

Board of Trustees

Finance and Human Resources Committee Meeting

February 17, 2014

5:30 p.m.

**Ann Richards Administration Building,
Board Room-Pecan Campus-McAllen, TX**



South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, February 17, 2014
@ 5:30 p.m.
McAllen, Texas

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

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Approval of January 16, 2013 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of January 16, 2013 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, January 16th, 2014
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, January 16th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Other Board Members present: None

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Diana A. Peña, Mr. Chuy Ramirez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Matt Hebbard, Mr. Cody Gregg, Dr. Ali Esmaeili, Mr. Lucio Gonzalez, Ms. Anne Burger Entrekin, Ms. Kelly Salazar, and Mr. Andrew Fish

Overview of Live Broadcast of Board and Committee Meetings

Mr. Cody Gregg, Dean of Library Services and Instructional Technologies, prepared an overview of the audio/video system installed to provide live and archived broadcast of all Board and Committee meetings, as required by state law.

The Trustees present at this Committee meeting had each attended the preceding Facilities Committee meeting and had seen the presentation. The presentation was skipped, and no action was requested or taken.

Approval of December 12, 2013 Finance and Human Resources Committee Minutes

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee Meeting of December 12, 2013 were approved as written. The motion carried.

Update on Municipal Bond Market and Bond Issuance Debt Structure

First Southwest Company continued to work on the preparations for the sale of the Limited Tax Bonds, Series 2014. Staff provided updated information for the Preliminary Official Statement. The following was the proposed timeline:

- Thursday, December 19, 2013 Send Preliminary Official Statement and related documents to rating agencies
- Week of January 13, 2014 Conference calls with rating agencies
- Friday, January 17, 2014 Receive ratings
- Tuesday, January 21, 2014 Preliminary Official Statement goes to i-Deal web site for posting
- Monday and Tuesday, January 27-28, 2014 Pricing
- Tuesday, January 28, 2014 Board of Trustees meeting to conduct sale of bonds and to consider the adoption of the Order Authorizing the Issuance of the Tax Bonds and Adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
- Wednesday, February 26, 2014 Closing date

A Municipal Bond Market Update and a Tax Rate Impact Analysis was provided in the packet for the Committee's review and information.

Ms. Anne Burger Entrekin from First Southwest Company attended the meeting to discuss the Municipal Bond Market Update and the Tax Rate Impact Analysis for an initial issuance of \$42.5 million and \$50 million.

The College's legal counsel and bond counsel, Chuy Ramirez, was working to prepare the Order after the pricing and it would be presented for consideration and approval at the January 28, 2014 Board meeting.

This item was for discussion only and no action was taken.

Discussion and Action as Necessary on Hidalgo County Tax Resale Property and Resolution Authorizing Tax Resale

Approval of the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College and Hidalgo

County vs. Melody Cawthorn and the Resolution Authorizing the Tax Resale will be requested at the January 28, 2014 Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of this property.

On November 7, 2013, a private written bid was received by Linebarger Goggan Blair & Sampson, LLP for one (1) property listed as follows:

- Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College and Hidalgo County vs. Melody Cawthorn

On struck off property as follows:

1.00 acre, more or less, out of the southwest corner of Lot 181, Kelly Pharr Subdivision of porciones 69 and 70, a subdivision in Hidalgo County, Texas, as described in volume 794, page 35, deed records of Hidalgo County, Texas. Account No. K2400-00-000-0181-09

The total amount the College would receive was \$1,778.25.

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the private written bid received. The Tax Resale Property was on the agenda for approval on January 20, 2014 for Pharr-San Juan-Alamo I.S.D and on January 21, 2014 for South Texas ISD. The City of Pharr and Hidalgo County were still pending.

The analysis of written bid received for struck-off property and the Resolution Authorizing Tax Resale were included in the packet for the Committee's review and information.

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended the meeting.

Ms. Rose Benavidez moved to recommend Board approval of the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College, and Hidalgo County vs. Melody Cawthorn contingent upon the approval of the same from other entities that were concurrently reviewing the same cause. Mr. Paul R. Rodriguez seconded the motion.

During discussion, Legal Counsel advised that a recommendation without the contingency may aid the other entities in their approval processes. Ms. Benavidez rescinded her motion in accordance with Legal Counsel's advice.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College, and Hidalgo County vs. Melody Cawthorn and the Resolution Authorizing the Tax Resale to St. Jude Thaddeus Catholic Church as presented. The motion carried.

Review and Recommend Action on Award of Proposal, Purchases, and Renewals

Approval of the following proposal award, purchases, and renewals will be requested at the January 28, 2014 Board meeting as follows:

- 1) Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to Jostens, Inc. (Minneapolis, MN) for the period beginning February 1, 2014 through January 31, 2015 with two one year options to renew, at an estimated cost of \$36,696.75;
- 2) Computers, Laptop and Server (Purchase):** purchase computers, laptop and server from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$17, 529.00;
- 3) Interactive Pen Displays (Purchase):** purchase interactive pen displays from Computime (Saint Louis, MO) (New Vendor), a sole source vendor, at a total cost of \$20,430.13;
- 4) Internet Services (Purchase):** purchase internet services from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through February 28, 2017, at a monthly cost of \$3,750.88 and an annual amount of \$45,010.56 for the following locations:
 - Nursing Allied Health Campus - \$700.00 per month; \$8,400.00 annually
 - Technology Campus - \$767.20 per month; \$9,206.40 annually
 - Pecan Plaza - \$693.40 per month; \$8,332.80 annually
 - Hidalgo Training Center - \$869.12 per month; \$10,429.44 annually
 - Pharr Training Center - \$720.16 per month; \$8,641.92 annually
- 5) Internet Services – Pecan Campus (Purchase):** purchase internet services – Pecan Campus from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through February 28, 2017, at a monthly cost of \$6,246.46 and an annual amount of \$74,957.52 and a one-time installation charge of \$5,600.00;
- 6) Predictive Data Analytics Technology/Hosting Service (Purchase):** purchase predictive data analytics technology from Civitas Learning, Inc. (Austin, TX) (New Vendor), a sole source vendor, for the period beginning February 1, 2014 through January 31, 2015, at a total cost to STC of \$75,000.00. The total investment is \$300,000.00 which the THECB will pay \$150,000 and Texas A & M University – Commerce will pay \$75,000.00;
- 7) Student Printers (Purchase):** purchase student printers from Reyna Enterprises, Inc./dba Computer Repair Center (CRC) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,058.00;
- 8) Subscription of Online Books (Purchase):** purchase a subscription of online books from EBSCO Information Services (Dallas, TX), a sole source vendor, for the period beginning March 1, 2014 through February 28, 2015, at a total cost of \$11,277.00;
- 9) Geotechnical Engineering and Materials Testing Services (Renewal):** renew the geotechnical engineering and materials testing services contracts to provide services on an as needed basis for projects with a fee not to exceed \$30,000 per project beginning February 19, 2014 through February 18, 2015 with the following firms:
 - Raba-Kistner Consultants, Inc. (McAllen, TX)
 - Terracon Consultants, Inc. (Pharr, TX)

- 10) Training Services for Dental Assisting and Dialysis Technician (Renewal):** renew the contract for training services for dental assisting and dialysis technical with Condensed Curriculum International (Fairfield, NJ), for the period beginning February 1, 2014 through January 31, 2015, at a commission of 20% - 35% depending on the number of students per class.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals is \$291,958.96.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the proposal award, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Establishing a Bank Account for the Bond Construction Program

Approval to establish a new bank account at the College's depository bank will be requested at the January 28, 2014 Board meeting.

The primary purpose of establishing a new bank account was for depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2014, as needed to pay for the construction and equipping of College buildings in the College District.

Per Board Policy #5110: Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve the establishment of a bank account. The College anticipated the sale of Bonds in January 2014 and receipt of bond proceeds in February 2014.

The funds would be deposited in accordance with the STC Board of Trustees approved Investment Policy and in a manner meeting the construction needs of the College.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval to establish a new bank account at the College's depository bank for the primary purpose of depositing the South Texas College District Limited Tax Bonds, Series 2014 proceeds, as presented. The motion carried.

Review and Discussion of the Texas Higher Education Coordinating Board Enrollment Data Audit Report

Matthew Hebbard, Dean of Enrollment Services and Registrar, presented the Texas Higher Education Coordinating Board Enrollment Data Audit Report.

The Texas Higher Education Coordinating Board is authorized, per Rider 8 of the General Appropriations Act, 82nd Legislature, Regular Session and Texas Administrative Code Section 13, to review the accuracy of the contact hour data reported to the Coordinating

Board by community college districts. In the event of data reporting errors, the Coordinating Board is authorized to adjust the fiscal year's formula appropriations as necessary to reflect the corrected data elements.

South Texas College complied with all of the relevant rules and regulations for the enrollment data used for formula funding and therefore, no adjustment to the College's formula appropriations is necessary.

The Enrollment Data Audit Report was included in the packet for the Committee's review and information.

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

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:00 p.m.

I certify that the foregoing are the true and correct minutes of the January 16th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Chair

**Review and Discussion of Internal Audit Reports in the Areas of
Scholarships and Fraud Hotline**

A representative from Burton McCumber & Cortez, LLP will be attending the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit reports dated August 22, 2013 and October 29, 2013, in the areas of Scholarships and Fraud Hotline, respectively.

The reports follow in the packet for the Committee's review.



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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

SCHOLARSHIPS

Board of Trustees
South Texas College

We have performed the procedures outlined in Exhibit I, which were agreed to by the Board of Trustees and the administration of South Texas College ("College") solely to assist the College in evaluating its control activities over its scholarship activities. The College is responsible for internal audit procedures, the internal audit function and controls over scholarships. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the agreed-upon procedures described in Exhibit I either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings thereon are described in Exhibit I.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Trustees and the administration of South Texas College and is not intended to be and should not be used by anyone other than those specified parties.

Burton McCumber & Cortez, L.L.P.

