

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, July 12, 2022 @ 5:30 p.m.**

**Agenda**

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

- I. Approval of June 14, 2022 Finance, Audit, and Human Resources Committee Minutes.....1-31
  
- II. Review and Recommend Action on Award of Proposal for the Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance .....32-38
  
- III. Review and Recommend Action on Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Reject Proposal for Cyber Liability Insurance.....39-65
  
- IV. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreements .....66-118
  - A. Award of Proposals
    - 1) Childcare Services (Award)
    - 2) General Purpose Printing (Award)
    - 3) Travel Services (Award)
  - B. Purchases and Renewals
    - a. Instructional Item
      - 4) Welding Gases, Metals, and Supplies (Renewal)
    - b. Non-Instructional Items
      - 5) Air Condition Filters and Installation (Purchase)
      - 6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
      - 7) Chiller Chemicals and Maintenance (Purchase)
      - 8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)
      - 9) Library Furniture Upholstery Services (Purchase)
      - 10) Parts and Supplies (Purchase)
      - 11) Public Adjuster Services Agreement (Purchase)

	12) Commercial Card Services (Accounts Payable Card) (Renewal)	
	13) Elevator Maintenance Agreement (Renewal)	
	14) Office Supplies (Renewal)	
c.	Technology Items	
	15) Online Digital Portfolio Application (Purchase)	
	16) Service for Mobile Devices (Renewal)	
	17) Syllabus Management Software (Renewal)	
C.	Interlocal Agreements	
	18) Professional Development Services (Interlocal Agreement/Renewal)	
	19) Contract Training Agreement (Interlocal Agreement)	
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VII.	Discussion and Action as Necessary to Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023 .....	124-132
VIII.	Discussion and Action as Necessary on Proposed Budget Amendment for FY 2021 – 2022.....	133-143

**Approval of June 14, 2022 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 14, 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, June 14, 2022 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, June 14, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Ms. Rose Benavidez, Mrs. Dalinda Gonzalez-Alcantar, and Mr. Danny Guzman

Members absent: Mr. Paul R. Rodriguez

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Mr. Rick De La Garza, Ms. Sara Lozano, Mrs. Laura Requena, Ms. Alicia Correa, Dr. Christopher Nelson, Dr. Jesus Campos, Chief Ruben Suarez, Ms. Cindy Zavala, Dr. Sylvia Flores, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**Approval of May 10, 2022 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 10, 2022 were approved as written. The motion carried.

**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 was needed to provide transportation services to STC students.

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

In FY 2022 – 2023, an increase in student enrollment was anticipated, since Fall 2022 course schedule offered 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 was 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:

<b>Transportation Route</b>	<b>FY 2019</b>	<b>FY 2020*</b> (Service Ended March 22, 2020)	<b>FY 2021*</b>	<b>FY 2022</b> (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

Transportation Route	FY 2019	FY 2020* (Service Ended March 22, 2020)	FY 2021*	FY 2022 (As of April 30, 2022)
<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 would remit payment to the LRGVDC for the operating cost of:
  - ⇒ The Green Line 1 (Starr County Campus to Pecan Campus) in the amount of \$93,894.

⇒ Green Line Route 60 (Roma) in the amount of \$70,924.

- Green Line 2 (Starr County Campus to Pecan Campus) - would not be operational.
- Purple Line (Mid Valley) was eliminated by the LRGVDC. As an alternate option, riders 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 would 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 was still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft FY 2022 – 2023 Interlocal Agreement and a Presentation were provided 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, attended the Committee Meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the 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. The motion carried.

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

Mr. Rene Guajardo made a motion to approve all items as presented, and Dr. Alejo Salinas, Jr. seconded the motion.

During discussion, legal counsel informed the committee that there were still pending legal issues related to proposed item #10 for the Consultant Services Contract (Purchase) with Pathfinder Public Affairs, Inc., and recommended that the Committee exclude this item from its recommendation for Board approval. Legal Counsel would provide further guidance on this issue at the Board meeting.

Dr. Alejo Salinas, Jr. withdrew his second of the original motion, and Mr. Rene Guajardo withdrew the motion.



Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., 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, excluding item #10 for the Consultant Services Contract (Purchase) with Pathfinder Public Affairs, Inc.:

**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:

Vendor (City/State)	Vendor (City/State)
<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:

Vendor (City/State)	Vendor (City/State)
<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, less \$95,000 for the excluded item #10 for the Consultant Services Contract (Purchase) with Pathfinder Public Affairs, Inc., for a revised total of \$3,493,043.89.

The motion carried.

#### **Discussion and Action as Necessary on Use of a Purchasing Card (P-Card) by College Employees**

Approval on the Use of a Purchasing Cards (P-Card) by College employees will be requested at the June 28, 2022, Board Meeting.

Purpose – A Purchasing Card (P-Card) would 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 included the use of credit cards by designated employees approved by the President for the procurement of business-related goods and services. The P-Card would 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 would 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 would require approval by the College President and would be in accordance with College procedures.

Reviewers – The proposed implementation of P-Cards within the College’s operations hwas reviewed by the President’s Cabinet.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval to permit the Use of a Purchasing Card (P-card) by College Employees to procure goods and services though 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. The motion carried.

### **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, presented briefly 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.

<b>Recommendation 1</b>
Implement pay structure adjustments to align with market <ul style="list-style-type: none"><li>• Strong starting salaries<ul style="list-style-type: none"><li>⇒ Administrative/Technical Support and Operations Support - \$11.00 entry rate (25.4% adjustment from current \$8.77 per hour)</li></ul></li><li>• Midpoints aligned with market</li><li>• Jobs reclassified based on level of skill, effort, and scope of responsibility</li></ul>
<b>Recommendation 2</b>
Adopt a general pay increase (GPI) to maintain market position <ul style="list-style-type: none"><li>• Model 1: 2% for all staff<ul style="list-style-type: none"><li>⇒ 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.</li></ul></li><li>• Model 2: 2.5% for all staff<ul style="list-style-type: none"><li>⇒ Includes a \$1,500 increase for all continuing faculty on the master’s degree schedule. Additional adjustments at years 1-12 for market alignment.</li></ul></li><li>• Model 3: 3.0% for all staff<ul style="list-style-type: none"><li>⇒ Includes a \$1,910 increase for all continuing faculty on the master’s degree schedule. Additional adjustments at years 1-12 for market alignment.</li></ul></li><li>• For faculty, GPI calculated as a percentage of degree midpoint</li><li>• For other staff, GPI calculated as a percentage of employee’s pay grade midpoint</li><li>• Credit job related experience up to 20 years for faculty and up to the range midpoint with peer equity for exempt and nonexempt jobs</li></ul>



**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 attended the Committee Meeting to address questions by the Committee.

The committee took no action and asked that this information be presented to the full Board of Trustees.

### **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 reviewed the proposed staffing plan revisions requests for FY 2022 – 2023 with staff, which included 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 included 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 consisted 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 was provided in the packet for the Committee's information and review.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the Staffing Plan Revisions requests for FY 2022 – 2023 as presented, and with the understanding that it would be provided for deliberation at the regular Board meeting, and not included as a Consent Agenda item. 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 your information and review.

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



**Revenues:**

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	\$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 were expected to decrease \$8,959,879 in FY 2022 - 2023. The projected decrease was 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 would 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 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	-	(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 was 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 was 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 were 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 indicated 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 was 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 was 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 was 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 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 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 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	\$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>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	-

<b>Expenditures, Transfers &amp; Reserves</b>	<b>FY 2021 - 2022</b>	<b>FY 2022 - 2023</b>	<b>Increase/ (Decrease)</b>
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 was proposed to increase by \$7,536,584. 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 \$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 was 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 would be recorded in the College's Restricted Fund.
- The Operating expenditures budget for FY 2022 - 2023 was proposed to increase by \$3,789,617 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2022 - 2023 was 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 was 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 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.

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 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, presented the Preliminary Summary of Unrestricted Projected Budget for FY 2022 – 2023 at the June 14, 2022 Finance, Audit, and Human Resources Committee meeting and was available to address any questions by the committee.

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

## Discussion and Action as Necessary 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 was 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 was 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 would be reduced by \$246,515 due to the decrease in commission revenues. The revenue budget would be adjusted as follows:
  - The Bookstore revenue budget would be reduced by \$221,515. The revenue reduction was necessary because of the negative impact the COVID-19 pandemic was having on the sales volume of Barnes & Noble, the College’s contracted bookstore.
  - The Vending Machines revenue budget would be reduced by \$25,000. The revenue reduction was necessary because vending machine operations are expected to decrease in light of the COVID-19 pandemic.

#### B. Operating Budget Reduction

- The operating expense budget would 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 would 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 would be added to the Auxiliary Fund revenue budget in the amount of \$344,189. The addition of the revenue represented 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 would 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 would decrease as follows:

<b>Fiscal Year 2021 – 2022</b>	
<b>Summary of Proposed Amendment – Revenues and Expenditures</b>	
<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 would increase as follows:

<b>Fiscal Year 2021 – 2022</b>			
<b>Budgeted Revenues and Expenditures</b>			
<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 were provided in the packet for the Committee’s information and review.

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

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



### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:09 p.m.

I certify that the foregoing are the true and correct Minutes of the June 14, 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

**Review and Recommend Action on Award of Proposal for the Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance**

Approval will be requested at the July 26, 2022 Board meeting to award the student insurance proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance and Business, Public Safety & Technology Student Accident Insurance.

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

- Student / Faculty Medical Professional Liability Insurance - provides coverage for those students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty
- Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance
- Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in the Continuing Education Training Programs
- Business, Public Safety & Technology Student Accident Insurance – provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

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

The College's Insurance Consultant, Mr. Chase Carlisle, will attend the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Carlisle recommends the following awards:

- **Student / Faculty Medical Professional Liability Insurance:**  
Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2022 through August 26, 2023. The premium is \$23,750 which is approximately \$10 per student. The recommendation is based on 2,375 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.**
  - The cost per student (\$10) is the same as the year prior.
  - The carrier remains unchanged from the year prior.

- Students enrolled in the Nursing Allied Health and Child Development programs are automatically enrolled for this coverage.
- **Voluntary Student Accident Insurance:**  
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2022 through August 26, 2023. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College (same as year prior).**
  - The carrier is different from the year prior.
  - Should a student elect to purchase this voluntary coverage, the costs to him/her would be as follows (costs are same as year prior):
    - \$71.25 for school time coverage
    - \$152.00 for full time (24 hour) coverage
    - \$8.55 for dental coverage
- **Workforce Training Programs Student Accident Insurance:**  
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2022 through August 26, 2023. The student accident insurance coverage limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 496 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades. **The premium is paid by the students.**
  - The premium is the same as the year prior.
  - The carrier is different from the year prior.
  - The premium is \$2,700 based on an *estimated* 496 participants (approximately \$5.06 per student) in the workforce training programs. Actual cost per student will be determined once enrollment numbers are received.
  - Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.
- **Business, Public Safety & Technology Student Accident Insurance:**  
Student Insurance Plans / Pan American Life Insurance for the period beginning August 26, 2021 through August 26, 2022. The student accident insurance coverage limit is \$25,000. The annual premium is \$15 per student and is based on 1,833 participants. Participants are enrolled in Business, Public Safety & Technology programs. The premium is paid by the students.
  - This is a new line of coverage for students enrolled in Business, Public Safety & Technology programs
  - Students in Business, Public Safety & Technology programs are automatically enrolled for this coverage.

Background – Proposal documents were advertised on April 20, 2022 and April 27, 2022 and issued to nine (9) vendors. Three (3) responses were received on May 5, 2022 and were evaluated by Mr. Chase Carlisle, Insurance Consultant.

Reviewers – This item was reviewed by Mr. Chase Carlisle, Insurance Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Mr. Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Enclosed Documents - The recommendations provided by Mr. Chase Carlisle follow in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 26, 2022 Board meeting, the proposal awards for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance as presented.



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

RE: Student Insurances RFP 21-22-0164

Dear Ms. Elizondo,

The college received three proposals this year for Student Insurances, which includes Student Professional Liability Insurance as well as Voluntary Student Accident. However, each respondent only responded to one portion of the requested coverages.

Affinity Insurance Services, Inc., the incumbent vendor, was the only responded that offered Student Professional Liability through American Casualty Company of Reeding, PA. The insurance company has an AM Best rating of A. The options provided were as follows:

Limits:	Premium:	Cost per
Student:		
\$1,000,000/ \$5,000,000	\$23,750	\$10
\$2,000,000/ \$5,000,000	\$29,241	\$12.31

Proposals for Voluntary Student Accident Insurance were received from Student Assurance Services, Inc (incumbent vendor) and Student Insurance Plans. Both proposals include an option for Workforce Training coverage. The following options were given:

Student Assurance Services:

- Ameritas Life Insurance Corp
  - Voluntary Student Accident Limit- \$25,000
  - Rates- \$75 per insured for school time/ \$160 per insured full time
  - \$9 Dental Accident Coverage
  - Workforce Training Limit- \$25,000
  - Premium \$2,700





Student Insurance Plans:

Pan America Life Insurance  
Voluntary Student Accident Limit: \$25,000  
Rates- \$71.25 per insured for school time/ \$152 per insured full  
time  
\$8.55 Dental Accident coverage  
Workforce Training Limit- \$25,000  
Premium \$2,700

**Recommendation:**

**On behalf of South Texas College, we recommend awarding the Student Professional Liability Insurance to Affinity Insurance Services, through American Casualty Company of Reeding, PA for the policy term August 26, 2022, through August 26, 2023, at an annual premium of \$23,750. The limit of insurance is \$1,000,000 per occurrence/ \$5,000,000 annual aggregate. The cost for this coverage is paid by the students enrolled in the allied health and child development programs. Further, we recommend award of the Voluntary Student Accident Coverage to Student Accident Plans, through Pan America Life Insurance for the year August 26, 2022, through August 26, 2023. This product is voluntarily purchased by the student and there is no cost to the College. The workforce training coverage is \$2,700.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





### Student Liability Insurance

	Incumbent	Option 1
<b>Proposer</b>	Affinity Insurance Services In	Affinity Insurance Services In
<b>Student Faculty Professional Liability</b>	<b>Current Program</b>	<b>Proposed</b>
Insurance Company	American Casualty Co of Reeding, PA	American Casualty Co of Reeding, PA
A.M. Best Rating	A	A
Admitted/Non Admitted	Admitted	Admitted
Professional Liability	\$1,000,000 each claim/\$5,000,000 Agg	\$1,000,000 each claim/\$5,000,000 Agg
Premium:	\$23,700	\$23,750/\$10 Per Student
		*Optional Limits* \$2,000,000/\$5,000,000 \$29,241



## Student Liability Insurance

	Incumbent	Option 1	Option 2
<b>Proposer</b>	Student Assurance Services Inc	Student Assurance Services Inc	Student Insurance Plans
<b>Workforce Training Program</b>	<b>Current Program</b>	<b>Proposed</b>	<b>Proposed</b>
Insurance Company	Ameritas Life Insurance Corp	Ameritas Life Insurance Corp	Pan American Life Insurance
A.M. Best Rating	A	A	A
Admitted/Non Admitted	Admitted	Admitted	Admitted
Limit	\$ 25,000	\$ 25,000	\$ 25,000
Premium	\$ 2,700	\$ 2,700	\$ 2,700
<b>Business, Public Safety &amp; Technology</b>	<b>Current Program</b>	<b>Proposed</b>	<b>Proposed</b>
Student Accident Insurance	No Prior Coverage	\$ 25,000	\$ 25,000
Premium		Included	\$15.00 Per Student
<b>Voluntary Student Accident Only Insurance</b>	<b>Current Program</b>	<b>Proposed</b>	<b>Proposed</b>
Limit	\$ 25,000	\$ 25,000	\$ 25,000
School Year 8/22/22-8/22/23		*\$75.00 School Time \$160.00 Full Time	*\$71.25 School Time \$152 Full Time
Semester 01/17/23-8/22/23		\$75.00 School Time \$160.00 Full Time	TBD
Trimester 4 Month Coverage		\$75.00 School Time \$160.00 Full Time	N/A
Dental Accident Coverage \$5,000 Max Limit		\$9.00	\$8.55

\*Rates (applies per student)



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

Approval will be requested at the July 26, 2022 Board meeting to award the proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and reject proposal for Cyber Liability Insurance for the period beginning September 1, 2022 through August 31, 2023 at a total cost of **\$1,608,080**.

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

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

The College's Insurance Consultant, Mr. Chase Carlisle, will attend the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Carlisle recommends the following awards:

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

- ⇒ Request award of Property / Inland Marine / Boiler & Machinery Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a total cost of **\$1,098,386**. The policy offers a 5% wind/hail deductible.
- ⇒ Flood insurance is included with a deductible of \$100,000 for Zones X and C and \$500,000 for Zone B. The deductible applies per occurrence and not per building.
- ⇒ The proposed premium of \$1,098,386 represents an increase of 7.9% from the prior year which is considered in line with the current marketplace.
- ⇒ The carrier remains unchanged from the prior year.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Co. (Montalvo) at a cost of **\$7,988**.
- ⇒ The proposed premium of \$7,988 represents a decrease of 6.9% from the prior year.

⇒ The carrier is different from the prior year.

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

⇒ The College’s exposure is shown in the table below:

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

⇒ Under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Though there is no ceiling under civil rights cases, given the College’s comprehensive practices and procedures to avoid liability, reduce risk, and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College’s claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

⇒ School Leaders E&O, General Liability, Law Enforcement Liability, Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$224,806**.

⇒ The proposed premium of \$224,806 represents an increase of 1.4% from the prior year.

⇒ The TASB proposal is contingent upon concurrent participation in the Auto, Liability and Workers Compensation programs proposed.

⇒ The carrier remains unchanged from the prior year.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Association of School Boards (TASB) at a total cost of **\$268,699**.

⇒ The proposed premium of \$268,699 represents a decrease of 1.8% from the prior year.

⇒ The carrier remains unchanged from the prior year.

- **Foreign Liability Insurance**

- ⇒ Foreign Liability Insurance to ACE American Insurance Co. (Montalvo) at a total cost of **\$8,201**.
- ⇒ Due to employee travel to Mexico, the purchase of an international insurance policy is recommended.
- ⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, and Property coverage in specific countries for employees during the normal scope of business, College-owned vehicles, vehicles leased by South Texas College, and equipment. General Liability includes the following limits:
  - \$1,000,000 Each occurrence
  - \$2,000,000 General aggregate
  - \$2,000,000 Products-completed operations aggregate
  - \$1,000,000 Personal and advertising injury
  - \$1,000,000 Damage to premises rented to South Texas College
  - \$25,000 Medical expenses (any one person)
- ⇒ The proposed premium of \$8,201 represents no increase from the prior year.
- ⇒ The carrier remains unchanged from the prior year.

- **Cyber Liability Insurance**

- ⇒ One proposal was received for Cyber Liability Insurance from Texas Association of School Boards (TASB). TASB offered \$1,000,000 of coverage however per the Insurance Consultant, this is not a sufficient limit for the College in today's world. It is requested that this proposal be rejected.
- ⇒ As such, College staff will work with the Insurance Consultant to solicit a new request for proposal for Cyber Liability Insurance which will be presented at the August 23, 2022 Board of Trustees Meeting.

The total recommended award to Montalvo is **\$1,114,575**. The total recommended award to TASB is **\$493,505**.

