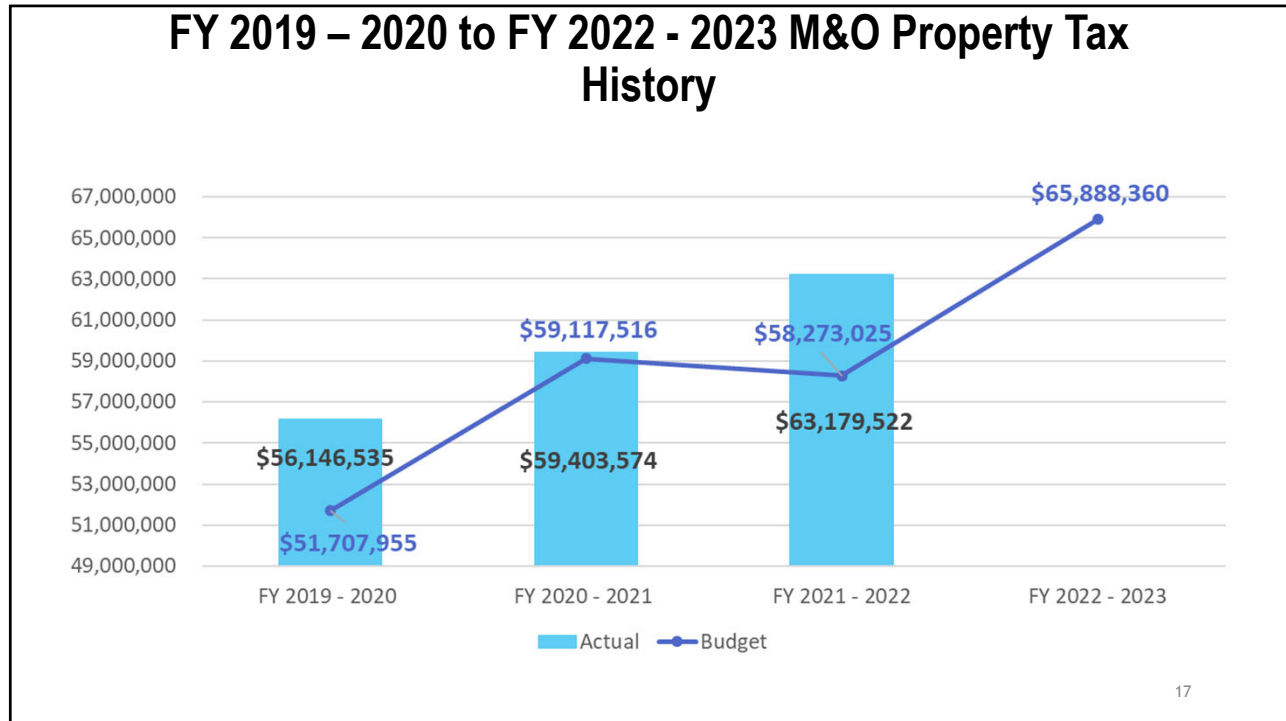
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### FY 2022 - 2023 M&O Property Tax Changes

M&O Property Taxes	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
M&O Tax Collections, Delinquent Tax, and Penalties and Interest*	\$58,273,025	\$65,888,360	\$7,615,335

