

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, March 19, 2015
@ 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 February 5, 2015 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of February 5, 2015 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, February 5, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, January 15, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:45p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Roy de León

Other Trustees Present: Mr. Gary Gurwitz and Mrs. Graciela Farias

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mrs. Brenda Balderaz, Mrs. Myriam Lopez, Mr. Paul Varville, Ms. Alicia Gomez, and Mr. Andrew Fish

Approval of January 15, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of January 15, 2015 were approved as written. The motion carried.

**Review and Recommend Action on Award of Proposals,
Purchases, and Renewals**

Approval of the following proposal awards, purchases, and renewals will be requested at the February 24, 2015 Board meeting as follows:

- 1) Audio Visual Equipment and Parts II (Award):** award the proposal for audio visual equipment and parts II to Audio Visual Aids Corp. (San Antonio, TX), at a total cost of \$24,312.00;
- 2) Computers and Tablet (Purchase):** purchase of computers and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors Dell

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Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$128,414.71;

- 3) Data Storage Hardware and Software (Purchase):** purchase data storage hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$40,000.00
- 4) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$40,386.21.

#	Vendor	Amount
A	Bretford Manufacturing	\$24,926.98
B	Exemplis Corporation	\$4,782.75
C	Krueger International, Inc.	\$10,676.48
	Total	\$40,386.21

- 5) Network Infrastructure Upgrades (Purchase):** purchase network infrastructure upgrades from BridgeNet Communications (Donna, TX), a board approved vendor, at a total cost of \$85,505.07;
- 6) Nursing and Allied Health Software, Equipment and Supplies (Purchase):** purchase nursing and allied health software, equipment and supplies from Laerdal Medical Corporation (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning March 1, 2015 through February 29, 2016, at an estimated cost of \$25,000.00 based on prior year history;
- 7) Building Moving Services (Renewal):** renew the contract for building moving services with Zuniga’s House Mover, LLC. (San Juan, TX) for the period beginning May 1, 2015 through April 30, 2016, at an estimated cost of \$160,000.00;
- 8) Food Purchases (Renewal):** renew the contracts for food purchases for the period beginning March 27, 2015 through March 26, 2016, at an estimated cost of \$350,000.00 based on prior year history, with the following vendors:
- 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)
- 9) Online Continuing Education Services (Renewal):** renew the contract for online continuing education service with Education To Go/A Division of Cengage Learning for the period beginning March 27, 2015 through March 26, 2016, at an estimated cost of \$35.00 to \$5,495.00 per class. There are not deposits required, no minimum orders or any initial inventory to purchase;
- 10) Public Website Hosting Services (Renewal):** renew the public website hosting services agreement with Rackspace Hosting (Windcrest, TX), a sole source vendor, for the period beginning March 1, 2015 through February 29, 2016, at an estimated cost of \$30,513.24;
- 11) Risk Management Consultant Services (Renewal):** renew the contract for risk management consultant services with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2015 through April 30, 2016, at an estimated cost of \$17,950.00;

12)Subscription of Online Books (Renewal): renew the subscription for online books with EBSCO Information Services (Ipswich, MA), a sole source vendor, for the period beginning March 1, 2015 through February 29, 2016, at a total cost of \$12,066.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$914,147.23

Mrs. Graciela Farias requested additional information on purchasing item # 9 be provided to the Education and Workforce Development Committee, to further discuss the online Continued Education Services offered by South Texas College.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as presented. The motion carried.

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

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2015 through April 30, 2016 will be requested at the February 24, 2015 Board meeting.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the contract period beginning May 1, 2014 through April 30, 2015 with two (2) one-year renewal options. This was the first renewal of the two (2) one-year renewal options.

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

Summaries of Total Tax Levy Collections, Total Tax Levy Uncollected, and Cumulative Delinquent Tax Levy Collections for Hidalgo County and Starr County were provided in the packet for the Committee's information and review.

Ms. Rose Benavidez abstained from the discussion and action on this agenda item.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the renewal of the

Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2015 to April 30, 2016 as presented. The motion carried.

**Review and Recommend Action on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07
of the Texas Property Tax Code for Attorney Fees and Expenses**

Approval on Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty and interest due on 2014 taxes which remain delinquent on July 1, 2015 will be requested at the February 24, 2015 Board meeting.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services. According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

The Resolution to be completed with the delinquent tax attorney firm awarded was provided in the packet for the Committee's information and review.

The Committee noted that the adopted penalty of 15% is below the maximum allowable threshold of 20%. This penalty is only levied to cover the costs associated with the collection of past-due taxes and is not assessed punitively.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

**Review and Recommend Action on Disposal/Recycle of Technology Items
with an Original Value of \$1,000 and Over**

Approval to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology items will be requested at the February 24, 2015 Board meeting.

All disposal/recycling of technology items must be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

The technology items were located at the South Texas College Receiving Department, 3700 W Military Hwy, McAllen, Texas.

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

These items were inspected by the Technology Resources (TR) and approved by the Vice President for Information Services & Planning to dispose after Board approval.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez the Finance and Human Resources Committee recommended Board approval to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology items as presented. The motion carried.

Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2015-16

Approval of the proposed new faculty positions for FY 2015-16 will be requested at February 24, 2015 Board meeting.

Administration recommended the addition of seventy (70) new faculty positions in FY 2015-2016. Fifty-five (55) of the seventy (70) positions would convert current full-time temporary faculty positions to regular full-time faculty positions. The remaining 15 positions were new positions requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the 26 Early College High Schools.

For the preceding several years, the College employed full-time temporary faculty to meet the College's needs on a per-semester or per-year basis. This strategy was important during the college's period of rapid enrollment growth along with concerns regarding reduced state formula funding. During this period, the number of temporary positions was increased to allow administration to meet the student demand while remaining flexible in its long-term commitments.

With the economy appearing to be stabilizing and the successful bond election allowing for the expansion of facilities to meet anticipated student demand, administration revised the long term faculty staffing priorities and recommended that the Board consider approving the request for additional full time regular faculty positions.

To fill these proposed new 70 full time regular faculty positions, the College would be able to recruit from the current adjunct and full time temporary faculty as well as public advertisements of employment opportunities.

Of the 70 new faculty positions, 55 would be funded from the existing salary pool for full time temporary faculty and 15 positions would be funded approximately 50% from the public school faculty cost recovery pool. The remaining 50% of the cost would be funded by state appropriations and student tuition and fees.

A listing of the proposed new faculty positions was provided in the packet for the Committee's information and review.

Administration extensively reviewed with staff the need for additional faculty positions for FY 2015-16 and recommended Committee approval of the new positions subject to the availability of funding and Board approval of the final budget.

Dr. Reed, College President, stated that this Board approval would be necessary to begin the recruitment efforts to bring these full time regular faculty on board by the Fall 2015 semester. She noted that these new positions would be contingent upon the availability of funding in the FY 2015-2016 budget and Board adoption of a staffing plan that provided for these positions.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed new faculty positions for FY 2015-16 as recommended and subject to the availability of funding and final budget approval. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. Information is current as of February 2, 2015.

The Position Vacancy Report for Fiscal Year 2014-2015 was presented for information and review by the Committee. No action was required from the Committee.

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 5:57 p.m.

I certify that the foregoing are the true and correct Minutes of the February 5, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

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

Approval of the following proposal awards, purchases, and renewals will be requested at the March 31, 2015 Board meeting as follows:

1) Fiber Optic Transceivers (Award)

Award the proposal for fiber optic transceivers to Optimum Data, Inc. (Omaha, NE), at a total cost of \$21,774.65.

The seventy (70) fiber optic transceivers will be used to provide faster and up-to-date connectivity from building to building at the Starr County Campus and floor to floor at the Nursing and Allied Health Campus.

Proposal documents were advertised on February 2, 2015 and February 9, 2015 and issued to four (4) vendors. One (1) response was received on February 17, 2015 and reviewed by Technology Resources and the Purchasing Department.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015.

2) Computers, Laptops, Tablets, and Printers (Purchase)

Purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX), Apple, Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$150,410.23.

All purchase requests for computers, laptops, tablets and printers 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:

- Staff-Use Computers
 - ⇒ 3 Computers for Instructional Technologies Maintenance & Replacement
 - ⇒ 1 Computer for Education Program
 - ⇒ 1 Computer for Business Office
 - ⇒ 2 Computers for Facilities Planning and Construction
 - ⇒ 1 Computer for Division of Business and Technology
 - ⇒ 4 Computers for Advising Department
 - ⇒ 2 Computers for Administrative Office Careers Program
 - ⇒ 1 Computer for Technology Support

- Faculty-Use Computers
 - ⇒ 1 Computer for Health Information Program
 - ⇒ 1 Computer for College Success Healthcare

- ⇒ 1 Computer for Speech Program
- ⇒ 4 Computers for Education Program
- ⇒ 4 Computers for Developmental Reading Program
- ⇒ 4 Computers for College Success
- Student Lab-Use Computers
 - ⇒ 32 Computers for Computer Science Program
- Conference-Use Computer
 - ⇒ 1 Computer for Grant Development & Compliance
- Staff-Use Laptops
 - ⇒ 35 Computers for Instructional Technologies Maintenance & Replacement
 - ⇒ 1 Laptop for Institutional Effectiveness and Assessment
- Faculty-Use Laptops
 - ⇒ 4 Laptops for English Program
 - ⇒ 1 Laptop for Sociology Program
 - ⇒ 2 Laptops for Administrative Office Careers Program
 - ⇒ 1 Laptop for Computer Science Program
- Circulation Laptops
 - ⇒ 15 Laptops for Instructional Technologies Maintenance & Replacement
- Student-Use Laptops
 - ⇒ 3 Laptops for Library Information Commons
- Staff-Use Tablets
 - ⇒ 1 Tablet for Academic Grants & Project Officer
 - ⇒ 1 Tablet for Instructional Technologies Maintenance & Replacement
- Circulation Tablets
 - ⇒ 2 Tablets for Instructional Technologies Maintenance & Replacement
- Printers
 - ⇒ 4 Printers for Instructional Resource Open Lab
 - ⇒ 1 Printer for CADD Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Instructional Technologies Maintenance & Replacement, Education, Business Office, Facilities Planning and Construction, Division of Business and Technology, Advising, Administrative Office Careers, Technology Support, Health Information, College Success Healthcare, Speech, Developmental Reading, College Success, Computer Science, Grant Development & Compliance, Institutional Effectiveness

and Assessment, English, Sociology, Library Information Commons, CADD, and Academic Grants & Project Officer.

3) 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 \$41,408.50.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,031.70
B	Cramer, LLC./ Gateway Printing and Office Supply Inc. (Edinburg, TX)	\$762.02
C	Datum Filing Systems, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,155.35
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,172.70
E	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,453.28
F	ISE, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,259.40
G	Lone Star Furnishing, LLC. (Edinburg, TX)	\$27,574.05
	Total	\$41,408.50

The purchases can be summarized as follows:

- A. Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 6 Chairs for the Child Development Program
 - 4 Chairs for Instructional Technologies
- B. Cramer, LLC./Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Chairs for the Computer Science Program
- C. Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 5 Shelves for the Student Assessment Center
- D. Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 2 Chairs for the Library
 - ⇒ Pecan Campus
 - 4 Chairs for the Curriculum & Student Learning Department
 - 1 Chair for the Mathematics Program
 - ⇒ Technology Campus
 - 2 Chairs for the Library

- E. The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Lateral File/Bookcase for the Political Science Program
 - 1 File Cabinet for the Library
 - 2 Desks, 2 Vertical Files and 2 Bookcases for the Grant/Accountability Department
- F. ISE, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 12 CPU Holders for the Respiratory Therapy Program
- G. Lone Star Furnishing, LLC. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 21 Tall Cabinets with Glass Doors for the Biology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Biology, Child Development, Computer Science, Curriculum & Student Learning, Instructional Technologies, Library Public Services, Mathematics, Pecan Annex Grant/Acct Improvements-FFE, Political Science, Respiratory Therapy and Student Assessment Center.

4) Graduation Production Services (Purchase)

Purchase graduation production services from Backstage Productions, LLC. (McAllen, TX), a sole source vendor, at an estimated cost of \$18,500.00.

Graduation ceremonies will be held at the State Farm Arena in Hidalgo, Texas on May 15 and May 16, 2015.

The graduation production services are needed for the May 2015 graduation ceremonies. It will include the following services:

- Provide all rigging equipment including motorized hoist and metal rigging
- 3 LED screens
- Placement of screens at facility
- Rigging of curtains and pipe and drape to block seats behind stage
- Cabling for video feed
- Set-up on load-in day, May 14th
- Tear-down complete by May 16th
- 2-day rental of screens, curtains, rigging and pipe and drape

Funds for this expenditure are budgeted in the Graduation budget for FY 2014-2015.

5) Network Cable Analyzers (Purchase)

Purchase network cable analyzers from Black Box Network Services, Inc. (Lawrence, PA), The Interlocal Purchasing System (TIPS) approved vendor, at a total cost of \$15,363.23.

The network cable analyzers will be used in the Business Computer System Program in the Division of Business & Technology. The Network Cable Analyzers will be used in several of the Electronic and Computer Maintenance classes to provide relevant and up-to-date hands-on experiential learning that relates directly to industry requirements. Students will benefit by gaining competency in using technology that is necessary in the field.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2014-2015.

6) Network Equipment (Purchase)

Purchase network equipment from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,801.28.

The network equipment is necessary to support the planned firewall replacement project for the Pecan, Technology and Starr County campuses. The new hardware will act as a connection point and will integrate existing networks from other campuses to the recently purchased firewall.

Funds for this expenditure are budgeted in the Information Security budget for FY 2014-2015.

7) Network Switches and Software Licenses (Purchase)

Purchase network switches and software licenses from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$229,192.40.

The network switches are for the Technology Resources Department can replace current end-of-life and end-of-support network switches district-wide.

The software licenses will help South Texas College securely support the high demand of wireless connections throughout the district. It is a solution to manage and secure our network switches in a more effective manner.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015.

8) Uninterruptible Power Supply (UPS) (Purchase)

Purchase uninterruptible power supply from Anixter, Inc. (Shervano Park, TX) a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,743.06.