	<b>TASB</b>	<b>Montalvo</b>
Property / Inland Marine and Boiler & Machinery		\$1,098,386
Crime		\$7,988
School Leaders E&O, General Liability, Law Enforcement	\$162,128	
Automobile	\$62,678	
Workers Compensation	\$268,699	
Foreign Liability		\$8,201
<b>TOTAL</b>	<b>\$493,505</b>	<b>\$1,114,575</b>
<b>Grand Total</b>	<b>\$1,608,080</b>	

Background – Proposal documents were advertised on May 4, 2022 and May 11, 2022 and issued to thirteen (13) vendors. Three (3) responses were received on June 8, 2022 and were evaluated by Mr. Chase Carlisle, Insurance Consultant, Accountability, Risk and Compliance, and the Purchasing Department.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2022 - 2023, pending Board approval of the budget.

Reviewers – This item was reviewed by Mr. Chase Carlisle, Insurance Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance, Mr. Ken Lyons, Risk Manager, and Rebecca Cavazos, Director of Purchasing.

Enclosed Documents – The recommendations and spreadsheets provided by Mr. Chase Carlisle follow in the packet for the Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 26, 2022 Board meeting to award the proposals for Property / Inland Marine / Boiler & Machinery (\$1,098,386), Crime (\$7,988), School Leaders E&O, General Liability, Law Enforcement Liability, Automobile (\$224,806), Workers Compensation (\$268,699), and Foreign Liability (\$8,201) Insurance for the period September 1, 2022 through August 31, 2023 at a total cost of **\$1,608,080** and reject the proposal for Cyber Liability Insurance.



**Property and Casualty Insurance  
Project No. 22-23-1001**

*Address of Proposer:*

<u>PROPOSED</u> Texas Association of School Board	<u>PROPOSED</u> Montalvo Insurance Agency
PO Box 301 Austin, TX 78767 Adrian Pena	208 S Texas Blvd Weslaco, TX 78596 Ramon Montalvo

<b>Property/Inland Marine &amp; Boiler &amp; Machinery</b>		
<b>Hartford (\$200M Loss Limit- 5% Wind/Hail Deductible - TIV \$543,643,443)</b>		
Property Including Inland Marine	No Quote	\$ 1,098,386
Terrorism Risk Insurance Act		Included
Boiler & Machinery		Included
<b>Sub- Total</b>		<b>\$ 1,098,386</b>
<b>Hartford (\$200M Loss Limit- 3% Wind/Hail Deductible- TIV \$543,643,443)</b>		
Property Including Inland Marine	No Quote	PENDING
Terrorism Risk Insurance Act		
Boiler & Machinery		
<b>Sub-Total</b>		<b>\$ -</b>
<b>Crime</b>		
\$35,000 Retention (Travelers)	No Quote	\$ 8,790
\$35,000 Retention (Hartford)	No Quote	<b>\$ 7,988</b>
<b>Casualty</b>		
School Leaders E&O	\$ 162,128	No Quote
General Liability	Included	No Quote
Law Enforcement	Included	No Quote
Automobile	\$ 62,678	No Quote
<b>Casualty Sub-Total</b>	<b>\$ 224,806</b>	<b>\$ -</b>
<b>Subject to:</b>	**Coverage contingent upon concurrent participation in funds Auto, Liability & Worker's Compensation Programs	**Coverage contingent upon concurrent participation in funds Auto, Liability & Worker's Compensation Programs
<b>Workers Compensation</b>		
Workers Compensation - Out of Network		
<b>Subject to:</b>	**Coverage contingent upon concurrent participation in funds Auto, Liability & Worker's Compensation Programs	
<b>Total Casualty &amp; Workers Compensation*</b>	<b>\$ 268,699</b>	<b>\$ 255,453</b>
<b>Foreign Liability</b>		
Foreign Liability	No Quote	<b>\$ 8,201</b>
<b>Cyber Liability</b>		
Cyber Liability	\$ 76,899	No Quote
<b>Total Award Amount by Vendor</b>	<b>\$ 493,505</b>	<b>\$ 1,114,575</b>



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: Property / Inland Marine & Boiler & Machinery Insurance  
Effective September 1, 2022**

Dear Ms. Elizondo,

The College received two proposals this year for property insurance coverages

Montalvo Insurance Agency (incumbent vendor) and Cuellar & Associates, LLC provided quotations for the Property Insurance to include Equipment Breakdown coverage. The two options are as provided:

**Montalvo Insurance:**

Hartford Fire Insurance (A+ XV Am Best Rating)  
Total Insured Values: \$560,892,927  
Policy Loss Limit: \$200,000,000  
Wind/ Hail Deductible: 5%  
Annual Premium: \$1,098,386

**Cuellar & Associates, LLC:**

Lloyds of London  
Total Insured Values: \$613,336,763  
Policy Loss Limit: \$613,336,763  
Named Storm deductible: 2%  
All Other Wind/Hail deductible: 1%  
Annual Premium: \$2,250,000

The Montalvo Insurance proposal is based off the correct total insured values requested by the college and is therefore accurate. The overall rate increase is roughly 5% which is considered in line with the current marketplace.





**Recommendation:**

**On behalf of South Texas College, we recommend purchase of the Hartford Fire Insurance Company quotation through Montalvo Insurance Agency for \$1,098,368 with a term of September 1, 2022 through August 31, 2023.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





**Property, Inland Marine and Boiler & Machinery Insurance**  
**Project No. 22-23-1001**

		Option 1	Option 2
<i>Proposer</i>	Montalvo Insurance Agency	Montalvo Insurance Agency	Cuellar & Associates LLC
<i>Property</i>	Current Program	Proposed	Proposed
Insurance Company	Hartford Fire Ins Co.	Hartford Fire Ins Co.	Lloyds of London
A.M. Best Rating	A+ XV	A+ XV	A
Admitted/Non Admitted	Admitted	Admitted	Non Admitted
Blanket / Scheduled	Scheduled	Scheduled	Not specified
<b>Total Insured Values</b>			
Building Limit:	\$ 436,890,027	\$ 436,890,027	\$ 611,870,192
Building Personal Property incl EDP	\$ 68,226,749	\$ 68,130,081	Incl
Business Income	\$ 55,008,248	\$ 55,008,248	Incl
<b>Sub- Total</b>	\$ 560,125,024	\$ 560,028,356	\$ 611,870,192
Contractors Equipment	\$ 777,160	\$ 814,571	\$ 1,437,821
Fine Arts (Personal Property Of Others)	\$ 50,000	\$ 50,000	\$ 28,750
<b>Total Insurable Values</b>	\$ 560,902,184	\$ 560,892,927	\$ 613,336,763
Co-Insurance	Waived	Waived	Not Specified
Policy Limit/Loss Limit	\$ 200,000,000	\$ 200,000,000	\$ 611,870,192
<b>Sub-Limits (Annual Aggregate)</b>			
Earthquake/Earth Movement Annual Agg	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Flood Annual Aggregate (Zone B)	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Flood Zones X or C	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
*Excluded	603 Coyote Dr La Joya	603 Coyote Dr La Joya	
<b>Deductibles</b>			
Named Storm	5%	5%	2%
Wind/Hail Deductibles	5%	5%	1%
Wind/Hail Waiting Period- Business Income	72 Hours	72 Hours	Not Specified
All Other Perils	\$ 100,000	\$ 100,000	\$ 250,000
Earth Movement	\$ 100,000	\$ 100,000	Not Specified
Fine Arts/Contractor's Equipment	\$ 2,500	\$ 2,500	\$ 1,000
Flood Deductibles			
Zone X or C	\$ 100,000	\$ 100,000	\$ 250,000
Zone B	\$ 500,000	\$ 500,000	\$ 500,000
	Flood ded applies per occ, not per bldg	Flood ded applies per occ, not per bldg	
Valuation	Replacement Cost	Replacement Cost	Replacement Cost
Property	\$ 979,026	\$ 1,098,386	
TRIA	\$ 29,450	Included	N/A
Inland Marine	\$ 9,262	Included	Included
<b>Sub- Total</b>	\$ 1,017,738	\$ 1,098,386	\$ 2,250,000
<b>Equipment Breakdown</b>			
A.M. Best Rating	A+ XV	A+ XV	A
Admitted/Non Admitted	Admitted	Admitted	Non Admitted
Limit of Insurance	\$ 100,000,000	\$ 200,000,000	\$ 100,000,000
Deductible	\$ 100,000	\$ 100,000	\$ 100,000
Premium:	Included in Property	Included in Property	\$ 100,000
<b>TOTAL:</b>	\$ 1,017,738	\$ 1,098,386	\$ 2,350,000



**SOUTH TEXAS COLLEGE  
PROPERTY AND INLAND MARINE INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		Cuellar & Associates, LLC.		Montalvo Insurance Agency	
<b>ADDRESS</b>		1021 S Utah Ave #4		209 S Texas Blvd	
<b>CITY/STATE/ZIP</b>		Weslaco, TX 78596		Weslaco, TX 78596	
<b>PHONE</b>		956-447-4900		956-968-5521	
<b>FAX</b>		956-447-4907		956-969-9198	
<b>CONTACT</b>		Roland Cuellar		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	28.04	28.04	60	60
		28.04		60	
		28.04		60	
		28.04		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	6.75	8	7.25
		7		7	
		6		6	
		7		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	11.25	14	13
		11		12	
		8		12	
		13		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	13	11.75	14	12.75
		12		13	
		10		10	
		12		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3
		2		3	
		2		3	
		2		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
<b>TOTAL EVALUATION POINTS</b>		59.79		96	
<b>RANKING</b>		2		1	

**SOUTH TEXAS COLLEGE  
BOILER & MACHINERY INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		Cuellar & Associates, LLC.		Montalvo Insurance Agency	
<b>ADDRESS</b>		1021 S Utah Ave #4		209 S Texas Blvd	
<b>CITY/STATE/ZIP</b>		Weslaco, TX 78596		Weslaco, TX 78596	
<b>PHONE</b>		956-447-4900		956-968-5521	
<b>FAX</b>		956-447-4907		956-969-9198	
<b>CONTACT</b>		Roland Cuellar		Ramon Montalvo III	
1	The purchase price. (up to 60 points)	28.04	28.04	60	60
		28.04		60	
		28.04		60	
		28.04		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	7	6.75	8	7.25
		7		7	
		6		6	
		7		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	11.25	14	13
		11		12	
		8		12	
		13		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	13	11.75	14	12.75
		12		13	
		10		10	
		12		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	3
		2		3	
		2		3	
		2		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
<b>TOTAL EVALUATION POINTS</b>		59.79		96	
<b>RANKING</b>		2		1	



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: Crime Insurance**  
**Effective September 1, 2022**

Dear Ms. Elizondo,

One proposal was received by the college for Crime Insurance. Montalvo Insurance Agency (incumbent vendor), submitted two quotations for consideration:

**Option 1: Travelers Casualty & Surety Co. (A++ XV)**

Annual Premium \$8,790

**Option 2: Hartford Fire Insurance Co (A+XV)**

Annual Premium \$7,988

**Recommendation:**

**On Behalf of South Texas College, we recommend purchasing Option 2: Hartford Fire Insurance Co. in the amount of \$7,988 for a policy term of September 1, 2022, through August 31, 2023.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





### Crime Insurance

<i>Proposer</i>	Montalvo Insurance Agency	Option 1 Montalvo Insurance Agency	Option 2 Montalvo Insurance Agency
<i>Crime Insurance</i>	<i>Current Program</i>	<i>Proposed</i>	<i>Proposed</i>
Insurance Company	Travelers Casualty & Surety Co.	Travelers Casualty & Surety Co.	Hartford Fire Insurance Co.
A.M. Best Rating	A++ XV	A++ XV	A+ XV
Admitted/Non Admitted	Admitted	Admitted	Admitted
Employee Theft (Dishonesty)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
On Premise	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
In Transit	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Money Orders & Counterfeit Currency	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Computer Fraud	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Funds Transfer Fraud	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Claim Expense	\$ 5,000	\$ 5,000	\$ 5,000
Retention	\$ 35,000	\$ 35,000	\$ 35,000
Social Engineering Limit	\$ 500,000	\$ 500,000	\$ 500,000
Retention	\$ 35,000	\$ 35,000	\$ 35,000
<b>TOTAL:</b>	<b>\$ 8,577</b>	<b>\$ 8,790</b>	<b>\$ 7,988</b>
		*Optional Deductible* \$50,000- \$7,848	*Optional Deductible* \$50,000- \$7,387

**SOUTH TEXAS COLLEGE  
CRIME INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		Montalvo Insurance Agency	
<b>ADDRESS</b>		208 S Texas Blvd	
<b>CITY/STATE/ZIP</b>		Weslaco, TX 78596	
<b>PHONE</b>		956-968-5521	
<b>FAX</b>		956-969-9198	
<b>CONTACT</b>		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.25
		7	
		6	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	13.25
		12	
		13	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.75
		13	
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		97.25	
<b>RANKING</b>		1	



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: School Leaders E&O, General Liability, Law Enforcement Liability,  
Automobile  
Effective September 1, 2022**

Dear Ms. Elizondo,

The College received one response for the above referenced coverages this year.

Texas Association of School Boards (TASB) offered renewal terms for School Leaders E&O including General Liability/Law Enforcement Liability at an annual premium of \$162,128. The automobile coverage, which includes liability and physical damages coverages, is being offered for \$62,678. The TASB proposal is contingent upon concurrent participation in the Auto, Liability and Workers Compensation programs proposed.

**Recommendation:**

**On behalf of South Texas College, we recommend the purchase of School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile coverage from TASB Risk Management for the policy term September 1, 2022, through August 31, 2023 at a total annual premium of \$224,806.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





**School Leaders, Errors & Omissions, General Liability, Law Enforcement and Automobile**

		Option 1	
<i>Proposer</i>	Texas Association of School Boards	Texas Association of School Boards	
	<b>Current Program</b>	<b>Proposed</b>	
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	
A.M. Best Rating	Not Applicable	Not Applicable	
Admitted/Non Admitted	Not Applicable	Not Applicable	
<b>School Leaders E&amp;O</b>			
Policy Form	Claims Made	Claims Made	
Retroactive Date	Not Applicable	Not Applicable	
Limit (Annual Aggregate)	\$ 1,000,000	\$ 1,000,000	
Defense Insided/Outside Limit	Outside Limit	Outside	
Retentions:	\$ 50,000	\$ 50,000	
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	
Defense Coverage Breach of Employment Contract	Yes, See Proposal Clarification	Yes, See Proposal Clarification	
Coverage Sexual Misconduct- Employment Practice Claims Only	Yes	Defense & Damages	
Coverage Sexual Misconduct- Other than Employment	Yes	Defense & Damages	
Defense for Individuals w/Disabilities Suits	Yes	Yes	
Coverage Discrimination of race or national origin	Yes	Yes	
Adm. Hearings- ADR, Spec, Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level	Not Covered. Coverage may be provided when a claim proceeds to court level	
Proposed Policy Non- Assessable	No	No	
Defense Coverage for Breach of Contract Other than Employment Contract	No	No	
Coverage for liability resulting from wrongful acts of consultants and independent contractors	No	No	
Punitive and Exemplary Coverage	No	No	
Personal Injury from an Employment Claim	Yes	Yes	
Back- Wages covered	No	No	
<b>Premium</b>	\$ 166,882	\$ 162,128	
<b>General Liability</b>			
Limits:			
General Aggregate	N/A	N/A	
Products/Completed Ops Agg	Excluded	Excluded	
Personal & Advertising Injury	Included	Included	
Each Occurrence	\$ 1,000,000	\$ 1,000,000	
Deductible:	\$ -	\$ -	
Coverage for Allegations Sexual Abuse or Molestation	See School Leaders E&O	See School Leaders E&O	
<b>General Liability Premium:</b>	<b>Included</b>	<b>Included</b>	



**School Leaders, Errors & Omissions, General Liability, Law Enforcement and Automobile**

		Option 1
<i>Proposer</i>	Texas Association of School Boards	Texas Association of School Boards
	<b>Current Program</b>	<b>Proposed</b>
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund
A.M. Best Rating	Not Applicable	Not Applicable
Admitted/Non Admitted	Not Applicable	Not Applicable
Employee Benefits Liability	\$ 100,000	\$ 100,000
Policy Form	Occurrence	Occurrence
Retro Date	N/A	N/A
Deductible	\$ -	\$ -
<b>Premium</b>	<b>Included in School Leaders E&amp;O</b>	<b>Included in School Leaders E&amp;O</b>
<b>Law Enforcement</b>		
Limit of Liability	Included under GL or Professional Legal Liability depending on allegations	Included under GL or Professional Legal Liability depending on allegations
Policy Form	Depends on if allegations under general liability or professional liability	Depends on if allegations under general liability or professional liability
Retro Date	Not Applicable	Not Applicable
Deductible	Depends on if allegations under general liability or professional liability	
<b>Premium</b>	<b>Included in School Leaders E&amp;O</b>	<b>Included in School Leaders E&amp;O</b>
<b>Automobile</b>		
# Units	135	Not Provided
Liability Limits:	\$100,000/\$300,000/\$100,000	\$100,000/\$300,000/\$100,000
Liability Deductible	\$ 1,000	\$ 1,000
Uninsured/Underinsured Motorist	No	No
Physical Damage	ACV	ACV
Comprehensive Deductible	\$ 1,000	\$ 1,000
Collision Deductible	\$ 1,000	\$ 1,000
Hired Car Physical Damage Limit	\$ 50,000	\$ 50,000
<b>Premium</b>	<b>\$ 54,738</b>	<b>\$ 62,678</b>
<b>TOTAL:</b>	<b>\$ 221,620</b>	<b>\$ 224,806</b>
<b>Subject to:</b>	Coverage contingent upon concurrent participation in funds Auto, Liability and Workers Compensation Programs	Coverage contingent upon concurrent participation in funds Auto, Liability and Workers Compensation Programs



**SOUTH TEXAS COLLEGE  
SCHOOL LEADERS ERRORS AND OMISSIONS/EMPLOYMENT PRACTICES  
LIABILITY INSURANCE  
PROJECT NO. 22-23-1001 - EVALUATION SUMMARY**

<b>VENDOR</b>		TASB Risk Management Fund	
<b>ADDRESS</b>		12007 Research Blvd	
<b>CITY/STATE/ZIP</b>		Austin, TX 78759	
<b>PHONE</b>		800-482-7276	
<b>FAX</b>		512-467-3645	
<b>CONTACT</b>		Dubravka H. Romano	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.75
		8	
		7	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	13.5
		13	
		13	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.75
		14	
		13	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		98	
<b>RANKING</b>		1	

**SOUTH TEXAS COLLEGE  
GENERAL LIABILITY, VIOLENT ACTS, AND LAW ENFORCEMENT  
INSURANCE  
PROJECT NO. 22-23-1001 - EVALUATION SUMMARY**

<b>VENDOR</b>		TASB Risk Management Fund	
<b>ADDRESS</b>		12007 Research Blvd	
<b>CITY/STATE/ZIP</b>		Austin, TX 78759	
<b>PHONE</b>		800-482-7276	
<b>FAX</b>		512-467-3645	
<b>CONTACT</b>		Dubravka H. Romano	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.75
		7	
		8	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	13.5
		13	
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.75
		13	
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		98	
<b>RANKING</b>		1	

**SOUTH TEXAS COLLEGE  
AUTOMOBILE INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		TASB Risk Management Fund	
<b>ADDRESS</b>		12007 Research Blvd	
<b>CITY/STATE/ZIP</b>		Austin, TX 78759	
<b>PHONE</b>		800-482-7276	
<b>FAX</b>		512-467-3645	
<b>CONTACT</b>		Dubravka H. Romano	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.75
		7	
		8	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	13	13.5
		13	
		14	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.75
		13	
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		98	
<b>RANKING</b>		1	



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: Workers Compensation Insurance  
Effective September 1, 2022**

Dear Ms. Elizondo,

Two proposals were received by the college in reference to Workers Compensation coverage. The following options were submitted:

**Montalvo Insurance Agency**

Texas Mutual Insurance (A+ XV)

Annual Premium: \$255,453 In Network

\$290,267 Out of Network

**TASB Risk Management Fund**

Annual Premium: \$268,699

**Recommendation:**

**On behalf of South Texas College, we recommend the award and purchase of the TASB proposal for an annual premium of \$268,699. The TASB Risk Management Fund requires that all proposed coverage be purchased. Therefore, to purchase the School Leaders E&O, General Liability, Law Enforcement Liability, and Automobile coverages, the College would be required to purchase the workers compensation as well.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





## Workers Compensation Insurance

<i>Proposer</i>	Texas Association of School Boards	Option 1 Texas Association of School Boards	Option 2 Montalvo Insurance Agency
	<b>Current Program</b>	<b>Proposed</b>	<b>Proposed</b>
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Texas Mutual Ins Company
A.M. Best Rating	Not Applicable	Not Applicable	A+ XV
Admitted/Non Admitted	Not Applicable	Not Applicable	Admitted
<i>Employers Liability</i>			
Payroll Classifications	Claims Made		
8810 Clerical	\$ 8,769,562	\$ 11,553,620	\$ 11,553,620
9101 All Other	\$ 7,458,544	\$ 5,407,862	\$ 7,189,736
8868 Professional	\$ 75,755,728	\$ 83,445,719	\$ 83,445,719
7380 Bus Drivers	\$ 93,708	\$ 96,894	\$ -
7720 Police Officers	\$ 1,638,498	\$ 1,684,980	\$ -
<b>Total Gross Payroll</b>	<b>\$ 93,716,040</b>	<b>\$ 102,189,075</b>	<b>\$ 102,189,075</b>
8868 Volunteer Instructors	Not Covered		
<b>Estimated Premium- Out of Network</b>	<b>\$ 273,564</b>	<b>\$ 268,699</b>	<b>\$255,453 In Network \$290,267 Out of Network</b>

**SOUTH TEXAS COLLEGE  
WORKERS COMPENSATION INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		<b>TASB Risk Management Fund</b>		<b>Montalvo Insurance Agency</b>	
<b>ADDRESS</b>		12007 Research Blvd		209 S Texas Blvd	
<b>CITY/STATE/ZIP</b>		Austin, TX 78759		Weslaco, TX 78596	
<b>PHONE</b>		800-482-7276		956-968-5521	
<b>FAX</b>		512-467-3645		956-969-9198	
<b>CONTACT</b>		Dubravka H. Romano		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60	55.54	55.54
		60		55.54	
		60		55.54	
		60		55.54	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.75	6	7.25
		7		7	
		8		8	
		8		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	13.75	14	13.5
		13		12	
		14		14	
		14		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.75	14	13.5
		13		12	
		14		14	
		14		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
		3		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
<b>TOTAL EVALUATION POINTS</b>		98.25		92.79	
<b>RANKING</b>		1		2	



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: Foreign Liability Coverage  
Effective September 1, 2022**

Dear Ms. Elizondo,

One proposal was received by the College for Foreign Liability Insurance. Montalvo Insurance Agency (incumbent vendor), submitted a proposal through ACE American Insurance Company (A+ XV) for an annual premium of \$8,201.

**Recommendation:**

**On behalf of South Texas College, we recommend the award and purchase of foreign liability insurance from Montalvo Insurance through ACE American Insurance for an annual premium of \$8,201 with a policy term of September 1, 2022 through August 31, 2023.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





## Foreign Liability Insurance

<i>Proposer</i>	Montalvo Insurance Agency	Option 1
	<b>Current Program</b>	<b>Proposed</b>
Insurance Company	ACE American Insurance Co.	ACE American Insurance Co.
A.M. Best Rating	A++ XV	A++ XV
Admitted/Non Admitted	Admitted	Admitted
<b>General Liability</b>		
Each Occurrence	\$ 1,000,000	\$ 1,000,000
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products/Co. Ops Aggregate	\$ 2,000,000	\$ 2,000,000
Damage to Premises Rented to You limit (Any one premises)	\$ 1,000,000	\$ 1,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Medical Expense Limit	\$ 25,000	\$ 25,000
Employee Benefits Liability (\$1,000 Deductible)	\$ 1,000,000	\$ 1,000,000
Automobile Liability- Contingent	\$ 1,000,000	\$ 1,000,000
<b>Total:</b>	<b>\$ 8,201</b>	<b>\$ 8,201</b>



**SOUTH TEXAS COLLEGE  
FOREIGN GENERAL LIABILITY INSURANCE  
PROJECT NO. 22-23-1001  
EVALUATION SUMMARY**

<b>VENDOR</b>		Montalvo Insurance Agency	
<b>ADDRESS</b>		208 S Texas Blvd	
<b>CITY/STATE/ZIP</b>		Weslaco, TX 78596	
<b>PHONE</b>		956-968-5521	
<b>FAX</b>		956-969-9198	
<b>CONTACT</b>		Ramon Montalvo, III	
1	The purchase price. (up to 60 points)	60	60
		60	
		60	
		60	
2	The reputation of the vendor and the vendor's goods or services. (up to 8 points)	8	7.25
		7	
		6	
		8	
3	The quality of the vendor's goods and/or services. (up to 14 points)	14	13.25
		12	
		13	
		14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 14 points)	14	13.5
		13	
		13	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
<b>TOTAL EVALUATION POINTS</b>		97	
<b>RANKING</b>		1	



June 29, 2022

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
Mc Allen, Texas 78501

**RE: Cyber Liability Insurance  
Effective September 1, 2022**

Dear Ms. Elizondo,

One proposal was received by the college for Cyber Liability Insurance. The proposal was from TASB Risk Management Fund for an annual premium of \$76,899 for a \$1,000,000 limit of liability.

**Recommendation:**

**On behalf of South Texas College, we recommend that the College reissue separate Request for Proposal for higher limit options.**

Sincerely,

Chase Carlisle, CIC, CMIP, CPCU  
Vice President





## Cyber Insurance

		Option 1	
<i>Proposer</i>	Montalvo Insurance Agency	Texas Association of School Boards	
<i>Crime Insurance</i>	<i>Current Program</i>	<i>Proposed</i>	
Insurance Company	Brit	TASB Risk Management Fund	
A.M. Best Rating	Not Applicable	Not Applicable	
Admitted/Non Admitted	Not Applicable	Not Applicable	
Cyber Liability/Data & Network Liability	\$ 2,000,000	\$	1,000,000
Breach Response/Post Breach Remedial	\$ 2,000,000	\$	1,000,000
Ransomware/Malware	\$ 2,000,000	\$	1,000,000
Data Recovery Costs	\$ 2,000,000	\$	1,000,000
Regulatory Defense & Penalties	\$ 2,000,000	\$	1,000,000
E Crime	\$ 250,000	\$	250,000
Retention	\$ -	\$	-
<b>TOTAL:</b>	<b>\$ 51,872</b>		<b>76,899</b>
		<b>*recommend that the College reissue separate Request for Proposal for higher limit options</b>	

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

Approval of the following award of proposals, purchases, renewals, and interlocal agreements will be requested at the July 26, 2022 Board meeting.

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

**A. Award of Proposals**

**B. Purchases and Renewals**

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

**C. Interlocal Agreements**

**A. Award of Proposals**

**1) Childcare Services (Award)**

Award the proposal for childcare services for the period beginning September 1, 2022 through August 31, 2023, at an estimated total Carl Perkins Grant amount of \$105,500.00. The fifty-six (56) qualifying vendors are as follows:

<b>Vendors (City, State)</b>		
<b>Angel Keepers</b> (Alamo, TX) (New)	<b>Blessings Learning Academy of Alamo, TX, Inc.</b> (Alamo, TX)	<b>iKids Academy</b> (Alamo, TX)
<b>Kids Point Academy</b> (Alamo, TX) (New)	<b>Kid’z First Child Care Center, Inc. #2</b> (Alton, TX)	<b>Garza’s Childcare and Development Center</b> (Donna, TX)
<b>Stepping Stones Day Care II</b> (Donna, TX)	<b>All About Kids Learning Center, LLC.</b> (Edcouch, TX) (New)	<b>Alma’s Daycare Center</b> (Edinburg, TX) (New)
<b>Brighter Future Learning Center</b> (Edinburg, TX)	<b>Genesis Learning Center</b> (Edinburg, TX)	<b>My Little Tree House Learning Center</b> (Edinburg, TX) (New)
<b>The Children’s College Learning Center</b> (Edinburg, TX)	<b>TCCLC North, Inc.</b> (Edinburg, TX)	<b>The Learning Journey Day School</b> (Edinburg, TX)
<b>VIP Learning Center</b> (Edinburg, TX)	<b>Bright Smiles Learning Center</b> (Elsa, TX) (New)	<b>Busy Bee Beehive Learning Center, LLC.</b> (Elsa, TX)

<b>Vendors (City, State)</b>		
<b>Adventureland Academy #2, LLC.</b> (McAllen, TX) (New)	<b>Brackenridge Children’s Center, LLC.</b> (McAllen, TX)	<b>Bright Beginnings</b> (McAllen, TX)
<b>Easter Seals Child Development</b> (McAllen, TX)	<b>Little Rockets Academy</b> (McAllen, TX) (New)	<b>Little Shining Star Daycare, Inc.</b> (McAllen, TX)
<b>Magic Child Development Daycare</b> (McAllen, TX) (New)	<b>MommyLand Bilingual Academy</b> (McAllen, TX)	<b>The Giving Tree S.T.E.M. Childcare, LLC.</b> (McAllen, TX) (New)
<b>Tony’s Playhouse Discovery Center</b> (McAllen, TX)	<b>City Kids Academy</b> (Mercedes, TX) (New)	<b>Tiny Steps Learning Center</b> (Mercedes, TX) (New)
<b>Bright Beginnings Learning Center</b> (Mission, TX)	<b>His Little Ones Preschool and Daycare, LLC.</b> (Mission, TX) (New)	<b>Honey’s Little Bee’s Learning Center</b> (Mission, TX)
<b>Kidz Crusade Academy, LLC.</b> (Mission, TX)	<b>Little Lobos Daycare</b> (Mission, TX) (New)	<b>Little World Daycare and Learning Center, LLC.</b> (Mission, TX) (New)
<b>Love Bugs CEC</b> (Mission, TX)	<b>Martha A. Garcia Registered Childcare</b> (Mission, TX)	<b>Ready, Set, and Learn Daycare</b> (Mission, TX)
<b>Children’s Garden Daycare</b> (Palmview, TX)	<b>Fisher Kids Academy</b> (Palmview, TX)	<b>Lily’s Little Kids</b> (Palmview, TX)
<b>Palmview Academy</b> (Palmview, TX) (New)	<b>Campanitas Day Care</b> (Pharr, TX)	<b>Evelyn N.K. Sackey-Walker</b> (Pharr, TX) (New)
<b>Futuros Lideres Learning Center</b> (Pharr, TX)	<b>Kids Academy Daycare</b> (Pharr, TX)	<b>Kids Academy Daycare Center #2</b> (Pharr, TX)
<b>Little Explorers Development &amp; Learning Center</b> (Pharr, TX) (New)	<b>Little Treasures Learning Center, LLC.</b> (Pharr, TX) (New)	<b>Royal Education Center</b> (Pharr, TX)
<b>Kami’s Cuddling Center</b> (Rio Grande City, TX)	<b>Learning Zone</b> (Rio Grande City, TX)	<b>Learning Zone II</b> (Rio Grande City, TX)
<b>El Shaddi International Christian Day Care Center</b> (Weslaco, TX)	<b>Little Miracles Learning Center , LLC.</b> (Weslaco, TX)	

Purpose – The Providing Academic Support to Students (PASS) Program is requesting childcare services for the students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins Grant.

Justification and Benefit – The career and technical education program students that meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements are as follows: a cumulative 2.7 GPA or higher and full-time status is required for the Fall, Spring, and Summer semesters (no online courses). In order for the

vendors to qualify, they must submit all the required proposal documents with appropriate signatures and provide a copy of their current state issued license.

Background – Proposal documents were advertised on May 11, 2022 and May 18, 2022 and issued to four hundred thirty-one (431) vendors. Fifty-six (56) responses were received on June 16, 2022 and reviewed by the PASS Program, Grant Development, Management, and Compliance Department, and Purchasing Department.

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

**2) General Purpose Printing (Award)**

Award the proposal for general purpose printing for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor	Vendor
<b>Border Press, Inc.</b> (Brownsville, TX)	<b>Capital Spectrum/ dba Communications Specialist, Inc.</b> (Buda, TX)
<b>Copy Craft/ dba Slate Group</b> (Lubbock, TX) (New)	<b>Copy Plus, LLC.</b> (McAllen, TX)
<b>FedEx Office and Print Services, Inc.</b> (Plano, TX)	<b>Gateway Printing</b> (Edinburg, TX)
<b>Promo Universal, LLC.</b> (Corpus Christi, TX)	<b>San Antonio Printing</b> (McAllen, TX)
<b>Taylor Print and Visual Impressions, Inc.</b> (North Mankato, MN) (New)	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)

Purpose – Public Relations and Marketing is requesting general purpose printing as needed for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, etc.

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, type of paper (weight and color), single or double sided copying, hole punched, bound, glued, and any other vehicle that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background – Proposal documents were advertised on May 11, 2022 and May 18, 2022 and issued to sixteen (16) vendors. Ten (10) responses were received on May 26, 2022 and reviewed by Public Relations and Marketing, Enrollment Services, and the Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing, Enrollment Services, and various other requesting department budgets for FY 2022 – 2023 pending Board approval of the budget.

**3) Travel Services (Award)**

Award the proposal for travel services to **Echo Travel Agency** (Edinburg, TX), for the period beginning September 1, 2022 through August 31, 2023, with two one-year options to renew, at a service fee of \$35.00 per airline ticket.

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

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

Background – Proposal documents were advertised on June 1, 2022 and June 8, 2022. Two (2) responses were received on June 16, 2022 and reviewed by the Business Office and Purchasing Department.

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

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

**4) Welding Gases, Metals, and Supplies (Renewal)**

Renew the welding gases, metals, and supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contracts for welding gases, metals, and supplies at the August 24, 2021 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on October 1, 2022 and ends September 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	10/1/21 – 9/30/22	2 – one year options
1 <sup>st</sup> Renewal	7/26/22		10/1/22 – 9/30/23

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 Welding Program and Continuing, Professional, and Workforce Education budgets for FY 2022 – 2023 pending Board approval of the budget.

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

**5) Air Condition Filters and Installation (Purchase)**

Purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total monthly amount of \$14,166.00 and an estimated total amount of \$169,992.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. Three thousand sixty-seven (3,067) air condition filters are replaced monthly at all STC buildings throughout the district.

Justification and Benefit – The air condition filters are needed to maintain air quality in the buildings and to keep the systems clean and running properly.

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

**6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)**

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcwell and The Interlocal



Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$95,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase as needed building automation control equipment, parts, and maintenance, which will include replacement parts and services for all the buildings throughout the College district.

Justification and Benefit – The primary function of the building automation system is to provide control over heating, cooling, ventilation, lighting and other critical building systems at all campuses. These parts and services are necessary in order to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.

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

#### **7) Chiller Chemicals and Maintenance (Purchase)**

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$87,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the seventeen (17) chillers throughout the district as needed.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

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

#### **8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)**

Purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christ, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase services related to heating, ventilation, and air conditioning maintenance and repairs cooling towers.

Justification and Benefit – It will include ordering parts, repairs, and service of the district wide cooling towers as needed.

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.

**9)Library Furniture Upholstery and Repair Services (Purchase)**

Purchase library furniture upholstery and repair services from **Library Design Systems, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning August 1, 2022 through July 31, 2023, at an estimated total amount of \$50,000.00.

Purpose – Library Services is requesting library furniture upholstery and repair services as needed for various library seating throughout the College district.

Justification and Benefit – The services are necessary to preserve and enhance student space to cultivate excellence in the learning environment. It will include replacement of upholstery, repair of upholstery, and repair of seats utilized by students and staff.

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

**10) Parts and Supplies (Purchase)**

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS), Sourcewell, and the Texas Association of School Boards – Buyboard purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$120,000.00, which is based on prior year expenditures.

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

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

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

**11)Public Adjuster Services Agreement (Purchase)**

Purchase a public adjuster services agreement with **The Beneke Company Adjusters International** (Austin, TX) (New), a sole source vendor, for the period beginning August 1, 2022 through December 31, 2022, at an estimated total amount of \$50,000.00.

Purpose – The Office of Accountability Compliance and Risk Management is requesting public adjuster services for the Mid Valley Campus Building H windstorm damage and loss assessment.

Justification and Benefit – The public adjuster services are necessary for the windstorm damage and loss assessment at Mid Valley Campus Building H. The public adjuster will work with the College’s property insurance carrier in an effort to maximize payment on property damage claim.

Funds for the expenditure are budgeted in the Property Loss budget for FY 2021- 2022 and FY2022 – 2023 pending board approval of the budget.

**12)Commercial Card Services (Accounts Payable Card) (Renewal)**

Renew the commercial card services (accounts payable card) contract with PNC Bank (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College.

Purpose – The Business Office is requesting to renew the commercial card account which is used for vendor invoice payments and payments to vendors that do not accept purchase orders (registrations, subscriptions, software, etc.).

Justification and Benefit - The accounts payable (AP) card serves as an Accounts Payable Department payment solution which expedites payments to vendors. This card also reduces payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below.

Rebate Schedule		
Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

Background – The contract for commercial cards services for the period beginning April 1, 2013 was approved at the March 26, 2013, Board of Trustees meeting. This is one of the services that is available under the Depository Services contract.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from April 1, 2013 through May 31, 2022 is \$610,490.58.

Fiscal Year	Rebate Amounts
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22

<b>Fiscal Year</b>	<b>Rebate Amounts</b>
FY 2019	\$102,205.64
FY 2020	\$73,198.51
FY 2021	\$73,116.47
FY 2022 Sept-May	\$61,758.70

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

**13) Elevator Maintenance Agreement (Renewal)**

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard purchasing cooperative approved vendor for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all the elevators district wide.

Justification and Benefit – The elevator maintenance agreement includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by South Texas College - Facilities Operations and Maintenance as needed.

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

**14) Office Supplies (Renewal)**

Renew the office supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary:	<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)
Secondary:	<b>Copy Plus, LLC.</b> (McAllen, TX)

Purpose – The Instructional Programs and Support Services are requesting to renew the contracts for the purchase of office supplies which include but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc. These supplies are purchased as needed throughout the fiscal year.

Justification and Benefit – The office supplies are needed for the day-to-day operation of the College’s instructional program and support services departments. Consideration when purchasing products includes delivery services, pricing, and availability of items.

Background – The Board awarded the contract for office supplies at the August 25, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on October 1, 2022 and ends September 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/20	10/1/20 – 9/30/21	2 – one year options
1 <sup>st</sup> Renewal	7/27/21		10/1/21 – 9/30/22
2 <sup>nd</sup> Renewal	7/26/22		10/1/22 – 9/30/23

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

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

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

**15) Online Digital Portfolio Application (Purchase)**

Purchase an online digital portfolio application from **MeshNet, Inc./ dba MeshNet Licensing, Inc. and Suitable.co** (Philadelphia, PA) (New), a sole source vendor, for the period beginning August 1, 2022 through July 31, 2025, at a total amount of \$137,500.00. The annual payments are as follows: Year 1: \$49,500.00, Year 2: \$44,500.00, and Year 3: \$43,500.00.