McAllen, Texas
August 22, 2013

January 28, 2014
 Board of Trustees
 South Texas College
2 pages

Scholarships

PROCEDURES	FINDINGS	COMMENTS AND RECOMMENDATIONS	MANAGEMENT RESPONSE AND CORRECTIVE ACTION
<p>1- We obtained a copy of the College's polices for procedures related to the General Scholarship Fund.</p>	<p>The policies over scholarships are included in the scholarship's department "Office and Procedure Manual Section 8.23-General Scholarship Fund."</p>	<p>None</p>	<p>None required.</p>
<p>2- We interviewed business office personnel and personnel from select departments to ascertain whether those persons were knowledgeable of the College's procedures over student and third party receivables.</p>	<p>Responses to our inquiries were consistent with the scholarship's department "Office and Procedures Manual Section 8.23-General Scholarship Fund."</p>	<p>None</p>	<p>None required.</p>

Scholarships

PROCEDURES	FINDINGS	COMMENTS AND RECOMMENDATIONS	MANAGEMENT RESPONSE AND CORRECTIVE ACTION
<p>3- We obtained a detail list by student of all scholarships awarded as of March 31, 2013. We randomly selected a sample of 40 scholarships that were awarded. For each item selected, we reviewed the scholarship process for overall completeness and propriety.</p>	<p>For each of the 40 scholarships reviewed, the supporting documentation provided indicated that the college personnel adhered to established procedures.</p>	<p>None</p>	<p>None required.</p>
<p>4- We reviewed the internal financial information related to the Valley Scholars program to determine if there were sufficient funds to meet scholarship awards.</p>	<p>As of August 31, 2013, the Valley Scholars Program had a positive fund balance of \$40,813. It did not appear that scholarships awarded exceeded available funds.</p>	<p>None</p>	<p>The fund balance of \$40,813 was designated for use for student awards in fiscal year 2014 and will be awarded accordingly.</p>
<p>5- We obtained a list of scholarships which were awarded to students before the funds awarded were received by the College. We reviewed the accounts receivable aging report to determine whether the amounts were received within a reasonable period.</p>	<p>The total of accounts receivable was \$14,751. No individual award amount was outstanding more than 60 days from the date awarded to the date paid.</p>	<p>None</p>	<p>None required.</p>



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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

FRAUD HOTLINE

**Board of Trustees
South Texas College**

We have performed the procedures outlined in Exhibit I, which were agreed to by the Board of Trustees and the administration of South Texas College ("College") solely to assist the College in evaluating its control activities over the fraud hotline procedures. The College is responsible for internal audit procedures, the internal audit function and controls over the management of the fraud hotline. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the agreed-upon procedures described in Exhibit I either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings thereon are described in Exhibit I.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Trustees and the administration of South Texas College and is not intended to be and should not be used by anyone other than those specified parties.

Burton McCumber & Cortez, L.L.P.

McAllen, Texas
October 29, 2013

Fraud Hotline

PROCEDURES	FINDINGS	COMMENTS AND RECOMMENDATIONS	MANAGEMENT RESPONSE AND CORRECTIVE ACTION
<p>1- We obtained a copy of the College Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties (the guidelines) and reviewed for overall completeness and reasonableness.</p>	<p>None</p>	<p>None</p>	<p>None required.</p>
<p>2- We interviewed the Interim Director of Human Resources (the Director) to ascertain whether she was knowledgeable of the guidelines.</p>	<p>Responses to our inquiries were consistent with the College Guidelines Section 9- Acting on Evidence of Fraud.</p>	<p>None</p>	<p>None required.</p>

Fraud Hotline

PROCEDURES	FINDINGS	COMMENTS AND RECOMMENDATIONS	MANAGEMENT RESPONSE AND CORRECTIVE ACTION
<p>3- We obtained the fraud hotline list of all incidents reported for the 2013 year. We randomly selected a sample of 5 incidents. For each incident selected, we reviewed the incident case reporting and investigating process for overall completeness and reasonableness.</p>	<p>Per review of the incident case file and supporting documents, it was noted that in each of the 5 incidents tested a summary report was not prepared by the Director as required by the guidelines.</p> <p>A fraud hotline submission report was not addressed upon receipt. As a result, the investigation process was not initiated. This occurred for 1 of 5 incidents tested.</p>	<p>We recommend the College personnel follow the guidelines.</p> <p>We recommend the College personnel verify that all incidents reported by the fraud hotline are addressed upon receipt, investigated, and resolved.</p>	<p>The Director has prepared the pending summary reports as required by the guidelines. The Director has reviewed each case file to verify that all reports are prepared and will continue to do so.</p> <p>The employee who reported the case on the fraud hotline also physically visited the Office of Human Resources to report this incident. The incident was investigated and resolved. The Network, the fraud hotline provider, has been contacted and provided with the investigation results. The Director will verify that all incidents reported are addressed upon receipt, investigated, and resolved.</p>

Review and Discussion of Proposed Projects for Internal Auditors

Staff is recommending projects for the Internal Auditor's review for this coming year. The items listed below are the projects being proposed as the next assignments for the internal auditors.

- Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
- Surprise Cash Counts – Cashiers Office
- Departmental Timeforce Procedures
- Custodial Services - Work Orders, Purchase Orders and Inventory
- Departmental Fixed Assets
- Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
- Instructional Technologies Inventory

Input is also requested from the Finance and Human Resources Committee.

Burton McCumber & Cortez, L.L.P. have reviewed the following areas during the last three years:

1. IT Security (September 2013)
2. Facilities, Operation & Maintenance - Workorders and Purchase Orders (July 2013)
3. Financial Aid (May 2013)
4. Scholarship Funds (August 2013)
5. Fraud Hotline Calls/Investigations (October 2013)
6. Contracts (June 2012)
7. Continuing Professional and Workforce Education Department (January 2012)
8. Red Flag Rules (January 2012)
9. Human Resources (October 2011)
10. Capital Assets (July 2011)
11. Purchasing and Accounts Payable (June 2011)
12. Bank Reconciliations (June 2011)
13. Surprise Cash Counts (June 2011)
14. Results of Fraud Surveys (November 2013, 2012, and 2011)

Dr. Reed and Mary Elizondo will respond to any questions or concerns at the meeting.

The Committee is asked to review and make any recommendations or changes regarding the audit areas for 2013-2014.

Review and Recommend Action on Award of Proposal, Purchases, and Renewals

Approval of the following proposal award, purchases, and renewals will be requested at the February 20, 2014 Board meeting as follows:

1) ID Card Printers (Award)

Award the proposal for identification (ID) card printers to IdentiSys, Inc. (Eden Prairie, MN) (New vendor) at a total cost of \$18,493.00.

The ID card printers will be used by the Student Information Center in the Division of Student Affairs and Enrollment Management. The printers will be placed at each of our campuses (Pecan, Mid-Valley, Starr, Nursing and Technology) to provide ID cards to students, faculty and staff. Dual enrollment ID cards are also printed to allow students access to College resources. The new printers will replace obsolete and out of warranty equipment.

Proposal documents were advertised and sent to ten (10) vendors. Four (4) responses were received and reviewed by Student Outreach, Technology Resources and Purchasing Department.

Funds for this expenditure are budgeted in the Student Outreach budget for FY 2013-2014.

2) Audio Visual Equipment (Purchase)

Purchase audio visual equipment from Audio Visual Aids (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,552.50.

The audio visual equipment will be used for student instruction by the Art Program in the Division of Liberal Arts and Sciences. It will be installed in the graphics arts lab. This equipment will upgrade the graphic arts lab at the Mid-Valley Campus to a full multimedia room, with equipment such as a high definition projector, projection screen, control system, and audio system. The teaching of graphic arts requires the use of software programs such as Adobe Photoshop, the demonstrating of this software, and the sharing of student work, all of which are facilitated by this system.

Funds for this expenditure are budgeted in the Construction – Mid Valley South Academic Building Graphic Arts Lab budget for FY 2013-2014.

3) Computers (Purchase)

Purchase computers from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$54,526.74.

All purchase requests for computers have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for your review and information. The purchases can be summarized as follows:

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 1 Computer for Public Relations/Marketing
 - ⇒ 1 Computer for Office of President
- Faculty-Use Computers
 - ⇒ 1 Computer for Mechatronics
 - ⇒ 1 Computer for Pharmacy Technology
 - ⇒ 1 Computer for College Success Healthcare
- Student Lab-Use Computers
 - ⇒ 12 Computers for Chemistry
 - ⇒ 3 Computers for Pharmacy Technology
 - ⇒ 25 Computers for Engineering
- Student-Use Kiosk Computers
 - ⇒ 7 Computers for Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Public Relations/Marketing, Office of President, Mechatronics, Pharmacy Technology, College Success Healthcare, Chemistry, Engineering, and Technology Support.

4) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$55,445.25.

A) Computer Comforts.....	\$1,250.41
B) Datum Filing Systems, Inc.....	\$146.35
C) ERG International.....	\$1,844.65
D) The Hon Company.....	\$9,067.17
E) Inscape LTD.....	\$20,698.00
F) Krueger International, Inc.....	\$21,686.62
G) Lyon Workspace Products.....	\$752.05

The purchases can be summarized as follows:

- Computer Comforts (Kemah, TX)
 - ⇒ Mid Valley Campus
 - 1 Instructor table for Instructional Technologies
- Datum Filing Systems, Inc. /Gateway Jones & Cook Stationers (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Wall cabinet for the Police Department
- ERG International/Gateway Jones & Cook (Edinburg, TX)
 - ⇒ Pecan Campus
 - 6 tables for the Police Department
- The Hon Company/Gateway Jones & Cook Stationers (Edinburg, TX)
 - ⇒ Pecan Campus
 - 17 Staff chairs, 7 bookcases and 1 storage cabinet for the Police Department
 - 1 Desk for the Library
 - 1 Vertical file for the Political Science Program
- Inscape LTD /Gateway Jones & Cook (Edinburg, TX)
 - ⇒ Pecan Campus
 - Partition prefabricated walls for the Strategic Initiatives Department
- Krueger International, Inc. / Gateway Jones & Cook (Edinburg, TX)
 - ⇒ Pecan Campus
 - 11 Desks and 41 Chairs for the Police Department
 - 1 Table for Instructional Technologies
- Lyon Workspace Products (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 5 Shelves Units for the Vocational Nursing Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Instructional Technologies, Library Information Commons, Mid Valley SAB Graphic Arts Lab Improvements-Technology, Construction-Pecan Plaza Police Department Space Renovations - FFE, Political Science, Construction-Strategic Initiatives Office and Vocational Nursing.

5) Internet Services (Purchase)

Purchase additional internet service from Time Warner Cable, a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through April 30, 2015, at an additional monthly cost of \$4,424 (an annual amount of \$53,088) as well as a one-time installation fee of \$4,200.

This service is an increase to the existing three year contract for internet service which was approved by the Board of Trustees at the April 24, 2012 meeting.

It is an increase to the direct internet bandwidth services for the Mid Valley Campus from 50 to 200 megabytes as well as the internet bandwidth services from the Pecan Campus to

both the Starr County Campus and the Mid Valley Campus from 50 to 100 megabytes each. The internet bandwidth increase is required in order to alleviate some of the performance issues recently experienced with the Student Learning Management System, Blackboard. The Mid Valley and Starr County Campus internet performance and speed have been reported to suffer in the recent months due to the expansion of online services provided to students. This is the first step towards scaling up and growing the technology infrastructure to meet increased STC student and community demands. A more detailed analysis on systems usage and data traffic is being performed district wide in order to address issues reported in other STC campuses.