The eight (8) uninterruptible power supplies (UPS) will replace UPS's that are not functioning throughout the district. The life cycle expectancy of these devices is three (3) years. They provide electrical power backup in case of any power failures and protect from any electrical power surge and spikes that can damage the network equipment.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015.

9) Travel Services (Renewal)

Renew the contract for travel services with Shands-Brooks Travel (McAllen, TX), for the period beginning May 20, 2015 through May 19, 2016, at a service fee of \$25.00 per airline ticket.

The Board awarded the contract for travel services at the March 25, 2014 Board of Trustees meeting for one year with two one-year options to renew. The first renewal period begins May 20, 2015 through May 19, 2016.

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 requesting Department’s travel budget for FY 2014-2015 and FY 2015-2016 pending Board approval.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 31, 2015 Board meeting the proposal awards, purchases, and renewals as listed below:

- 1) **Fiber Optic Transceivers (Award):** award the proposal for fiber optic transceivers to Optimum, Inc. (Omaha, NE), at a total cost of \$21,774.65;
- 2) **Computers, Laptops, Tablets and Printers (Purchase):** purchase of computers, laptops, tablets and printers from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX), Apple, Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$150,410.23;
- 3) **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 \$41,408.50

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,031.70
B	Cramer, LLC./ Gateway Printing and Office Supply Inc. (Edinburg, TX)	\$762.02
C	Datum Filing Systems, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,155.35
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,172.70
E	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,453.28
F	ISE, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,259.40
G	Lone Star Furnishing, LLC. (Edinburg, TX)	\$27,574.05
	Total	\$41,408.50

- 4) **Graduation Production Services (Purchase):** purchase graduation production services from Backstage Productions, LLC. (McAllen, TX), a sole source vendor, at an estimated cost of \$18,500.00; Graduation ceremonies will be held at the State Farm Arena in Hidalgo, Texas on May 15 and May 16, 2015.
- 5) **Network Cable Analyzers (Purchase):** purchase network cable analyzers from Black Box Network Services, Inc. (Lawrence, PA), The Interlocal Purchasing System (TIPS) approved vendor, at a total cost of \$15,363.23;
- 6) **Network Equipment (Purchase):** purchase network equipment from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,801.28;
- 7) **Network Switches and Software Licenses (Purchase):** purchase network switches and software license from Insight Public Sector (Tempe/AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$229,192.40;
- 8) **Uninterruptible Power Supply (UPS) (Purchase):** purchase uninterruptible power supply (UPS) from Anixter, Inc. (Glenview, IL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,743.06;
- 9) **Travel Services (Renewal):** renew the contract for Travel Services with Shands-Brooks Travel (McAllen, TX), for the period beginning May 20, 2015 through May 19, 2016, at a service fee of \$25.00 per airline ticket.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is **\$517,193.35**

**SOUTH TEXAS COLLEGE
1. FIBER OPTIC TRANSCEIVERS
PROJECT NO. 14-15-1051**

NAME		Optimum Data, Inc.		
ADDRESS		5066 S 111th St		
CITY/STATE/ZIP		Omaha, NE 68137		
PHONE		402-575-3000		
FAX		402-575-2011		
CONTACT		Kris Turco		
#	Qty	Description	Unit Price	Extension
1	50	Cisco 10GBase-LR SFP Module	\$ 275.00	\$ 13,750.00
2	20	Cisco 10GBase-LR X2 Module	\$ 400.00	\$ 8,000.00
3	1	Shipping/Handling	\$ 24.65	\$ 24.65
TOTAL AMOUNT PROPOSED			\$ 21,774.65	
TOTAL EVALUATION POINTS			94.99	
RANKING			1	

SOUTH TEXAS COLLEGE
1. FIBER OPTIC TRANSCEIVERS
PROJECT NO. 14-15-1051
EVALUATION FORM

VENDOR		Optimum Data, Inc.	
ADDRESS		5066 S 111th St	
CITY/STATE		Omaha, NE 68137	
PHONE		402-575-3000	
FAX		402-575-2011	
CONTACT		Kris Turco	
1	The Respondent's price proposal. (up to 50 points)	50	50
		50	
		50	
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	10	9.66
		10	
		9	
3	The quality of the vendor's goods or services. (up to 18 points)	15	15
		14	
		16	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	17	17.33
		18	
		17	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 points)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		94.99	
RANKING		1	

SOUTH TEXAS COLLEGE
2. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 31, 2015

COMPUTERS						
#	Qty	Description	Unit Price	Extension	Requesting Department	
1	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Health Information Program - Irma Rodriguez Replacement of 7-yr-old system for Dept Faculty	
2	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Instructional Technologies Maintenance & Replacement - Marie Evans New system for new Dept Staff	
3	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Education Program - Rene Zuniga Replacement of 7-yr-old system for Dept Staff	
4	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	College Success Healthcare Program - Wayne Williams Replacement of 6-yr-old system for Dept Faculty	
5	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Grant Development & Compliance - Dr. Shirley Reed Replacement of 9-yr-old system for Dept Conference Room	
6	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Speech Program - Rosalinda Canitu Replacement of 10-yr-old system for Dept Faculty	
7	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Business Office - Myriam Lopez Replacement of 7-yr-old system for Dept Staff	
8	2	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 1,375.96	Facilities Planning and Construction - Gerry Rodriguez New systems for new Dept Staff	
9	32	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 22,015.36	Computer Science Program - Saeed Molki (12) Replacement of 4-yr-old systems in order to handle workload for Computer Science student-lab @ PCN (20) Replacement of 3-yr-old systems in order to handle workload for Computer Science student-lab @ PCN	
10	3	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory (2) 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 836.17	\$ 2,508.51	Education Program - Rene Zuniga (2) Replacement of 7-yr-old systems for Dept Faculty (1) Replacement of 6-yr-old system for Dept Faculty	
11	1	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" & 24" Monitors, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 1,038.19	\$ 1,038.19	Division of Business and Technology - Mario Reyna Replacement of 4-yr-old system for Business and Technology Dean	
12	4	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory (2) 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 1,680.28	\$ 6,721.12	Advising Office - Nancy Garcia (2) Replacement of 4-yr-old systems for Dept Staff (2) New systems for new Dept Staff	

SOUTH TEXAS COLLEGE
2. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 31, 2015

#	Qty	Description	Unit Price	Extension	Requesting Department
13	4	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+-RW, Warranty	\$ 1,441.29	\$ 5,765.16	Developmental Reading Program - Florinda Rodriguez Replacement of 7-yr-old systems for Dept Faculty
14	4	Computer 3020 MT, 3.2GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+-RW, Warranty	\$ 1,441.29	\$ 5,765.16	College Success - Rene Zuniga Replacement of 6-yr-old systems for Dept Faculty
15	1	Computer 7020 MT, 3.3GHz, 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+-RW, Warranty	\$ 1,085.69	\$ 1,085.69	Education Program - Rene Zuniga Replacement of 7-yr-old system for Dept Faculty
16	2	Computer 7020 MT, 3.3GHz, 1600MHz, 250GB Hard Drive, 8GB Memory 24" Monitor, 1GB Radeon Video Card, 16X DVD+-RW, Warranty	\$ 1,843.76	\$ 3,687.52	Administrative Office Careers - Iris Jasso (1) Replacement of 7-yr-old system for Dept Staff (1) Replacement of 4-yr-old system for Dept Staff
17	2	Computer T3610 Workstation, 3.7GHz, 1866MHz, 500GB Hard Drive, 22" Monitor, 1GB AMD Video Card, 8X Slimline DVD+-RW, Warranty	\$ 2,464.75	\$ 4,929.50	Instructional Technologies Maintenance & Replacement - Marie Evans (1) New system for video editing workflows @ NAH (1) New system for video editing workflows @ MV
18	1	Computer Mac Mini, 2.8GHz Intel Dual-Core i5, 1TB Hard Drive, 8GB Memory, Iris Graphics, Warranty	\$ 985.00	\$ 985.00	Technology Support - Lucio Gonzalez Additional system for Dept Staff to manage Mac devices district-wide
COMPUTER TOTAL					\$ 60,693.03
LAPTOPS					
#	Qty	Description	Unit Price	Extension	Requesting Department
19	3	Laptop E5440 Intel Core i5-4310U, 320GB Hard Drive, Battery, 8.0GB Memory, 8X DVD+-RW, HD Graphics 4400 Video Card, Warranty	\$ 1,090.00	\$ 3,270.00	Library Information Commons - Cody Gregg New systems for student-use of Jabber (service that allows students to communicate with reference librarian)
20	4	Laptop E5440 Intel Core i5-4310U, 320GB Hard Drive, Battery, 8.0GB Memory, 8X DVD+-RW, HD Graphics 4400 Video Card, Warranty	\$ 1,090.00	\$ 4,360.00	English Program - Stephen Morrison New systems for Dept Faculty
21	50	Laptop E5440 Intel Core i5-4310U, 320GB Hard Drive, Battery, 8.0GB Memory, 8X DVD+-RW, HD Graphics 4400 Video Card, Warranty	\$ 1,090.00	\$ 54,500.00	Instructional Technologies Maintenance & Replacement - Marie Evans (35) Replacement of out-of-warranty 5-yr-old systems for Operation College Bound Staff (15) Replacement of out-of-warranty 5-yr-old systems for Dept Faculty/Staff to check out
22	1	Laptop E5440 Intel Core i5-4310U, 320GB Hard Drive, Battery, 8.0GB Memory, 8X DVD+-RW, HD Graphics 4400 Video Card, Warranty	\$ 1,090.01	\$ 1,090.01	Sociology Program - Robert Luckett Replacement of out-of-warranty 3-yr-old system for Dept Faculty
23	1	Laptop E5440 Intel Core i5-4310U, 320GB Hard Drive, Battery, 8.0GB Memory, 8X DVD+-RW, HD Graphics 4400 Video Card, E-port Replicator, Warranty	\$ 1,225.01	\$ 1,225.01	Institutional Effectiveness and Assessment - Paul Henley Mobile system for Dept Staff

SOUTH TEXAS COLLEGE
2. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 31, 2015

#	Qty	Description	Unit Price	Extension	Requesting Department
24	2	Laptop E5440 Intel Core i7-4600U, 256GB Hard Drive, Battery, 16GB Memory, 8X DVD+-RW, 2GB NVIDIA Video Card, Warranty	\$ 1,915.12	\$ 3,830.24	Administrative Office Careers - Iris Jasso Additional systems for Dept Faculty
25	1	Laptop M6800 Intel Core i7-4910MQ, 1TB Hard Drive, Battery, 16GB Memory, 8X DVD+-RW, 2GB AMD Video Card, Warranty	\$ 2,832.74	\$ 2,832.74	Computer Science Program - Saeed Molki Additional system for Dept Faculty for class instruction
		LAPTOP TOTAL		\$ 71,108.00	
TABLETS					
#	Qty	Description	Unit Price	Extension	Requesting Department
26	1	Microsoft Surface Pro 3, 64GB Storage, Core i3 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,097.02	\$ 1,097.02	Academic Grants & Projects Officer - Kristina Wilson Mobile system for Dept Staff
27	4	Microsoft Surface Pro 3, 128GB Storage, Core i3 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Backpack, VGA/DVI/HDMI Adapter, USB Hub, Warranty	\$ 1,519.01	\$ 6,076.04	Instructional Technologies Maintenance & Replacement - Marie Evans (2) New systems for new Dept Staff (2) New systems for Dept Staff/Faculty to check out
		TABLET TOTAL		\$ 7,173.06	
PRINTER					
#	Qty	Description	Unit Price	Extension	Requesting Department
28	4	HP M602dn Enterprise Printer, 52 prints per minute, Duplex Printing, 800mhz Processor, 512MB Memory, Input Tray, Warranty	\$ 1,829.00	\$ 7,316.00	Instructional Resource Open Lab - Lelia Salinas (3) New systems for Open Labs and Information Commons student lab @ NAH (1) New system for Open Labs and Information Commons student lab @ TC
29	1	Lexmark W850dn Printer, 50 prints per minute, Duplex Printing, 1200 x 1200 DPI, Warranty	\$ 4,120.14	\$ 4,120.14	CADD Program - Rey Sanchez New system for classroom instruction
		PRINTER TOTAL		\$ 11,436.14	
		COMPUTER/LAPTOP/TABLET/PRINTER TOTAL		\$ 150,410.23	

**SOUTH TEXAS COLLEGE
3. DISTRICT WIDE FURNITURE REQUEST
MARCH 31, 2015**

#	Qty	Description	Unit Price	Extension	Requesting Department
Allsteel, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-9-711030)					
1	6	SPLA-SCU-UCHAIR Custom Chair w/ Adjustable Back	\$278.17	\$1,669.02	Child Development – Veronica Rodriguez Chairs for the conference room located Pecan Campus Bldg. D
2	4	SPLA-SCU-UCHAIR Custom Chair w/ Adjustable Back	\$278.17	\$1,112.68	Instructional Technologies - Marie Evans Chairs for the conference rooms located Pecan Campus Bldg. F
3	1	Labor to receive, inspect, deliver and install	\$250.00	\$250.00	
		Allsteel Inc. Total		\$3,031.70	
Cramer, LLC./Gateway Printing and Office Supply, Inc. (TXMAS-6-711050)					
1	2	RPMM2-225 Cramer Rhino Plus Chair	\$350.67	\$701.34	Computer Science - Saeed Molki
	2	TX Mas Admin Fee	\$5.34	\$10.68	Replacement Chairs to be used by faculty at the Computer Lab
2	1	Labor to receive, inspect, deliver and install	\$50.00	\$50.00	
		Allsteel Inc. Total		\$762.02	
Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-14-71080)					
1	5	2436KH Heavy Duty Plus Trackside Top Shelf	\$26.38	\$131.90	Student Assessment Center - Miguel Carranza
	20	2436TH Unspotted Heavy Duty Plus Shelf	\$26.35	\$527.00	Shelves to store supplies at the Student Assessment Center
	10	Open L Upright 24"Dx76 1/4"H	\$35.03	\$350.30	
	40	HR24 Heavy Duty Plus Shelf Reinforcement	\$2.44	\$97.60	
	50	Heavy Duty Plus Shelf Support 36"	\$4.21	\$210.50	
	1	Freight	\$593.00	\$593.00	
	1	TX Mas Admin Fee	\$20.05	\$20.05	
2	1	Labor to receive, inspect, deliver and install	\$225.00	\$225.00	
		Allsteel Inc. Total		\$2,155.35	
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (TXMAS-4-7110240)					
1	4	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$325.30	\$1,301.20	Curriculum & Student Learning - Laura Talbot Replacement Chairs for Curriculum & student Learning Staff
2	1	40Y.A17 TR2 Task Enhanced Synchro Control Chair	\$325.30	\$325.30	Mathematics - Mahmoud Fathelden Replacement Chair for Staff
3	4	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$325.30	\$1,301.20	Library Public Services - Noemi Garza Chairs for the Mid Valley and Tech Campus Libraries