Purpose – The Division of Academic Affairs is requesting to purchase an online digital portfolio application to promote and continue student engagement and lifelong learning to fostering a sense of belonging for South Texas College students.

Justification and Benefit – The South Texas College faculty requests a means of presenting student skills and learning through a digital portfolio application. The list of identified needs includes: student access with the ability to update information after graduation to promote lifelong learning, an ability to showcase acquired skills to employers and support matriculation to advanced degrees at no additional fee to students, badging, a Comprehensive Learner Records (CLR) to highlight awarded credentials and experiential learning, ease of use, alignment to instructional needs, sustainability, and authentic assessment data collection.

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

**16) Service for Mobile Devices (Renewal)**

Renew the service for mobile devices with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through December 31, 2022, at an estimated total amount of \$52,480.00. The monthly subscription cost per device is \$40.00.

Purpose – Library Services is requesting to continue the service for three hundred twenty-eight (328) mobile broadband hotspots devices which are currently utilized by students. These devices are currently funded by a grant through August 31, 2022; therefore, it is critical to continue providing these services to students.

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

The renewal request has been reviewed by the Vice President of Information and Planning, Performance and Strategic Initiatives, and Vice President for Finance and Administrative Services.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEEFE) Grant budget for FY 2022 – 2023 pending Board approval of the budget.

#### **17) Syllabus Management Software (Renewal)**

Renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period October 1, 2022 through September 30, 2023, at a total amount of \$21,000.00.

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

Justification and Benefit – This software allows South Texas College to meet the requirements of House Bill 2504, which mandates that each institution of higher education make available to the public on the institution's Internet website a syllabus that satisfies any standard adopted by the institution, provides a brief description of each major course requirement, includes each major assignment and examination, lists any required or recommended reading, and provides a general description of the subject matter of each lecture. The institution shall make the information available by no later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered.

Other benefits of the software system include the following:

- **Reporting to Accreditors:** Aggregate syllabus content from programs, departments, or the entire institution can be made available within seconds.
- **Consistency:** Institution-wide consistency can be achieved with syllabus templates. Changes, edits, and updates scale out to all syllabi, instantly.

- **Integration:** Single sign-on, LMS and SIS integration enables all faculty and other users to have a seamless user experience and it would boost the number of faculty and students using Blackboard.
- **Collaborate:** Faculty will maintain the freedom to author their syllabi while Deans, assistant Deans, and Chairs may monitor progress through audits and workflow.
- **Access:** Being cloud-based software means syllabi will be available on any device, anywhere, anytime.
- **ADA Accessibility:** Ensures all faculty syllabi contain technical requirements for accessibility by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.
- **Time saving:** The software would alleviate the burden of managing multiple emails, Word templates, and hardcopy archival.
- **Other benefits:** We will possess the ability to quickly and easily compile information regarding learning outcomes and assessments.

Background – The Board awarded the contract for syllabus management software agreement at the September 25, 2018 Board of Trustees meeting for three years and two one-year annual renewals. The last renewal period begins October 1, 2022 and ends September 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/25/18	10/01/18 – 9/30/21	2 – one year options
1 <sup>st</sup> Renewal	10/26/21		10/01/21 – 9/30/22
2 <sup>nd</sup> Renewal	7/26/22		10/01/22 – 9/30/23

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

Funds for this expenditure are budgeted in the Curriculum and Student Learning budget for FY 2022 – 2023 pending Board approval of the budget.

### C. Interlocal Agreements

#### 18) Professional Development Services (Interlocal Agreement/Renewal)

Renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$18,250.00.

Purpose – The Office of Professional and Organizational Development is requesting to renew the professional development services hosted services agreement which stores and tracks faculty and staff current or past trainings, workshops, meetings, and conferences. This system has been used by South Texas College since 2016 not only for workshop creation, but also for workshop registrations, evaluations, certifications, and SACSCOC reporting for all instructional programs and support services.

Justification and Benefit –The system facilitates professional development services (workshops and trainings) for South Texas College faculty and staff pre and post events. Faculty and staff are able to print their participation certificates as needed and upload additional internal or external trainings required and information is stored in one central location for Academic Continuity or classification purposes. It also stores training evaluations, attendance logs, and contact information for presenters and participants. This software will also assist over thirty (30) instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. For example, one of the Office of Professional and Organizational Development objectives in the Institutional Effectiveness Plan is to leverage the online professional development system whereby 40% of all instructional programs and support services at South Texas College will be using the system at least once a month to communicate scheduled meetings and/or professional development. This objective also meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses.

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2022 – 2023 pending Board approval of the budget.

**19)Contract Training Agreement (Interlocal Agreement)**

Approve a contract training agreement with **McAllen Independent School District** (McAllen, TX), through an interlocal agreement, for the period beginning August 1, 2022 through July 31, 2023, at no charge to the College.

Purpose – Continuing, Professional and Workforce Education is requesting to enter into a training agreement with the McAllen ISD Parent and Family Engagement Program for the FY 2022 – 2023 school year. McAllen ISD Parent and Family Engagement Program will pay the College the amount of \$82,378.20 for these services.

Justification and Benefit – The training services will include programs such as Cake Decorating, Floral Design, GED Spanish, CPR Training, Welding, Computer Skills, and Food Safety. The participants will be MISD parents identified by the MISD Parent and Family Engagement Program. Upon successful completion of training, participants will receive a certificate of completion.

**Recommendation:**

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

**A. Award of Proposals**

**B. Purchases and Renewals**

**a. Instructional Item**

**b. Non-Instructional Items**



**C. Technology Items**  
**D. Interlocal Agreements**

**A. Award of Proposals**

**1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2022 through August 31, 2023, at an estimated total Carl Perkins Grant amount of \$105,500.00. The fifty-six (56) qualifying vendors are as follows:

<b>Vendors (City, State)</b>		
<b>Angel Keepers</b> (Alamo, TX) (New)	<b>Blessings Learning Academy of Alamo, TX, Inc.</b> (Alamo, TX)	<b>iKids Academy</b> (Alamo, TX)
<b>Kids Point Academy</b> (Alamo, TX) (New)	<b>Kid’z First Child Care Center, Inc. #2</b> (Alton, TX)	<b>Garza’s Childcare and Development Center</b> (Donna, TX)
<b>Stepping Stones Day Care II</b> (Donna, TX)	<b>All About Kids Learning Center, LLC.</b> (Edcouch, TX) (New)	<b>Alma’s Daycare Center</b> (Edinburg, TX) (New)
<b>Brighter Future Learning Center</b> (Edinburg, TX)	<b>Genesis Learning Center</b> (Edinburg, TX)	<b>My Little Tree House Learning Center</b> (Edinburg, TX) (New)
<b>The Children’s College Learning Center</b> (Edinburg, TX)	<b>TCCLC North, Inc.</b> (Edinburg, TX)	<b>The Learning Journey Day School</b> (Edinburg, TX)
<b>VIP Learning Center</b> (Edinburg, TX)	<b>Bright Smiles Learning Center</b> (Elsa, TX) (New)	<b>Busy Bee Beehive Learning Center, LLC.</b> (Elsa, TX)
<b>Adventureland Academy #2, LLC.</b> (McAllen, TX) (New)	<b>Brackenridge Children’s Center, LLC.</b> (McAllen, TX)	<b>Bright Beginnings</b> (McAllen, TX)
<b>Easter Seals Child Development</b> (McAllen, TX)	<b>Little Rockets Academy</b> (McAllen, TX) (New)	<b>Little Shining Star Daycare, Inc.</b> (McAllen, TX)
<b>Magic Child Development Daycare</b> (McAllen, TX) (New)	<b>MommyLand Bilingual Academy</b> (McAllen, TX)	<b>The Giving Tree S.T.E.M. Childcare, LLC.</b> (McAllen, TX) (New)
<b>Tony’s Playhouse Discovery Center</b> (McAllen, TX)	<b>City Kids Academy</b> (Mercedes, TX) (New)	<b>Tiny Steps Learning Center</b> (Mercedes, TX) (New)
<b>Bright Beginnings Learning Center</b> (Mission, TX)	<b>His Little Ones Preschool and</b>	<b>Honey’s Little Bee’s Learning Center</b> (Mission, TX)

<b>Vendors (City, State)</b>		
	<b>Daycare, LLC.</b> (Mission, TX) (New)	
<b>Kidz Crusade Academy, LLC.</b> (Mission, TX)	<b>Little Lobos Daycare</b> (Mission, TX) (New)	<b>Little World Daycare and Learning Center, LLC.</b> (Mission, TX) (New)
<b>Love Bugs CEC</b> (Mission, TX)	<b>Martha A. Garcia Registered Childcare</b> (Mission, TX)	<b>Ready, Set, and Learn Daycare</b> (Mission, TX)
<b>Children’s Garden Daycare</b> (Palmview, TX)	<b>Fisher Kids Academy</b> (Palmview, TX)	<b>Lily’s Little Kids</b> (Palmview, TX)
<b>Palmview Academy</b> (Palmview, TX) (New)	<b>Campanitas Day Care</b> (Pharr, TX)	<b>Evelyn N.K. Sackey-Walker</b> (Pharr, TX) (New)
<b>Futuros Lideres Learning Center</b> (Pharr, TX)	<b>Kids Academy Daycare</b> (Pharr, TX)	<b>Kids Academy Daycare Center #2</b> (Pharr, TX)
<b>Little Explorers Development &amp; Learning Center</b> (Pharr, TX) (New)	<b>Little Treasures Learning Center, LLC.</b> (Pharr, TX) (New)	<b>Royal Education Center</b> (Pharr, TX)
<b>Kami’s Cuddling Center</b> (Rio Grande City, TX)	<b>Learning Zone</b> (Rio Grande City, TX)	<b>Learning Zone II</b> (Rio Grande City, TX)
<b>El Shaddi International Christian Day Care Center</b> (Weslaco, TX)	<b>Little Miracles Learning Center , LLC.</b> (Weslaco, TX)	

- 2) **General Purpose Printing (Award):** award the proposal for general purpose printing for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendor</b>	<b>Vendor</b>
<b>Border Press, Inc.</b> (Brownsville, TX)	<b>Capital Spectrum/ dba Communications Specialist, Inc.</b> (Buda, TX)
<b>Copy Craft/ dba Slate Group</b> (Lubbock, TX) (New)	<b>Copy Plus, LLC.</b> (McAllen, TX)
<b>FedEx Office and Print Services, Inc.</b> (Plano, TX)	<b>Gateway Printing</b> (Edinburg, TX)
<b>Promo Universal, LLC.</b> (Corpus Christi, TX)	<b>San Antonio Printing</b> (McAllen, TX)
<b>Taylor Print and Visual Impressions, Inc.</b> (North Mankato, MN)	<b>UBEO, LLC./ dba Copy Zone</b> (McAllen, TX)

- 3) Travel Services (Award):** award the proposal for travel services to **Echo Travel Agency** (Edinburg, TX), for the period beginning September 1, 2022 through August 31, 2023, with two one-year options to renew, at a service fee of \$35.00 per airline ticket;

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

- 4) Welding Gases, Metals, and Supplies (Renewal):** renew the welding gases, metals, and supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

- 5) Air Condition Filters and Installation (Purchase):** purchase air condition filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total monthly amount of \$14,166.00 and an estimated total amount of \$169,992.00, which is based on prior year expenditures;
- 6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$95,000.00, which is based on prior year expenditures;
- 7) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$87,000.00, which is based on prior year expenditures;
- 8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase):** purchase heating ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2022 through August 25, 2023, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;

- 9)Library Furniture Upholstery Services (Purchase):** purchase library furniture upholstery and repair services from **Library Design Systems, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning August 1, 2022 through July 31, 2023, at an estimated amount of \$50,000.00;
- 10)Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS), Sourcewell, and the Texas Association of School Boards – Buyboard purchasing cooperative approved vendor, for the period beginning September 1, 2022 and August 31, 2023, at an estimated total amount of \$120,000.00, which is based on prior year expenditures;
- 11)Public Adjuster Services Agreement (Purchase):** purchase a public adjuster services agreement with **The Beneke Company Adjusters International** (Austin, TX) (New), a sole source vendor, for the period beginning August 1, 2022 through December 31, 2022, at an estimated total amount of \$50,000.00;
- 12)Commercial Card Services (Accounts Payable Card) (Renewal):** renew the commercial card services (accounts payable card) contract with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College;
- 13)Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard purchasing cooperative approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 14)Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2022 through September 30, 2023, at an estimated total amount of \$300,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

- 15)Online Digital Portfolio Application (Purchase):** purchase an online digital portfolio application from **MeshNet, Inc./ dba MeshNet Licensing, Inc.** (Philadelphia, PA) (New), a sole source vendor, for the period beginning August 1, 2022 through July 31, 2025, at a total amount of \$137,500.00. The annual payments are as follows: Year 1: \$49,500.00, Year 2: \$44,500.00, and Year 3: \$43,500.00;
- 16)Service for Mobile Devices (Renewal):** renew the service for mobile devices with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through December 31, 2022, at an estimated total amount of \$52,480.00;

**17) Syllabus Management Software (Renewal):** renew the syllabus management software agreement with **Intellidemia, Inc.** (New York, NY), for the period beginning October 1, 2022 through September 30, 2023, at a total amount of \$21,000.00;

**C. Interlocal Agreements**

**18) Professional Development Services (Interlocal Agreement/Renewal):** renew the professional development services with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$18,250.00;

**19) Contract Training Agreement (Interlocal Agreement):** approve a contract training agreement with **McAllen Independent School District** (McAllen, TX), through an interlocal agreement, for the period beginning August 1, 2022 through July 31, 2023, at no charge to the College;

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreements is \$1,586,722.00.

**SOUTH TEXAS COLLEGE  
1. CHILDCARE SERVICES  
PROJECT NO. 22-23-1002**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
1	Sylvia Carranza	Angel Keepers		1028 W Austin Ave	Alamo, TX	78516	956-782-2848
2	Felis O. Arambide	Blessings Learning Academy of Alamo TX, Inc.		401 E Business 83	Alamo, TX	78516	956-781-2325
3	Kimberly Hess	iKids Academy	P O Box 1027 Edinburg, TX 78540	823 S Alamo Rd	Alamo, TX	78516	956-781-5683
4	Amerillus Rocha	Kids Point Academy		1321 W Duranta	Alamo, TX	78516	956-899-7237
5	Sylvia Salamanca	Kid'z First Child Care Center, Inc. #2		122 S Alton Blvd	Alton, TX	78573	956-581-7030
6	Diana T. Garza	Garza's Childcare and Development Center	P O Box 1074 Donna, TX 78537	104 E Roberts Ave	Donna, TX	78537	956-464-4025
7	Estela Ochoa	Stepping Stones Day Care II		5753 N FM 493	Donna, TX	78537	956-464-4786
8	Mary Capetillo	All About Kids Learning Center, LLC.	P O Box 129 Edcouch, TX 78538	808 West Pacific	Edcouch, TX	78538	956-262-5040
9	Alma Sonia Salazar	Alma's Daycare Center		4511 S Veterans Blvd	Edinburg, TX	78542	956-380-4079
10	Maria L. Pecina	Brighter Future Learning Center		223 Conquest Blvd	Edinburg, TX	78539	956-3834221
11	Maria Oralia Rodriguez	Genesis Learning Center		4106 S Raul Longoria	Edinburg, TX	78542	956-7879611
12	Yasmin Acosta	My Little Tree House Learning Center		4506 E Richardson Rd	Edinburg, TX	78542	956-609-9151
13	Yvonne Morales	The Children's College Learning Center	603 N Jackson Rd Edinburg, TX 78541	5117 S Jackson Rd	Edinburg, TX	78539	956-624-5227
14	Yvonne Morales	TCCLC North, LLC.		603 N Jackson Rd	Edinburg, TX	78541	956-639-0224
15	Jennifer M. Perez	The Learning Journey Day School		2602 Cornerstone Blvd	Edinburg, TX	78539	956-664-2107
16	Marisela Cavazos	VIP Learning Center		2021 E University Dr	Edinburg, TX	78542	956-316-1155
17	Justine Cano	Bright Smiles Learning Center	P O Box 1483 Edcouch, TX 78538	908 W Edinburg Ave	Elsa, TX	78543	956-567-2009
18	Melissa Ochoa	Busy Bee Beehive Learning Center, LLC.	P O Box 1510 Elsa, TX 78543	601 W Edinburg Ave	Elsa, TX	78543	956-567-2115
19	Amelia Cepeda	Adventureland Academy #2, LLC.		920 N Ware Rd	McAllen, TX	78501	956-683-1517
20	Jackeline Guillon Matus	Brackneridge Children's Center, LLC.		10 South 27th St	McAllen, TX	78501	956-630-3647
21	Lorena Canales	Bright Beginnings		3800 N 23rd St	McAllen, TX	78501	956-618-2355
22	Patricia Rosenlund	Easter Seals Child Development		1217 W Houston Ave	McAllen, TX	78501	956-631-9171
23	Rose Medina	Little Rockets Academy		5201 N Ware Rd	McAllen, TX	78504	956-981-6601
24	Martha O. Guillon	Little Shining Stars Daycare, Inc.		6620 N 23rd	McAllen, TX	78504	956-668-7008
25	Graciela Luna	Magie Child Development Daycare		3016 Nyssa Ave	McAllen, TX	78501	956-821-1822
26	Itzel Hernandez	MommyLand Bilingual Academy		3425 State Highway 107	McAllen, TX	78504	956-800-4226
27	Juliana Q. Garza	The Giving Tree S.T.E.A.M. Childcare, LLC.		2400 W Maple Avenue	McAllen, TX	78501	956-803-0553
28	Evon Ibarra	Tony's Playhouse Discovery Center		1929 W Pecan	McAllen, TX	78501	956-971-8669
29	Jessica Pena	City Kids Academy	P O Box 1068 Weslaco, TX 78599	508 S Missouri	Mercedes, TX	78570	956-903-4173
30	Rebecca Rodriguez	Tiny Steps Learning Center		121 South Georgia Ave	Mercedes, TX	78570	956-294-1380
31	Sylvia Caratachea	Bright Beginnings Learning Center		1721 E Griffin Parkway	Mission, TX	78572	956-271-4497
32	Elida Gutierrez	His Little Ones Preschool and Daycare, LLC.	2900 Hondo Avenue McAllen, TX 78504	11435 N Bryan Rd	Mission, TX	78573	956-708-3042