\* Based on increased collection revenues

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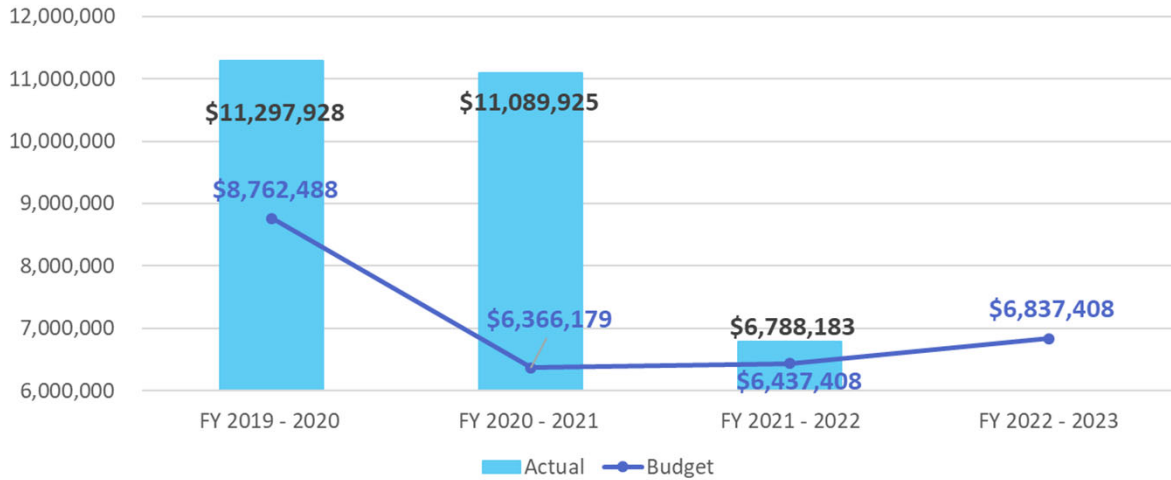
### FY 2022 - 2023 Other Revenue Changes

Other Revenue Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
Dual Credit Enrollment Cost Reimbursement Increase	\$5,000,000	\$5,000,000	\$-
Dual Credit Academy Participation Fee Reduction	350,000	350,000	-
Interest	600,000	1,000,000	400,000
Administrative Costs/Shuttle System Contribution	421,716	421,716	-
Testing Commissions Reduction	950	950	-
Conferences-Continuing, Professional, and Workforce Education	64,742	64,742	-
<b>Total Other Revenue Changes</b>	<b>\$6,437,408</b>	<b>\$6,837,408</b>	<b>\$400,000</b>

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### FY 2019 – 2020 to FY 2022 - 2023 Other Revenue History



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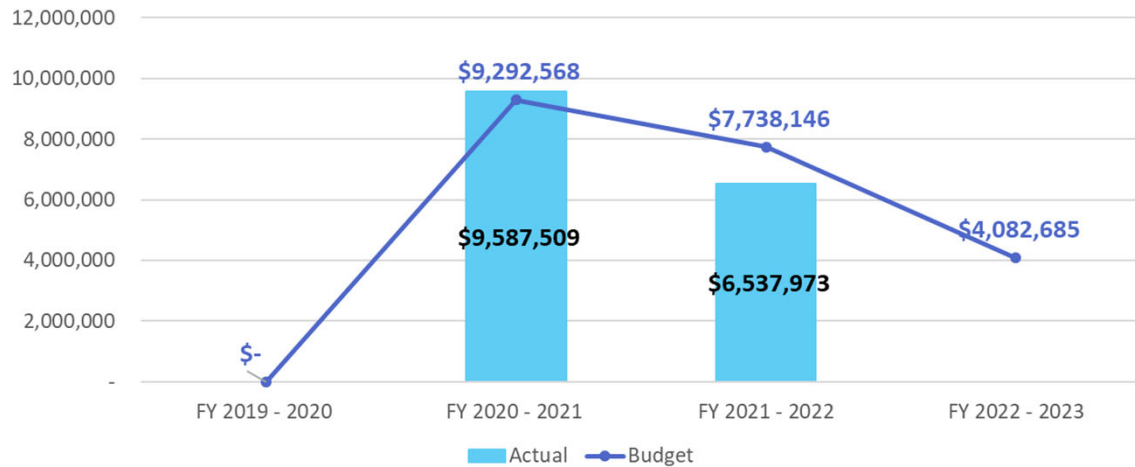
### FY 2022 - 2023 HEERF Lost Revenue

HEERF Lost Revenue Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
HEERF Lost Revenue	\$7,738,146	\$4,082,685	\$(3,655,461)

Expenditure Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
HEERF Fund Balance Reserve	\$7,738,146	\$4,082,685	\$(3,655,461)

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## FY 2019 – 2020 to FY 2022 - 2023 HEERF Lost Revenue History