**SOUTH TEXAS COLLEGE
3. DISTRICT WIDE FURNITURE REQUEST
MARCH 31, 2015**

#	Qty	Description	Unit Price	Extension	Requesting Department
4	1	Labor to receive, inspect, deliver, install and remove debris	\$245.00	\$245.00	
		Exemplis Corporation Total		\$3,172.70	
The Hon Company/Gateway Printing and Office Supply, Inc. (TXMAS-6-71111060)					
1	1	H9185LSNN Flagship Lateral File w/Open Shelves, Black	\$626.29	\$626.29	Political Science - Robert Ballinger Combination Lateral File/Bookcase for the Faculty Office
2	1	H312 Vertical File with 2 Drawer Cabinet	\$150.93	\$150.93	Library Public Services - Noemi Garza File cabinet to store supplies at the Library
3	1	H38291R Single Pedestal Desk 30Dx66W, 2R	\$519.84	\$519.84	Pecan Annex Grant/Acct Impr-FFE - Dr. Shirley A. Reed
	1	H38292L Single Pedestal Desk 30Dx66W, 2 L	\$519.84	\$519.84	Desk, File Cabinet and Bookcases for
	1	H38216I Flush Return 24Dx48Wx29 1/2H	\$340.70	\$340.70	Grant/Accountability Offices
	1	H38215R Flush Return 24Dx48Wx29 1/2H	\$340.70	\$340.70	
	2	H314 Vertical File Cabinet, 4 Drawer, Charcoal	\$198.39	\$396.78	
	2	HS72ABC Brigade Bookcase 5 Shelf	\$159.10	\$318.20	
4	1	Labor to receive, inspect, deliver, install and remove debris	\$240.00	\$240.00	
		The Hon Company Total		\$3,453.28	
ISE, Inc. /Gateway Printing and Office Supply, Inc. (TXMAS-7-7110220)					
1	12	VE-CPU5 Track Mount CPU Holder	\$78.75	\$945.00	Respiratory Therapy - Gabriel Pena
	12	TXMas Adm Fee	\$1.20	\$14.40	CPU holders needed for the Respiratory Therapy Labs at Nursing Allied Health
2	1	Labor to receive, inspect, deliver, install and remove debris	\$300.00	\$300.00	
		The Hon Company Total		\$1,259.40	
Lone Star Furnishing, LLC. (Buy Board No. 414-12)					
1	21	Tall Wood Science Casework Cabinets with Glass Doors	\$1,059.05	\$22,240.05	Biology - Murad Odeh Cabinets are needed to store anatomy models, laboratory equipment and materials at the Biology Labs
2	1	Labor to receive, inspect, deliver, install and remove debris	\$5,334.00	\$5,334.00	
		National Office Furniture Total		\$27,574.05	
		FURNITURE TOTAL		\$41,408.50	

SOUTH TEXAS COLLEGE
4. GRADUATION PRODUCTION SERVICES

NAME			Backstage Productions, LLC.	
ADDRESS			711 Nolana Ave Ste 206A	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-776-4318	
FAX			956-592-6927	
CONTACT			Maricela Salinas	
#	Qty	Description	Unit Price	Extension
1	1	Graduation Production Services Period: May 15-16, 2015	\$ 18,500.00	\$ 18,500.00
TOTAL AMOUNT			\$	18,500.00

SOUTH TEXAS COLLEGE
5. NETWORK CABLE ANALYZERS
QUOTE NO. R0066681

NAME			Black Box Network Services	
ADDRESS			1000 Park Dr	
CITY/STATE/ZIP			Lawrence, PA 15055	
PHONE			724-746-5500	
FAX			800-821-0746	
CONTACT			Josh Andrews	
#	Qty	Description	Unit Price	Extension
1	2	Fluke Network DTX Cable Analyzer P/N DTX-1200-120	\$ 7,661.40	\$ 15,322.80
2	1	Shipping and Handling	\$ 40.43	\$ 40.43
TOTAL AMOUNT			\$	15,363.23

SOUTH TEXAS COLLEGE
6. NETWORK EQUIPMENT
QUOTE NO. R0067068

NAME		Insight Public Sector		
ADDRESS		6820 S Harl Ave		
CITY/STATE/ZIP		Tempe, AZ 85283		
LOCAL ADDRESS		2712 N McColl Rd McAllen, TX 78501		
PHONE		956-465-8080		
FAX		630-295-7881		
CONTACT		Darak Weaver		
#	Qty	Description	Unit Price	Extension
1	1	16-Port 10GE Blade - Catalyst 6800 16 Port 10GE with Integrated DFC4	\$ 14,000.00	\$ 14,000.00
2	8	10GBase-LR SFP Module Refurbished	\$ 1,350.16	\$ 10,801.28
TOTAL AMOUNT			\$	24,801.28

SOUTH TEXAS COLLEGE
7. NETWORK SWITCHES AND SOFTWARE LICENSE
QUOTE NO. R0066861

NAME		Insight Public Sector		
ADDRESS		6820 S Harl Ave		
CITY/STATE/ZIP		Tempe, AZ 85283		
LOCAL ADDRESS		2712 N McColl Rd McAllen, TX 78501		
PHONE		956-465-8080		
FAX		630-295-7881		
CONTACT		Darak Weaver		
#	Qty	Description	Unit Price	Extension
1	31	Catalyst 2960X 48 GigE, 4x 1G SFP, LAN Base	\$ 2,097.50	\$ 65,022.50
2	31	AC Power Cord, 16AWG	\$ -	\$ -
3	31	Power Retainer Clip for Cisco 3560-C and 2960-C Compact Swit	\$ -	\$ -
4	31	Catalyst 2960-X FlexStack Plud Stacking Module	\$ 597.50	\$ 18,522.50
5	31	Cisco FlexStack 50cm stacking cable	\$ -	\$ -
6	21	Catalyst 2960-X 48 GigE PoE 740W, 2x 10G SFP+, LAN Base	\$ 3,997.50	\$ 83,947.50
7	21	AC Power Cord, 16AWG	\$ -	\$ -
8	21	Power Retainer Clip for Cisco 3560-C and 2960-C Compact Swit	\$ -	\$ -
9	21	Catalyst 2960-X FlexStack Plus Stacking Module	\$ 597.50	\$ 12,547.50
10	21	Cisco FlexStack 50cm stacking cable	\$ -	\$ -
11	2	Catalyst 4500 E-Series 6-Port 10GbE (x2)	\$ 7,500.00	\$ 15,000.00
12	4	Cisco Identity Services Engine 100 EndPoint Base License	\$ 250.00	\$ 1,000.00
13	1	Cisco Identity Services Engine 1500 EndPoint Base License	\$ 3,750.00	\$ 3,750.00
14	4	Cisco ISE 100 Endpoint Plus Subscription License	\$ -	\$ -
15	4	Cisco ISE 3-yr 100 Endpoint Plus License	\$ 825.00	\$ 3,300.00
16	1	Cisco ISE 1500 Endpoint Plus Subscription License	\$ -	\$ -
17	1	Cisco ISE 3-yr 1500 Endpoint Plus License	\$ 11,200.00	\$ 11,200.00
18	1	Prime Infrastructure 1.2-Lifecycle 50 Device Lic	\$ 2,647.50	\$ 2,647.50
19	1	SWSS Upgrades Pl 1.2-Lifecycle-50 Device Lic	\$ 741.30	\$ 741.30
20	2	Prime infrastructure 1.2-Lifecycle 100 Device Lic	\$ 4,497.50	\$ 8,995.00
21	2	SWSS Upgrades Pl 1.2-Lifecycle-100 Device Lic	\$ 1,259.30	\$ 2,518.60
TOTAL AMOUNT			\$	229,192.40

SOUTH TEXAS COLLEGE
8. UNINTERRUPTIBLE POWER SUPPLY (UPS)

NAME		Anixter, Inc.		
ADDRESS		3522 Paesanos Pkwy STE 303		
CITY/STATE/ZIP		Shervano Park, TX 78231		
PHONE		210-408-8031		
FAX		210-408-2727		
CONTACT		Ryan Shortt		
#	Qty	Description	Unit Price	Extension
1	8	537485 Minuteman E2000RTXL2U 2000VA 1760W Line Interactive 2U R T Extended Runtime UPS	\$ 833.00	\$ 6,664.00
2	8	347715 Minuteman ED8P48XL Endeavors Battery Pack ED1500RM2U (T)&ED2000RM2U(T) Rack/Tower UPS	\$ 490.00	\$ 3,920.00
3	12	428513 Minuteman SNMP-Net SNMP-Net Interface for EnterprisePlus or Endeavor UPS	\$ 168.00	\$ 2,016.00
4	3	513873 Amer Pwr AP8706S-NA Power Cord Kit (6ea), Locking C13 to C14, 6ft	\$ 99.45	\$ 298.35
5	3	430526 Amer Pwr AP87165 6 Pack Power Cord, 6ft	\$ 149.57	\$ 448.71
6	4	542297 Minuteman E1500RTXL2U 1500 VA Line Interactive Rack/Wall/Tower UPS with 8 Outlets	\$ 599.00	\$ 2,396.00
TOTAL AMOUNT			\$	15,743.06



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 1, 2015

Shands-Brooks Travel
Attn: Ms. Debra Brooks
730 W Nolana Ste 100
McAllen, TX 78501

Dear Ms. Brooks:

On March 25, 2014, South Texas College awarded a contract to Shands-Brooks Travel for Travel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from May 20, 2015 through May 19, 2016.

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 May 19, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Debra Brooks

Date: 01-3-15

**Review and Recommend Action to Revise Policy #3800: Full Time Regular Faculty
(On Board Approved Staffing Plan) Assignments and Workloads
As Conditions of Employment**

Approval to revise Policy #3800 Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment will be requested at the March 31, 2015 Board meeting.

Revisions to the policy are necessary for the following reasons:

- Change to Item #2.
 - ⇒ Additional language is recommended to expand the description of the time and locations that faculty may be required to work. This language is included in the current letter of appointment.

- Change to Item #6:
 - ⇒ The purpose of the requirement for approvals of faculty overloads is to monitor faculty workload and ensure quality instruction. The current LHE approvals listed in Policy 3800 were established to require a one course overload to be approved by the Chair, a two course overload by the Dean, and more than a two course overload by the Vice President for Academic Affairs.

 - ⇒ Currently, South Texas College has a small number of courses that have slightly more than five LHE's per course (5.1 LHE or 5.2 LHE) due to a large number of required lab hours. This minor increase in the number of LHE's requiring approval would create consistency regarding the number of courses requiring approval by the Chair, Dean and Vice President across all disciplines and departments.

 - ⇒ This change has been approved by Academic Council and as part of the 2014-2015 Pay Plan, and the policy needs to be updated to reflect the current Pay Plan.

The revised policy follows in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikethrough.

The revised policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council Staff, and the Academic Affairs Council.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 31, 2015 Board meeting, Policy #3800 Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment	3800
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated August 22, 2011 <i>As Amended by Board Minute Order dated March 31, 2015</i>	

Full-time regular faculty are employees of the college whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work, and other associated activities. Full time regular faculty are employees of the College whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. Full time regular faculty and Department/Program Chairs are required to work the equivalent of a 40-hour work week.

1. The workload includes instruction, office hours, course preparations, community service, advising and mentoring, committee work, curriculum development, and various other College service activities as assigned.
2. Full-time regular faculty may be required to teach day, evening or weekend classes *and at time periods that fall outside the 8 a.m. to 5 p.m. traditional schedule, or dual enrollment courses taught throughout the College's service area.*
3. Full-time regular faculty may be required to teach throughout the College district. If traveling from their "home-base" to another teaching site, mileage reimbursement will be available according to College procedures. Home base for faculty is designated by the respective Dean.
4. Full-time regular faculty must maintain a minimum of 5 regularly scheduled and posted office hours per instructional week. Office hours, office location, and instructor phone number must be publicized to students through the course handouts/syllabus and must also be posted each semester.
5. Full-time regular faculty must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week.
6. Upon approval by the Chair, full-time regular faculty may accept an overload up to ~~five (5)~~ *six (6)* Lecture Hour Equivalents (LHE²s) each fall or spring semester for additional compensation. The respective Dean must approve any overload over ~~5~~ *6* LHE's. The Vice President for Academic Affairs must approve any overload over ~~10~~ *11* LHEs. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.
7. Full-time regular faculty are required to attend and participate in scheduled activities during the period of their appointment letter and on the Board-adopted academic calendar which include the dates set as faculty report to work days at the commencement of each semester, graduation, days, professional development, and other days as required by the College.
8. Expectations of full-time regular faculty teaching during summer term are established in Policy 3803.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment	3800
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated August 22, 2011 As Amended by Board Minute Order dated March 31, 2015	

9. Full-time regular faculty may participate in "Non-traditional instruction." This includes online instruction, asynchronous instruction, non-classroom recorded telecourses, print or computer-based independent study courses, and courses taught via telecommunications to students at sites other than the location of the faculty.