**SOUTH TEXAS COLLEGE  
1. CHILDCARE SERVICES  
PROJECT NO. 22-23-1002**

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
33	Maria Gomez	Honey's Little Bee's Learning Center		2900 W 45th St D	Mission, TX	78574	956-424-0889
34	Monica Garcia	Kidz Crusade Academy, LLC.		2407 Brock St Ste 18	Mission, TX	78572	956-584-7474
35	Francisca L. Loreda	Little Lobos Daycare		5504 N La Homa	Mission, TX	78574	956-599-9096
36	Edna Ornelas	Little World Daycare and Learning Center, LLC.		2413 Colorado St	Mission, TX	78572	956-581-2895
37	Elizabeth Medina Aguirre	Love Bugs CEC		1242 E Business Hwy 83 Ste 3	Mission, TX	78572	956-205-2021
38	Martha Garcia	Martha A. Garcia Registered Childcare		3705 N Palm Leaf Circle	Mission, TX	78574	956-905-0430
39	Laurita Rocha	Ready, Set, and Learn Daycare		121 E 2 Mile Rd	Mission, TX	78573	956-271-4310
40	Maria Rodriguez	Children's Garden Daycare	2017 Ricardo Dr. Mission, TX 78573	1840 W Veterans Blvd	Palmview, TX	78572	956-598-8878
41	Maria Silvia Perez	Fisher Kids Academy		742 S Bentsen Palm Dr	Palmview, TX	78572	956-581-0043
42	Lydia G. Zuniga	Lily's Little Kids		953 W Palm Vista Dr	Palmview, TX	78572	956-585-3911
43	Marlen Roel	Palmview Academy		1953 E Goodwin Rd	Palmview, TX	78574	956-581-6362
44	Felicitas Bazan	Campanitas Day Care		8011 A Cisne St	Pharr, TX	78577	956-782-5221
45	Evelyn Sackey-Walker	Evelyn N.K. Sackey-Walker		801 Darlene Ave	Pharr, TX	78577	408-644-6994
46	Maria G. Hernandez	Futuros Lideres Learning Center		1800 W Hall Acres Rd	Pharr, TX	78577	956-961-4568
47	San Juanita Gonzalez	Kids Academy Daycare		5510 N Cage Ste I	Pharr, TX	78577	956-223-2543
48	San Juanita Gonzalez	Kids Academy Daycare Center #2		202 S Veterans Blvd	Pharr, TX	78577	956-223-2615
49	Deyanira Guerrero	Little Exploreres Development & Learning Center		2807 S Jackson Rd	Pharr, TX	78577	956-992-9530
50	Sylvia Cardenas	Little Treasures Learning Center, LLC.		1000 E Business 83 Suite I	Pharr, TX	78577	956-685-1516
51	Reyna Canto	Royal Education Center		2001 S Jackson Rd	Pharr, TX	78577	956-666-9011
52	Roxana Mascorro	Kami's Cuddling Center		4206 E Juarez St	Rio Grande City, TX	78582	956-487-4859
53	Isabel Garza	Learning Zone	4201 E Juarez St Rio Grande City, TX 78582	3561 W Hwy 83	Rio Grande City, TX	78582	956-488-1260
54	Isabel Garza	Learning Zone II	4201 E Juarez St Rio Grande City, TX 78582	307 N FM 3167 Ste A	Rio Grande City, TX	78582	956-488-9194
55	Alma D. Vega	El Shaddai International Christian Day Care Center		723 S Airport Dr	Weslaco, TX	78596	956-968-8814
56	Jessica Price	Little Miracles Learning Center, LLC.		1221 E 10th St Ste 102	Weslaco, TX	78596	956-520-8794

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE  
2. GENERAL PURPOSE PRINTING  
PROJECT NO. 22-23-1005**

NAME	Border Press, Inc.	Capital Spectrum / dha Communications Specialist, Inc.	Copy Craft / dha State Group	Copy Plus, LLC.	FeedEx Office and Print Services, Inc.	Gateway Printing	Promo Universal, LLC.	San Antonio Printing	Taylor Print and Visual Impressions, Inc.	URBO, LLC / dha Copy Zone
ADDRESS	620 E Price Rd Brownsville, TX 78521	502 S Loop 4 Buda, TX 78610	6024 45th St. Lubbock, TX 79407	4500 N 10th St. Ste 240 McAllen, TX 78504	7900 Legacy Dr Plano, TX 75024	315 S Ciesner Blvd Edinburg, TX 78539	2741 Sweater St Corpus Christi, TX 78404	2635 W US Hwy 83 McAllen, TX 78501	1725 Roe Crest Dr North Mankato, MN 56003	3701 N Boonville Blvd Ste 100 McAllen, TX 78501
PHONE	956-831-2793	512-482-4243	806-794-7752	956-668-7887	956-682-4040	956-383-3861	800-221-7419	956-687-6868	507-625-2828	956-688-9600
FAX			806-798-8190	956-668-7590	956-682-4013	956-383-1037	361-884-8015			956-688-7818
CONTACT	John G. Champion	Stuart Sack	Lorenzo Salazar	Eder Gallegos	Aimee DiCicco	Kelly Huerta	Anthony Anzaldua	Antonio Delgado	Bruce Bray	Ply Stevens
#	Description	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
<b>1. FLIERS (SINGLE SIDED)</b>										
1a	8.5 x 11 2# Text White or similar, 4 Color Process, Full Bleed, No Folds									
	Cost per 250	\$ 120.00	\$ 140.00	\$ 110.00	\$ 47.25	\$ 218.81	\$ 96.75	\$ 137.50	\$ 97.44	\$ 57.41
	Cost per 500	\$ 215.00	\$ 175.00	\$ 150.00	\$ 89.50	\$ 244.71	\$ 157.50	\$ 200.00	\$ 110.58	\$ 95.91
	Shipping Charges	\$ -	\$ 25.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ 250 - \$25.00	\$ 500 - \$27.00
<b>2. BROCHURES</b>										
2a	8.5 x 11 100# Gloss Text White, 4 Color Process, Double-Sided Printing, Full Bleed Both Sides, Tri-fold									
	Cost per 1,000	\$ 330.00	\$ 450.00	\$ 420.00	\$ 270.75	\$ 307.71	\$ 313.00	\$ 750.00	\$ 149.58	\$ 358.06
	Cost per 2,000	\$ 420.00	\$ 800.00	\$ 620.00	\$ 520.35	\$ 454.98	\$ 584.00	\$ 1,300.00	\$ 204.06	\$ 677.42
	Shipping Charges	\$ -	\$ 25.00	\$ 1,000 - \$21.70	\$ -	\$ -	\$ -	\$ -	\$ 1,000 - \$35.00	\$ 2,000 - \$64.00
<b>3. POSTCARDS</b>										
3a	5 x 7 14 PT White Cover Gloss or similar, (4/1), Double-Sided, Full Bleed									
	Cost per 3,000	\$ 630.00	\$ 750.00	\$ 390.00	\$ 352.80	\$ 399.00	\$ 543.00	\$ 1,140.00	\$ 164.82	\$ 446.40
	Cost per 5,000	\$ 950.00	\$ 1,150.00	\$ 550.00	\$ 436.00	\$ 516.69	\$ 870.00	\$ 1,500.00	\$ 232.60	\$ 706.68
	Shipping Charges	\$ -	\$ 25.00	\$ 3,000 - \$36.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000 - \$77.00	\$ 5,000 - \$112.00
<b>4. RACKCARDS</b>										
4a	4 x 9 100# PT Gloss Cover-White, (4/4), Double-Sided, Full Bleed									
	Cost per 1,000	\$ 260.00	\$ 250.00	\$ 150.00	\$ 188.50	\$ 276.67	\$ 186.00	\$ 450.00	\$ 76.98	\$ 151.29
	Cost per 2,000	\$ 480.00	\$ 400.00	\$ 200.00	\$ 352.00	\$ 384.55	\$ 332.00	\$ 800.00	\$ 105.48	\$ 274.77
	Shipping Charges	\$ -	\$ 25.00	\$ 1,000 - \$20.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000 - \$30.00	\$ 2,000 - \$42.00
<b>5. NCR FORMS</b>										
5a	Based on a 2-part NCR form									
	8.5 x 11, Single Sided, Black Ink									
	Cost per 100	\$ 85.00	\$ 63.00	\$ 98.00	\$ 24.35	\$ 27.50	\$ 42.10	\$ 50.00	\$ 64.31	\$ 35.97
	Cost per 500	\$ 140.00	\$ 190.00	\$ 220.00	\$ 111.75	\$ 137.50	\$ 121.00	\$ 190.00	\$ 172.11	\$ 82.13
	Shipping Charges	\$ -	\$ 25.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ 100 - \$24.00	\$ 500 - \$25.00



**SOUTH TEXAS COLLEGE  
2. GENERAL PURPOSE PRINTING  
PROJECT NO. 22-23-1005**

NAME	Border Press, Inc.	Capital Spectrum / dba Communications Specialist, Inc.	Copy Craft / dba State Group	Copy Plus, LLC.	FedEx Office and Print Services, Inc.	Gateway Printing	Promo Universal, LLC.	San Antonio Printing	Taylor Print and Visual Impressions, Inc.	URBO, LLC / dba Copy Zone
ADDRESS	620 E Price Rd Brownsville, TX 78521	502 S Loop 4 Buda, TX 78610	6024 45th St. Lubbock, TX 79407	4500 N 10th St Ste 240 McAllen, TX 78504	7900 Legacy Dr Plano, TX 75024	315 S Ciesner Blvd Edinburg, TX 78539	2741 Sweater St Corpus Christi, TX 78404	2635 W US Hwy 83 McAllen, TX 78501	1725 Roe Crest Dr North Mankato, MN 56003	3701 N Bicentennial Blvd Ste 100 McAllen, TX 78501
PHONE	956-831-2793	512-482-4243	806-794-7752	956-668-7887	956-682-4040	956-383-3861	800-221-7419	956-687-6868	507-625-2828	956-688-9600
FAX			806-798-8190	956-668-7590	956-682-4013	956-383-1037	361-884-8015			956-688-7818
CONTACT	John G. Champion	Stuart Sack	Lorenzo Salazar	Eder Gallegos	Aimee DiCicco	Kelly Huerta	Anthony Anzaldua	Antonio Delgado	Bruce Bray	Ply Stevens
#	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
<b>5b Based on a 3-part NCR form</b>										
<b>8.5 x 11, Single Sided, Black Ink</b>										
Cost per 100	\$ 95.00	\$ 80.00	\$ 104.00	\$ 38.35	\$ 38.50	\$ 54.00	\$ 132.00	\$ 70.00	\$ 137.13	\$ 54.17
Cost per 500	\$ 190.00	\$ 270.00	\$ 240.00	\$ 176.75	\$ 192.50	\$ 178.00	\$ 164.00	\$ 240.00	\$ 188.82	\$ 149.07
Shipping Charges	\$ -	\$ 25.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100 - \$26.00	\$ 500 - \$27.00
<b>Escalation</b>										
a	10%	50%	2%	0% - 5%	TBD	Prices listed are subject to change based upon availability		15%		10%
b	10%	50%	2%	5% - 10%	TBD		10%	15%		7% From Year 2 Pricing

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE  
3. TRAVEL SERVICES  
PROJECT NO. 22-23-1006**

<b>VENDOR</b>	Echo Travel Agency	Key Travel
<b>ADDRESS</b>	1903 S Closner Blvd Ste 2	1500 John F Kennedy Blvd #1301
<b>CITY/STATE/ZIP</b>	Edinburg, TX 78539	Philadelphia, PA 19102
<b>PHONE</b>	956-383-8747	646-218-2100
<b>FAX</b>		646-289-6804
<b>CONTACT</b>	Sandra Urie	Christine Hillis
<b>#</b>	<b>Description</b>	<b>Proposed</b>
1	Airline Reservations	\$35.00
2	Automobile Rental Reservations	\$0.00
3	Hotel Reservations	\$0.00
4	Charter Services	N/A
5	Delivery of tickets to STC (if no E-tickets are available)	Electronic tickets only
6	Emergency Services (reservations outside of normal working hours)	\$0.00
7	Reports	\$0.00
8	Group Rates	Varies w/Minimum of \$35 Ticket
<b>Escalation</b>		
2nd Year		0%
3rd Year		0%
<b>TOTAL EVALUATION POINTS</b>	91.99	****
<b>RANKING</b>	1	****

\*\*\*\*The vendor did not submit required documents, therefore 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  
3. TRAVEL SERVICES  
PROJECT NO. 22-23-1006  
EVALUATION SUMMARY**

<b>VENDOR</b>		Echo Travel Agency	
<b>ADDRESS</b>		1903 S Closner Blvd Ste 2	
<b>CITY/STATE/ZIP</b>		Edinburg, TX 78539	
<b>PHONE</b>		956-383-8747	
<b>CONTACT</b>		Sandra Urie	
1	The Respondent's price proposal. (up to 40 points)	40	40
		40	
		40	
2	The reputation of the vendor's goods or services. (up to 18 points)	16	16
		16	
		16	
3	The quality of the goods or services. (up to 18 points)	15	15.66
		16	
		16	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	13	13
		12	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2.33
		2	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
7	The total long term cost of the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
<b>TOTAL EVALUATION POINTS</b>		91.99	
<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**  
**3. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
1	<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)	40	
2	<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	18	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
3	<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	18	15-18 10-14 5-9 0-4 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
4	<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	15	12-15 7-11 3-6 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
5	<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>	3	3 2 1 0 <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
6	<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	1	1 0 <b>Yes</b> <b>No</b>
7	<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	5	5 3-4 1-2 0 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
8	<b>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		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**100**

**Definitions of evaluation terms:**

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



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)

July 26, 2022

Fastenal Company  
Attn: Mr. Miguel Cantu  
4200 W Military Hwy  
McAllen, TX 78503

Dear Mr. Cantu:

On August 24, 2021, South Texas College awarded a contract to Fastenal Company for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through September 30, 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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4b

P.O. Box 9701, McAllen, TX 78502-9701  
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July 26, 2022

Industrial Supplier Larey, Inc./ dba  
International Industrial Supply, Co.  
Attn: Mr. Moses Lara  
3620 E 14<sup>th</sup> St  
Brownsville, TX 78521

Dear Mr. Lara:

On August 24, 2021, South Texas College awarded a contract to Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 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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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

July 26, 2022

Matheson  
Attn: Mr. Reynaldo Rivera  
1801 W Business 77  
San Benito, TX 78586

Dear Mr. Rivera:

On August 24, 2021, South Texas College awarded a contract to Matheson for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 2023.

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Sincerely,

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Director of Purchasing

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

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

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



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4d

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

July 26, 2022

Praxair Distribution, Inc.  
Attn: Mr. Marco A. Alvarez  
2508 S 23<sup>rd</sup>  
McAllen, TX 78503

Dear Mr. Alvarez:

On August 24, 2021, South Texas College awarded a contract to Praxair Distribution, Inc. for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 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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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

July 26, 2022

Rio Grande CAS  
Attn: Mr. Gene Espinoza  
213 E Owassa  
Edinburg, TX 78539

Dear Mr. Espinoza:

On August 24, 2021, South Texas College awarded a contract to Rio Grande CAS for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 2023.

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Rebecca R. Cavazos  
Director of Purchasing

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

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

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



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4f

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

July 26, 2022

Rio Grande Steel  
Attn: Mr. Gene Espinoza  
213 E Owassa  
Edinburg, TX 78539

Dear Mr. Espinoza:

On August 24, 2021, South Texas College awarded a contract to Rio Grande Steel for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 2023.

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

Sincerely,

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Director of Purchasing

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

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

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



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

July 26, 2022

Triple-S Steel Supply, LLC./ dba  
Alamo Iron Works  
Attn: Mr. Wayne Dennis  
943 AT&T Center Pkwy  
San Antonio, TX 78219

Dear Mr. Dennis:

On August 24, 2021, South Texas College awarded a contract to Triple-S Steel Supply, Inc./ dba Alamo Iron Works for Welding Gases, Metals, and 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 October 1, 2022 through September 30, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through September 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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

**SOUTH TEXAS COLLEGE**  
**5. AIR CONDITION FILTERS AND INSTALLATION**

<b>NAME</b>			Joe W. Fly Company, Inc.	
<b>ADDRESS</b>			4820 Memphis St	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75207	
<b>LOCAL ADDRESS</b>			2810 N Expway 77 Harlingen, TX 78552	
<b>PHONE</b>			214-634-2200	
<b>CONTACT</b>			Lori Gutierrez	
#	Qty	Description	Unit Price	Extension
1	1	Purchase and Installation of Air Conditioning Filters Period: 9/1/22 - 8/31/23	\$ 169,992.00	\$ 169,992.00
<b>TOTAL AMOUNT</b>			\$	169,992.00

**SOUTH TEXAS COLLEGE**  
**6. BUILDING AUTOMATION CONTROL EQUIPMENT, PARTS, AND**  
**EQUIPMENT MAINTENANCE**

<b>NAME</b>		Siemens Industry, Inc.		
<b>ADDRESS</b>		1000 Deerfield Parkway		
<b>CITY/STATE/ZIP</b>		Buffalo Grove, IL 60089		
<b>LOCAL ADDRESS</b>		2805 W Expway 83 Ste A La Feria, TX 78559		
<b>PHONE</b>		972-550-8486		
<b>CONTACT</b>		Charlie Martin		
#	Qty	Description	Unit Price	Extension
1	1	Building Automation Control Equipment, Parts, and Equipment Maintenance Period: 9/1/22 - 8/31/23	\$ 95,000.00	\$ 95,000.00
<b>TOTAL AMOUNT</b>			\$	95,000.00

**SOUTH TEXAS COLLEGE**  
**7. CHILLER CHEMICALS AND MAINTENANCE**

<b>NAME</b>			Kurita America, Inc.	
<b>ADDRESS</b>			6600 94th Ave	
<b>CITY/STATE/ZIP</b>			Minneapolis, MN 55445	
<b>PHONE</b>			817-796-7822	
<b>CONTACT</b>			Jim McCure	
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Chiller Chemicals and Maintenance Period: 9/1/22 - 8/31/23	\$ 87,000.00	\$ 87,000.00
<b>TOTAL AMOUNT</b>			\$ 87,000.00	

**SOUTH TEXAS COLLEGE**  
**8. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**  
**RELATED SERVICES**

<b>NAME</b>			Pro Tech Mechanical, Inc.	
<b>ADDRESS</b>			1622 Saratoga Blvd	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78417	
<b>PHONE</b>			866-839-8477	
<b>FAX</b>			866-839-8472	
<b>CONTACT</b>			Charlie Martin	
#	Qty	Description	Unit Price	Extension
1	1	Heating, Ventilation, and Air Conditioning (HVAC) Related Services Period: 8/26/22 - 8/25/23	\$ 50,000.00	\$ 50,000.00
<b>TOTAL AMOUNT</b>			\$	50,000.00

**SOUTH TEXAS COLLEGE**

**9. LIBRARY FURNITURE UPHOLSTERY AND REPAIR SERVICES**

<b>NAME</b>			Library Design Systems, Inc.	
<b>ADDRESS</b>			P O Box 750757	
<b>CITY/STATE/ZIP</b>			Houston, TX 77275	
<b>PHONE</b>			713-869-4075	
<b>FAX</b>			713-869-4168	
<b>CONTACT</b>			David Gomez	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Library Furniture Upholstery and Repair Services Period: 8/1/22 - 7/31/23	\$ 50,000.00	\$ 50,000.00
<b>TOTAL AMOUNT</b>			\$	50,000.00



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

<b>NAME</b>			W.W. Grainger, Inc./ dba Grainger	
<b>ADDRESS</b>			7950 Research Blvd	
<b>CITY/STATE/ZIP</b>			Austin, TX 78758	
<b>LOCAL ADDRESS</b>			921 E Pecan Blvd McAllen, TX	
<b>PHONE</b>			800-472-4643	
<b>CONTACT</b>			Robert Garcia	
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Parts and Supplies Period: 9/1/22 - 8/31/23	\$ 120,000.00	\$ 120,000.00
<b>TOTAL AMOUNT</b>			\$	120,000.00

# **NO BACKUP FOR**

## **11. Public Adjuster Services Agreement (Purchase)**

**NO  
BACKUP  
FOR**

**12. Commercial Card  
Services (Accounts  
Payable Card)  
(Renewal)**

**SOUTH TEXAS COLLEGE**  
**13. ELEVATOR MAINTENANCE AGREEMENT**

<b>NAME</b>			Otis Elevator Company	
<b>ADDRESS</b>			1444 N Cockrell Hill Rd Ste 102	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75211	
<b>LOCAL ADDRESS</b>			200 N McColl Rd McAllen, TX 78501	
<b>PHONE</b>			415-583-9526	
<b>CONTACT</b>			Francisco Albornoz	
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Agreement - Renewal Period: 9/1/22 - 8/31/23	\$ 100,000.00	\$ 100,000.00
<b>TOTAL AMOUNT</b>			\$	100,000.00