Funds for this expenditure are budgeted in the Phone Central Office budget for FY 2013-2014.

6) Network Switches (Purchase)

Purchase network switches from Insight Public Sector (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,416.50.

The network switches will be used as follows:

- Replace the main campus core switch that handles all internet/intranet and local traffic including all of our remote sites. The existing core switch at the Pecan Campus will be moved to the Pecan Plaza where it will handle all local and internet traffic including the new STC Police Department
- Replace a failing switch at the McAllen ISD Early College high school due to an increase of internet traffic since iPads were issued to students and teachers

Funds for this expenditure are budgeted in the Phones Central Office budget for FY 2013-2014.

7) Police Officer Uniforms (Purchase)

Purchase police officer uniforms from Sterling's Uniforms (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated cost of \$10,801.00.

The police officer uniforms are needed for the seven (7) new officers for the Mid Valley Campus that will begin March 2014 and additional to be used as replacements as needed.

Funds for this expenditure are budgeted in the STC Police budget for FY 2013-2014.

8) Robotic Training Arm and Software (Purchase)

Purchase a robotic training arm and software from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$49,554.00.

The portable, self-contained robotic training laboratory with robotic arm and software will be used for student instruction at the Institute for Advance Manufacturing (IAM). It is an addition to the existing automation training equipment that is used for mechatronics training

of manufacturing employees and students. The robotic arm is designed for high speed and precision applications such as machine tending, material handling, assembly, picking, packing and material removal.

The portable unit will give IAM the capability for providing on-site robotics training in addition to classroom training. The portability of the unit will allow IAM to better meet the training needs of the population involved in manufacturing.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing budget for FY 2013-2014.

9) Three Dimensional Printer (Purchase)

Purchase a three dimensional printer from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$29,800.00.

The three dimensional printer will be used for student instruction in the Engineering Program in the Division of Math and Science. The printer will enhance the student learning and provide hands on experience in learning about design, manufacturing and achieving rapid prototyping. This printer will be installed at the Mid-Valley Campus.

Funds for this expenditure are budgeted in the Engineering Program budget for FY 2013-2014.

10) Vehicle Equipment (Purchase)

Purchase vehicle equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$16,646.13.

The vehicle equipment will be used by the new STC Police Department. It requires emergency response and law enforcement equipment in the police vehicle and all-terrain vehicles recently purchased by the College. This equipment includes emergency lights, sirens and other equipment required for police operations.

The vehicle equipment will be used by the STC Police Department on the recently purchased Police Vehicle, which requires emergency response and law enforcement equipment. Additional equipment is also needed for the all-terrain vehicles. This equipment includes emergency lights, sirens and other equipment required for the day to day operation of the STC Police Department.

Funds for this expenditure are budgeted in the Office of Safety and Security budget for FY 2013-2014.

11) Book Detection System Maintenance Agreement (Renewal)

Renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2013 through August 31, 2014, at a total cost of \$20,890.00.

The book detection system maintenance agreement will provide maintenance and support for all book detection systems used at all STC libraries.

Funds for this expenditure are budgeted in the Library Services budget for FY 2013-2014.

12)Food Purchases (Renewal)

Renew the contracts for food purchases for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$300,000.00 with the following vendors:

- Ben E. Keith (San Antonio, TX)
- Devin Distributing Packaging, Inc. (Palmhurst, TX)
- La Abuela Mexican Foods, Inc. (Weslaco, TX)
- Labatt Food Service (Harlingen, TX)
- Sysco Central Texas, Inc. (New Braunfels, TX)

The food products are necessary for the operation of the STC cafeterias at the Pecan Campus, Technology Campus, Mid-Valley Campus and Starr County Campus. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability.

The Board awarded the contracts for food purchases at the March 26, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins March 27, 2014 and extends through March 26, 2015.

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 Food Service Auxiliary Fund budget for FY 2013-2014. The food service function is self-supporting.

13)Nursing and Allied Health Supplies (Renewal)

Renew the Nursing and Allied Health supplies contracts for the period of April 21, 2014 through April 20, 2015, at an estimated cost of \$200,000.00 with the following vendors:

- Bound Tree Medical, LLC. (Dublin, OH)
- Henry Schein, Inc. (Melville, NY)
- Interboro Packaging Corp. (Montgomery, NY)
- Laerdal Medical Corporation (Wappingers Falls, NY)
- Moore Medical, LLC. (Farmington, CT)
- Pocket Nurse (Ambridge, PA)

The Nursing and Allied Health supplies will be used for student instruction in various nursing and allied health programs in the Division of Nursing and Allied Health. The supplies include some of the following items: gloves, gauzes, syringes, IV solution bags and drip lines, surgery gowns, caps and shoes, prescription bottles and caps, bandages, thermometers, bed pads, alcohol pads, and bed sheets.

The Board awarded the contracts for Nursing and Allied Health supplies at the February 23, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins April 21, 2014 through April 20, 2015.

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Nursing Shortage Reduction, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2013-2014.

14)Risk Management Services (Renewal)

Renew the risk management services contract with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2014 through April 30, 2015, at an estimated cost of \$17,200.00.

The risk management services consultant will assist the College with identifying property and casualty risks, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

The Board awarded the contract for risk management services at the April 24, 2012 Board of Trustees meeting for one year with four one-year annual renewals. The second renewal period begins May 1, 2014 through April 30, 2015.

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2013-2014.

15)Sign Language Interpreter Services (Renewal)

Renew the contract for sign language interpreter services with Language Training Center (Indianapolis, IN) for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$10,000.00.

The sign language interpreter services are scheduled by the Office of Human Resources as needed with STC employee and applicants interviewing for vacant positions at STC. Additionally, these services are available for all College Departments and Programs as needed.

The Board awarded the contract for sign language interpreter services at the February 23, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins March 27, 2014 through March 26, 2015.

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 Office of Human Resources budget for FY 2013-2014.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the February 20, 2014 Board meeting the proposal award, purchases, and renewals as listed below:

- 1) **ID Card Printers (Award):** award the proposal for identification (Id) card printers to IdentiSys, Inc. (Eden Prairie, MN) at a total cost of \$18,493.00;
- 2) **Audio Visual Equipment (Purchase):** purchase audio visual equipment from Audio Visual Aids (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,552.50;
- 3) **Computers (Purchase):** purchase computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$54,526.74;
- 4) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$55,445.25:
 - A) Computer Comforts.....\$1,250.41
 - B) Datum Filing Systems, Inc.....\$146.35
 - C) ERG International.....\$1,844.65
 - D) The Hon Company.....\$9,067.17
 - E) Inscape LTD.....\$20,698.00
 - F) Krueger International, Inc.....\$21,686.62
 - G) Lyon Workspace Products.....\$752.05
- 5) **Internet Services (Purchase):** purchase additional internet service from Time Warner Cable, a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through April 30, 2015, at an additional monthly cost of \$4,424 (an annual amount of \$53,088) as well as a one-time installation fee of \$4,200;
- 6) **Network Switches (Purchase):** purchase network switches from Insight Public Sector (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,416.50;
- 7) **Police Officer Uniforms (Purchase):** purchase police officer uniforms from Sterling’s Uniforms (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated cost of \$10,801.00;
- 8) **Robotic Training Arm and Software (Purchase):** purchase a robotic training arm and software from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$49,554.00;
- 9) **Three Dimensional Printer (Purchase):** purchase a three dimensional printer from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$29,800.00;
- 10) **Vehicle Equipment (Purchase):** purchase vehicle equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$16,646.13;

- 11)Book Detection System Maintenance Agreement (Renewal):** renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2013 through August 31, 2014, at a total cost of \$20,890.00;
- 12)Food Purchases (Renewal):** renew the contracts for food purchases for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$300,000.00 with the following vendors:
- Ben E. Keith (San Antonio, TX)
 - Devin Distributing Packaging, Inc. (Palmhurst, TX)
 - La Abuela Mexican Foods, Inc. (Weslaco, TX)
 - Labatt Food Service (Harlingen, TX)
 - Sysco Central Texas, Inc. (New Braunfels, TX)
- 13)Nursing and Allied Health Supplies (Renewal):** renew the nursing and Allied Health supplies contracts for the period of April 21, 2014 through April 20, 2015, at an estimated cost of \$200,000.00 with the following vendors:
- Bound Tree Medical, LLC. (Dublin, OH)
 - Henry Schein, Inc. (Melville, NY)
 - Interboro Packaging Corp. (Montgomery, NY)
 - Laerdal Medical Corporation (Wappingers Falls, NY)
 - Moore Medical, LLC. (Farmington, CT)
 - Pocket Nurse (Ambridge, PA)
- 14)Risk Management Service (Renewal):** renew the risk management services contract with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2014 through April 30, 2015, at an estimated cost of \$17,200.00;
- 15)Sign Language Interpreter Services (Renewal):** renew the contract for sign language interpreter services with Language Training Center (Indianapolis, IN) for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$10,000.00.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals is \$888,613.12

**SOUTH TEXAS COLLEGE
1. ID CARD PRINTERS
PROJECT NO. 13-14-1035**

VENDOR		ColorID, LLC.		IdentiSys, Inc.		Iris, Ltd., Inc.		Superior Alarms		
ADDRESS		20480-F Chartwell Ctr Dr		7630 Commerce Way		901 Park Rd		P O Box 3097		
CITY/STATE		Cornelius, NC 28031		Eden Prairie, MN 55344		Fleetwood, PA 19522		McAllen, TX 78501		
PHONE		888-682-6567		210-522-9986		610-944-8588		956-682-6005		
FAX		704-987-2240		210-568-6181		610-944-5867		956-213-1179		
CONTACT		Kirsten Hendrix		Lynn Westfall		David Gehris		Alan Yoder		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	2	MagiCard Prima 402 Printer	\$ 3,500.00	\$ 7,000.00	\$ 3,930.00	\$ 7,860.00	\$ 3,680.00	\$ 7,360.00	\$ 6,456.25	\$12,912.50
2	2	MagiCard Magnetic Stripe Encoder Upgrade	\$ 650.00	\$ 1,300.00	\$ 612.00	\$ 1,224.00	\$ 576.00	\$ 1,152.00	\$ 868.75	\$ 1,737.50
3	4	MagiCard Rio Pro Duo ID Card Printer	\$ 2,400.00	\$ 9,600.00	\$ 2,098.00	\$ 8,392.00	\$ 1,920.00	\$ 7,680.00	\$ 3,499.99	\$13,999.96
4	1	ValCam Zoom ID Camera	\$ 925.00	\$ 925.00	\$ 853.00	\$ 853.00	\$ 1,195.00	\$ 1,195.00	\$ 1,551.24	\$ 1,551.24
5	1	Shipping and Handling	\$ 100.00	\$ 100.00	\$ 164.00	\$ 164.00	\$ -	\$ -	\$ 556.00	\$ 556.00
6	Warranty		3 Years		3 Years		3 Years		3 Years	
7	Loaner Equipment		Yes - Printer/No - Camera		Yes - Printer/No - Camera		Yes - Printer/Yes - Camera		No - Printer/No - Camera	
8	Delivery and On-Site Installation		25 days Remote Installation		7-10 days		5-10 days Delivery/ Remote Installation		30 days	
TOTAL PROPOSAL AMOUNT			\$	18,925.00	\$	18,493.00	\$	17,387.00	\$	30,757.20
TOTAL EVALUATION POINTS			68		92.75		77.25		57.50	
RANKING			3		1		2		4	