Teaching Expectations

30 Lecture Hour Equivalents (LHEs) per academic year (fall and spring semesters) for each full-time regular faculty member

- One lecture hour equals 1 Lecture Hour Equivalent (LHE)
- One laboratory (*lab*) hour equals 0.67 *LHE*. The course descriptions in the official college catalog are used to determine the lecture hours and the lab hours for each course.

Exceptions

“Overload” refers to additional LHEs above the regular teaching load. These are paid at the adjunct rate.

“Underloads” refer to a teaching load of less than 15 LHEs per academic semester (fall and spring semesters). Full time regular faculty with an underload in the fall semester must make up the difference during the spring semester of the same academic year. Full time regular faculty who do not make up the difference during the spring semester or who have an underload during the spring semester will have their annual pay proportionately reduced by the amount of the underload.

“Courseload reduction” refers to releasing faculty members from all or part of their full-time teaching duties.

Scheduling

Scheduling of both traditional and non-traditional instructional courses; creating additional sections; assigning, changing, or reassigning faculty rests with the appropriate Department/Program Chair.

Deans are ultimately responsible for monitoring and managing the workloads of faculty and Department/Program Chairs within their respective Academic Division. ~~s~~

~~Strikethrough denotes deletion~~

Italics denote addition

Review and Recommend Action to Revise Policy # 4209: The Whistle Blower Act

Approval to revise Policy # 4209: The Whistle Blower Act will be requested at the March 31, 2015 Board meeting.

Revisions to the policy are necessary for the following reasons:

- To clarify and update the state statute, Texas Government Code Chapter 554, Protection for Reporting Violation of Law which governs the provisions of The Whistle Blower Act.

The revised policy follows in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

The revised policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council Staff, and by South Texas College's legal counsel.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 31, 2015 Board meeting, Policy # 4209: The Whistle Blower Act as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	"The Whistle Blower Act"	4209
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>As Amended by Board Minute Order dated March 31, 2015</i>	

South Texas College complies with the provisions of the "Whistle Blower Act." ~~The 68th Texas Legislative Session passed H.B. 1075 relating to the protection of public employees who report a violation of the law. It protects a public employee from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer, if the employee acting in good faith reports a violation of law to an appropriate law enforcement authority. Texas Government Code, Chapter 554 protects employees who report in good faith to an appropriate law enforcement authority a violation of the law from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer.~~

~~The law~~ *Texas Government Code, Chapter 554, Protection for Reporting Violation of Law*, is commonly referred to as the "Whistle Blower Act." ~~For additional information or for a copy of H.B. 1075 contact the Office of Human Resources.~~

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Recommend Action on Investment Advisory Services Agreement

Approval to award the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through August 31, 2017, with the option to renew for two additional one (1) year periods will be requested at the March 31, 2015 Board meeting.

South Texas College's previous bank depository contract with BBVA Compass allowed investments of cash on hand in Certificates of Deposit. The interest rate earned was based on the LIBOR rate. The depository bank would also pay interest on all College's demand deposit accounts (checking accounts) regardless of the balance on the account also based on the LIBOR rate.

Under the new depository contract with BBVA Compass, the interest rate structure has changed. The bank will pay an interest rate of 10 basis points per annum for demand deposits in an amount not to exceed \$100,000,000. For demand deposits exceeding \$100,000,000, the bank will pay a lower interest rate. For Certificates of Deposit, the Bank agrees to pay interest regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request, however, there is a possibility that the interest rate may be lower than the demand deposit accounts (checking accounts) of 10 basis points per annum.

In order to maximize the rate of return on the College's investment, administration recommended to the Finance and Human Resources Committee at their September 11, 2014 meeting that the services of an investment advisor would provide professional guidance regarding the College's investment portfolio.

The request for qualifications were advertised on Monday, February 16, 2015 and Monday, February 23, 2015 and issued to six (6) firms. Three (3) responses were received and evaluated by the Vice President for Finance and Administrative Services, the Comptroller, an Accounting Group Manager, and the Purchasing Department. The respondents were:

- First Southwest Asset Management, LLC
- Patterson Capital Management LP, dba Patterson & Associates
- Valley View Consulting, L.L.C.

Valley View Consulting, L.L.C. is a Securities and Exchange Commission ("SEC") registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. They have a total of seven senior managers and associates with a combined Texas public funds experience exceeding 130 years. Each member will play an integral role in providing their expertise to fulfill the contract objectives of the College. Valley View Consulting, L.L.C.'s office of record and registration is in Virginia and maintains an office in Horsehoe Bay, Texas.

In accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act, and the College's Investment Policy & Investment Strategy Statement, the Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control.

A proposal summary and evaluation conducted by the staff follows in the packet for the Committee's information and review.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 31, 2015, Board meeting, the award of the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through August 31, 2017, with the option to renew for two additional one (1) year periods as presented.

**SOUTH TEXAS COLLEGE
INVESTMENT ADVISORY SERVICES
PROJECT NO. 14-15-1040**

Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
Address	325 N St Paul Ste 800	901 S MoPac Expway Ste 195	130 Pecan Creek Dr
City/State	Dallas, TX 75201	Austin, TX 78746	Horseshoe Bay, TX 78657
Phone	214-953-4000	512-320-5042	830-637-7755
Fax	214-953-4050	512-320-5041	830-637-7755
Contact	Rebecca Vega	Linda Patterson	Susan K. Anderson
5.1 COMPANY INFORMATION			
A. Provide the following information			
1. The full, legal name of the firm	First Southwest Asset Management	Patterson Capital Management, LP.	Valley View Consulting, LLC.
2. The firm address and contact information (headquarters and branch offices)	325 North St. Paul, Suite 800, Dallas, TX 75201	Barton Oaks Plaza II, 901 S MoPac Expway Ste 195, Austin, TX 78746	2428 Canters Mill Road, Huddleston, Virginia 24104
3. The location of the office from which the work will be done if firm is selected	Dallas, Texas	Austin, Texas	Horseshoe Bay, Texas
4. The number of years in business	24	20	16
5. The type of organization (Individual, Partnership, Corporation, etc.)	Limited Liability Company	Limited Partnership	Limited Liability Company
6. The number of employees	400 (5 in investment management)	4	7 Senior Managers and Associates
B. Describe your organization, including lines of authority and communications.	Adheres to same industry standards, compliance and regulatory requirements, and code of conduct as FirstSouthwest Company. Mr. McIntyre, as a Senior Vice President of FSAM, reports to Mr. Medanich, President of FirstSouthwest Asset Management and co-chairman of FirstSouthwest Company. Mr. McIntyre's regulatory supervisor is the Chief Compliance Officer at FirstSouthwest Company.	Ms. Patterson sole owner and hands-on principal of Patterson Capital Management and its General Partner of the partnership. Prides itself on its independence not affiliated with any other institution, disclosure and building long-term client relationships.	Seven team members-Mr. Long oversees all operations and services and serves as Chief Compliance Officer; Ms. Anderson and Mr. Long will provide strategy development and implementation; Mr. Koch will support bank relationship selection and documentation; Mr. Ross and Mr. Pifer will provide monthly accounting and quarterly investment reporting; Ms. Gerhardt and Mr. Day will assist as needed. Any team member may provide any or all services. Each week, the firm reviews every client with updates on all portfolio activities and strategies.
C. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.	Registered with the SEC but doesn't have a separate credit rating. As of 1/31/15, FirstSouthwest's Excess Net Capital position is \$60.67 million (at 12/31/12-\$44.8 million, 12/31/13-\$70.8 million, 12/31/14-\$59 million)	Privately held company and is not rated	Small, privately held LLC has been a service provider for over 15 years and is committed to allocating the resources necessary to complete the Colleges objectives; confident we have the ability, commitment, and financial resources to provide the services the College desires; DUNS #241044003
5.2 REFERENCES			
Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number and length of business relationship. References in higher education are preferred.	Yes (2 Colleges included)	Yes (2 Colleges included)	Yes (4 Colleges & 1 University included)
5.3 QUESTIONNAIRE HISTORY & ORGANIZATION			
A. Describe the ownership structure of your organization, giving specific details with regard to your parent and any affiliated companies.	First Southwest Asset Management, LLC, First Southwest Company, LLC and FSW Advisory Services, Inc., are wholly-owned subsidiaries of First Southwest Holdings LLC, which is a wholly-owned subsidiary of Hilltop Holding Securities LLC, which is wholly-owned by Hilltop Holdings Inc.	Small firm with 4 professionals (President, Analyst & Reporting & 2 Portfolio Managers) and an intern. Currently in the process of adding an additional position. Ms. Patterson is a hands-on manager.	SEC registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. Company provides independent advice and consultation. Founded in 1998 and registered with SEC in 1999. Mr. Long owns the firm and has teamed with six members with a combined experience exceeding 130 years primarily working with Texas local governments. Team capable of assessing the needs of the College, examining the current cash management policies and practices, reviewing and managing bank relationships, and developing effective and comprehensive investment strategies. Office of registration in Virginia, fully registered with the State of Texas and has personnel in Austin, Dallas and Fort Worth areas.

**SOUTH TEXAS COLLEGE
INVESTMENT ADVISORY SERVICES
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Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<p>B. Within the past three years, have there been any significant developments in your organization, such as changes in ownership, restructuring, or personnel reorganizations? Do you anticipate future significant changes in your organization?</p>	<p>PlainsCapital Corporation, the then ultimate parent of FSAM, merged with a subsidiary of Hilltop Holdings Inc., a Dallas-based holding company, on November 30, 2012. On April 1, 2014, Hilltop entered into a definitive merger agreement with SWS Group, Inc., the parent company of Southwest Securities, Inc., providing for the merger of SWSG with and into Hilltop. The merger was completed 1/1/15, at which time FSAM, a wholly-owned subsidiary of First Southwest Holdings LLC, ceased to be a subsidiary of PlainsCapital Bank and PlainsCapital Corporation, and, along with Southwest Securities, Inc., became subsidiary of Hilltop Securities Holdings LLC, which is wholly-owned by Hilltop. As a part of the merger, FSAM reorganized from a Delaware corporation to a Delaware limited liability company. No material changes are anticipated within the near future.</p>	<p>Termination of 1 portfolio manager and the hiring of a new portfolio manager. Anticipating to add a new administrative position supporting the trading desk.</p>	<p>No - added staff to meet growing client base and anticipate maintaining that business objective</p>
<p>C. Have any of the developments or changes described in question 2 immediately above been reported or described in a filing with the SEC or any other government authority? If so, please provide a copy of that filing.</p>	<p>See attached Form ADV</p>	<p>No</p>	<p>No only the routine, annual Form ADV updates have been required</p>
<p>D. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with, STC.</p>	<p>None</p>	<p>None</p>	<p>N/A</p>
<p>E. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>F. Are there any circumstances specifically related to your investment consulting activities under which your firm, its officers or employees receive direct or indirect compensation from investment managers or brokers/dealers? If so, describe in detail.</p>	<p>No, none. FSAM does not receive any soft-dollar compensation or any other form of additional compensation for client transactions aside from the direct fee paid by clients.</p>	<p>No</p>	<p>No; Valley View does not generate any additional revenue, income, soft dollar, or other form of compensation, either disclosed or undisclosed, related to performing investment advisor services for the College. No transactions will flow through an affiliated trading desk or be subject to additional price mark-up. No pool management or referral fees will be generated. No deposit broker or placement fees will be received. In rare instance that the College would issue tax-exempt bonds and the proceeds would most effectively be invested utilizing a flexible repurchase agreement or other form of structured investment product, the relevant IRS regulations would determine the form and type of compensation.</p>
<p>G. Summarize fidelity bond coverage, errors and omissions, employee dishonesty, fiduciary liability insurance, or other fiduciary coverage your firm carries.</p>	<p>General liability with general aggregate limit \$2 million; Single limit automobile liability insurance \$1 million; Workers' compensation and employer's liability \$500,000; Professional liability as a licensed broker/dealer with aggregate limit \$2 million and Errors & Omissions with aggregate limit \$10 million. Umbrella insurance carried on mentioned policies.</p>	<p>Standard Commercial General Liability, automobile liability & umbrella coverage for \$2 million through State Farm; Worker's Compensation insurance through State Farm \$500,000; E&O and professional liability insurance \$5 million through Chubb Insurance. Certificate of Insurance may be provided.</p>	<p>General Liability \$2,000,000; Professional Liability \$2,000,000; As needs or industry requirements increase, we are committed to maintaining the necessary coverages.</p>
<p>H. What is your firm's experience in developing portfolio investment guidelines for universities/colleges, foundations, not for profits and/or public entities?</p>	<p>Since 1988, FSAM has assisted hundreds of governmental entities with development and implementation of investment policies, separate written investment strategies, and internal procedures. As a firm, have worked actively with representatives from state legislatures to adopt and make subsequent revisions to state investment laws. Vast experience with municipalities from debt issuance to arbitrage rebate compliance. Will be prepared as investment advisor, to revise, refine and clarify College's policy. Investment guidelines and procedures are developed or fine-tuned soon after initial contract is signed. Investment policies reviewed on annual basis for all clients. Over past 20 years, countless policies have been amended, clarified and refined based on FSAM suggestions.</p>	<p>Works with each of its clients immediately to create or review their investment policy (reviewed for practicality and compliance each year at a minimum). Reviewing and updating policies and guideline is done on an on-going basis to reflect changes in the marketplace as well as internally to the College. Available to work on developing internal procedures. Ms. Patterson authored the Texas Public Funds Investment Act & Public Funds Collateral Act and initiated the certification process with the GTOT. She wrote investment policy for City of Forth Worth and Texas State Treasury.</p>	<p>All client service arrangements involve cash and investment services directly related to the needs of the College. Firm focused on public funds, primarily Texas public funds. Firm created in 1988 for purpose of servicing Texas local governments. Team exhibits extensive experience with the PFIA which influence development of compliant policies and strategies. Two members have provided PFIA-required public fund investor training through UNT for two decades and were involved with original drafting of the PFIA and subsequent reviews of proposed amendments. Other consulting activities that include cash and investment-related projects, but do not meet the definition of investment advisory service.</p>