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)

July 26, 2022

Gateway Printing & Office Supply, Inc.  
Attn: Mr. Butch Shook  
315 S Closner  
Edinburg, TX 78539

Dear Mr. Shook:

On August 25, 2020, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Office 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2022 through September 30, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through September 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

14b

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

July 26, 2022

Copy Plus, LLC.  
Attn: Ms. Lorissa Pecina  
4500 North 10<sup>th</sup> Ste 240  
McAllen, TX 78504

Dear Ms. Lorissa Pecina:

On August 25, 2020, South Texas College awarded a contract to Copy Plus, LLC. for Office 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2022 through September 30, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through September 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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

**SOUTH TEXAS COLLEGE**  
**15. ONLINE DIGITAL PORTFOLIO APPLICATION**

<b>NAME</b>			MeshNet, Inc./dba MeshNet Licensing, Inc. and Suitable.co	
<b>ADDRESS</b>			206 N 22 St Unit B	
<b>CITY/STATE/ZIP</b>			Philadelphia, PA 19103	
<b>PHONE</b>			267-990-2799	
<b>CONTACT</b>			Ian Thornburg	
#	Qty	Description	Unit Price	Extension
<b>Year 1</b>				
1	1	Professional Tier (2022)	\$ 28,000.00	\$ 28,000.00
2	1	1002 - API Access	\$ 3,500.00	\$ 3,500.00
3	1	1005 - LMS Integration Using LTI	\$ 7,500.00	\$ 7,500.00
4	1	1001 Downloadable Co-Curricular Transcript	\$ 4,500.00	\$ 4,500.00
5	1	Implementation	\$ 6,000.00	\$ 6,000.00
Total Amount - Year 1			\$	49,500.00
<b>Year 2</b>				
1	1	Professional Tier (2022)	\$ 28,000.00	\$ 28,000.00
2	1	1002 - API Access	\$ 3,500.00	\$ 3,500.00
3	1	1005 - LMS Integration Using LTI	\$ 7,500.00	\$ 7,500.00
4	1	1001 Downloadable Co-Curricular Transcript	\$ 4,500.00	\$ 4,500.00
5	1	Implementation	\$ 1,000.00	\$ 1,000.00
Total Amount - Year 2			\$	44,500.00
<b>Year 3</b>				
1	1	Professional Tier (2022)	\$ 28,000.00	\$ 28,000.00
2	1	1002 - API Access	\$ 3,500.00	\$ 3,500.00
3	1	1005 - LMS Integration Using LTI	\$ 7,500.00	\$ 7,500.00
4	1	1001 Downloadable Co-Curricular Transcript	\$ 4,500.00	\$ 4,500.00
Total Amount - Year 3			\$	43,500.00
<b>TOTAL AMOUNT</b>			\$	137,500.00

**SOUTH TEXAS COLLEGE**  
**16. SERVICE FOR MOBILE DEVICES**

<b>NAME</b>			AT&T Mobility, LLC.	
<b>ADDRESS</b>			P O Box 6463	
<b>CITY/STATE/ZIP</b>			Carol Stream, IL 60197	
<b>PHONE</b>			956-605-4849	
<b>CONTACT</b>			Hector Orellana	
#	Qty	Description	Unit Price	Extension
1	328	Mobile Hotspot Services for Students Monthly Amount: \$40.00 Period: 9/1/22 - 12/31/22	\$ 160.00	\$ 52,480.00
<b>TOTAL AMOUNT</b>			\$	52,480.00





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

July 26, 2022

Intellidemia, Inc.  
Attn: Judd Rattner  
244 Fifth Ave Ste J-290  
New York, NY 10001

Dear Judd Rattner:

On September 25, 2018, South Texas College awarded a contract to Intellidemia, Inc. for Syllabus Management Software. 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 fourth year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2022 through September 30, 2023.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through September 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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

**SOUTH TEXAS COLLEGE**  
**18. PROFESSIONAL DEVELOPMENT SERVICES**

<b>NAME</b>			Region One Education Service Center	
<b>ADDRESS</b>			1900 W Schunior	
<b>CITY/STATE/ZIP</b>			Edinburg, TX 78541	
<b>PHONE</b>			956-984-6005	
<b>CONTACT</b>			Dr. Daniel P. King	
#	Qty	Description	Unit Price	Extension
1	1	Professional Development Services - Renewal (Hosted Services) Period: 9/1/22 - 8/31/23	\$ 18,250.00	\$ 18,250.00
<b>TOTAL AMOUNT</b>			\$	18,250.00

**CONTRACT TRAINING AGREEMENT**  
**South Texas College**

This **Contract Training Agreement** ("Agreement") is made and entered into as of the 1st day of August, 2022 and is by and between **SOUTH TEXAS COLLEGE** ("STC"), a public institution of higher education authorized by the laws and Constitution of the State of Texas, and **MCALLEN INDEPENDENT SCHOOL DISTRICT** ("MISD"), a Texas public school district.

**WHEREAS**, the MISD requires training and educational services, as more fully described in **Attachment "A,"** and STC has the expertise, resources, personnel, and experience required to provide such services;

**WHEREAS**, this Agreement is of mutual interest and benefit to STC and the MISD;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, the MISD and STC (sometimes collectively referred to herein as the "Parties") agree as follows:

1. Services and Fees

a. During the term of this Agreement, STC shall provide training services to the MISD as set forth in **Attachment "A"** (the "Services"), which is incorporated herein by reference. The Services may be modified, reduced or expanded with the advance written consent of the Parties. If there is any conflict between the terms and conditions of the Services described in **Attachment "A"** and those contained in the body of this Agreement, the terms of the Agreement shall control.

b. The MISD shall pay STC for the Services in accordance with the terms and conditions set forth in **Attachment "A."**

2. STC's Responsibilities and Representations

a. STC represents that all persons connected with STC who are directly in charge of providing the Services are duly registered and/or licensed under the laws, rules and regulations of any authority having jurisdiction, if so required by such laws, rules and regulations.

b. STC represents that to the best of its actual knowledge, as a result of providing the Services, there are no conflicts of interest between the MISD and any other person or entity for whom STC is providing or has provided training services. If, during the course of this Agreement, STC becomes aware of facts that constitute or may reasonably lead to a conflict of interest, STC shall promptly notify the MISD.

c. Except as may be expressly set forth in **Attachment "A,"** STC represents that its performance does not depend on the acquisition of rights from any third party and that the conveyance of any deliverables described as part of the Services will not knowingly infringe on the intellectual property rights of any third party.

d. STC shall: i) designate an administrator to oversee and administer STC's performance of the Services; ii) provide one or more qualified trainers, training materials and equipment appropriate for the Services; iii) assume full responsibility for complying with the requirements of the U.S. Copyright Act with respect to any training materials provided by STC in connection with providing the Services; iv) ensure that any facilities that will be used for the Services will be open and ready for use on the date(s) and time(s) specified for the Services, if the Services will take place at STC; and v) provide certificates of completion for the participants who complete the training requirements as outlined in the Services.

### 3. ISD's Responsibilities and Representations

a. The MISD shall: i) designate a contact person to communicate with STC about any specific requirements of the training program for which the Services are being provided and in connection with general planning and coordination; ii) refrain from copying, reproducing, creating derivative works, publishing, or further distributing any training materials provided by STC; iii) make all required payments to STC within 30 days of receipt of the invoice; and, iv) pay 25% of the total fee to STC if the MISD cancels the Services within 30 days of the first day on which the Services were to be provided, unless the cancellation is permitted by the terms of this Agreement.

b. If the MISD fails to make any payment as required by this Agreement, the MISD agrees, to the extent permitted by applicable law, to indemnify STC for all costs and expenses incurred by STC in its efforts to collect all amounts due including, but not limited to, court filing fees, litigation expenses, attorneys' fees, and any bank fees. STC shall be entitled to collect interest on all past due amounts at the rate of 1.5% per month until paid or the maximum allowed by law, whichever is lower.

### 4. Default and Termination

a. If a party breaches this Agreement, the other party may, so long as such party has not caused the breach, terminate this Agreement upon ten (10) days' written notice describing the details of the breach. The termination shall, however, not be effective if the breach is fully cured prior to the end of the ten-day period.

b. STC or the MISD may for any reason, or no reason, terminate this Agreement at any time upon giving thirty (30) days advance written notice to the other party. If either party terminates this Agreement for convenience, it shall have no liability to the other party of any kind other than refunding any sums paid for any services that were not performed. Notwithstanding the foregoing, if a training course is in session during the time the notice of termination is issued, termination under this paragraph shall become effective only upon the completion of the training course.

c. The MISD acknowledges and agrees that by providing the Services, STC is not making any representation or warranty concerning the MISD's future performance or success and that STC is not responsible in any way for the operation of the MISD's business.

d. If STC breaches its obligations under this Agreement, the MISD's sole and exclusive remedy will be limited to, at STC's option, the correction or replacement of any of the Services

or to the repayment of the portion of the compensation paid by the MISD corresponding to the non-conforming Services. STC shall not be liable to the MISD for any other damages, either special, direct, indirect, incidental, consequential or otherwise, and in no event shall the liability of STC exceed the total amount paid by the MISD under this Agreement.

e. Neither party 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.

#### 5. Miscellaneous

a. The relationship created by this Agreement shall be that of independent contractor. Nothing in this Agreement shall be read to make the employees or agents of either party an employee or an agent of the other.

b. This Agreement constitutes all representations, oral and written, of the work to be performed, replaces all previous agreements, and constitutes the entire agreement between the Parties; this Agreement may be modified only in writing, signed by each party, after reasonable notice.

c. The MISD agrees that STC may use the MISD's business name in the promotion of training services.

d. STC, as a public community college, and the MISD, as a public school district, are immune under Texas law from actions in tort, except those arising from the use of a motor vehicle. Nothing in this Agreement shall be interpreted to constitute a waiver of this immunity by the Parties or an agreement by the Parties to indemnify or hold each other harmless except as provided for in Section 3.b.

e. This Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, successors, representatives, and assigns of the Parties, as the case may be.

f. STC, as part of an institution of higher education and recipient of federal and state funding, is subject to federal and state civil rights laws and regulations prohibiting it from discriminating on the basis of race, ethnicity, gender, creed, age, disability or Veterans status in any program or activity of STC. This Agreement, and the Services offered pursuant to this Agreement, are subject to the provisions of those laws and regulations, and the MISD agrees that it will cooperate in any civil rights investigation conducted by STC or any external agency regarding the Services or STC's performance of this Agreement.

g. This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. Each party submits to the exclusive jurisdiction of the courts located in Hidalgo County, Texas for the purpose of any action or proceeding brought by either of them in connection with this Agreement or any alleged breach thereof.

h. Neither party shall assign its rights or obligations hereunder without the prior written consent of the other party. STC shall not subcontract, either directly or indirectly, any of its responsibilities hereunder without the prior written consent of the MISD.

**IN WITNESS WHEREOF**, South Texas College and the McAllen Independent School District have executed and delivered this Agreement as of the date first above written.

**SOUTH TEXAS COLLEGE**

**MCALLEN INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dr. Ricardo Solis,  
President

By: \_\_\_\_\_  
Dr. Jose A. Gonzalez,  
Superintendent of Schools

By: \_\_\_\_\_  
Dr. Anahid Petrosian,  
Interim Vice President

By: \_\_\_\_\_  
Stephen L. Crain,  
Attorney

By: \_\_\_\_\_  
Olivia de la Rosa,  
Director

*Type of Funding:*      *Federal* \_\_; *CFDA* \_\_; *State* \_\_; *Local* \_\_; *Private* \_\_

Upon the execution of this Agreement, please return both copies in the envelope provided for your convenience. When all signatures are obtained, one fully executed original will be returned for your records. Please mail to:

South Texas College  
Department of Continuing Education  
Attn. Olivia de la Rosa, Director  
2621 W. Pecan Blvd.  
McAllen, TX 78501  
Phone (956) 872-3856  
Fax (956) 872-6753

**ATTACHMENT A****SERVICES AND COSTS**

South Texas College will provide Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, CPR Training, GED Spanish Review, GED Spanish Review II, Intro to Welding, Intro to Welding Multiple, Beginning Computers, Intermediate Computers, Food Safety and Sanitation, Serv Safe Manager, Basic Spanish and Child Care training to the McAllen ISD participants. Upon successful completion of each course, participants will receive CEU's (Continuing Education Units) and a Certificate of Completion.

Program Title: MISD Parent and Family Engagement Program

Total No. of Hours: Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, Beginning Computers, Intermediate Computers - 12 hours each; CPR Training, Food Safety and Sanitation, Serv Safe Manager - 4 hours each; GED Spanish Review, GED Spanish Review II – 40 hours each; Intro to Welding, Intro to Welding Multiple- 54 hours each; Basic Spanish, Child Care - 20 hours each

Administrator Responsible: J. Raul Ruiz, Program Developer & Coordinator

District Contact: Dr. Cynthia Olivarez, Director for State and Federal Programs

District Billing: 2000 N. 23<sup>rd</sup> St.  
McAllen, TX 78501

Dates: September 2022 through June 2023

Time: Various

Location: MISD Facilities

Program	# of Sessions	Min # of Students	Tuition	Supplies	Processing Fee	Total per Student	Total Per Session	Total per all Session
Basic Cake Decorating	1	15	\$38.40	\$70.00	\$5.76	\$114.16	\$1,712.40	\$1,712.40
Basic Cake Decorating	5	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$3,312.00
Intermediate Cake Decorating	1	15	\$38.40	\$70.00	\$5.76	\$114.16	\$1,712.40	\$1,712.40
Intermediate Cake Decorating	5	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$3,312.00
Advanced Cake Decorating	1	15	\$38.40	\$70.00	\$5.76	\$144.16	\$1,712.40	\$1,712.40
Advanced Cake Decorating	5	15	\$38.40	-	\$5.76	\$44.16	\$662.40	\$3,312.00
CPR Training	2	10	\$21.60	-	\$3.24	\$24.84	\$248.40	\$496.80
GED Spanish Review	2	15	\$144.00	-	\$21.60	\$165.60	\$2,484.00	\$4,968.00
GED Spanish Review II	2	15	\$144.00	-	\$21.60	\$165.60	\$2,488.00	\$4,968.00
Intro to Welding	2	12	\$378.00	\$400.00	\$56.70	\$834.70	\$10,016.40	\$20,032.80
Intro to Welding Multiple	2	12	\$378.00	\$400.00	\$56.70	\$834.70	\$10,016.40	\$20,032.80
Beginning Computers	2	20	\$48.60	-	\$7.29	\$55.89	\$1,117.80	\$2,235.60
Intermediate Computers	2	20	\$48.60	-	\$7.29	\$55.89	\$1,117.80	\$2,235.60
Food Safety and Sanitation	2	15	\$18.60	\$50.00	\$2.79	\$71.39	\$1,070.85	\$2,141.70
Serv Safe Manager	2	15	\$18.60	\$70.00	\$2.79	\$91.39	\$1,370.85	\$2,741.70
Basic Spanish	2	15	\$108.00	-	\$16.20	\$124.20	\$1,863.00	\$3,726.00
Child Care	2	15	\$108.00	-	\$16.20	\$124.20	\$1,863.00	\$3,726.00
<b>GRAND TOTAL</b>							<b>\$82,378.20</b>	

The minimum cost per session per program shall remain as shown in the *Total per Session* column as the "Recovery of Cost" in order for STC to complete training for all remaining students. Additional students will be charged at the rate listed in the *Total per Student* column for each program.



### **Review and Recommend Action on Disposal of Automotive Technology Program Donated Vehicles**

Approval on disposal of three (3) automotive technology program donated vehicles from Ford Motor Company will be requested at the July 26, 2022 Board meeting.

Purpose – The Automotive Program in the Division of Business, Public Safety, and Technology and Fixed Asset/Inventory Department are requesting approval for the disposal of three (3) instructional vehicles donated by Ford Motor Company as per Policy #5125: Disposal of Surplus Property and for these assets to be removed from the College's fixed assets ledger as presented.

Justification – After many years of use, the vehicles are no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The Ford Motor Company vehicle donation program requires that all donated vehicles that are no longer beneficial for student instruction be returned to or transferred at the time of disposal. When Ford Motor Company donates these vehicles to the College, it is with the understanding that the vehicles are strictly for student instruction and not to be driven on the road. In order for Ford Motor Company to assure that these vehicles will never be driven on the road, they require all instructional institutions return or transfer to an entity designated by the Ford Motor Company.

Ford Motor Company has requested that these vehicles be transferred to the McAllen Fire Department.

Enclosed Documents - A listing of the vehicles to be disposed/returned/transferred follows in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, will be present at the July 12, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the July 26, 2022 Board meeting, the disposal of three (3) automotive technology program donated from Ford Motor Company to the McAllen Fire Department and for these assets to be removed from the College's fixed assets ledger as presented.

**SOUTH TEXAS COLLEGE  
DISPOSAL OF AUTOMOTIVE TECHNOLOGY PROGRAM DONATED FORD MOTOR COMPANY VEHICLES  
JULY 26, 2022**

#	Year	Make	Model	VIN	Silver Tag	Prtag	Value	Net Value	Origination Tag Date	Tag Net Value
1	2001	Ford	Explorer Sport Track	1FMZU67ES1UB28823	0000009828	000011100	\$ 18,000.00	\$ -	4/11/2005	
2	2001	Ford	F150 Pickup Truck	1FTRX18L71KA28729	0000009788	000011098	\$ 14,365.00	\$ -	4/11/2005	
3	2001	Ford	Crown Victoria	2FAFP73W81X110530	0000007647	000008454	\$ 24,000.00	\$ -	10/1/2001	

### **Review and Recommend Action on Proposed FY 2022 - 2023 Committee Meeting Schedule**

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

The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2022 - 2023 at the July 26, 2022 Regular Board Meeting.

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

<b><u>Weekday</u></b>	<b><u>Date</u></b>	<b><u>Meeting Time</u></b>
Tuesday	September 13, 2022	5:00 p.m.
Tuesday	October 11, 2022	5:00 p.m.
Tuesday	November 8, 2022	5:00 p.m.
Tuesday	December 6, 2022	5:00 p.m.
Tuesday	January 17, 2023	5:00 p.m.
Tuesday	February 14, 2023	5:00 p.m.
Tuesday	March 7, 2023	5:00 p.m.
Tuesday	April 11, 2023	5:00 p.m.
Tuesday	May 9, 2023	5:00 p.m.
Tuesday	June 13, 2023	5:00 p.m.
Tuesday	July 11, 2023	5:00 p.m.
Tuesday	August 8, 2023	5:00 p.m.
Tuesday	September 12, 2023	5:00 p.m.

Finance, Audit, and Human Resources Committee Meetings are generally scheduled for the second Tuesday of each month, and are proposed for a starting time of 5:00 p.m. There may be some deviation based upon scheduling conflicts, and any adjustments will be communicated with as much early notification as practical.

The Committee meetings scheduled for December 2022 and January and March 2023 do not fall on the second Tuesday of their respective months, to allow staff adequate time to prepare for Committee meetings around College closures for Winter Break and Spring Break.

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

The Finance, Audit, and Human Resources Committee is asked to recommend Board approval of the proposed Committee meeting schedule so that all Board members may enter the dates on their planning calendars.



# Board Meeting Committee Meeting Calendar

FY 2022 - 2023

September 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- Committee Meetings -
  - Education & Workforce Development
  - Facilities
  - Finance, Audit, & Human Resources

- \* Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- \* Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- \* Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:00 p.m.
- \* Board Meetings: 4th Tuesday of the month, 5:30 p.m.