**SOUTH TEXAS COLLEGE
1. ID CARD PRINTERS
PROJECT NO. 13-14-1035 -- EVALUATION FORM**

VENDOR		ColorID, LLC.	IdentiSys, Inc.	Iris, Ltd., Inc.	Superior Alarms
ADDRESS		20480-F Chartwell Ctr Dr	7630 Commerce Way	901 Park Rd	P O Box 3097
CITY/STATE		Cornelius, NC 28031	Eden Prairie, MN 55344	Fleetwood, PA 19522	McAllen, TX 78501
PHONE		888-682-6567	210-522-9986	610-944-8588	956-682-6005
FAX		704-987-2240	210-568-6181	610-944-5867	956-213-1179
CONTACT		Kirsten Hendrix	Lynn Westfall	David Gehris	Alan Yoder
1	The purchase price. (up to 45 points)	41	42	45	25
		41	42	45	25
		41	42	45	25
		41	42	45	25
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	6	10	8	9
		5	10	8	8
		6	9	8	8
		6	8	8	8
3	The quality of the vendor's goods and/or services. (up to 18 points)	8	18	9	9
		5	18	10	9
		8	15	8	8
		8	17	9	10
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	8	17	8	9
		3	18	8	8
		8	18	8	8
		9	17	8	10
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	3
		2	2	2	3
		2	2	2	2
		2	2	2	3
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	1	0
		0	0	1	0
		0	0	1	0
		0	0	1	0
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 2 points)	2	2	2	1
		2	2	2	1
		2	2	2	1
		2	2	2	1
8	The vendor's handling of customer service issues. (up to 3 points)	3	3	2	3
		3	3	3	3
		3	3	2	3
		3	3	2	2
TOTAL EVALUATION POINTS		68	92.75	77.25	57.5
RANKING		3	1	2	4

SOUTH TEXAS COLLEGE
2. AUDIO VISUAL EQUIPMENT

NAME			Audio Visual Aids	
ADDRESS			2903 N Flores St	
CITY/STATE/ZIP			San Antonio, TX 78212	
PHONE			800-422-1282	
FAX			800-854-8140	
CONTACT			Ernest Mendez	
#	Qty	Description	Unit Price	Extension
1	1	Extron Media Link Controller w/DVD/VCR Control	\$ 906.00	\$ 906.00
2	1	Extron SMB 105 Surface Mount Box 5G Black	\$ 163.00	\$ 163.00
3	1	Extron Two Gang AAP Mounting Frame, Black	\$ 163.00	\$ 163.00
4	1	Extron Two Gang Surface Mount Box, Black	\$ 134.00	\$ 134.00
5	1	Extron IN1608SA 8-Input Switcher Scaler w/Audio	\$ 2,552.00	\$ 2,552.00
6	2	Extron RSU126 Universal Rack Shelf	\$ 87.00	\$ 174.00
7	1	Extron MDP-HDMIF/6 Mini DP to HDMI-F Cable 6'	\$ 72.00	\$ 72.00
8	1	Extron HDMI Pro/35 HDMI Cable 35'	\$ 169.00	\$ 169.00
9	2	Extron HDMI Ultra/12 HDMI Cable 12'	\$ 65.00	\$ 130.00
10	2	Extron HDMI Ultra/6 HDMI Cable 6'	\$ 50.00	\$ 100.00
11	1	Extron 1Ft VGA-M to BNC-F Breakout Cable	\$ 35.00	\$ 35.00
12	1	Extron 6ft BNC M-M High Resolution Video Cable	\$ 20.00	\$ 20.00
13	1	Extron 6ft RCA M-M Stereo Audio Cable	\$ 8.00	\$ 8.00
14	1	Extron CSR 6 Pheonix to 2 RCA-F	\$ 19.00	\$ 19.00
15	2	Extron Stereo Mini Audio Adapter Cable	\$ 19.00	\$ 38.00
16	1	Extron 6ft Stereo Mini M-M Audio Cable	\$ 5.00	\$ 5.00
17	1	Extron A Mini/12 3.5MM ST Audio Cable 12'	\$ 6.00	\$ 6.00
18	1	Extron MVGA-A M-M Micro HR VGA Cable M-M 6'	\$ 36.00	\$ 36.00
19	1	Extron Interface AAP Plate w/VGA & 3.5 Black	\$ 76.00	\$ 76.00
20	2	Extron Dual USB AAP Plate on 10" Pigtails	\$ 58.00	\$ 116.00
21	1	Extron Dual AC Outlet AAP Plate	\$ 157.00	\$ 157.00
22	1	Extron Audio/Video RCA AAP Plate	\$ 43.00	\$ 43.00
23	1	Extron HDMI F-F w/10" Pigtails	\$ 58.00	\$ 58.00
24	1	Extron HAS AC Net AAP w/AC & RJ11/RJ45 Blk	\$ 87.00	\$ 87.00
25	2	AAP Double Blank Plate	\$ 15.00	\$ 30.00

SOUTH TEXAS COLLEGE
2. AUDIO VISUAL EQUIPMENT

NAME			Audio Visual Aids	
#	Qty	Description	Unit Price	Extension
26	2	AAP Single Blank Plate	\$ 15.00	\$ 30.00
27	2	Extron FF220T Ceiling Spkr 2x2 70V & 8 OHM 1-pr	\$ 313.00	\$ 626.00
28	1	Lumens Hi-Def Ladibug Document Camera	\$ 569.00	\$ 569.00
29	1	Panasonic Data/Video Proj DLP WUXGA 4000L 3-Yr Warranty	\$ 3,119.00	\$ 3,119.00
30	1	Panasonic Extended Warranty 4 & 5 Yr for 1 Chip DLP Install Proj	\$ 479.00	\$ 479.00
31	1	Ceiling Plate 8" x 24"	\$ 72.00	\$ 72.00
32	1	Fixed Pipe 6"	\$ 15.00	\$ 15.00
33	1	Chief Projector Mount w/Q-Lock White	\$ 149.00	\$ 149.00
34	1	Chief Kontour Desk Clamp Display Mount Black	\$ 154.00	\$ 154.00
35	1	Middle Atlantic 20 Outlet Multi-Mount Power Strip	\$ 75.00	\$ 75.00
36	4	Middle Atlantic 1RU Blank Rack Plate	\$ 8.00	\$ 32.00
37	3	Middle Atlantic 2RU Blank Rack Plate	\$ 11.00	\$ 33.00
38	1	Middle Atlantic Ears 4SP 1-Pr	\$ 40.00	\$ 40.00
39	1	Middle Atlantic RTA Bottom 17.5" D	\$ 39.00	\$ 39.00
40	1	Middle Atlantic Square Driver Bit	\$ 13.00	\$ 13.00
41	1	Middle Atlantic Rack Screws Qty: 100	\$ 33.00	\$ 33.00
42	1	Middle Atlantic Rack Screws 10-32 100 pc	\$ 49.00	\$ 49.00
43	4	Comprehensive 6ft USB 2.0 Cable	\$ 3.50	\$ 14.00
44	3	Comprehensive USB Cable A (M) to A (F) 3'	\$ 3.50	\$ 10.50
45	1	Cable, CAT6 3ft Red	\$ 3.00	\$ 3.00
46	1	CAT6 Patch Cable 14' Blue	\$ 6.00	\$ 6.00
47	1	CAT6 Patch Cable 14' Red	\$ 6.00	\$ 6.00
48	1	Comprehensive CAT6 Inline Coupler White	\$ 8.00	\$ 8.00
49	1	Belkin 4 Port High Speed USB 2.0 Mobile Hub	\$ 22.00	\$ 22.00
50	1	CTG AC Power Extension 18 AWG 15'	\$ 10.00	\$ 10.00
51	1	CTG AC Power Cord 15'	\$ 10.00	\$ 10.00
52	1	Draper Luma 2 Screen w/AR 16.9 133" Diag 65" x 116" VA	\$ 639.00	\$ 639.00
TOTAL AMOUNT			\$	11,552.50

SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
FEBRUARY 25, 2014

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	12	Computer 3010 MT, 3.2GHz, 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 8,256.00	Chemistry Program - Dr. Enriqueta Cortez (1) Replacement of 9-yr-old system for Chemistry student lab @ PCN (11) Replacement of 7-yr-old systems for Chemistry student lab @ PCN
2	7	Computer XE2 SFF, 1600MHz, 500GB Hard Drive, 4GB Memory No Monitor, 1GB AMD Radeon Video Card, 8X DVD-ROM, Warranty	\$ 703.07	\$ 4,921.49	Technology Support - Alicia Gomez (3) Replacement of 4-yr-old systems for Kiosks @ PCN (1) Replacement of 4-yr-old system for Kiosk @ Staff (1) Replacement of 4-yr-old system for Kiosk @ MV (1) Replacement of 4-yr-old system for Kiosk @ NAH (1) Replacement of 4-yr-old system for Kiosk @ TC
3	1	Computer 7010 MT, 3.4GHz, 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Office of President - Dr. Shirley Reed Replacement of 5-yr-old system for Dept Staff
4	1	Computer 7010 MT, 3.4GHz, 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Mechatronics - Meliton Hinojosa Replacement of 5-yr-old system for Dept Faculty
5	4	Computer 7010 MT, 3.4GHz, 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 3,032.00	Pharmacy Technology Program - Dr. Theresa Garza (3) Replacement of 9-yr-old systems for Pharmacy Tech student lab @ NAH (1) Replacement of 9-yr-old system for Dept Faculty
6	25	Computer 7010 MT, 3.4GHz, 1600MHz, 250GB Hard Drive, 16GB Memory No Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 1,279.37	\$ 31,984.25	Engineering Program - Dr. Enriqueta Cortez Replacement of 5-yr-old systems for Engineering student lab @ PCN
7	1	Computer iMac, 3.2GHz Quad-Core Intel i5, 1TB Hard Drive, 27" Monitor, 8GB Memory, 1GB NVIDIA Video Card, Warranty	\$ 1,774.00	\$ 1,774.00	College Success Healthcare - Wayne Williams Replacement of 9-yr-old system for Dept Faculty for class instruction
8	1	Computer iMac, 3.5GHz Quad-Core Intel i7, 3TB Hard Drive, 32GB Memory, 27" Monitor, 4GB NVIDIA Video Card, SuperDrive, Warranty	\$ 3,043.00	\$ 3,043.00	Public Relations/Marketing - Daniel Ramirez Replacement of 5-yr-old system for Dept Staff
		COMPUTER TOTAL		\$ 54,526.74	