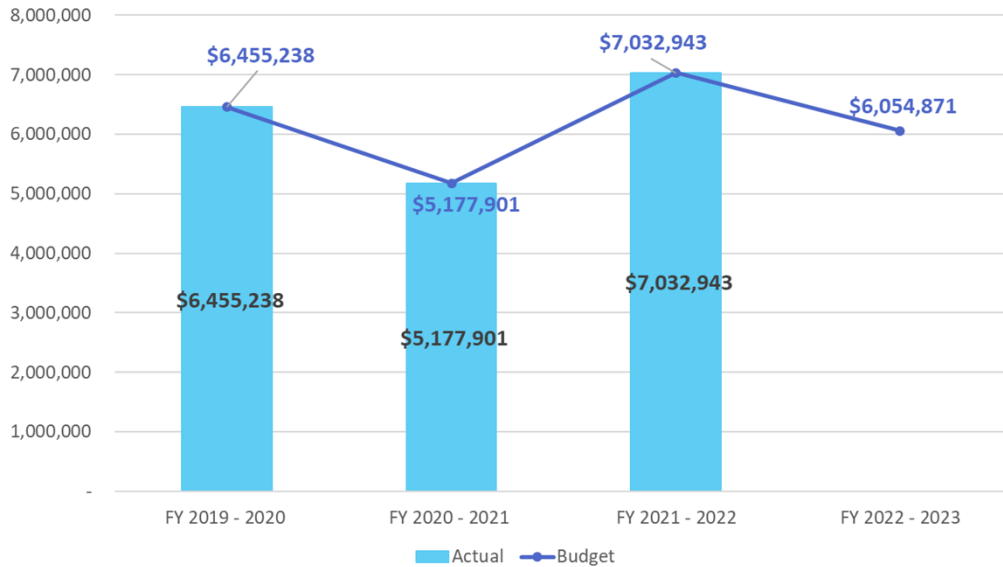
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## FY 2022 - 2023 Carryover Allocations Revenue Changes

Carryover Allocation Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Revenue Increase/(Decrease)
Contingency Fund	\$2,000,000	\$-	\$(2,000,000)
Unexpended Construction Plant Fund	4,345,336	3,500,000	(845,336)
Developmental Studies Book Royalties	4,813	4,813	-
Continuing, Professional, and Workforce Education	450,000	450,000	-
One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment	231,448	-	(231,448)
Retention Incentive Payment	1,346	-	(1,346)
Welding Equipment	-	2,100,058	2,100,058
<b>Total Carryover Allocations Revenue Changes</b>	<b>\$7,032,943</b>	<b>\$6,054,871</b>	<b>\$(978,072)</b>

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## FY 2019 – 2020 to FY 2022 - 2023 Carryover Allocations Revenue History



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## FY 2022 - 2023 Salary Expenditure Changes

Expenditure Category	Expenditure Increase/(Decrease)
<b>Salary Increase Proposals:</b>	
Removal of COVID-19 Training and Retention Incentive Payments	\$(401,250)
Changes in Salaries due to Vacancies and New Hires	(170,567)
Instructional Pool Funding Increase	700,000
Restoration of Frozen Positions Approved in FY 2021 - 2022	619,415
Funding for New Positions Approved in FY 2021 - 2022	123,750
Salary Adjustment Pool	258,961
Dual Credit and Adjunct Pool Pay Increase	1,000,000
Compensation Study Adjustments	4,099,828
Divisional Salary Adjustments and New Positions	1,306,447
<b>Salary Increase Total</b>	<b>\$7,536,584</b>

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## FY 2022 - 2023 Expenditure Changes

Expenditure Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Expenditure Increase/(Decrease)
Salary Increase	\$99,382,688	\$106,919,272	\$7,536,584
Benefits Decrease Due to Additional Salary Expenditures and Removal of On-Behalf Expenditures	30,950,663	24,649,789	(6,300,874)
Operating Increase Due to Requests from Financial Managers	37,644,217	41,433,834	3,789,617
Travel Increase Due to Requests from Financial Managers	2,229,954	2,338,665	108,711
Capital Increase Due to Requests from Financial Managers	1,524,058	3,033,868	1,509,810
<b>Total Expenditure Changes</b>	<b>\$171,731,580</b>	<b>\$178,375,428</b>	<b>\$6,643,848</b>

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## FY 2022 - 2023 Transfers & Reserves Changes