### **Discussion and Action as Necessary to Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023**

Approval to extend the current pilot four-and-a-half-day work week schedule starting August 1, 2022 and ending August 31, 2023, will be presented at the July 26, 2022 Board meeting.

Purpose – To revise working hours starting on August 1, 2022 and ending on August 31, 2023, to a four-and-a-half-day work week schedule, while still meeting the forty (40) hour work week requirement. This time period will address the entire Fiscal Year of 2022-2023.

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

Background – On April 13, 2022, a survey was released to all employees to gain feedback regarding interest in the four-and-a-half-day work week. Feedback was positive and the four-and-a-half-day work week pilot was launched on May 16, 2022 after Board approval at the May 12, 2022 Special Board meeting.

A second survey was released on June 27, 2022 to gain feedback from employees regarding the actual experience of the four-and-a-half-day work week. Feedback was again positive and 83% of employees who responded showed interest in extending the schedule and 7% of employees responded that they were neutral.

The survey was issued and responses provided valuable feedback on the following items:

- Employee Satisfaction Factors
  - Work Productivity (Exhibit A-1)
  - Work/Life Balance (Exhibit A-2)
  - Lunch Schedules (Exhibit A-3)
  - Longer Weekend (Exhibit A-4)
  - Employee Morale (Exhibit A-5)
- Extension to Fall Semester (Exhibit B)
- Extension to Spring Semester (Exhibit C)

All employees of the College were asked to participate in the survey and 465 responses were received by July 1<sup>st</sup>.

The results are shown graphically on Exhibits A through C, that follow in the packet.

Recommendation – Administration recommends that employees work with their supervisors to continue implementing the four-and-a-half-day work week based on one of the previously approved schedules below while ensuring coverage of operations.

- Monday – Thursday 8:00am – 5:30pm (Half hour Lunch)
- Monday – Thursday 7:30am – 5:00pm (Half hour Lunch)
- Monday – Thursday 7:45am – 5:15pm (Half hour Lunch)
- Monday – Thursday 8:00am – 6:00pm (Full hour Lunch)

Exceptions outside these schedules will be made at the discretion and approval of the supervisor.

Reviewers - The proposed modified work week schedule has been reviewed by administrative staff and cabinet members.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 26, 2022 Board meeting to extend the current four-and-a-half-day work week schedule for August 1, 2022 through August 31, 2023.

Exhibit A-1

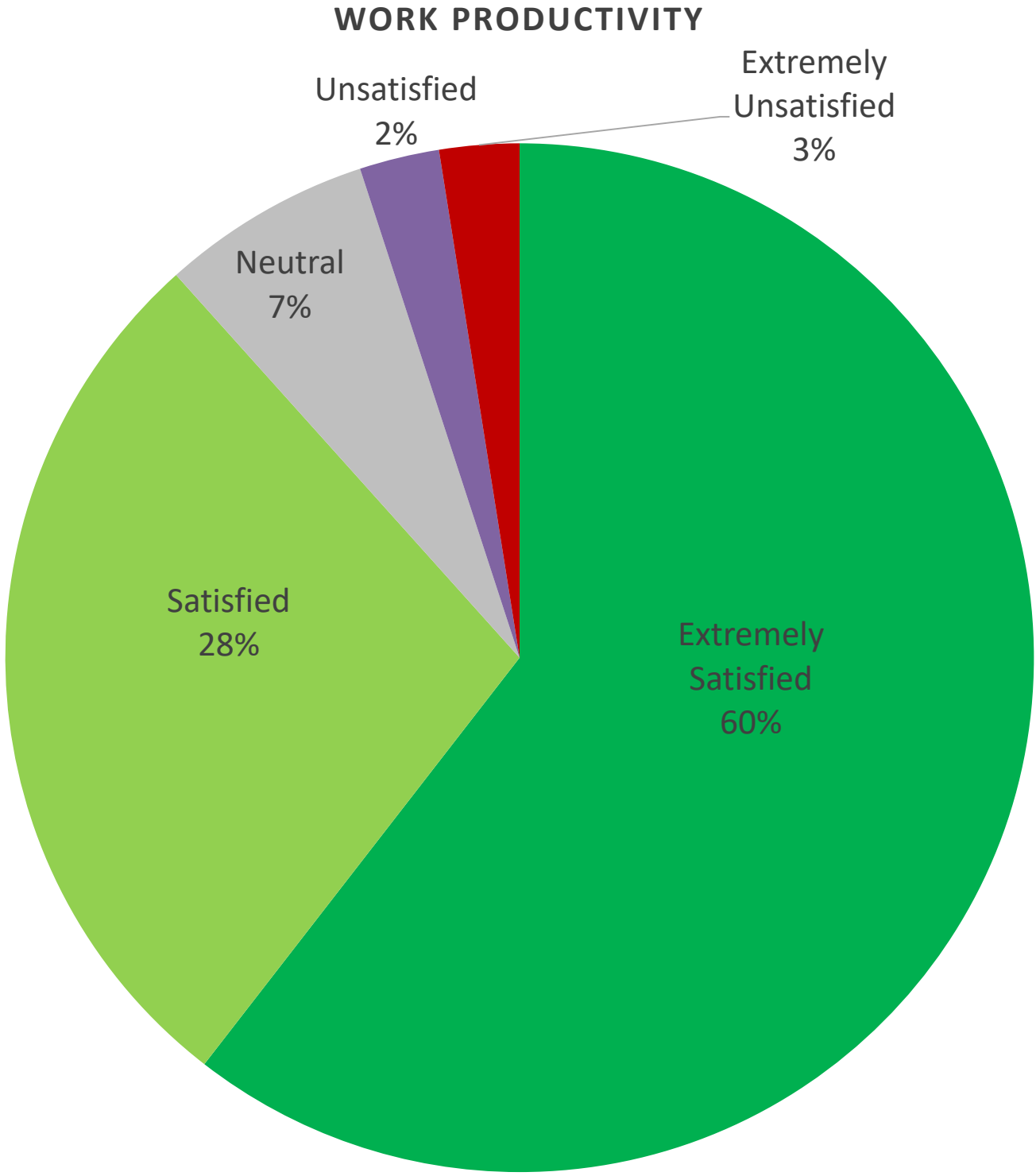




Exhibit A-2

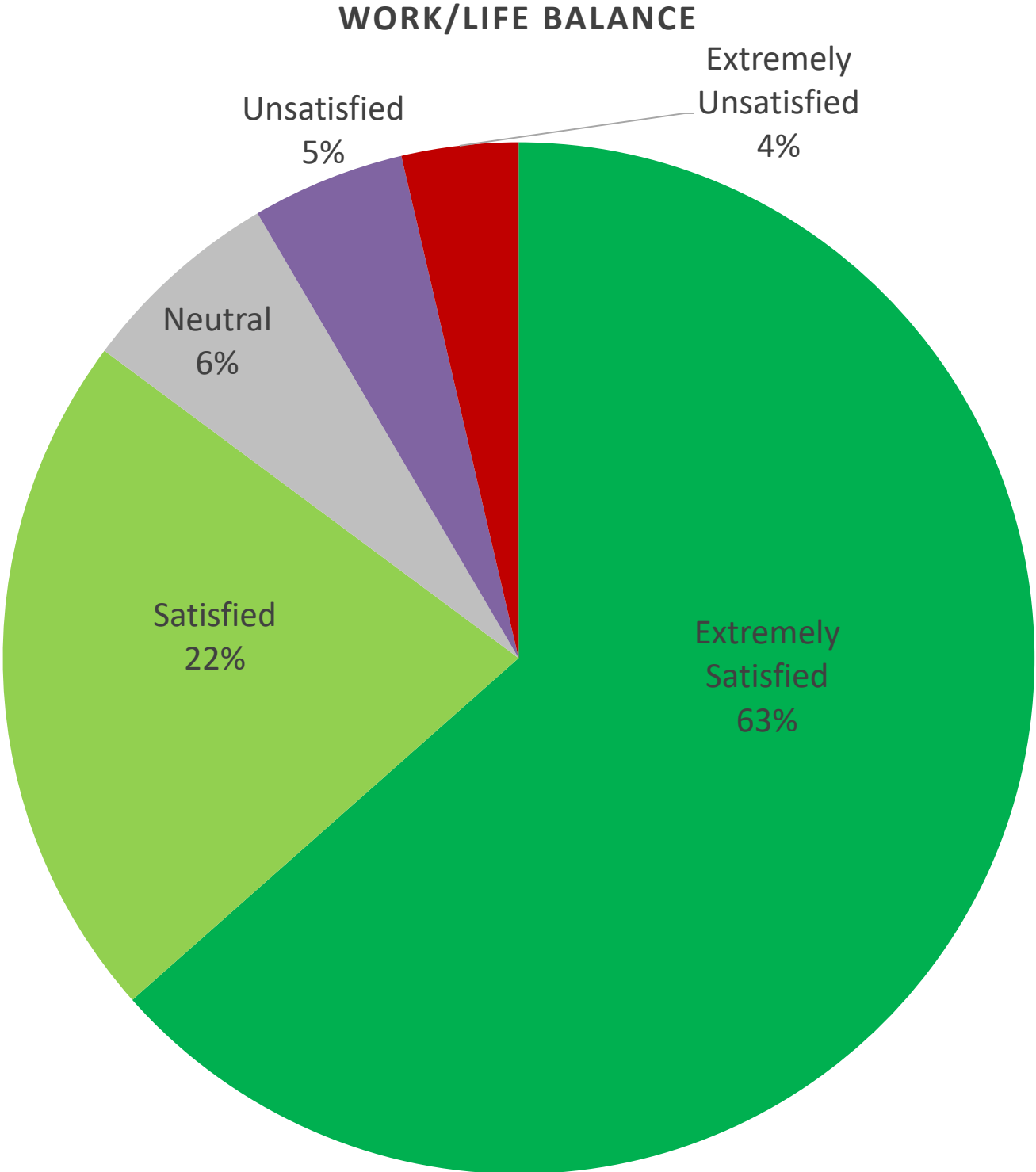


Exhibit A-3

**LUNCH SCHEDULES**

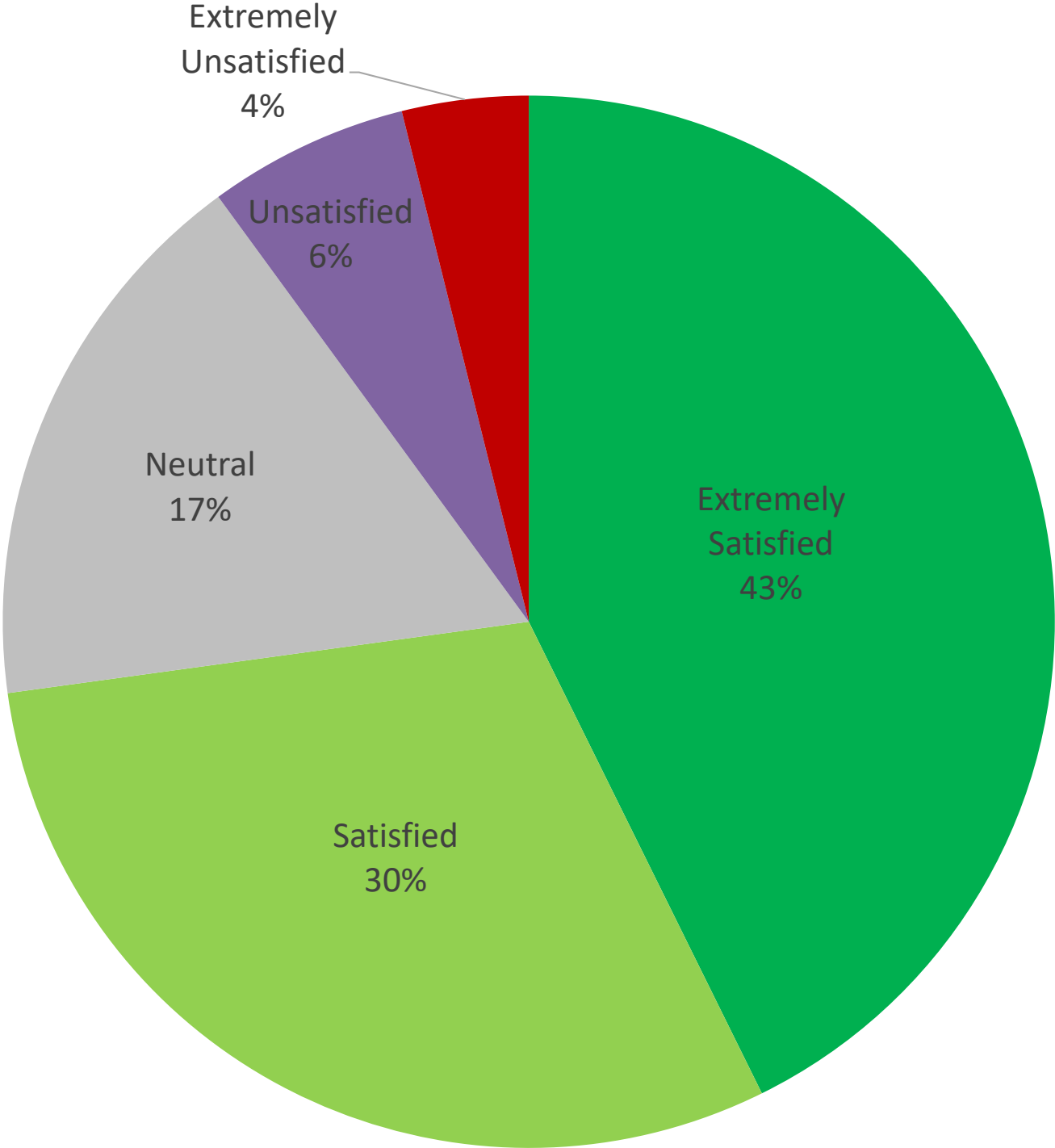


Exhibit A-4

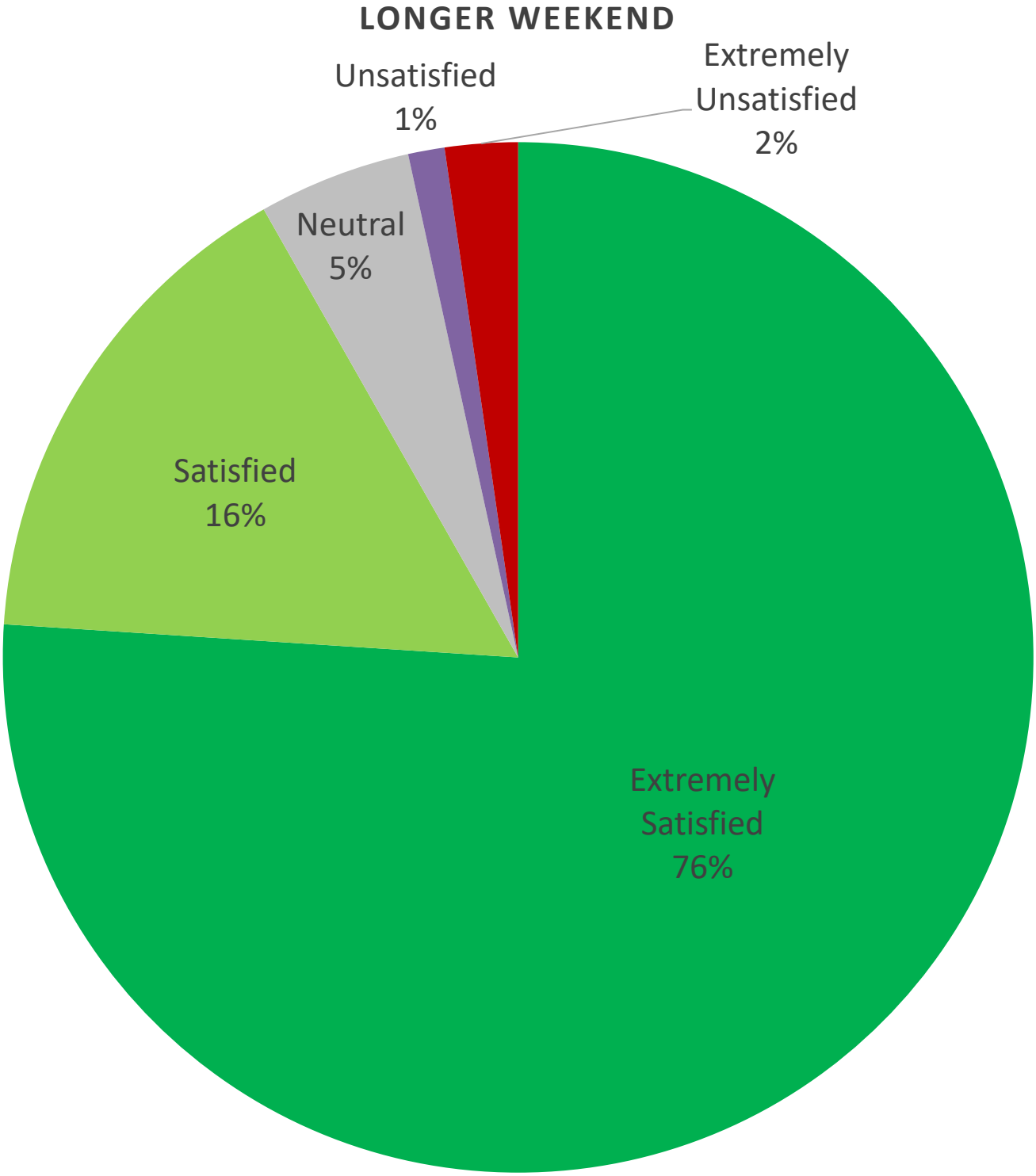
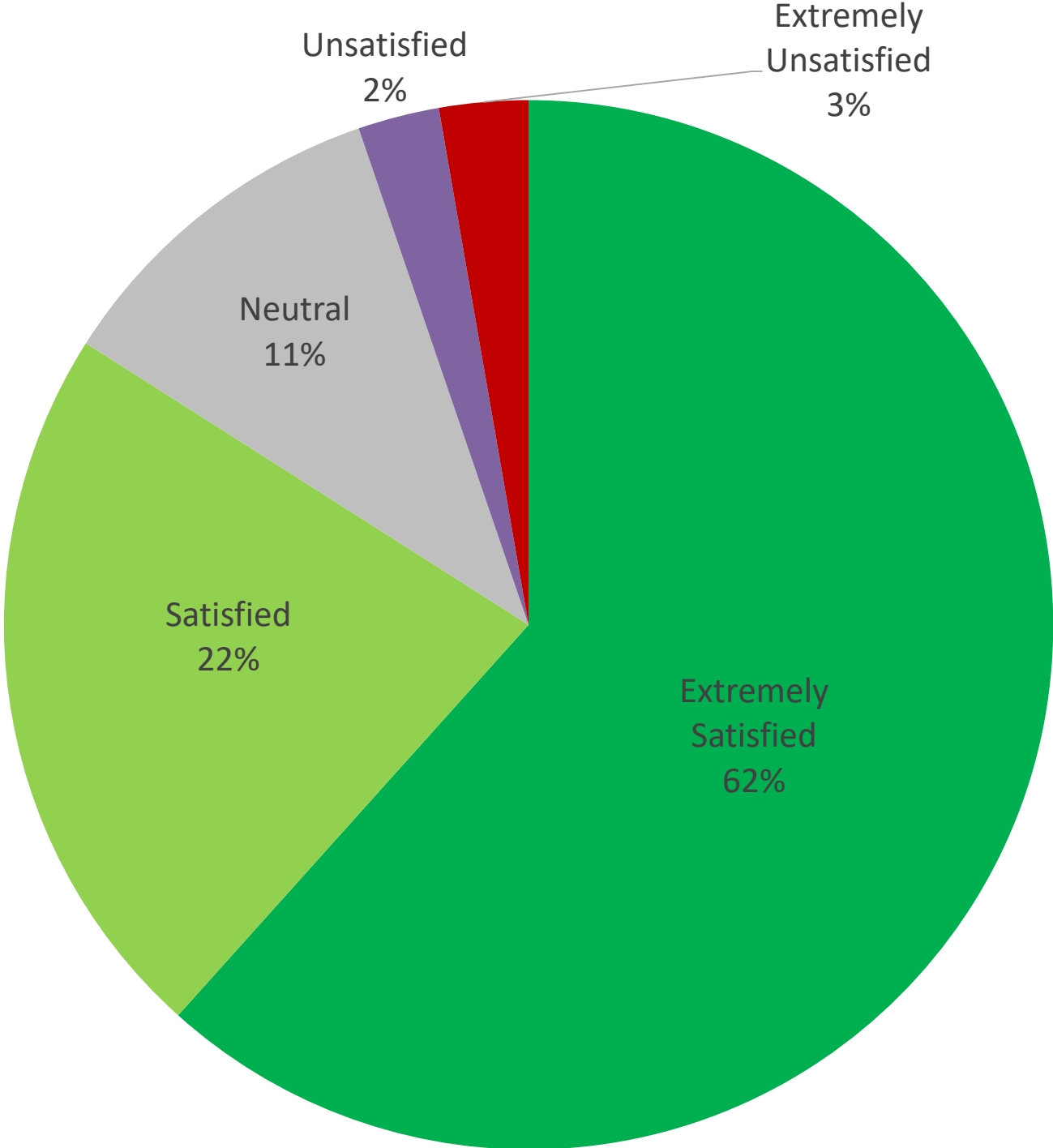