SOUTH TEXAS COLLEGE
4. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 25, 2014

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts (TXMAS-4-7110130)					
1	1	IT-3030-SS Instructor Table "Space Saver"	\$513.15	\$513.15	Mid Valley SAB Graphic Arts Lab Improv Tech - Dr. Shirley A. Reed
1	1	FLIP2820-L Flip up side surface (28"Wx28"D)	\$117.00	\$117.00	Instructor table to be used at Mid Valley MAC Lab
1	1	FLIP2820-R Flip up side surface (28"Wx20"D)	\$117.00	\$117.00	
1	1	CCO-L Cable cut-out in wood with grommet (3.25")	\$16.50	\$16.50	
2	2	CUTOUT-CP Custom cut-out in wood with grommet (3.25")	\$16.50	\$33.00	
1	1	Factory assembly of instructor stations	\$25.00	\$25.00	
1	1	Box/Pallet/Handling Charge	\$35.00	\$35.00	
1	1	Shipping	\$375.00	\$375.00	
1	1	TX.MAS Fee	\$18.76	\$18.76	
		Computer Comforts Total		\$1,250.41	
Datum Filing Systems, Inc./Gateway Printing & Office Supply, Inc. (TXMAS-14-71080)					
1	1	WW-100 Wall Write Standard Locking, Black	\$88.83	\$88.83	PCN Plaza Police Department Space Renov-FFE - Dr. Shirley A. Reed
1	1	Freight	\$22.52	\$22.52	Wall Cabinet for the Police Department
2	1	Labor to receive, inspect, deliver and install	\$35.00	\$35.00	
		Datum Filing Systems, Inc. Total		\$146.35	
ERG International/Gateway Printing & Office Supply, Inc. (TXMAS-3-7110550)					
1	3	BR36D-1B Brandon Series Table 36" Diameter Black Flat T-Mold	\$279.00	\$837.00	PCN Plaza Police Department Space Renov-FFE - Dr. Shirley A. Reed
3	3	BR2448-1B Brandon Series Table 24"D x 48"W	\$242.55	\$727.65	Tables to be used in the workroom and training room at the
1	1	Freight	\$130.00	\$130.00	Police Department
2	1	Labor to receive, inspect, deliver and install	\$150.00	\$150.00	
		ERG International Total		\$1,844.65	
The Hon Company/Gateway Printing & Office Supply, Inc. (TXMAS-6-7111060)					
1	7	HS72ABC Bookcase 5-Shelf 12.5/8D x 34 1/2W x 71H, Black	\$159.10	\$1,113.70	PCN Plaza Police Department Space Renov-FFE - Dr. Shirley A. Reed
1	1	HSC2472 Storage Cabinet 24D x 36W x 72H, Black	\$352.05	\$352.05	Bookcases, storage cabinet and staff chairs for the Police Department
17	17	Unanimous 7600 Series MB-Back Pneu Asyn Control Adjustable Arms	\$343.97	\$5,847.49	
2	1	H38292L-30D x 66W 2L with Lock Single Ped Desk	\$519.84	\$519.84	Library Information Commons - Cody Gregg
1	1	H38215R 24D x 48W x 29 1/2H 2/R with Lock Flush Return	\$340.70	\$340.70	Desk needed for a new Librarian at the Pecan Library
3	1	H314 Vertical File 4 Drawer Letter with Lock, Black	\$198.39	\$198.39	Political Science - Robert Ballinger
4	1	Labor to receive, inspect, deliver and install	\$695.00	\$695.00	Vertical file for a faculty office at Pecan Campus
		The Hon Company Total		\$9,067.17	

SOUTH TEXAS COLLEGE
4. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 25, 2014

#	Qty	Description	Unit Price	Extension	Requesting Department
Inscape LTD./Gateway Printing & Office Supply, Inc. (TXMAS-3-7110170)					
1	1	Partition Prefabricated Walls	\$10,926.00	\$10,926.00	Construction-Strategic Initiatives Office Partitions-Dr. Shirley A. Reed
	1	Custom Paint Upcharge	\$350.00	\$350.00	To create offices in portable building classroom to house new
	1	Freight Logistics	\$2,200.00	\$2,200.00	Strategic Initiatives Department
	1	Installation	\$7,222.00	\$7,222.00	
		Inscape LTD. Total		\$20,698.00	
Krueger International, Inc./Gateway Printing & Office Supply, Inc. (TXMAS-3-7110400)					
1	1	7D/D3066-74P-7 Desk, Full Modesty Panel, 74P Edge 30"x66"W	\$389.85	\$389.85	PCN Plaza Police Department Space Renov-FFE - Dr. Shirley A. Reed
	1	7D/D2472-74P-F Desk, Full Modesty Panel, 74P Edge 24x72"W	\$340.10	\$340.10	Desks and chairs to be used in the Police Department
	1	7D/B2436-74P-F Desk, Bridge, Full Modesty Panel, 74P Edge, 24x 36"W	\$244.67	\$244.67	offices and training room
	1	S7P/1530WBBF Files Supporting Ped/Box/File-30" Nominal Depth	\$284.26	\$284.26	
	1	S7P/1524WFF Files Supporting Ped-File/File-24" Nominal Depth	\$246.70	\$246.70	
	1	K162/JR39 Impress Task, Pedestal Base, T-Arms, Upholstered	\$340.10	\$340.10	
	10	7D/D3066-74P-7 Desk, Full Modesty Panel, 74P Edge 30"x66"W	\$389.85	\$3,898.50	
	7	7D/R2448-74P-F Desk, Return, Full Modesty Panel, 74P Edge, 24x48"W	\$283.25	\$1,982.75	
	10	S7P/1530WBBF Files Supporting Ped/Box/File-30" Nominal Depth	\$284.26	\$2,842.60	
	7	S7P/1524WFF Files Supporting Ped-File/File-24" Nominal Depth	\$246.70	\$1,726.90	
	14	RAPWAUS Rapture Four Leg Armchair, Uphold Seat/Poly Back	\$147.21	\$2,060.94	
	18	TPNAU Torsion Pedestal Base Chair, Armless, Uphold Seat/Back	\$256.85	\$4,623.30	
	8	MSP Maestro Slack Chair, Polypropylene	\$47.72	\$381.76	
	1	One Time Charge	\$250.00	\$250.00	
	2	BR4F-74P Barron Fixed Leg, Round, Table, T Base, 74P Edge	\$479.19	\$479.19	Instructional Technologies - Cody Gregg
					Table for the Director of Instructional Technologies
	3	Labor to receive, inspect, deliver, install & remove debris	\$1,595.00	\$1,595.00	
		Krueger International, Inc. Total		\$21,686.62	
Lyon Workspace Products/Gateway Printing & Office Supply, Inc. (TXMAS-3-7111050)					
1	5	DD8041SH Open Shelving Starter, 6 Heavy Duty Shelves 36"Wx18"Dx84"H	\$150.41	\$752.05	Vocational Nursing Program - Daphine H Mora
					Shelving Units for Vocational Nursing Program to store supplies and equipment
		Lyon Workspace Products Total		\$752.05	
		FURNITURE TOTAL		\$55,445.25	

**SOUTH TEXAS COLLEGE
5. INTERNET SERVICES**

NAME			Time Warner Cable	
ADDRESS			750 Canyon Dr Ste 500	
CITY/STATE/ZIP			Coppell, TX 75019	
PHONE			214-394-1326	
CONTACT			Brian Beresford	
#	Qty	Description	Unit Price	Extension
1	12	Internet Services - Starr County Campus Period: 3/1/14 - 2/28/15	\$ 1,008.00	\$ 12,096.00
2	12	Internet Services - Mid Valley Campus Period: 3/1/14 - 2/28/15	\$ 1,008.00	\$ 12,096.00
3	12	Internet Services - Mid Valley Campus Period: 3/1/14 - 2/28/15	\$ 2,408.00	\$ 28,896.00
TOTAL AMOUNT			\$	53,088.00

**SOUTH TEXAS COLLEGE
6. NETWORK SWITCHES
QUOTE NO. R0058804**

NAME		Insight Public Sector		
ADDRESS		2712 N McColl Rd		
CITY/STATE/ZIP		McAllen, TX 78501		
PHONE		956-465-8080		
FAX		956-687-5428		
CONTACT		Darak Weaver		
#	Qty	Description	Unit Price	Extension
1	1	Chassis Fan Tray sup2T 2x Power Supply IP Services Only	\$ 20,900.00	\$ 20,900.00
2	2	Catalyst 6807-XL 3000W Power Supply	\$ -	\$ -
3	1	Catalyst 6807-XL Chassis Fan Tray	\$ -	\$ -
4	1	Internal 1G Computer Flash	\$ -	\$ -
5	1	Catalyst 6500 2GB Memory for Sup2T and Sup 2TXL	\$ -	\$ -
6	1	CAT 6k 80G Sys Daughter Board Sup2T PFC4	\$ -	\$ -
7	1	Cat 6500 Sup 2T w/2 x 10Gbe and 3 x 1GbE w/MSFC5 PFC4	\$ -	\$ -
8	1	Catalyst 6500 Supervisor Engine 2T Baseboard	\$ -	\$ -
9	1	AC Power Cord North America (110V)	\$ -	\$ -
10	1	SmartNet 8x5xNBD Chassis+Fan Tray+ Su	\$ 3,328.56	\$ 3,328.56
11	1	Cisco CAT6000-VS-S2T IOS UPD IP SRV 2 ADV IP Encrypt	\$ 2,750.00	\$ 2,750.00
12	9	Catalyst 3560C Switch 8 GE PoE(+) 2 x Dual Uplink, IP Base	\$ 978.28	\$ 8,804.52
13	9	Power Cord 110V Right Angle	\$ -	\$ -
14	9	Power Retainer Clip for Cisco 3560-C and 2960-C Compact Switch	\$ -	\$ -
15	9	SmartNet 8x5xnBD Catalyst 3560C Switch 8 FE PoE, 2 x Dual	\$ 70.38	\$ 633.42
TOTAL AMOUNT			\$	36,416.50