**SOUTH TEXAS COLLEGE
INVESTMENT ADVISORY SERVICES
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<p>Name</p> <p>I. Describe the in-house technical and research support services you have available. What other sources are used by the firm on a regular basis?</p>	<p>First Southwest Asset Management, LLC.</p> <p>External research from S&P, Moody's and Fitch, and relies heavily on Bloomberg Information Systems for modeling, analysis, and security research. Access to in-house research on certain municipal offerings, regional and sector market data, as well as internal "white papers" on money market reform to municipal advisory role. Structured product desk in Dallas can perform bidding agent services if interest in Guaranteed Investment Contract or Flexible Repurchase Agreement. In-house continuing disclosure and arbitrage compliance-separate services.</p>	<p>Patterson & Associates</p> <p>Bloomberg Analytics, multiple firms and their economists, utilize full resources of the market and connections to multiple firms, rely on clients cash flow requirements and risk tolerance levels. Broad and daily monitoring of the market sectors.</p>	<p>Valley View Consulting, LLC.</p> <p>Independent research; Bloomberg Investor Services, the Federal Reserve Bank, various federal agencies and many other sites provide most of the market information needed to serve clients; Subscription to Bloomberg Investor Service allows us to monitor markets on a real-time basis and also provides access to broker offerings and new issue security details.</p>
<p>J. Does your firm, its parent or affiliates sell information or any other services to investment managers? If so, describe in detail.</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>K. Describe the firm's policy and process for identifying, resolving and disclosing conflicts of interest.</p>	<p>Conflict checks are conducted internally within the organization and the firm's Compliance department also monitors potential conflicts of interest pursuant to internal policies and procedures and MSRB rules. Should a conflict of interest arise, FirstSouthwest would establish information barriers between certain FSAM personnel. Precise terms of policies that are implemented in the creation and maintenance of the information barrier is determined based on the facts and circumstances as they exist at the time and are tailored to meet specific requests, needs and requirements of clients.</p>	<p>Code of Ethics is registered with the SEC. Code of Ethics and Compliance Policy of the firm take all violations of conflict issues as cause for strict disciplinary action up to and including termination. The firm has never had any incident of conflicts because we monitor our individual professionals closely and use very tight competitive procedures to assure that every action is done with full disclosure and tight oversight by at least two registered managers.</p>	<p>In accordance with the SEC regulations, a Code of Ethics is maintained to ensure professional behavior of all representatives and to establish controls over conflicts of interest, among other things. All licensed representatives of Valley View are required to undergo annual review of the Code of Ethics and other compliance-related rules, to sign a certification that they have received, read and commit to abide by the document, and must disclose all relevant personal investment holdings to Valley View's Chief Compliance Officer on a quarterly basis.</p>
PERFORMANCE & EMPLOYEES			
<p>L. Address customer service strategies for delivering a high level of customer service. Describe how the firm handles complaints, comments, or suggestions received. How is the firm managed for these types of services?</p>	<p>Manage all accounts on individual basis, and strive to be responsive at all times; listen carefully to client comments; responsive to suggestions on everything from communication methods to reporting; if complaint received it is formally reported to compliance department, a compliance officer would then contact client to determine if corrective action required.</p>	<p>Owner of firm is hands-on member of the team. Goal is to handle, resolve and report on any problem of concern within the business day, if it hasn't been solved you will get an update on the progress by day's end. Assigned portfolio manager is the lead person on any question or concern but the whole team gets involved to solve or answer any item.</p>	<p>Ability to provide a customized relationship with that client by fully understanding the client's unique needs and must be able to develop a investment portfolio that meets or exceeds that client's expectations. Must be able to communicate complex financial concepts in a way that is easily understood by client and their governing body, and must be readily available to address any question or issue that may arise. A small list of select clients is kept to deliver the high degree of customer service. Compliance Manual establishes how comments, suggestions, and complaints are to be handled. It states that all complaints must be reported to the Chief Compliance Officer immediately. Chief Compliance Officer is responsible for ensuring all client complaints are handled in accordance with applicable laws, rules and regulations.</p>
<p>M. How many clients does the firm currently have using this service and how many employees are assigned?</p>	<p>37 asset management clients with 5 professionals-added staff when workload increases</p>	<p>45 clients - 1 lead portfolio manager for each client and the team including 2 more portfolio managers backing that individual up. All members of the team are kept up-to-date. All clients have portfolios which are restricted to the same markets and to certain extent same portfolio restrictions such as maximum maturity allowing them to see and act on value to any of the portfolios.</p>	<p>37 full investment advisory clients as of 12/31/14 (all government entities); all 7 team members are involved in some aspect of each client's relationship</p>
<p>N. How many portfolios has the firm added in the past year? Please provide details.</p>	<p>2014-added two and lost none</p>	<p>2014 - 12 clients and their portfolios</p>	<p>1 full investment advisory service clients & performed 9 additional consulting projects (including primary depository bank selection projects, investment policy reviews and specialized investment management consulting projects)</p>
<p>O. How many portfolios has the firm lost in the past year? Please provide details.</p>	<p>None</p>	<p>2014 - 1 portfolio</p>	<p>No investment advisory clients have dropped or not renewed their contracts for non-performance or service-related issues. 2 clients have not renewed their contracts at expiration based upon a universal budget-tightening mandate by the governing body or administrator. Local governments may contract to invest a specific bond issue's proceeds and when proceeds are expended the contract naturally expires. Non-advisory consulting clients ebb and flow as projects are developed and completed.</p>
<p>P. Has your firm in the last year, lost an investment account due to malfeasance, lack of adherence to professional standard or general neglect?</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>Q. What is your client/consultant ratio?</p>	<p>9:1 clients to investment managers; seek additional staffing if 5 or 6 clients are added</p>	<p>45 clients, 3 managers - ratio 15:1; Assignments are made on assets, similarities or portfolios and objectives</p>	<p>approx. 37 clients and 5 registered investment advisor representatives - average client/advisor ratio is 7</p>

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<p>Name</p> <p>R. How frequently would the firm's staff make contact with the Parties' staff?</p>	<p>First Southwest Asset Management, LLC.</p> <p>Prefer daily but up to College staff; offer daily market updates; call prior to securities maturing or being called; monthly or weekly portfolio discussions; interactive market calls every two weeks and communicate important economic news via e-mail and online posting; meet with staff on quarterly basis and available for School Board meetings as needed.</p>	<p>Patterson & Associates</p> <p>On-going communications, available each business day, information through emails on market conditions and rate anticipation, weekly email alerts to the next two weeks' upcoming maturities or coupon distributions, weekly/daily Economic Update newsletter used to keep you up-to-date on market news translating data and statistics into information, regular scheduled meetings with management (initial & semi-annual meetings) and if desired make a presentation of portfolio performance and economic views to either an Investment Committee or Board.</p>	<p>Valley View Consulting, LLC.</p> <p>The needs and desires of the College dictate the optimum schedule for portfolio review and meetings. Minimum review schedule is: quarterly strategy/portfolio review and annual performance review. Initially, cash flow analysis, strategy development, mutual fund manager selection and broker/dealer review will require additional interaction with staff. Market cycles and the cash flow schedule will largely determine appropriate ongoing interaction. Regular communication will focus on: current cash requirements, specific security opportunities, market information, appropriate transaction execution levels, transaction settlement status and Investment Reporting. Contact and meeting frequency based on the ebb and flow of the investment portfolio and other assignments from College. Emergency meetings or conference calls due to major market shifts or portfolio modifications. Additional meetings if necessary.</p>
<p>S. Include resumes indicating the qualifications of the staff that would be assigned to perform work for STC.</p>	<p>Included 5 resumes</p>	<p>Included 4 resumes</p>	<p>Included 7 resumes</p>
<p>T. List senior staff hires and departures over the last three (3) years. For departures, indicate the reason for leaving.</p>	<p>None. Both Senior Portfolio Managers have been with FirstSouthwest for almost 17 years</p>	<p>June 2014 one portfolio manager was terminated for cause; June 2014 one portfolio manager (investment advisor) was added</p>	<p>No departures since inception. Mr. Phifer joined staff in early 2015.</p>
<p>U. Does your firm have a written code of conduct or ethics? How is it monitored and enforced?</p>	<p>Yes. All employees are required to sign a statement acknowledging they have read and understand written ethics requirements. Registered reps maintain continuing education on topics centering on ethics, conduct and industry practice. Compliance department monitors and enforces conduct. SEC oversees FSAM as a registered investment advisor. FSAM adheres to the Code of Professional and Ethical Standards as described by CFA Institute.</p>	<p>Code of Ethics is registered with the SEC. Code of Ethics and Compliance Policy of the firm take all violations of conflict issues as cause for strict disciplinary action up to and including termination. The firm has never had any incident of conflicts because we monitor our individual professionals closely and use very tight competitive procedures to assure that every action is done with full disclosure and tight oversight by at least two registered managers.</p>	<p>Yes and must ensure all licensed representatives are aware of, understand and certify that they will conduct business in accordance with policies and procedures designated within the Compliance Manual and Code of Ethics. At least annually, the Chief Compliance Officer must review the Compliance Manual, Code of Ethics and FINRA regulations with all registered representatives and each registered representative is required to sign a Certification of acknowledgement of his/her understanding of the rules and requirements. The Chief Compliance Officer is responsible for surveillance of all communications with clients and/or prospects to ensure adherence to rules, to review all reports prepared and to monitor all investment trades and transactions made on behalf of clients.</p>
<p>V. Give a brief overview of the hardware and software systems used in producing reports? Do you offer on-line access to clients?</p>	<p>SS&C Technologies' CAMRA investment accounting and portfolio management system. CAMRA reports are AMR-compliant and will be produced on monthly basis. Reports are available in an electronic medium format distributed monthly and quarterly in PDF and many reports can be exported in Excel format. Security market prices are obtained from independent sources-subscribe to Interactive Data Corporation to price most investment securities and use Bloomberg Financial Markets for pricing commercial paper and other instruments. All client data and CAMRA system are stored on secure network file server and backed up nightly.</p>	<p>SymPro - stand-alone system for fixed income investment portfolios; no online direct access into SymPro; choice to receive all monthly and quarterly reports electronically</p>	<p>Quarterly Investment Reports will be prepared in compliance with PFIA and STC Investment Policy. Monthly accounting reports will be prepared. Tracker System, a web-based investment reporting system, is used. Reports are in PDF or downloaded into Excel. College staff can access data and reports on-line through Tracker website.</p>

**SOUTH TEXAS COLLEGE
INVESTMENT ADVISORY SERVICES
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Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<p>W. Describe your plans and methodology for performing the services requested.</p>	<p>Investment management philosophy is conservative. Losing money can never be an option. Approach changes with interest rate and market outlook that presents itself. Portfolio Management-most accounts managed are driven by known cashflows; first step in investment approach and overriding philosophy-ensure safety and provide adequate liquidity to fund expenditures; believe maturities should be extended within cashflow limitations and policy constraints; advocate laddering funds out on curve, careful to keep weighted average portfolio maturity below 270-day maximum; safety increase earnings by diversifying its maturities; understand client risk profile to determine the asset mix of portfolio; select market sectors and specific securities that adhere to policy and best meet College's safety goals; begin process to evaluate actual securities; perform analysis of entire portfolio; analyze securities in context of current market and economic conditions. Adding Value to the Portfolio-for wide range of authorized investments select best offerings among a large number of premier financial sources; restrictive cash flows or conservative policy rely on ability to access market; conservative strategy is to "ladder" portfolio maturities to correspond to known expense payment dates; diversification to earn competitive market rate of return. Bi-weekly strategy calls to client. Research is freely traded on the desk. Conversations between portfolio managers are ongoing. Portfolio managers read client policy. Every security reviewed and approved prior to purchase. All trades subject to internal compliance review from independent department.</p>	<p>Reporting is a key element in investments-system generated reports and produce additional reports. Portfolio reports are provided on a monthly and quarterly basis. GASB annual reporting is provided as well as annual report, if desired. -Monthly portfolio holdings report, summary quarterly reports, diversification graphics, monthly accounting reports, transaction report and cash flow.</p>	<p>Portfolio strategy development will be suggested only after thorough analysis and conclusive evidence that the adjustment provides long-term benefit to the College. Interest rate cycle timing and appropriate yield curve positioning provide the most effective and consistent yield enhancement. Valley View's services will include the research and analysis necessary for the College to formulate strategy recommendations. Valley View will provide an operating portion of the portfolio, guidance on bond proceeds investment, maturity distribution, managing market risk by limiting investment maturities, adjusting to market movements, and adding potential returns through investment selection. The most important strategy to keep in mind is to ensure that all cash flow needs are covered and that a laddered approach to investing is diligently practiced. Combining all of these concepts into active portfolio management will enhance portfolio return over the long run.</p>
<p>CLIENTELE</p> <p>X. Please provide a list of your major current clients, including universities/colleges, foundations, not-for profits and/or public entities.</p>	<p>Provided (2 colleges included)</p>	<p>Provided (2 colleges included)</p>	<p>Provided (1 College with Full Investment Advisory Services and 3 Colleges/1 University with Consulting Project)</p>
<p>Y. What is the total market value of the portfolios you provide investment advisory services for your clients?</p>	<p>As of 12/31/14, FSAM managed approx. \$7.7 billion in assets for 37 clients; served as investment advisor on \$5.6 billion for a total of \$13.3 billion in assets under management or advisory services</p>	<p>Total AUM market value as of 12/31/14 was \$5.1 billion</p>	<p>37 clients as of 12/31/14 - approx. \$3 Billion assets under management</p>
<p>Z. Please provide the names of all clients who have terminated your firms' services in the last three (3) years. In each case, detail the reason for termination.</p>	<p>None</p>	<p>Provided 2 clients (cities)</p>	<p>Provided 2 clients (1 city and 1 College due to system-wide reduction of outsourcing contracts and not related to performance)</p>
<p>AA. Please provide the names of all new client relationships gained in the last three (3) years.</p>	<p>Provided 5 clients</p>	<p>Provided 16 clients (1 College)</p>	<p>Provided 15 clients (1 College)</p>
<p>PORTFOLIO PERFORMANCE</p>			
<p>BB. Submit anonymous illustrations of portfolio performance of three (3) current clients' portfolios. Provide details of the market characteristics, investment returns and risk assumed for each portfolio.</p>	<p>Provided</p>	<p>Provided</p>	<p>Provided</p>
<p>CC. Continue the performances of the sample portfolios according to the market conditions that existed at that time. Identify the risk of tolerances of the client and the impact of the client's risk tolerance on recommended investments. What would have been recommended if the client's risk tolerances had been higher or lower?</p>	<p>All clients subject to Texas PFIA as well as investment policies designed to protect principal. All cases, cashflow restrictions further limit how far maturity can be extended and how much credit risk can be assumed. With short yields being at historically low levels since 2008, we would not have encouraged any of these clients to assume a level of risk they were uncomfortable with. As a result, at present time these clients are well positioned for interest rate increases later this year. The proposed risk tolerance for STC will be conservative, with safety of principal being the primary objective.</p>	<p>The performance versus the benchmarks shows how despite fluctuations the portfolios have outperformed those benchmarks which are representative of the client's cash flows, risk tolerances and authorized investments. Team has been successful in making appropriate moves to lengthen maturities as rates are dropping to hold onto rates and then matching back up with rates as they change. Team moved assets to CDs in 2009 when banks wanted deposits and payed well for longer CDs, then moved clients' portfolios to larger percentage of state and local governmental debt. Pro-active on finding safe and worthwhile value for clients.</p>	<p>Provided. Each of the case studies has a different portfolio composition and strategy, with appropriate benchmarks established for their individual and unique situation. Each has a low risk tolerance and seeks to create a dependable and reasonable rate of return relative to their individual benchmark. Their performance results demonstrate that Valley View's disciplined strategy can yield a positive outcome without using a cookie cutter approach and produces a customized experience for each of our clients.</p>
<p>TOTAL EVALUATION POINTS</p>	<p>71.775</p>	<p>76.6</p>	<p>84.1</p>
<p>RANKING</p>	<p>3</p>	<p>2</p>	<p>1</p>