Transfers & Reserves Category	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Expenditure Increase/(Decrease)
Transfer to Unexpended Plant Fund	\$3,500,000	\$3,500,000	\$-
Transfer to CE Unexpended Plant Fund	845,336	-	\$(845,336)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	4,553,705	-	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>\$19,502,768</b>	<b>\$10,448,266</b>	<b>\$(9,054,502)</b>

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## FY 2022 - 2023 Revenues over Expenditures

Summary of Revenues and Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Increase/(Decrease)
Total Revenue	\$191,234,348	\$188,823,694	\$(2,410,654)
Total Expenditures, Transfers & Reserves	191,234,348	188,823,694	(2,410,654)
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

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## Preliminary Unrestricted Revenues FY 2022 - 2023

Summary of Revenues	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Increase/ (Decrease)
State Appropriations	\$40,094,035	\$40,094,033	\$(2)
<i>Other State Appropriations:</i>			
Optional Retirement Plan	532,963	-	(532,963)
Teacher Retirement System	2,191,868	-	(2,191,868)
Higher Education Group Insurance	6,235,046	-	(6,235,046)
Hazlewood Reimbursement	45,000	45,000	-
Other State Appropriations Subtotal	9,004,877	45,000	(8,959,877)
<b>Total State Appropriations</b>	<b>49,098,912</b>	<b>40,139,033</b>	<b>(8,959,879)</b>
<b>Total Tuition-Net of TPEG</b>	<b>33,967,161</b>	<b>36,593,025</b>	<b>2,625,864</b>
<b>Total Fees</b>	<b>28,686,753</b>	<b>29,228,312</b>	<b>541,559</b>
<b>Total M&amp;O Property Taxes</b>	<b>58,273,025</b>	<b>65,888,360</b>	<b>7,615,335</b>
<b>Total Other Revenues</b>	<b>6,437,408</b>	<b>6,837,408</b>	<b>400,000</b>
<b>Total HEERF Lost Revenue</b>	<b>7,738,146</b>	<b>4,082,685</b>	<b>(3,655,461)</b>
<b>Total Carryover Allocations</b>	<b>7,032,943</b>	<b>6,054,871</b>	<b>(978,072)</b>
<b>Total Revenues</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>

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## Preliminary Unrestricted Expenditures FY 2022 - 2023

Summary of Expenditures	FY 2021 - 2022 Budget (Amended)	FY 2022 - 2023 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$99,382,688	\$106,919,272	\$7,536,584
Total Benefits	30,950,663	24,649,789	(6,300,874)
Total Operating	37,644,217	41,433,834	3,789,617
Total Travel	2,229,954	2,338,665	108,711
Total Capital Outlay	1,524,058	3,033,868	1,509,810
<b>Total Expenditures</b>	<b>\$171,731,580</b>	<b>\$178,375,428</b>	<b>\$6,643,848</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	3,500,000	3,500,000	-
Transfer to CE Unexpended Plant Fund	845,336	-	(845,336)
Transfer to Office of ITED	865,581	865,581	-
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	4,553,705	-	(4,553,705)
HEERF Fund Balance Reserve	7,738,146	4,082,685	(3,655,461)
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>10,448,266</b>	<b>(9,054,502)</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$191,234,348</b>	<b>\$188,823,694</b>	<b>\$(2,410,654)</b>
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

# THANK YOU

## Questions?



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

Approval of a proposed auxiliary budget amendment for FY 2021 - 2022 will be requested at the June 28, 2022 Board Meeting.

The proposed budget amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue budgets due to the decrease in commission revenues.
2. To create the Higher Education Emergency Relief Fund (HEERF) Revenue Loss Reimbursement revenue in the amount of \$344,189.