**SOUTH TEXAS COLLEGE
7. POLICE OFFICER UNIFORMS
QUOTE NO. R0059068**

NAME			Sterling's Uniforms	
ADDRESS			2411 West Ave	
CITY/STATE/ZIP			San Antonio, TX 78201	
PHONE			210-523-0976	
FAX			210-523-0975	
CONTACT			Dallas Bayer	
#	Qty	Description	Unit Price	Extension
1	11	Pant 4-Pocket Poly/Wool DK Navy 32	\$ 70.00	\$ 770.00
2	1	Pant 4-Pocket Poly/Wool DK Navy 33	\$ 70.00	\$ 70.00
3	13	Pant 4-Pocket Poly/Wool DK Navy 36	\$ 70.00	\$ 910.00
4	10	Pant 4-Pocket Poly/Wool DK Navy 38	\$ 70.00	\$ 700.00
5	3	Pant 4-Pocket Poly/Wool DK Navy 40	\$ 70.00	\$ 210.00
6	5	Woman 4-Pocket Poly/Wool DK Navy 16	\$ 70.00	\$ 350.00
7	43	Add a Two Color Stripe to Pant	\$ 10.00	\$ 430.00
8	10	Shirt S/S Poly/Wool w/Zipper DK Navy 15.5	\$ 60.00	\$ 600.00
9	13	Shirt S/S Poly/Wool w/Zipper DK Navy 16.5	\$ 60.00	\$ 780.00
10	10	Shirt S/S Poly/Wool w/Zipper DK Navy 17.5	\$ 60.00	\$ 600.00
11	5	Woman S/S Shirt Poly/Wool DK Navy 40 (add zip)	\$ 60.00	\$ 300.00
12	5	Zipper (add a zipper to shirts)	\$ -	\$ -
13	2	Shirt LS Poly/Wool DK Navy 15.5 33	\$ 65.00	\$ 130.00
14	4	Shirt LS Poly/Wool DK Navy 16.5 33	\$ 65.00	\$ 260.00
15	1	Shirt LS Poly/Wool DK Navy 17.5 33	\$ 65.00	\$ 65.00
16	1	Woman L/S Shirt Poly/Wool DK Navy 40 (add zip)	\$ 65.00	\$ 65.00
17	1	Zipper (add a zipper to shirts)	\$ -	\$ -
18	1	Perfect Storm Duty Jacket Navy MR	\$ 150.00	\$ 150.00
19	3	Perfect Storm Duty Jacket Navy L/R	\$ 150.00	\$ 450.00
20	3	Perfect Storm Duty Jacket Navy XL/R	\$ 150.00	\$ 450.00
22	6	5 Star Navy Cap Cloth Med 7 to 7 1/4	\$ 44.00	\$ 264.00
23	2	5 Star Navy Cap Cloth Med 7 3/8 to 7 5/8	\$ 44.00	\$ 88.00
24	12	Snake Chain/Button Hook Silver	\$ 4.75	\$ 57.00
25	12	Premier Whistle-Nickel	\$ 3.50	\$ 42.00
26	1	Shipping and Handling	\$ 60.00	\$ 60.00
27	1	Uniforms to be ordered as needed	\$ 3,000.00	\$ 3,000.00
TOTAL AMOUNT			\$	10,801.00

SOUTH TEXAS COLLEGE
8. ROBOTIC TRAINING ARM AND SOFTWARE
QUOTE NO. R0058985

NAME		Technical Laboratory Systems, Inc.		
ADDRESS		P O Box 218609		
CITY/STATE/ZIP		Houston, TX 77218		
PHONE		800-445-1088		
FAX		281-391-1113		
CONTACT		Mike Sudduth		
#	Qty	Description	Unit Price	Extension
1	1	LR Mate 200ID/4S Robot w/R-30iB Mater Controller	\$ 31,921.00	\$ 31,921.00
2	1	MH1 Education Training Cart	\$ 8,000.00	\$ 8,000.00
3	1	Instructor MH CERT Training Program & Software Package	\$ 9,000.00	\$ 9,000.00
4	1	Educational Discount	\$ (7,841.00)	\$ (7,841.00)
5	1	Project Based Learning - Battery Package	\$ 3,590.00	\$ 3,590.00
6	1	50 Print CD - includes all CERT Textbooks	\$ 500.00	\$ 500.00
7	1	Additional CERT Program, Instructor Only Robo Guide Simulation Software	\$ 3,000.00	\$ 3,000.00
8	1	Shipping and Handling	\$ 1,384.00	\$ 1,384.00
TOTAL AMOUNT			\$	49,554.00

SOUTH TEXAS COLLEGE
9. THREE DIMENSIONAL PRINTER
QUOTE NO. R0058416

NAME			Technical Laboratory Systems	
ADDRESS			P O Box 2188609	
CITY/STATE/ZIP			Houston, TX 77218	
PHONE			800-445-1088	
FAX			281-391-1113	
CONTACT			Mike Sudduth	
#	Qty	Description	Unit Price	Extension
1	1	Objet 24 3D Printer w/software, installation and training	\$ 29,760.00	\$ 29,760.00
2	1	Discount	\$ (655.00)	\$ (655.00)
3	1	Shipping and Handling	\$ 695.00	\$ 695.00
TOTAL AMOUNT			\$ 29,800.00	

**SOUTH TEXAS COLLEGE
10. VEHICLE EQUIPMENT
QUOTE NO. R0059162**

NAME			Fleet Safety Equipment, Inc.	
ADDRESS			5858 Waltrip	
CITY/STATE/ZIP			Houston, TX 77087	
PHONE			866-829-8900	
FAX			713-228-8904	
#	Qty	Description	Unit Price	Extension
1	1	Lightbar	\$ 1,156.46	\$ 1,156.46
2	1	Strap Kit of Tahoe	\$ 59.95	\$ 59.95
3	1	Cencom Sapphire Siren System	\$ 810.34	\$ 810.34
4	1	SA315P Speaker, Black Plastic	\$ 172.22	\$ 172.22
5	2	SA315 Mount Kit 2007 Tahoe	\$ 0.01	\$ 0.02
6	1	Super LED Takedowns	\$ 235.20	\$ 235.20
7	1	Solid State Headlight Flasher	\$ 60.60	\$ 60.60
8	2	Vertex Super-LED Split Red/White	\$ 77.95	\$ 155.90
9	2	Vertex Super-LED Split Blue/White	\$ 77.95	\$ 155.90
10	4	Vertex Super LED Light Red	\$ 74.95	\$ 299.80
11	1	Rear Tail Lights Dominator Plus 2-Linz6 R/B	\$ 190.80	\$ 190.80
12	1	Par-46 Super LED Spot Light 12V	\$ 149.00	\$ 149.00
13	1	Outer Edge 8-Lt Rear 08 Tahoe	\$ 760.00	\$ 760.00
14	2	Dominator Plus 4-Linz6 R/B/R/B	\$ 375.00	\$ 750.00
15	1	Rear Side Window D Flasher White/Red	\$ 144.00	\$ 144.00
16	1	M7 LED Flasher Blue/White License Plate	\$ 144.00	\$ 144.00
17	4	Vertex Super LED Split Red/Blue Running Board 2 on each side	\$ 77.95	\$ 311.80
18	4	Vertex Surface Mount Flange Black	\$ 8.00	\$ 32.00
19	1	Cage	\$ 443.84	\$ 443.84
20	1	Recessed Panel for Tahoe	\$ 66.43	\$ 66.43

**SOUTH TEXAS COLLEGE
10. VEHICLE EQUIPMENT
QUOTE NO. R0059162**

NAME			Fleet Safety Equipment, Inc.	
#	Qty	Description	Unit Price	Extension
21	1	Pair 20" 14 Gauge Steel extension panels	\$ 51.10	\$ 51.10
22	1	1/4" Polycarbonate Cargo Barrier with Filler Panels	\$ 313.90	\$ 313.90
23	1	Window Bars for 07-12 Tahoe	\$ 167.20	\$ 167.20
24	1	Door Panek VS Steel	\$ 127.20	\$ 127.20
25	1	Standard Shotgun Lock with Single T-Rail w/Straight Key	\$ 207.20	\$ 207.20
26	1	Setina Push Bumper w/4 Ion Lights Blue/Red	\$ 709.00	\$ 709.00
27	1	Console Mounting Base Trak Mount 8' W, 28" Extrusion w/Vehicle Mount Chev Tahoe	\$ 89.34	\$ 89.34
28	1	Con CS 24TMS 0DG HC W-VMT 10d	\$ 251.81	\$ 251.81
29	1	Accessory Plate Internal Mount 2' Mounting Space 3 Lighter Plug Outlets - 12V DC	\$ 30.95	\$ 30.95
30	1	Con Acy Cup Holder IM 4MS Dual	\$ 29.54	\$ 29.54
31	1	Con Acy Arm EM SPD H-ADJT SDMT Side	\$ 48.53	\$ 48.53
32	1	Console Mic Clip	\$ 7.74	\$ 7.74
33	2	Mic Clip Brackets	\$ 9.80	\$ 19.60
34	1	6" Spot-Hi Intens Black LH	\$ 155.00	\$ 155.00
35	1	Bracket Installation Kit	\$ 39.28	\$ 39.28
36	1	Wide Tufbox for SUV	\$ 999.95	\$ 999.95
37	1	Labor/Installation	\$ 1,300.00	\$ 1,300.00
38	1	Shipping and Handling	\$ 560.00	\$ 560.00
39	3	Mini Liberty Perm Mount B/B/B/B	\$ 827.87	\$ 2,483.61
40	12	Linz6 LED Horizontal Sync AMB/BLU	\$ 92.41	\$ 1,108.92
41	6	LED Toggle Switch On/Off Round Black Plastic	\$ 8.00	\$ 48.00
42	1	Installation	\$ 1,800.00	\$ 1,800.00
TOTAL AMOUNT			\$	16,646.13