**SOUTH TEXAS COLLEGE
INVESTMENT ADVISORY SERVICES
PROJECT NO. 14-15-1040
EVALUATION FORM**

NAME		First Southwest Asset Management, LLC.		Patterson & Associates		Valley View Consulting, LLC.	
ADDRESS		325 N St Paul Ste 800		901 S MoPac Expway Ste 195		130 Pecan Creek Dr	
CITY/STATE		Dallas, TX 75201		Austin, TX 78746		Horseshoe Bay, TX 78657	
PHONE		214-953-4000		512-320-5042		830-637-7755	
FAX		214-953-4050		512-320-5041		830-637-7755	
CONTACT		Rebecca Vega		Linda Patterson		Susan K. Anderson	
1	The experience, expertise and capability of the firm in performing the services requested. (up to 10 points)	9.9	9.8	8.5	8.25	9.4	9.175
		10		8			
		9.8		8.5			
		9.5		8			
2	The quality of the references from past customers of Respondent. (up to 10 points)	9.7	9.7	9.5	9.5	10	10
		9.7		9.5			
		9.7		9.5			
		9.7		9.5			
3	The completeness of the response and satisfaction of requirements. (up to 10 points)	9.5	8.875	9.5	8.875	9.8	9.575
		9		9			
		9		9			
		8		8			
4	The Respondent's experience with educational institutions. (up to 10 points)	4	5	10	10	10	10
		4		10			
		4		10			
		8		10			
5	Adherence to South Texas College's policies and procedures. (up to 10 points)	8.2	8.175	8.4	8.225	9.9	9.35
		8.5		8.5			
		8		8			
		8		8			
6	Investment performance and transaction pricing within accepted risk constraints. (up to 10 points)	3.9	5.725	6.8	7.45	9.8	9.2
		7		8			
		5		7			
		7		8			
7	Responsiveness to South Texas College's requests for services, information and open communication. (up to 10 points)	7.8	7.825	6.5	7.125	9.9	9.475
		8		7.5			
		7.5		6.5			
		8		8			
8	Understanding of the inherent fiduciary responsibility of investing public funds. (up to 10 points)	7.3	7.325	8.8	8.575	9.8	9.575
		7		8			
		7		8.5			
		8		9			
9	Similarity in philosophy and strategy with South Texas College's objectives. (up to 10 points)	9.9	9.35	8.9	8.6	8	7.75
		9		8			
		9.5		9			
		9		8.5			
TOTAL EVALUATION POINTS		71.775		76.6		84.1	
RANKING		3		2		1	

Discussion and Action as Necessary on Proposed New Staff Positions for the In-House Internal Audit Function for FY 2015-2016

Approval of the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the total amount of \$126,000 will be requested at the March 31, 2015 Board meeting.

The Board of Trustees, at their January 27, 2015 Board Meeting, approved the plan for the transition of out-sourced internal audit function to an in-house function. An internal auditor position and a staff audit specialist position were approved as part of this function as follows:

Position	Classification	Salary	Benefits	Total
Internal Auditor	Administrative Grade E	\$90,000	\$27,000	\$117,000
Staff Audit Specialist	Professional/ Technical Non Exempt Grade B	\$36,000	\$10,800	\$46,800
		\$126,000	\$37,800	\$163,800

The College administration recommends the following plan for transitioning to an in-house internal audit function.

- The contract with Burton McCumber & Cortez, LLP will be extended for a period of three months after the end of their current contract. The extended period will be from September 2015 through November 2015.
- During the period of January 2015 through November 2015, Burton McCumber & Cortez, LLP will continue to perform internal audits, as approved by the board.
- An internal auditor position and a staff audit specialist position will be included in the FY 2015-2016 Staffing Plan and Budget, which begins on September 1, 2015. Budgets for operating, travel, and capital expenses will also be included.
- The internal auditor will functionally report to the Board of Trustees and President and administratively to the Vice President for Finance and Administrative Services.
- The internal auditor will be expected to follow the provisions of the Texas Internal Auditing Act and comply with the Code of Ethics and the Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

The budget for the in-house internal audit function for the first year is estimated to be \$200,000.00, including salaries and benefits.

The department's budget and job descriptions for the internal auditor and the staff audit specialist follows in the packet.

These new staff positions are recommended for FY 2015-2016 subject to the availability of funding and Board approval of the final budget.

Advertising of the proposed new staff positions can begin in April 2015, with the understanding that the positions will not be filled until final approval of the Staffing Plan for FY 2015-2016 and the Budget for FY 2015-2016.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 31, 2015 Board meeting, the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the amount of \$126,000 as presented and subject to the availability of funding and Board approval of the final budget and staffing plan.

Proposed FY 2015-2016 Budget for Internal Auditor Function

The first year of the internal audit function budget is projected to be \$200,000.00 as reflected below.

Expenditure Classification	Expenditure Detail	Amount
Salaries	Internal Auditor	\$90,000
	Administrative Assistant	36,000
Total Salaries		<u>\$126,000</u>
Benefits	30.0% of salaries	37,800
Operating	Includes out-sourced consulting	18,200
Travel		8,000
Capital		<u>10,000</u>
Total Budget		<u><u>\$200,000</u></u>

South Texas College

Classification Description

Title: Internal Auditor

Dept: Internal Audits

**Reports to: *Board of Trustees and
President (Functionally)
*VP-FAS (Administratively)**

Date: September 1, 2015

**Pay Grade: Administrative Grade E
Salary Range: \$80,000 – \$140,000**

FLSA Status: Exempt

General Statement of Job

To provide independent and objective assurance, consulting services, evaluations, audits, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment.

Specific Duties and Responsibilities

Essential Functions:

1. Carry out independent evaluations, audits, and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical, Enterprise Risk Management and human resources and other activities are managed and in accordance with the auditing standards, Texas Internal Auditing Act and The Institute of Internal Auditors Standards.
2. Provide management with a comprehensive risk management process to ensure that risks are identified, and evaluate existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
3. Maintaining an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
4. Research and keep abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
5. Keep management informed of emerging trends and successful practices in auditing and controls testing.
6. Facilitate the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.

7. Perform special analyses and reviews, including compliance, instances of alleged fraud and unethical misconduct. Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
8. Develop a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensure its full implementation.
9. Approve and oversee audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for; and activities conform to regulation, college policies, departmental procedures, and professional standards.
10. Supervise, hire, evaluate, instruct, delegate duties and tasks, direct, mentor, counsel and monitors the audit staff, and ensure staff compliance with regulations, College policies, deadlines, and auditing standards.
11. Maintain a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
12. Develop and implement fraud and unethical behavior prevention programs driven by risk based support models.
13. Participate in various committees or task forces geared to policy and procedure development and operational improvement.
14. Coordinate coverage with the external auditors, state and federal agencies, and external consultants, and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.

Required Education and Experience

1. Bachelor's Degree in Accounting required. Master's Degree preferred.
2. At least three (3) years of Auditing experience, preferably in a higher education institution.
3. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

Required Knowledge, Skills and Abilities

1. Handling the demands and requirements of senior-level management in higher education.
2. Auditing standards, techniques, activities, and processes.
3. Risk management and risk assessment.
4. Public accounting and financial rules, laws, standards, and practices.
5. Fraud investigation and detection criteria and strategies.
6. Organizational management and human resources concepts.
7. Effective management and leadership models and techniques.
8. Handling Multiples projects and meeting deadlines.
9. Planning and managing Budgets.
10. Maintaining an established work schedule.

11. Effectively using interpersonal and communications skills including tact and diplomacy
12. Effectively using organizational and planning skills with attention to detail and follow through.
13. Managing and implementing annual audit plans and processes.
14. Designing internal audit master plan initiatives.
15. Providing management with a comprehensive enterprise risk management process.
16. Coordinating work with external auditors, federal and state agencies, and external consultants.
17. Effectively supervising, leading, and delegating tasks and authority.
18. Maintaining confidentiality of information and materials.

Checks, Certificates, Licenses, and Registrations

1. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.
2. All applicants are subject to a national criminal background check under STC policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
3. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
4. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position #

South Texas College

Classification Description

Title: Staff Audit Specialist
Dept: Internal Audits
Reports to: Internal Auditor
Date: September 1, 2015

Pay Grade: P/T NE Grade B
Salary Range: \$29,000 - \$50,750
FLSA Status: Non-Exempt

General Statement of Job

To coordinate and execute the annual audit plan and audit activities, coordinate risk assessment processes; perform administrative tasks related to the Internal Audit operations and effectiveness of governance and risk management processes, and internal controls environment

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates audit activities in accordance with applicable laws, college policies, Texas Internal Auditing Act and the Institution of Internal Auditors Standards.
2. Assists in identifying the audit population; assists in designing audit programs for scheduled areas of risk; assists with coordinating the Enterprise Risk Management (ERM) process.
3. Provides assistance in planning, designing, scheduling, and implementing training sessions initiated by the Office of Internal Audit.
4. Coordinates administrative support in relation to the completion of audit files, ordering and purchasing office supplies and equipment, processing approved internal budget transfers, and other administrative tasks as required.
5. Coordinates with various departments requesting auditing consulting services.
6. Provides assistance with the investigation of alleged fraud and material misconduct.
7. Assists with planning the internal audit Master Plan initiatives as required.
8. Serves on shared governance committees or boards as required.

Required Education and Experience

1. Bachelor's Degree in Accounting, Business, or Finance.
2. At least three (3) years of accounting or audit work experience.

Required Knowledge, Skills and Abilities

1. Audit standards, methods, activities and processes.
2. Public accounting and financial rules, laws, standards, and practices.
3. Records and supporting documentation utilized in audit processes.
4. General processes in relation to fraud investigation and risk management.
5. Maintaining an established work schedule.
6. Effectively using interpersonal and communications skills including tact and diplomacy.
7. Effectively using organizational and planning skills with attention to detail and follow through.
8. Coordinating audit activities, records, and documentation.
9. Complying with applicable laws, policies and standards in relation to audits.
10. Coordinating with departments that request consulting services.
11. Providing general administrative support.
12. Maintaining confidentiality of information and materials.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
3. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
4. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position #

Review and Discussion of South Texas College Law Enforcement Racial Profiling Report

Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the Code of Criminal Procedure Article 2.131–2.138. Chief administrators of law enforcement agencies must submit the racial profiling reports to **their governing body**, in addition to TCOLE.

During calendar year 2014, the South Texas College Police Department conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Racial Profiling Report for 2014 follows in the packet for the Committee's information and review. This report was submitted to TCOLE on January 5, 2015.

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

SOUTH TEXAS COLLEGE POLICE DEPARTMENT

Racial Profiling Report



The mission of the South Texas College Police Department is to provide a safe educational environment for students, faculty, staff, and campus visitors.



Agency Name: South Texas College Police Department
Reporting Date: 01/05/2015
TCLEOSE Agency Number: 215006
Chief Administrator: Paul Varville
Agency Contact Information: 956-872-2589
Email: pbvarvil@southtexascollege.edu
Mailing Address:
South Texas College Police Department
2509 W. Pecan Blvd.
McAllen, Texas 78501

The South Texas College Police Department chooses Tier 2 Full Reporting.

Pursuant to Article 2.132(b) Code of Criminal Procedure Law Enforcement Policy on Racial Profiling, the South Texas College Police Department has a detailed written policy on racial profiling that:

- (1) Clearly defines acts constituting racial profiling.
- (2) Strictly prohibits peace officers employed by the South Texas College Police Department from engaging in racial profiling.
- (3) Implements a process by which an individual may file a complaint with the South Texas College Police Department if an individual believes that a peace officer employed by the department has engaged in racial profiling with respect to that individual.
- (4) Provides public information relating to the agency's complaint process.
- (5) Requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the department's policy.
- (6) Requires collection of information concerning motor vehicle stops in which a citation is issued and arrests made as a result of those stops, including information relating to:
 - (A) The race or ethnicity of the individual detained.
 - (B) Whether a search was conducted and if so, whether the individual detained consented to the search.
 - (C) Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual.
- (7) Requires the chief administrator to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission On Law Enforcement.

(B) The College Board of Trustees.

I certify the above is in effect.