The budget amendment is proposed as follows:

**1. Budget Amendment – Reduce the Auxiliary Fund Revenues Budgets**

<b>Fiscal Year 2021 – 2022</b>	
<b>Summary of Auxiliary Fund Increase/(Decrease) by Classification</b>	
<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Bookstore	\$(221,515)
Vending Machines	(25,000)
<b>Total Revenue Reduction</b>	<b>\$(246,515)</b>
<b>Expenditures</b>	
Operating	(246,515)
<b>Total Expenditures Reduction</b>	<b>\$(246,515)</b>

**A. Auxiliary Revenue Budget Reduction**

- The Auxiliary Fund revenue budget will be reduced by \$246,515 due to the decrease in commission revenues. The revenue budget will be adjusted as follows:
  - The Bookstore revenue budget will be reduced by \$221,515. The revenue reduction is necessary because of the negative impact the COVID-19 pandemic is having on the sales volume of Barnes & Noble, the College’s contracted bookstore.
  - The Vending Machines revenue budget will be reduced by \$25,000. The revenue reduction is necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.

**B. Operating Budget Reduction**

- The operating expense budget will be decreased by \$246,515.

**Fiscal Year 2021 – 2022  
 Auxiliary Fund Operating Expenditures**

<b>Operating Expenditures</b>	<b>Increase/ (Decrease)</b>
Non Self-Sustaining Organizations	(246,515)
<b>Total Operating Reduction</b>	<b>\$(246,515)</b>

**2. Budget Amendment – Create the HEERF Revenue Loss Reimbursement Revenue in the amount of \$344,189**

**Fiscal Year 2021 – 2022  
 Summary of Auxiliary Fund Increase/(Decrease) by Classification**

<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
HEERF Revenue Loss Reimbursement	\$344,189
<b>Total Revenue Increase</b>	<b>\$344,189</b>
<b>Expenditures</b>	
Operating	\$344,189
<b>Total Expenditures Increase</b>	<b>\$344,189</b>

**A. Auxiliary Revenue Budget Increase**

- The Auxiliary Fund revenue budget will be increased by \$344,189 to establish the HEERF Revenue Loss Reimbursement revenue funded by the HEERF III Institutional portion allocated to the College.
  - The HEERF Revenue Loss Reimbursement revenue budget will be added to the Auxiliary Fund revenue budget in the amount of \$344,189. The addition of the revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic.

**B. Operating Budget Increase**

- The operating budget will be increased by \$344,189 to reflect the additional revenue resulting from the HEERF Revenue Loss Reimbursement.

**Fiscal Year 2021 – 2022  
 Auxiliary Operating Expenditures**

<b>Operating Expenditures</b>	<b>Increase/ (Decrease)</b>
Non Self-Sustaining Organizations	\$344,189
<b>Total Operating Increase</b>	<b>\$344,189</b>

**3. Summary of Proposed Budget Amendment – Revenues and Expenditures**

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2021 – 2022 will decrease as follows:



**Fiscal Year 2021 – 2022**  
**Summary of Proposed Amendment – Revenues and Expenditures**

<b>Classification</b>	<b>Increase/(Decrease)</b>
<b>Revenues</b>	
Bookstore	\$(221,515)
Vending Machines	(25,000)
HEERF Revenue Loss Reimbursement	34,189
<b>Total Revenue Increase</b>	<b>\$97,674</b>
<b>Expenditures</b>	
Operating	97,674
<b>Total Expenditures Increase</b>	<b>\$97,674</b>

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for fiscal year 2021 – 2022 will increase as follows:

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

<b>Fund</b>	<b>FY 2022 Original Budget</b>	<b>FY 2022 Proposed Amended Budget</b>	<b>Increase/ (Decrease)</b>
Auxiliary Fund	\$3,963,217	\$4,060,891	\$97,674

Enclosed Documents - The budget amendment (Exhibit A) and presentation follow in the packet for your 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 June 28, 2022 Board meeting, the proposed auxiliary budget amendment for FY 2021 - 2022, as presented.

## South Texas College Auxiliary Fund

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenues Summary

Revenues	Original Budget	Budget Amendment	Amended Budget
Bookstore	\$ 450,000	\$ (221,515)	\$ 228,485
Interest Income	8,000	-	8,000
Food Services	480,625	-	480,625
General Conferences	135,000	-	135,000
Mid-Valley Child Care & Development Center	364,475	-	364,475
Non Public Fund	612,577	-	612,577
Professional Development Conferences	80,000	-	80,000
Self-Supporting Conferences	126,322	-	126,322
Student Activity Fee	1,656,218	-	1,656,218
Vending Machines	50,000	(25,000)	25,000
HEERF Revenue Loss Reimbursement	-	344,189	344,189
<b>Total Revenues</b>	<b>\$ 3,963,217</b>	<b>\$ 97,674</b>	<b>\$ 4,060,891</b>