SOUTH TEXAS COLLEGE
11. BOOK DETECTION SYSTEM MAINTENANCE AGREEMENT
QUOTE NO. R0059260

NAME			3M Library Systems	
ADDRESS			P O Box 33900	
CITY/STATE/ZIP			St. Paul, MN 55133	
PHONE			800-328-0067	
FAX			888-263-1916	
#	Qty	Description	Unit Price	Extension
Pecan Campus SCN8463				
1	1	2328446 Detection System 2302DM	\$ 1,439.00	\$ 1,439.00
2	1	2328447 Detection System 2302DM	\$ 1,439.00	\$ 1,439.00
3	1	3828557 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
4	1	3828558 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
5	1	6502100 Detection System 1365	\$ 1,298.00	\$ 1,298.00
Technology Campus SDF2919				
6	1	1640833 Resensitizer 764	\$ 104.00	\$ 104.00
7	1	2314790 Detection System 2301DM	\$ 1,097.00	\$ 1,097.00
8	1	3251343 Mediacheck 325	\$ 226.00	\$ 226.00
9	1	3251344 Mediacheck 325	\$ 226.00	\$ 226.00
10	1	3251345 Mediacheck 325	\$ 226.00	\$ 226.00
11	1	325146 Mediacheck 325	\$ 226.00	\$ 226.00
12	1	325147 Mediacheck 325	\$ 226.00	\$ 226.00
Starr County Campus SDN8180				
13	1	3829088 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
14	1	6604301 Bookcheck 966	\$ 262.00	\$ 262.00
Nursing and Allied Health Campus SDV8362				
15	1	3829092 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
16	1	5074587 Bookcheck 955F	\$ 284.00	\$ 284.00

SOUTH TEXAS COLLEGE
11. BOOK DETECTION SYSTEM MAINTENANCE AGREEMENT
QUOTE NO. R0059260

NAME			3M Library Systems	
#	Qty	Description	Unit Price	Extension
Mid Valley Campus SDV8446				
17	1	2329169 Detection System 2302DM	\$ 1,439.00	\$ 1,439.00
18	1	38211194 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
19	1	3829097 Detection System 3802DM	\$ 1,877.00	\$ 1,877.00
20	1	5068799 Bookcheck 955F	\$ 284.00	\$ 284.00
Pecan Campus SFF1411				
21	1	5068800 Bookcheck	\$ 284.00	\$ 284.00
22	1	5068802 Bookcheck	\$ 284.00	\$ 284.00
23	1	5074588 Bookcheck	\$ 284.00	\$ 284.00
TOTAL AMOUNT			\$	20,890.00



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78503

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

Ben E. Keith
Attn: Mr. Graham Smith
5505 Kappa Ct
San Antonio, TX 78282

Dear Mr. Smith:

On March 26, 2013, South Texas College awarded a contract to Ben E. Keith for Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from March 27, 2014 through March 26, 2015.

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,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: *[Signature]*

Name Printed: Uribe Galvan Sr

Date: 2/12/14

2/11/14
UR

- 5.5% increase in price
- \$400 min. order
- 3 deleted items



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

Devin Distributing Packaging, Inc.
Attn: Mr. Juan Salinas
4109 N Conway
Palmhurst, TX 78573

Dear Mr. Salinas:

On March 26, 2013, South Texas College awarded a contract to Devin Distributing Packaging, Inc. for Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from March 27, 2014 through March 26, 2015.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: David Gutierrez

Name Printed: DAVID GUTIERREZ

Date: 1/27/2014



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

Labatt Food Service
Attn: Jesse Camacho
902 N Expway 77
Harlingen, TX 78550

Dear Mr. Camacho:

On March 26, 2013, South Texas College awarded a contract to Labatt Food Service for Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from March 27, 2014 through March 26, 2015.

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

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. - McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

La Abuela Mexican Foods, Inc.
Attn: Ms. Sofia Erosa
1904 Joe Stephens Dr
Weslaco, TX 78596

Dear Ms. Erosa:

On March 26, 2013, South Texas College awarded a contract to La Abuela Mexican Foods, Inc. for Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from March 27, 2014 through March 26, 2015.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Deena Espinoza

Name Printed: Deena Espinoza

Date: 1-21-14



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

Sysco Central Texas, Inc.
Attn: Ms. Rebecca Dresch
1260 Schwab Rd
New Braunfels, TX 78132

Dear Ms. Dresch:

On March 26, 2013, South Texas College awarded a contract to Sysco Central Texas, Inc. for Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period with a 6% price escalation. The first renewal period will be from March 27, 2014 through March 26, 2015.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: MIKE FULLER

Date: 2/6/14



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 21, 2014

Bound Tree Medical, LLC.
Attn: Ms. Bethany Moore
5000 Tuttle Crossing Blvd
Dublin, OH 43016

Dear Ms. Moore:

On February 23, 2012, South Texas College awarded a contract to Bound Tree Medical, LLC. for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

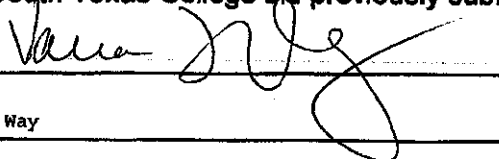
We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at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

Sincerely,

A handwritten signature in cursive script, appearing to read "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: Valia Way

Date: 2/11/2014



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 21, 2014

Henry Schein, Inc.
Attn: Ms. Joanne Viggiano
135 Duryea Rd E255
Melville, NY 11747

Dear Ms. Viggiano:

On February 23, 2012, South Texas College awarded a contract to Henry Schein, Inc. for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

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. In acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Joanne Viggiano

Name Printed: Joanne Viggiano - Bid # 11-12-1025

Date: 1-23/14



South Texas College

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

P.O. Box 9701
McAllen, TX 78502-9701

(956) 872-4681
Fax (956) 872-4688

January 22, 2014

Interboro Packaging Corp.
Attn: Mr. Abraham Jeremias
114 Bracken Rd
Montgomery, NY 12549

Dear Mr. Jeremias:

On February 23, 2012, South Texas College awarded a contract to Interboro Packaging Corp. for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Abraham Jeremias

Date: 1/21/14



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 22, 2014

Laerdal Medical Corporation
Attn: Ms. Heather Ryder
167 Myers Corners Rd
Wappingers Falls, NY 12590

Dear Ms. Ryder:

On February 23, 2012, South Texas College awarded a contract to Laerdal Medical Corporation for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

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

Sincerely,

A handwritten signature in cursive script that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

A handwritten signature in cursive script that reads "Heather Ryder".

Name Printed: HEATHER RYDER, CONTRACT SPECIALIST

Date: 1-22-14



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

January 22, 2014

Moore Medical, LLC.
Attn: Ms. Bonnie Samsel
1690 New Britain Ave
Farmington, CT 06032

Dear Ms. Samsel:

On February 23, 2012, South Texas College awarded a contract to Moore Medical, LLC. for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Bonnie Samsel

Name Printed: Bonnie Samsel

Date: January 22, 2014



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4661
Fax (956) 872-4666

January 22, 2014

Pocket Nurse Enterprises, Inc.
Attn: Mr. Aaron Vicari
200 1st St
Ambridge, PA 15003

Dear Mr. Vicari:

On February 23, 2012, South Texas College awarded a contract to Pocket Nurse Enterprise, Inc. for Nursing Allied Health 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 April 21, 2014 through April 20, 2015.

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) 872-4668 or email to Becky Cavazos at beckyc@stc.southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 20, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Aaron W. Vicari

Date: January 22, 2014 01/22/2014



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

February 3, 2014

Shepard Walton King Insurance Group
Attn: Mr. Raul Cabaza, III
121 W Pecan Blvd
McAllen, TX 78501

Dear Mr. Cabaza:

On April 24, 2012, South Texas College awarded a contract to Shepard Walton King Insurance Group for Risk Management Consultant Services. The award allowed for four 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 third renewal period will be from May 1, 2014 through April 30, 2015.

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

Sincerely,

A handwritten signature in cursive script that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 30, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Raul Cabaza III
Raul Cabaza III
2/3/14



Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

P.O. Box 9701
McAllen, TX 78502-9701

(956) 872-4681
Fax (956) 872-4688

January 9, 2014

Language Training Center
Attn: Hannah Perkey
5750 Castle Creek Pkwy
Indianapolis, IN 46250

Dear Ms. Perkey:

On February 23, 2013, South Texas College awarded a contract to Language Training Center for Sign Language Interpreter Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from March 27, 2014 through March 26, 2015.

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

Sincerely,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through March 26, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Martin George

Name Printed: MARTIN GEORGE

Date: 01/22/14

Review and Recommend Action on Revision of Workforce Continuing Education Tuition Rate for FY 2013-2014 and FY 2014-2015

Approval of revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 will be requested at the February 20, 2014 Board meeting.

The Board of Trustees approved on March 26, 2013 for FY 2013-2014 and on November 26, 2013 for FY 2014-2015, a tuition rate of \$6.00 per contact hour for Workforce Continuing Education classes.

The tuition rate of \$6.00 per contact hour is charged for classes offered by the Continuing, Professional and Workforce Education Department (CPWE) and the Institute for Advanced Manufacturing (IAM). The CPWE Department and the IAM prepare a cost analysis for each class whereby the total tuition class revenue is calculated and compared to the total class cost to determine whether associated costs are fully recovered through tuition. The total tuition revenue per class is dependent on the number of students. The total costs of the class include administrative and faculty salaries and benefits, operating, and travel. The cost analysis prepared for each class and the supporting documentation is submitted to the Business Office for review.

The associated costs of conducting a class, in some cases, may be higher or lower than the total tuition revenue generated by the class. In addition to the \$6.00 per contact hour tuition rate, the CPWE Department and the IAM are requesting a variable tuition rate for Workforce Continuing Education classes which would be negotiated, as deemed necessary, and set to recover the associated costs of providing the classes. The negotiation would occur between the CPWE Department and/or the IAM and the organization sponsoring the students. If the students are not sponsored by an organization, the CPWE Department and/or the IAM would set the variable tuition rate, as deemed necessary, and would submit the cost analysis and supporting documentation to the Business Office for review.

The Texas Higher Education Coordinating Board (THECB) sets Guidelines for Instructional Programs in Workforce Education. Per Chapter 3, Section b. 10 (5), of the THECB Guidelines, the governing board is responsible for establishing the tuition and fees for Workforce Continuing Education courses offered for Continuing Education Units (CEU). As per the THECB's staff, this responsibility implies that the rates may vary per class as the Board deems appropriate.

The revisions to the proposed Workforce Continuing Education Tuition Rate in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 are as follows:

	Board Approved FY 2013-2014	Proposed for FY 2013-2014	Proposed for FY 2014-2015
Workforce/Continuing Education Tuition per contact hour and variable tuition	6.00	6.00 or variable tuition	6.00 or variable tuition

It is requested that the Finance and Human Resources Committee recommend for Board approval at the February 20, 2014 Board meeting, revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 as presented.

Update on Compensation Study of Full-Time Non-Faculty Employees

Mary Elizondo, Vice President for Finance and Administrative Services will provide an update on the Compensation Study of Full-Time Non-Faculty Employees.

The contract for the Compensation Study of Full-Time Non-Faculty Employees was awarded to Evergreen Solutions, LLC at the November 26, 2013 Board meeting.