Paul Varville (01/05/2015)
Chief Administrator, South Texas College Police Department

South Texas College Police Department Tier 2 – Full Racial Profiling Report

Gender:

- 1. Female-250
- 2. Male -251
- 3. Total - 501

Race or Ethnicity:

- 4. African - 5
- 5. Asian - 5
- 6. Caucasian - 48
- 7. Hispanic - 442
- 8. Middle Eastern - 1
- 9. Native American- 0
- 10. Total - 501

Race or Ethnicity known prior to stop?

- 11. Yes - 0
- 12. No - 501
- 13. Total - 501

Reason for stop:

- 14. Violation of law other than traffic - 28
- 15. Pre-existing knowledge (warrant) - 3
- 16. Moving Traffic Violation - 411
- 17. Vehicle Traffic Violation - 59
- 18. Total - 501

Search conducted?

19. Yes - 4

20. No - 497

21. Total – 501

Reason for search?

22. Consent - 4

23. Contraband/evidence in plain sight - 0

24. Probable cause, reasonable suspicion- 0

25. Inventory search re: towing - 0

26. Incident to arrest/warrant - 0

27. Total - 4

Contraband discovered?

28. Yes - 3

29. No - 1

30. Total 4

Description of Contraband

31. Illegal drugs/drug paraphernalia - 2

32. Currency - 0

33. Weapons - 0

34. Alcohol - 0

35. Stolen property - 1

36. Other - 0

37. Total - 3

Arrest result of stop or search:

38. Yes - 4

39. No - 497

40. Total – 501

Arrest based on:

- 41. Violation of the Penal Code - 4
- 42. Violation of a Traffic Law - 0
- 43. Violation of City Ordinance - 0
- 44. Outstanding Warrant - 0

Street address or approximate location of the stop:

- 45. City Street - 209
- 46. US Highway - 0
- 47. County Road - 0
- 48. Private Property or Other - 292

Written warning or a citation as a result of the stop:

- 49. Yes - 115
- 50. No - 386
- 51. Total - 501

The South Texas College Police Department has electronically submitted the statistics shown above in PDF format which contains the following, as required by 2.134 CCP(c):

(1) A comparative analysis of the information compiled pursuant to Article 2.133 to:

- (A) Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities.
- (B) Examine the disposition of motor vehicle stops made by officers employed by the South Texas College Police Department, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction.

(2) A statement that no person filed a complaint of racial discrimination against the South Texas College Police Department during 2014.

I certify the analysis meets the above requirements.

Paul Varville (01/05/2015)
Chief Administrator, South Texas College Police Department

South Texas College Police Department Tier 2 – Full Racial Profiling Report

Analysis of Ethnicity

The ethnicity of South Texas College students reflects the heavily Hispanic population of South Texas border cities. In addition, all college police officers are Hispanic.

	<u>2014 Student Population</u>		<u>2014 Traffic Stops</u>	
		<u>Percent</u>		<u>Percent</u>
African	92	.3	5	1
Asian	264	.7	5	1
Caucasian	893	2.7	48	9.8
Hispanic	29,306	94	442	88
Middle Eastern	Not Classified		1	.2
Native American	15	.1	0	0
Other	755	2.2	0	0
Total	31,325	100%	501	100%

No person filed a complaint of racial discrimination against the South Texas College Police Department during 2014.

Paul Varville (01/05/2015)

Chief Administrator, South Texas College Police Department

Review and Action as Necessary on Request for Proposals for Call Center Services

The College is seeking Call Center Services to support and enhance all Student Enrollment Services (Financial Aid, Admissions, Registration, Payment, General Advising, and General College Information). Call Center Services will also be utilized to increase Enrollment Services hours through a 24/7 schedule, support for students on all campuses and online.

During peak enrollment times, the college experiences high inbound call volumes in the existing Call Center, Financial Aid, Admissions, Cashier's and Distance Learning departments. While many calls are answered and/or transferred to the appropriate service area, departments are not able to handle the high-volume demand during peak periods. Additionally, the existing services are utilized to maximum capacity for outbound calls including enrollment, payment and financial aid drives, returned calls and general student inquiries.

Call Center services will be used to meet the demand of inbound calls and outbound campaigns at various stages of the student lifecycle increasing the likelihood that prospective students complete the enrollment process and persist to degree completion. A committee has drafted a Request for Proposals which has been reviewed by the following college departments: Student Financial Services, Distance Learning, College Connections and Admissions, Technology Resources, and the Purchasing Office.

Approval is requested to issue a Request for Proposals (RFP) to solicit Call Center services effective July 1, 2015 through June 30, 2016. The RFP is being developed and will be distributed with the Board packet. The proposed timeline is as follows:

April 6, 2015	Advertisement of RFP
April 23, 2015	Deadline for responses
April 24-29, 2015	Evaluation of responses by staff
May 14, 2015	Review by Finance Committee
May 26, 2015	Approval by Board of Trustees

The agreement for Call Center Services will be for a one (1) year period beginning July 1, 2015 and ending June 30, 2016, with an option to renew for two additional two (2) year periods.

Action is requested as necessary by the Committee. This item is presented for information, feedback to staff, and recommended action as necessary by the Committee

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 follows in the packet for the Committee's information and review. Information is current as of March 16, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo will discuss the report with the Committee.

The Position Vacancy Report for FY 2014-2015 is based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 began with 28 new Board approved positions. As of March 16, 2015, fifteen (15) new positions approved for FY 2014-2015 remain vacant. Approximately 87% or 13 of the new positions are currently advertised or an applicant recommendation is in progress. For the remaining two positions, one personnel requisition is currently in progress for final approval and for the other position, the job description is being revised.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of eighty (80) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 80% or 64 of these positions are currently advertised or in progress for final approval. Twenty-four (24) of the 64 advertised positions have recommendations currently in progress. Fifteen (15) positions are on hold primarily due to funding allotted for temporary positions.
- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 called for 44 partially funded positions. As of March 16, 2015, thirty (30) remaining vacant positions are included which are partially funded (less than 100%) in the FY 2014-2015 staffing plan in order to balance the total projected expenditures and total projected revenues. These positions are included on the staffing plan with a salary amount of \$2.00 and the total actual salary budget is designated under a “70% Salary Pool” in each account. Approximately 87% or 26 positions are currently advertised or currently in progress for final approval.

The Position Vacancy Report for Fiscal Year 2014-2015 is presented for information and review by the Committee. No action is required from the Committee.

16 New Vacant Full-Time Regular Positions Approved for FY2014-2015

As of March 16, 2015

New

Division	Position	Type	Category	Title	POSITION STATUS	Proposed Hire Date	Budget
Academic Advancement							\$ 191,500.00
HS Programs and Services	703284	New	Prof/Tech Support Exempt	Coord for CTE - Early College High Schools	Pending Requisition	05-01-15	
HS Programs and Services	707286	New	Prof/Tech Support Non-Exempt	Early College High School Specialist	Recommendation in Progress	04-01-15	
Professional & Organizational Dev	705352	New	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	Advertised	05-01-15	
Finance and Administrative Services							\$ 744,255.00
Business Office	745184	New	Administrative Exempt	Associate Comptroller	Advertised	05-01-15	
Business Office	746184	New	Prof/Tech Support Non-Exempt	Accountant	Recommendation in Progress	03-23-15	
Dir Fac Planning & Construction	701513	New	Classified Non-Exempt	Facilities Planning & Constr Accounts Asst	Advertised	05-01-15	
Dir Fac Planning & Construction	703501	New	Prof/Tech Support Exempt	Facilities Planning & Constr Project Mgr	Advertised	05-01-15	
Human Resources	703241	New	Prof/Tech Support Exempt	Coordinator for Human Resources	Advertised	05-01-15	
Human Resources	702241	New	Prof/Tech Support Non-Exempt	Benefits Specialist	Advertised	05-01-15	
Human Resources	700240	New	Prof/Tech Support Non-Exempt	HR Staffing Specialist	Advertised	05-01-15	
Information Services, Planning and Strategic Initiatives							\$ 255,000.00
Infrastructure	716393	New	Prof/Tech Support Exempt	Applications Analyst III	Advertised	05-01-15	
Infrastructure	717393	New	Prof/Tech Support Exempt	Applications Analyst III	Advertised	05-01-15	
Research and Analytical Services	703320	New	Administrative Exempt	Assoc Dean of Inst'l Research and Effectiveness	Recommendation in Progress	05-01-15	
Office of the President							\$ 120,000.00
Office of President	701340	New	Executive Exempt	Executive Vice President for Student Success	Revising Position Description	05-31-15	
Student Affairs and Enrollment Management							\$ 35,000.00
Student Affairs & Enrollment Mgt	718612	New/Adj	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	Recommendation in Progress	04-01-15	
Grand Total							\$ 1,345,755.00

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget	Budget
Academic Advancement								\$ 172,319.00	\$ 127,795.00
Centers for Learning Excellence	703591	Cont	Administrative Exempt	Director of Ctrs for Lrng Excellence	Funding Encumbered	On hold	08-31-15	\$ 17,400.00	
Centers for Learning Excellence	704426	Cont	Classified Non-Exempt	Learning Excellence Lab Tech	3/11/11	On hold	05-01-15	\$ 24,154.00	
Centers for Learning Excellence	702423	Cont	Classified Non-Exempt	Learning Excellence Lab Tech	3/11/11	On hold	05-01-15	\$ 27,909.00	
Centers for Learning Excellence	707423	Cont	Classified Non-Exempt	Secretary	10/10/14	Advertised	05-01-15	\$ 22,975.00	
Centers for Learning Excellence	704423	Cont	Prof/Tech Support Exempt	Coordinator of Learning Support	7/25/14	Recommendation in Progress	04-01-15	\$ 41,241.00	
High School Programs and Services	702286	Cont	Prof/Tech Support Non-Exempt	Academics Specialist	1/5/15	Advertised	05-01-15	\$ 38,640.00	
Academic Affairs								\$ 87,166.00	\$ 149,018.00
Distance Education-Instructional	705276	Cont	Prof/Tech Support Exempt	Instructional Designer	9/1/14	Advertised	05-01-15	\$ 48,000.00	
Mid Valley Campus	702269	Cont	Classified Non-Exempt	Faculty Secretary	11/28/14	Advertised	05-01-15	\$ 20,050.00	
Starr County Campus	702267	Cont	Classified Non-Exempt	Faculty Secretary	7/31/08	Requisition in progress	05-01-15	\$ 19,116.00	
Administrative								\$ 21,398.00	\$ 21,398.00
Public Relations/Marketing	710462	Cont	Classified Non-Exempt	Secretary	12/13/11	Recommendation in Progress	03-23-15	\$ 21,398.00	
Community Engagement and Workforce Development								\$ 372,873.00	\$ 372,873.00
Alternative Teacher Certification	701873	Cont	Classified Non-Exempt	Customer Service Technician	Funding Encumbered	Budget Unavailable	05-31-15	\$ 23,509.00	
Alternative Teacher Certification	701880	Cont	Prof/Tech Support Exempt	Program Manager	11/30/07	Unfilled; Position Chng for FY16	09-01-15	\$ 52,000.00	
CPWE - State	705587	Cont	Classified Non-Exempt	Compliance Assistant	Funding Encumbered	Budget Unavailable	05-31-15	\$ 27,000.00	
CPWE - State	708587	Cont	Classified Non-Exempt	Customer Service Technician	11/9/12	Budget Unavailable	05-31-15	\$ 23,509.00	
CPWE - State	707587	Cont	Classified Non-Exempt	Customer Service Technician	Funding Encumbered	Budget Unavailable	05-31-15	\$ 23,509.00	
CPWE - State	714590	Cont	Classified Non-Exempt	Customer Service Technician	6/30/12	Budget Unavailable	05-31-15	\$ 23,509.00	
CPWE - State	716590	Cont	Prof/Tech Support Exempt	Continuing Education Coord	11/30/10	Budget Unavailable	05-31-15	\$ 49,356.00	
CPWE - State	718590	Cont	Prof/Tech Support Exempt	Program Developer and Coordinator	Funding Encumbered	Budget Unavailable	05-31-15	\$ 34,827.00	
CPWE - State	720565	Cont	Prof/Tech Support Exempt	Program Developer and Manager	3/3/09	Unfilled; Position Chng for FY16	09-01-15	\$ 52,000.00	
Grant Development & Compliance	701321	Cont	Administrative Exempt	Director of Grant Dev and Mgmt	8/31/14	Advertised	05-31-15	\$ 63,654.00	
Division of Business and Technology								\$ 87,431.00	\$ 67,864.00
Business and Technology	701304	Cont	Classified Non-Exempt	Faculty Secretary	10/8/14	Recommendation in Progress	03-23-15	\$ 21,092.00	
Business and Technology	700027	Cont	Classified Non-Exempt	Faculty Secretary	10/17/14	Recommendation in Progress	04-01-15	\$ 18,751.00	
Culinary Arts	701264	Cont	Classified Non-Exempt	Lab Assistant - Culinary Arts	Funding Encumbered	Pending Requisition	05-01-15	\$ 25,000.00	
Welding	701311	Cont	Classified Non-Exempt	Lab Assistant - Welding	10/3/14	Advertised	05-01-15	\$ 22,588.00	
Div Liberal Arts & Social Sciences								\$ 92,217.00	\$ 56,803.00
Div Liberal Arts & Social Sciences	702426	Cont	Classified Non-Exempt	Developmental Lab Technician	Funding Encumbered	On hold	09-01-15	\$ 24,154.00	
Div Liberal Arts & Social Sciences	700173	Cont/Adj	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	1/21/14	Advertised	05-01-15	\$ 32,649.00	
Div Liberal Arts & Social Sciences	709137	Cont	Prof/Tech Support Non-Exempt	Early Childhood Educator II	11/28/14	Advertised	05-01-15	\$ 35,414.00	
Division of Math, Science and Bachelor Programs								\$ 47,964.00	\$ 118,603.00
Div. of Math, Science & BA Programs	701298	Cont	Classified Non-Exempt	Administrative Assistant	Funding Encumbered	Budget Unavailable	05-01-15	\$ 25,000.00	
Div. of Math, Science & BA Programs	706203	Cont/Adj	Classified Non-Exempt	Senior Administrative Assistant	7/31/13	Advertised	05-01-15	\$ 22,964.00	
Division of Nursing and Allied Health								\$ 69,296.00	\$ 91,425.00
Associate Degree Nursing	704557	Cont	Prof/Tech Support Non-Exempt	Certified Lab Asst	6/30/11	Advertised	05-01-15	\$ 36,336.00	
Emergency Medical Technology	701555	Cont	Prof/Tech Support Non-Exempt	Licensed Lab Assistant	5/15/14	Advertised	05-01-15	\$ 32,960.00	