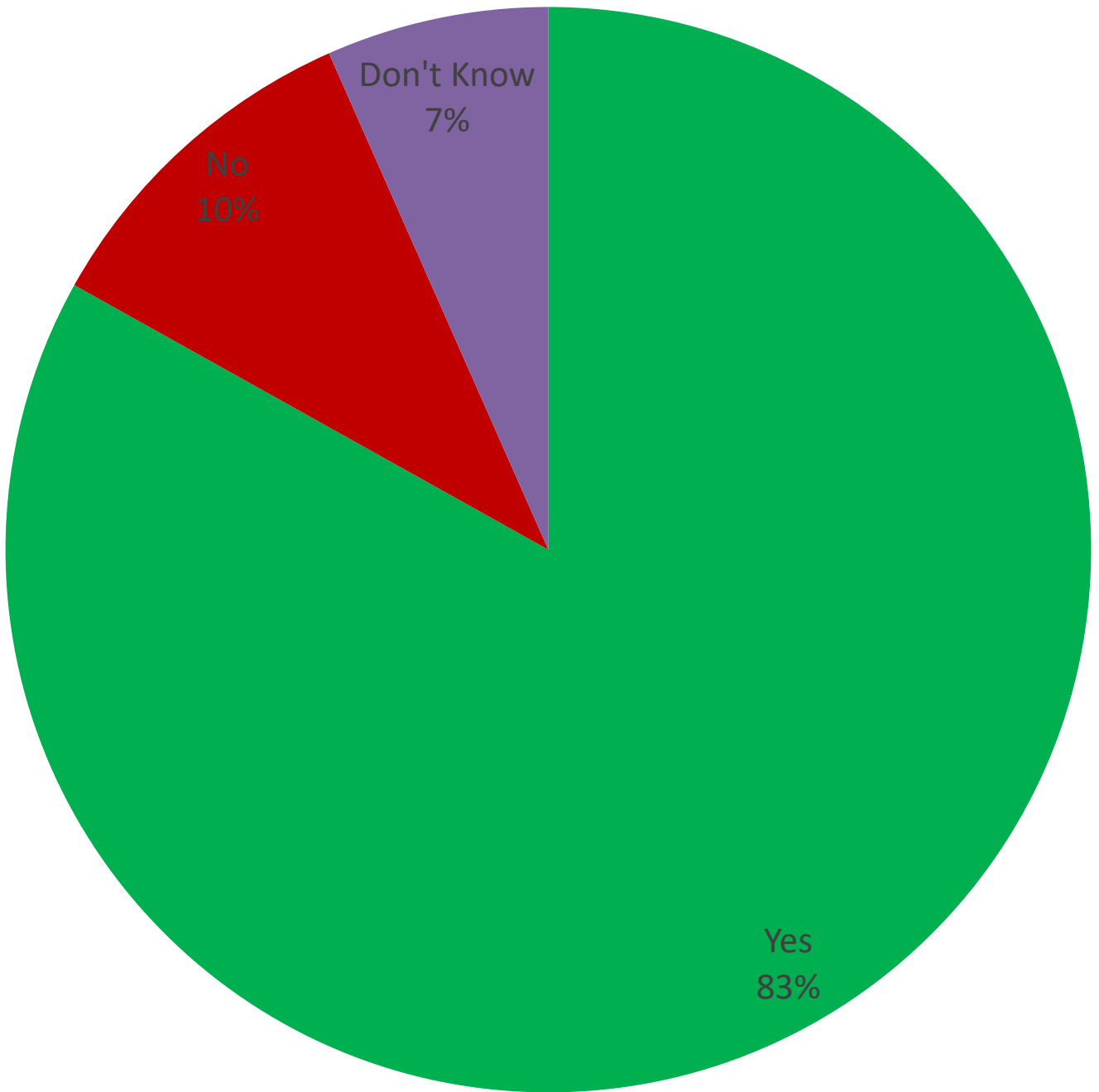
Exhibit A-5

**EMPLOYEE MORALE**



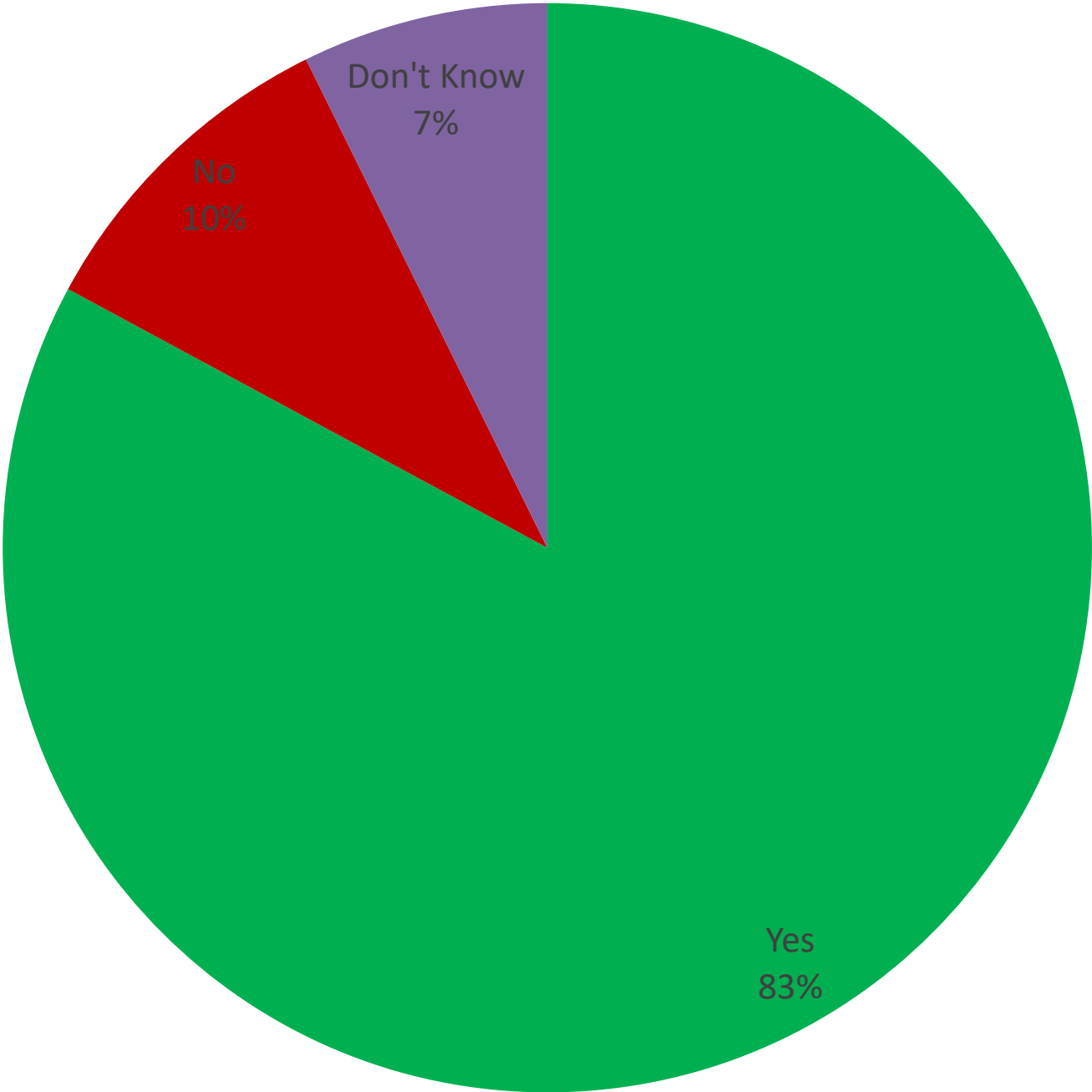
# Exhibit B

EXTEND TO FALL SEMESTER



# Exhibit C

EXTEND TO SPRING SEMESTER



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

Approval of a proposed budget amendment for FY 2021 – 2022 will be requested at the July 26, 2022 Board meeting.

The proposed budget amendment is necessary to fund and process transfers from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for the Unrestricted and Plant Funds for Fiscal Year 2021 – 2022 will increase as follows:

**Fiscal Year 2021 - 2022  
 Budgeted Revenues and Expenditures/Fund Balance Net Effect**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$191,234,348	\$3,000,000	\$194,234,348
Unexpended Plant Fund – Construction	B	17,239,709	-	17,239,709
Renewals and Replacements Plant Fund	C	6,590,868	-	6,590,868

The budget amendment details and presentation follow in the packet for your information and review.

The budget amendment is proposed as follows:

**1. Budget Amendment – Increase Unrestricted Fund Balance Carryover and Increase Unrestricted Fund Balance Transfer to Plant Funds**

A budget amendment is proposed to increase the Unrestricted Fund Balance Carryover Allocations by \$3,000,000 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund - Construction and to the Renewals and Replacements Plant Fund, as follows:

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

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unexpended Plant Fund – Construction	\$4,345,336	\$2,000,000	\$6,345,336
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000

The budget amendment is proposed to transfer out from the Unrestricted Fund to the Unexpended Plant Fund – Construction and to the Renewals and Replacements Plant Fund in the amounts of \$2,000,000 and \$1,000,000, respectively.

**2. Budget Amendment – Transfer Fund Balance from the Unrestricted Fund to the Plant Funds**

A budget amendment is proposed to transfer fund balance from the Unrestricted Fund to the Plant Funds for the purpose of funding capital improvement projects and deferred maintenance, as follows:

- Transfer to the Unexpended Plant Fund - Construction from the Unrestricted Fund in the amount of \$2,000,000
- Transfer to the Renewals and Replacements Plant Fund from the Unrestricted Fund in the amount of \$1,000,000.

**3. Summary of Proposed Transfer from Unrestricted Fund to Plant Funds**

**Fiscal Year 2021 - 2022  
 Summary of Proposed Transfers to Plant Funds**

Fund	Original Budget Transfer In/(Out)	Amendment Transfer In/(Out)	Amended Budget Total Transfer In/(Out)
Unrestricted Fund	\$ (3,500,000)	\$ (3,000,000)	\$ (6,500,000)
Unexpended Plant Fund - Construction	\$ 3,500,000	\$ 2,000,000	\$ 5,500,000
Renewals and Replacements Plant Fund	\$ -	\$ 1,000,000	\$ 1,000,000

The budget amendment details 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 July 26, 2022 Board meeting, the proposed budget amendment for FY 2021 – 2022 as presented.



## South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	33,967,161	-	33,967,161
Total Fees	28,686,753	-	28,686,753
Total M&O Property Taxes	58,273,025	-	58,273,025
Total Other Revenues	6,437,408	-	6,437,408
Total HEERF Lost Revenue	7,738,146	-	7,738,146
Total Carryover Allocations	7,032,943	3,000,000	10,032,943
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 191,234,348</b>	<b>\$ 3,000,000</b>	<b>\$ 194,234,348</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 99,382,688	\$ -	\$ 99,382,688
Total Benefits	30,950,663	-	30,950,663
Total Operating	37,644,217	-	37,644,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
<b>Total Expenditures</b>	<b>\$ 171,731,580</b>	<b>\$ -</b>	<b>\$ 171,731,580</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	2,000,000	5,500,000
Transfer to Renewals & Replacements Plant Fund	-	1,000,000	1,000,000
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	-	7,738,146
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>3,000,000</b>	<b>22,502,768</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 191,234,348</b>	<b>\$ 3,000,000</b>	<b>\$ 194,234,348</b>

## South Texas College Unexpended Plant Fund - Construction

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenue Summary

Revenue Source and Fund Balance Allocations	Amended Budget	Budget Amendment	Amended Budget
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	2,000,000	5,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	12,859,149	(2,000,000)	10,859,149
<b>Total Revenues</b>	<b>\$ 17,239,709</b>	<b>\$ -</b>	<b>\$ 17,239,709</b>

### Expenditure Summary

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Projected Draws for Approved Projects	\$ 12,931,338	\$ -	\$ 12,931,338
Fund Balance Addition	4,308,371	-	4,308,371
<b>Total Expenditures</b>	<b>\$ 17,239,709</b>	<b>\$ -</b>	<b>\$ 17,239,709</b>

## South Texas College Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2022  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 6,590,868	\$ (1,000,000)	\$ 5,590,868
Transfers In from Unrestricted Fund	-	1,000,000	1,000,000
<b>Total Revenues</b>	<b>\$ 6,590,868</b>	<b>\$ -</b>	<b>\$ 6,590,868</b>

### Expenditure/Fund Balance Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 6,590,868	\$ -	\$ 6,590,868
Fund Balance Addition	-	-	-
<b>Total Expenditures/Reserve</b>	<b>\$ 6,590,868</b>	<b>\$ -</b>	<b>\$ 6,590,868</b>

# South Texas College

## Proposed Budget Amendment for FY 2021 - 2022

July 12, 2022

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

## Summary of Proposed Budget Amendment

### Budgeted Revenues and Expenditures/Fund Balance Net Effect

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$191,234,348	\$3,000,000	\$194,234,348
Unexpended Plant Fund - Construction	17,239,709	-	17,239,709
Renewals and Replacements Plant Fund	6,590,868	-	6,590,868

2

# Unrestricted Fund

3

## Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Carryover Allocations	\$3,000,000	To transfer funds from the Unrestricted Fund Balance to the Unexpended Plant Fund – Construction and the Renewals and Replacements Plant Fund
<b>Total Carryover Allocations Increase</b>	<b>\$3,000,000</b>	

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**Proposed Budget Amendment Summary  
Unrestricted Fund**

**Revenue Summary**

<b>Revenue Source and Carryover Allocations</b>	<b>Amended Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
Total State Appropriations	\$ 49,098,912	\$ -	\$ 49,098,912
Total Tuition	33,967,161	-	33,967,161
Total Fees	28,686,753	-	28,686,753
Total M&O Property Taxes	58,273,025	-	58,273,025
Total Other Revenues	6,437,408	-	6,437,408
Total HEERF Lost Revenue	7,738,146	-	7,738,146
Total Carryover Allocations	7,032,943	3,000,000	10,032,943
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 191,234,348</b>	<b>\$ 3,000,000</b>	<b>\$ 194,234,348</b>

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**Summary of Budget Changes  
Unrestricted Fund – Transfers & Reserves**

<b>Transfers &amp; Reserves</b>	<b>Increase/ (Decrease)</b>	<b>Description</b>
Transfer to Unexpended Plant Fund – Construction	\$2,000,000	Transfer from Unrestricted Fund to Unexpended Plant Fund – Construction for capital improvement projects
Transfer to Renewals & Replacements Plant Fund	1,000,000	Transfer from Unrestricted Fund to Renewals & Replacements Plant Fund for deferred maintenance
<b>Total Transfers &amp; Reserves Increase</b>	<b>\$3,000,000</b>	

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**Proposed Budget Amendment Summary  
Unrestricted Fund  
Expenditures Summary**

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 99,382,688	\$ -	\$ 99,382,688
Total Benefits	30,950,663	-	30,950,663
Total Operating	37,644,217	-	37,644,217
Total Travel	2,229,954	-	2,229,954
Total Capital Outlay	1,524,058	-	1,524,058
<b>Total Expenditures</b>	<b>\$ 171,731,580</b>	<b>\$ -</b>	<b>\$ 171,731,580</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	2,000,000	5,500,000
Transfer to Renewals & Replacements Plant Fund	-	1,000,000	1,000,000
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	-	7,738,146
<b>Total Transfers &amp; Reserves</b>	<b>19,502,768</b>	<b>3,000,000</b>	<b>22,502,768</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 191,234,348</b>	<b>\$ 3,000,000</b>	<b>\$ 194,234,348</b>

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**Plant Fund**



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**Summary of Budget Changes**  
**Transfer Fund Balance to Plant Funds**

Plant Fund	Increase/ (Decrease)	Description
Transfer to Unexpended Plant Fund – Construction	\$2,000,000	Transfer from Unrestricted Fund Balance to Plant Fund for capital improvement projects
Transfer to Renewals and Replacements Plant Fund	1,000,000	Transfer from Unrestricted Fund Balance to Plant Fund for deferred maintenance
<b>Total Transfer to Plant Funds</b>	<b>\$3,000,000</b>	

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

**Revenue Summary**

Revenue Source and Fund Balance Allocations	Amended Budget	Budget Amendment	Amended Budget
Interest	\$ 35,224	\$ -	\$ 35,224
Transfer In from Unrestricted Fund	3,000,000	2,000,000	5,000,000
Transfer In from Unrestricted Fund Continuing Ed	1,345,336	-	1,345,336
Fund Balance Deduction	12,859,149	(2,000,000)	10,859,149
<b>Total Revenues</b>	<b>\$ 17,239,709</b>	<b>\$ -</b>	<b>\$ 17,239,709</b>

**Expenditure Summary**

Expenditures/Reserves	Amended Budget	Budget Amendment	Amended Budget
Projected Draws for Approved Projects	\$ 12,931,338	\$ -	\$ 12,931,338
Fund Balance Addition	4,308,371	-	4,308,371
<b>Total Expenditures</b>	<b>\$ 17,239,709</b>	<b>\$ -</b>	<b>\$ 17,239,709</b>

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**Proposed Budget Amendment Summary  
Renewals and Replacements Plant Fund**

**Revenue Summary**

<b>Revenue Source</b>	<b>Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Amended Budget</b>
Fund Balance Deduction	\$ 6,590,868	\$ (1,000,000)	\$ 5,590,868
Transfers In from Unrestricted Fund	-	1,000,000	1,000,000
<b>Total Revenues</b>	<b>\$ 6,590,868</b>	<b>\$ -</b>	<b>\$ 6,590,868</b>

**Expenditure/Fund Balance Summary**

<b>Expenditures/Reserve</b>	<b>Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Amended Budget</b>
Renewals and Replacements Expenditures	\$ 6,590,868	\$ -	\$ 6,590,868
Fund Balance Addition	-	-	-
<b>Total Expenditures/Reserve</b>	<b>\$ 6,590,868</b>	<b>\$ -</b>	<b>\$ 6,590,868</b>

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**Thank You**

**Questions?**



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