Proposals were accepted from qualified consultants to conduct a comprehensive compensation study of all full-time non-faculty employees to develop recommendations that are internally equitable and competitive within the relevant local labor markets.

The primary objective of the compensation study is to develop recommendations for a locally relevant and competitive salary structure so that the College may attract and retain high quality personnel.

The compensation study will include a review of employee pay structure, job classifications, pay grades, position titles, job descriptions, and employee exempt and non-exempt status. The proposed deliverables also include a final pay plan and other services, such as training for staff on the methodology followed for continued use in the future and presentations of the process and results to the Board of Trustees and management.

The timeline for the compensation study is projected to be as follows:

RFP advertised	September 30, 2013, October 7, 2013
RFP due	October 21, 2013
RFP evaluation	October 22, 2013 – November 5, 2013
RFP awarded	November 26, 2013
Study Start Date	December 9, 2013
Consultants Conduct Employee Orientation and Focus Group Sessions	February 11, 2014 – February 13, 2014
Internal Classification Analysis Due Date	March 28, 2014
External Salary Survey Summary Due Date	March 28, 2014
Draft Report Due Date (Initial Cost Estimate)	May 5, 2014
Study Completion Date	May 30, 2014

A copy of the Compensation Study presentation follows in the packet for the Committee's review and information.

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

Compensation Study

Brenda Balderaz and Arely Benavides
Interim Director of Human Resources & Director of Accountability
February 13, 2014

Purpose

- ▶ November 2013, the Board approved a compensation study of non-faculty employees with the primary objective of developing recommendations for a competitive salary structure so that the College may attract and retain high quality personnel.

Goals

The compensation study will include conducting a review and providing a recommendation for the following:

- ▶ job classifications
- ▶ job titles
- ▶ job descriptions
 - educational requirements
 - exempt and non-exempt status
- ▶ pay structure
- ▶ pay grades

Firm Selection

After a comprehensive RFP and selection process was conducted, the firm selected among the seven considered was

Evergreen Solutions, LLC



Firm Overview

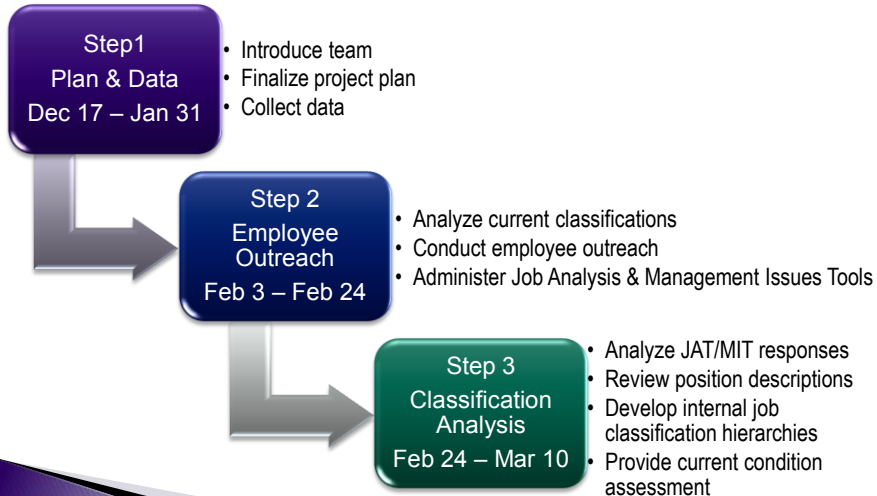
Evergreen Solutions, LLC brings a tremendous amount of experience in higher education:

- ▶ Recently worked with
 - Tarrant County College District – Compensation, Classification, and Performance Evaluation Study
 - Sul Ross State University – Compensation Study
 - Lone Star College System – Classification and Compensation Study

Project Team

- ▶ Mary Elizondo – VP Finance & Adm. Services
- ▶ Brenda Balderaz – Interim Director of HR
- ▶ Mayra Carver – HR Staffing Specialist
- ▶ Zachary Suarez – HR Staffing Assistant
- ▶ Stefan Stoyanof – HR Systems Analyst
- ▶ Arely Benavides – Director of Accountability

Approach: Internal Phase



Step 1: Plan and Data



- ▶ December 17th – Kick-Off Meeting
 - Reviewed data requirements
- ▶ January – data gathering
 - Banner database – 760 employees
 - Job descriptions - 331
 - Pay plan
 - Organizational chart
 - Personnel policies

Step 2: Employee Outreach



- ▶ Orientation/Focus Groups
 - Employees – scheduled using Marketplace
 - Supervisors – scheduled using Marketplace
 - Directors and Key Personnel

- ▶ Scheduled employee sessions using Marketplace at all campuses
 - Tuesday, February 11th
 - Wednesday, February 12th
 - Thursday, February 13th

- ▶ President and VP Interviews

Approach: External Phase



Wrap-Up



▶ Questions?

Review and Discussion on Request for Proposals for Delinquent Tax Collection Services

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 28, 2011 Board meeting for the period ending April 30, 2012 with two (2) one year renewal options. At the January 31, 2012 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2012 through April 30, 2013. The last of the two (2) one-year renewal options for the period of May 1, 2013 through April 30, 2014 was reviewed and approved by the Board at the January 29, 2013 meeting.

A Request for Proposal has been issued to solicit delinquent tax collection services. The timeline is as follows:

- Advertisement of RFP: February 3 and 10, 2014
- Deadline for responses: February 18, 2014
- Evaluation of Responses by staff: February 19-24, 2014
- Review by Finance and Human Resources Committee: March 3, 2014
- Firm Presentations to Board of Trustees: To be determined by the Board of Trustees
- Approval by Board of Trustees: March 25, 2014

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided, may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Per Property Tax Code Section 33.07 (d), if a taxing unit or appraisal district provides for a penalty under this section, the collector shall deliver a notice of delinquency and of the penalty to the property owner at least 30 and not more than 60 days before July 1.

The contract with the Delinquent Tax Attorney will be for the period beginning May 1, 2014 and ending April 30, 2015, with two one year renewal options. The penalty rate to be charged on delinquent accounts is negotiated with the attorney as part of the preparation of the contract.

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

Presentation on the College's Information Security Program

Mr. Steve Bourdon, Chief Information Security Officer, will present the results of the college's annual information security program for the recently concluded calendar year of 2013 and will respond to any questions the Committee members may have on the audits and assessments completed during the last twelve months. Mr. Bourdon will also briefly review the audits and assessments scheduled to occur during the 2014 calendar year.

Because of the broadcast of potential security sensitive information, Committee members may reserve their questions for responses in Executive Session as provided by the Open Meetings Act, Sec. 551.076 that addresses deliberations regarding security audits.

During the 2013 calendar year, the Chief Information Security Officer oversaw one internal audit related to information technology and several voluntary assessments to evaluate the integrity of the college's network infrastructure and data security systems. The college regularly examines the integrity and security of its information systems and applies best practices to secure sensitive and confidential records and information. Mr. Bourdon coordinates closely with the Department of Technology Resources to respond to audit findings, if any, and implement any assessment recommendations.

Ms. Alicia Gomez, the Chief Information Officer overseeing the Department of Technology Resources, will also be available to answer questions the Committee may have regarding the application of information security measures to the college's information technology infrastructure as required for regulatory compliance and as directed by Mr. Bourdon's office.

A copy of the "2013 Information Security Update" presentation follows in the packet for the Committee's review and information.

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



2013 Information Security Update



Steven Bourdon CISSP, GSNA, CISA
Chief Information Security Officer

STC Finance and Human Resources Committee Meeting
February 17, 2014

"Exemplary information security services to support a world-class institution."



Presentation *Agenda*

1. Assessment Status Report
2. Information Security Landscape
3. 2014 Areas of Focus
4. Questions

"Exemplary information security services to support a world-class institution."



Assessment Status *Report*

- Project status for addressing 2012 & 2013 assessment recommendations.
- 2014 assessment plan will include an external verification of completed projects.

"Exemplary information security services to support a world-class institution."



Assessment Status Report

2012 Assessment *Activities*

2012 Assessment	Project Status	Closure Target
Texas Administrative Code Information Security	2 complete (Aug, 12 & Feb, 13) 1 complete Feb 14, in verification review 2 nearing completion for Mar, 14 2 in progress (Mar, 14 & Aug 14)	Aug, 14
Banner Database Security	1 nearing completion for Mar, 14 1 nearing completion for Jun, 14 2 in progress (Jun, 14 & Aug, 14) 1 under review for FY2014-15*	Aug, 14 (*except 1 pending budget)

"Exemplary information security services to support a world-class institution."



2012 Assessment *Activities cont'd*

2012 Assessment	Project Status	Closure Target
Core Windows Server Assessment	2 complete (Feb, 14), in verification review 1 nearing completion	Mar, 2014
STC Information Security Advisories	6 complete (Jul, 12) 6 complete (Jul, 13) 5 in progress 1 under review FY2014-15*	Jun, 2014 (except 1 pending budget)

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2013 Assessment *Activities*

2013 Assessment	Project Status	Closure Target
PCI Payment Card Readiness Assessment	Phase 1 complete (Dec,13) Phase 2 in progress and on schedule (65% complete)	Oct, 2014
IT Assessment by STC internal audit	4 completed (Nov,13) 3 nearing completion	Mar, 2014
DIR Quarterly Vulnerability Assessment	4 quarterly scans completed Vulnerabilities remediated on schedule	Ongoing. New achievement target set for 2014

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2014 Assessment *Plan*

2014 Assessments	Description
PCI Payment Card Gap Analysis	<ul style="list-style-type: none">• A follow-up external assessment to verify our conformance with PCI standards.• Pending funding for FY2014-15.
Information Security program review	<ul style="list-style-type: none">• A biennial external assessment of the STC Information Security program.• Verify and validate completion of remediation activities.• Verify regulatory & best practice compliance.• Assess effectiveness of STC Information Security program in identifying risk and reducing our risk exposure to an acceptable level.• Pending funding for FY2014-15.

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2014 Assessment *Plan cont'd*

2014 Assessments	Description
Controlled Penetration Test (CPT)	<ul style="list-style-type: none">• Identify vulnerabilities and attempt to exploit them.• Tests our reaction and identification capabilities, and provides a measurement of continuous improvement.• Last performed by Texas DIR in 2010.• Pending funding for FY2014-15.

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Information Security *Landscape*

- Expanding role of Information Security at South Texas College
- Information privacy is a primary public concern
- Increasing adoption of cyber liability insurance to mitigate risk

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2014 *Areas of Focus*

- Risk-based information security program
- Information Security Strategic Plan
- Data Governance Council
- Information Security Awareness Program

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Thank you 😊

Questions???

"Exemplary information security services to support a world-class institution."