### Expenditures Summary

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 1,358,097	\$ -	\$ 1,358,097
Total Benefits	467,830	-	467,830
Total Operating	2,043,790	97,674	2,141,464
Total Travel	85,000	-	85,000
Total Institutional Scholarships	8,500	-	8,500
<b>Total Expenditures</b>	<b>\$ 3,963,217</b>	<b>\$ 97,674</b>	<b>\$ 4,060,891</b>

# South Texas College

## Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022



### Proposed Budget Amendment Auxiliary Fund

The Proposed Budget Amendment is necessary for the following reasons:

1. To reduce the Auxiliary Fund revenue and expenditure budgets due to the decrease in commission revenues
2. To create the Higher Education Emergency Relief Fund (HEERF) Revenue Loss Reimbursement revenue in the amount of \$344,189

**Proposed Budget Amendment Summary  
Auxiliary Fund**

**Revenues Summary**

Revenues	Original Budget	Budget Amendment	Amended Budget
Bookstore	\$ 450,000	\$ (221,515)	\$ 228,485
Interest Income	8,000	-	8,000
Food Services	480,625	-	480,625
General Conferences	135,000	-	135,000
Mid-Valley Child Care & Development Center	364,475	-	364,475
Non Public Fund	612,577	-	612,577
Professional Development Conferences	80,000	-	80,000
Self-Supporting Conferences	126,322	-	126,322
Student Activity Fee	1,656,218	-	1,656,218
Vending Machines	50,000	(25,000)	25,000
HEERF Revenue Loss Reimbursement	-	344,189	344,189
<b>Total Revenues</b>	<b>\$ 3,963,217</b>	<b>\$ 97,674</b>	<b>\$ 4,060,891</b>

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South Texas College

**Proposed Budget Amendment Summary  
Auxiliary Fund**

**Expenditures Summary**

Expenditures	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 1,358,097	\$ -	\$ 1,358,097
Total Benefits	467,830	-	467,830
Total Operating	2,043,790	97,674	2,141,464
Total Travel	85,000	-	85,000
Total Institutional Scholarships	8,500	-	8,500
<b>Total Expenditures</b>	<b>\$ 3,963,217</b>	<b>\$ 97,674</b>	<b>\$ 4,060,891</b>

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South Texas College

# 1. Proposed Auxiliary Expenditure Reductions Due To Decrease in Commission Revenues



## Revenue Budget Reductions Decrease in Commission Revenues

Revenues	Revenue Reduction
Bookstore	\$ (221,515)
Vending Machines	(25,000)
<b>Total Revenue Reduction</b>	<b>\$ (246,515)</b>

Expenditures	Expenditure Reduction
Operating	\$ (246,515)
<b>Total Expenditure Reduction</b>	<b>\$ (246,515)</b>

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South Texas College

## 2. Proposed Addition of the HEERF Revenue Loss Reimbursement Revenue



### Proposed Budget Amendment Summary HEERF Revenue Loss Reimbursement Revenue

Revenues	Increase/(Decrease)
HEERF Revenue Loss Reimbursement	\$ 344,189
<b>Total Revenue Increase</b>	<b>\$ 344,189</b>

Expenditures	Increase/(Decrease)
Operating (Non Self-Sustaining)	\$ 344,189
<b>Total Expenditure Increase</b>	<b>\$ 344,189</b>

### 3. Summary of Proposed Auxiliary Budget Amendment



#### Summary of Proposed Budget Amendment Auxiliary Fund

Revenues	Increase/(Decrease)
Bookstore	\$(221,515)
Vending Machines	(25,000)
HEERF Revenue Loss Reimbursement	34,189
<b>Total Revenue Increase/(Decrease)</b>	<b>\$ 97,674</b>

Expenditures	Increase/(Decrease)
Operating	\$ 97,674
<b>Total Expenditures Increase/(Decrease)</b>	<b>\$ 97,674</b>

South Texas College

**Thank You**

**Questions?**