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget	Budget
Finance and Administrative Services								\$ 793,776.00	\$ 393,342.00
Business Office	736184	Cont/Adj	Prof/Tech Support Non-Exempt	Accountant	6/30/14	Recommendation in Progress	03-23-15	\$ 44,670.00	
Business Office	700145	Cont	Classified Non-Exempt	Accounting Assistant	2/17/15	Advertised	05-01-15	\$ 27,095.00	
Business Office	704184	Cont	Classified Non-Exempt	Accounting Assistant	2/18/15	Advertised	05-01-15	\$ 27,459.00	
Business Office	728184	Cont/Adj	Prof/Tech Support Non-Exempt	Accounting Group Supervisor	6/30/14	Recommendation in Progress	03-23-15	\$ 50,000.00	
Business Office	700228	Cont	Classified Non-Exempt	Administrative Assistant	1/4/15	Advertised	05-01-15	\$ 27,607.00	
Business Office	705184	Cont	Classified Non-Exempt	Payroll Assistant - Business Office	1/20/15	Recommendation in Progress	04-01-15	\$ 26,466.00	
Cashiers Office	721184	Cont	Classified Non-Exempt	Accounting Assistant	8/31/14	Recommendation in Progress	03-23-15	\$ 27,032.00	
Cashiers Office	799184	Cont	Classified Non-Exempt	Accounting Assistant	8/31/14	Advertised	05-01-15	\$ 29,816.00	
Cashiers Office	700050	Cont	Classified Non-Exempt	Cashier	2/20/15	Requisition in progress	05-01-15	\$ 22,282.00	
Central Receiving	707584	Cont	Classified Non-Exempt	Fixed Assets and Receiving Technician	2/16/15	Requisition in progress	05-01-15	\$ 21,611.00	
Custodial	706502	Cont	Classified Non-Exempt	Custodian	9/1/14	Recommendation in Progress	03-23-15	\$ 18,688.00	
Custodial	731502	Cont	Classified Non-Exempt	Custodian	10/17/14	Requisition in progress	05-01-15	\$ 18,897.00	
Custodial	732502	Cont	Classified Non-Exempt	Custodian	6/30/14	Advertised	05-01-15	\$ 18,897.00	
Custodial	721502	Cont	Classified Non-Exempt	Custodian	1/23/15	Requisition in progress	05-01-15	\$ 19,325.00	
Custodial	711502	Cont	Prof/Tech Support Exempt	Custodial Manager	9/1/14	Recommendation in Progress	04-01-15	\$ 54,000.00	
Human Resources	711240	Cont	Prof/Tech Support Non-Exempt	Benefits Specialist	2/8/2015	Requisition in progress	04-01-15	\$ 40,912.00	
Office of Safety and Security	718514	Cont	Classified Non-Exempt	Security Guard	12/31/13	Recommendation in Progress	03-23-15	\$ 21,803.00	
Office of Safety and Security	706514	Cont	Security Guard Specialist	Security Supervisor	9/1/14	Advertised	05-01-15	\$ 49,440.00	
Office of Safety and Security	708514	Cont	Prof/Tech Support Non-Exempt	Security Support Specialist	1/18/15	Requisition in progress	05-01-15	\$ 36,602.00	
Operations/Maintenance	703515	Cont	Classified Non-Exempt	Maintenance Technician	10/17/14	Advertised	05-01-15	\$ 43,584.00	
STC Police	707514	Cont	Prof/Tech Support Non-Exempt	Police Dispatcher	11/30/14	Recommendation in Progress	03-23-15	\$ 29,000.00	
STC Police	722514	Cont	Prof/Tech Support Non-Exempt	Police Dispatcher	12/31/13	Recommendation in Progress	04-01-15	\$ 29,000.00	
STC Police	714514	Cont	Prof/Tech Support Non Exempt	Police Officer	12/10/14	Advertised	06-01-15	\$ 49,130.00	
STC Police	717514	Cont	Prof/Tech Support Non Exempt	Police Sergeant	12/7/14	Recommendation in Progress	04-01-15	\$ 60,460.00	
Information Services, Planning and Strategic Initiatives								\$ 476,151.00	\$ 476,999.00
Client Services	704392	Cont	Prof/Tech Support Non-Exempt	Client Services Specialist	7/31/14	Recommendation in Progress	03-23-15	\$ 33,156.00	
Infrastructure	712393	Cont	Prof/Tech Support Non-Exempt	Applications Analyst I	1/5/15	Pending Requisition	05-01-15	\$ 44,475.00	
Infrastructure	711393	Cont	Prof/Tech Support Exempt	Applications Analyst III	9/30/14	Advertised	05-01-15	\$ 72,717.00	
Inst'l Effectiveness and Assessment	701170	Cont	Prof/Tech Support Exempt	Institutional Effectiveness Specialist	1/5/15	Requisition in progress	05-01-15	\$ 37,799.00	
Library Services	737101	Cont	Prof/Tech Support Non Exempt	Art Gallery Associate	1/5/15	Advertised	05-01-15	\$ 36,307.00	
Information Services and Planning	729101	Cont	Prof/Tech Support Exempt	Project Manager - IS&P	8/6/14	Recommendation in Progress	04-01-15	\$ 48,248.00	
Instructional Resource Open Lab	700073	Cont	Classified Non-Exempt	Open Lab Technician	3/3/15	Requisition in progress	05-01-15	\$ 24,922.00	
Instructional Technologies	706102	Cont	Classified Non-Exempt	Instructional Technologies Technician	1/19/15	Advertised	05-01-15	\$ 21,782.00	
Instructional Technologies	707271	Cont	Classified Non-Exempt	Instructional Technologies Technician	12/9/14	Advertised	05-01-15	\$ 22,503.00	
Instructional Technologies	721102	Cont	Classified Non-Exempt	Instructional Technologies Technician	2/4/15	Requisition in progress	05-01-15	\$ 22,503.00	
Technology Support	710392	Cont	Prof/Tech Support Exempt	Tech & Client Svcs Manager	5/31/14	Advertised	05-01-15	\$ 71,754.00	
Telecom	702392	Cont	Prof/Tech Support Non-Exempt	Network Services Specialist	6/1/14	Recommendation in Progress	03-23-15	\$ 40,706.00	
Office of the President								\$ 96,830.00	\$ 123,506.00
Office of President	704362	Cont	Classified Non-Exempt	Administrative Assistant	Funding Encumbered	On hold	04-01-15	\$ 23,915.00	
Office of President	700202	Cont	Classified Non-Exempt	Administrative Assistant	9/9/08	Pending Requisition	04-01-15	\$ 23,915.00	
Office of President	703362	Cont	Prof/Tech Support Non-Exempt	Administrative Spec for Board Relations	11/11/11	In progress	04-01-15	\$ 49,000.00	
Student Affairs and Enrollment Management								\$ 356,043.00	\$ 304,308.00
Student Activities and Wellness	702330	Cont	Prof/Tech Support Non-Exempt	Student Activities Specialist	12/9/14	Recommendation in Progress	04-01-15	\$ 36,185.00	
Student Activities and Wellness	702330	Cont	Prof/Tech Support Non-Exempt	Student Activities Specialist	1/19/15	Recommendation in Progress	05-01-15	\$ 39,254.00	
Student Affairs & Enrollment Mgt	700331	Cont	Prof/Tech Support Exempt	Coordinator of Testing Services	10/31/14	Recommendation in Progress	04-01-15	\$ 74,301.00	
Student Affairs & Enrollment Mgt	708190	Cont	Prof/Tech Support Non-Exempt	College Connection Specialist /Recruiter	9/18/14	Recommendation in Progress	04-01-15	\$ 33,500.00	
Student Assessment Center	704331	Cont	Prof/Tech Support Non-Exempt	Testing Specialist	2/8/15	Requisition in progress	05-01-15	\$ 37,910.00	
Student Financial Services	701440	Cont	Prof/Tech Support Non-Exempt	Financial Aid Specialist	10/24/14	Recommendation in Progress	03-23-15	\$ 38,922.00	
Student Financial Services	700068	Cont	Classified Non-Exempt	Financial Aid Technician	12/9/14	Advertised	05-01-15	\$ 33,928.00	
Student Financial Services	704440	Cont	Classified Non-Exempt	Financial Aid Technician	10/19/14	Advertised	05-01-15	\$ 22,874.00	
Student Outreach Center	705610	Cont	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	14-Nov-14	Recommendation in Progress	04-01-15	\$ 39,169.00	
Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee									Grand Total
									\$ 2,673,464.00
									\$ 2,303,934.00

South Texas College
Full Time Regular Vacant Positions - Partial-Funded Percentage in Salary Pool (Not at 100%)
 As of March 16, 2015

Partially Funded

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget
Div Liberal Arts & Social Sciences	700250	FUND%-CONT	Administrative Exempt	Dean for Liberal Arts	1/1/14	Position Chng for FY16	09-01-15	\$ 2.00
Finance and Administrative Services								\$ 26.00
Accountability & Management Svcs	702160	FUND%-CONT	Administrative Exempt	Director of Accountability Svcs	3/28/14	Advertised	05-01-15	\$ 2.00
Accountability & Management Svcs	705160	FUND%-CONT	Classified Non-Exempt	Accountability Assistant	9/13/09	Requisition in Progress	05-01-15	\$ 2.00
Accountability & Management Svcs	701160	FUND%-CONT	Prof/Tech Support Exempt	Project Manager- Accountability	9/1/14	Recommendation in Progress	03-23-15	\$ 2.00
Business Office	701184	FUND%-CONT	Prof/Tech Support Non-Exempt	Accountant	10/14/13	Recommendation in Progress	03-23-15	\$ 2.00
Business Office	702184	FUND%-CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	4/30/14	Recommendation in Progress	03-23-15	\$ 2.00
Cashiers Office	712184	FUND%-CONT	Classified Non-Exempt	Cashier II	9/1/14	Recommendation in Progress	03-23-15	\$ 2.00
Cashiers Office	731184	FUND%-CONT	Classified Non-Exempt	Cashier II	9/1/14	Recommendation in Progress	03-23-15	\$ 2.00
Cashiers Office	739184	FUND%-CONT	Prof/Tech Support Exempt	Systems Analyst I - FAS	11/1/13	Advertised	05-01-15	\$ 2.00
Custodial	730502	FUND%-CONT	Classified Non-Exempt	Custodian	5/12/14	Recommendation in Progress	03-23-15	\$ 2.00
Facility Maintenance	700117	FUND%-CONT	Classified Non-Exempt	Lead Custodian III	1/31/14	Advertised	05-01-15	\$ 2.00
General Services	700004	FUND%-CONT	Prof/Tech Support Non-Exempt	Maintenance Manager	8/21/13	Recommendation in Progress	03-23-15	\$ 2.00
Human Resources	700310	FUND%-CONT	Prof/Tech Support Exempt	Operations Contract Manager	4/30/14	Recommendation in Progress	03-23-15	\$ 2.00
	704240	FUND%-CONT	Administrative Exempt	Assistant Director of Human Resources	9/1/14	Requisition in Progress	05-01-15	\$ 2.00
Information Services, Planning and Strategic Initiatives								\$ 20.00
Infrastructure	702393	FUND%-CONT	Prof/Tech Support Exempt	Applications Analyst II	8/31/13	Advertised	05-01-15	\$ 2.00
Infrastructure	704395	FUND%-CONT	Prof/Tech Support Exempt	Information Tech Risk and Sec Mgr	5/31/14	Advertised	05-01-15	\$ 2.00
Infrastructure	707392	FUND%-CONT	Prof/Tech Support Non-Exempt	Reporting Analyst II	3/31/14	Advertised	05-01-15	\$ 2.00
Infrastructure	705395	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	7/31/11	Advertised	05-01-15	\$ 2.00
Infrastructure	710395	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	8/31/13	Advertised	05-01-15	\$ 2.00
Infrastructure	715393	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10/31/13	Advertised	05-01-15	\$ 2.00
Inst'l Effectiveness and Assessment	701171	FUND%-CONT	Prof/Tech Support Exempt	Project Manager- IEA	3/16/14	Pending Requisition	05-01-15	\$ 2.00
Library Public Services	700031	FUND%-CONT	Classified Non-Exempt	Library Tech	5/23/14	Pending Requisition	05-01-15	\$ 2.00
Library Public Services	731101	FUND%-CONT	Prof/Tech Support Exempt	Librarian III	7/31/14	Advertised	05-01-15	\$ 2.00
Technology Support	712392	FUND%-CONT	Prof/Tech Support Non-Exempt	Computer Services Spec	6/1/14	Advertised	05-01-15	\$ 2.00
Office of the President								\$ 2.00
Office of President	701369	FUND%-CONT	Administrative Exempt	Director of Fundraising	On hold	On hold	05-01-15	\$ 2.00
Student Affairs and Enrollment Management								\$ 10.00
Advising	732332	FUND%-NEW	Prof/Tech Support Non-Exempt	Advisor	9/1/14	Pending Requisition	05-01-15	\$ 2.00
Advising	730332	FUND%-CONT	Prof/Tech Support Non-Exempt	Special Programs Spec	Funding Encumbered	Budget Unavailable	05-01-15	\$ 2.00
Student Affairs & Enrollment Mgt	703190	FUND%-CONT	Administrative Exempt	Director of College of Connections & Adm-Dual Enr	10/24/10	Recommendation in Progress	04-01-15	\$ 2.00
Student Financial Services	722440	FUND%-CONT	Prof/Tech Support Non-Exempt	Financial Aid Outreach Spec	9/1/14	Budget Unavailable	05-01-15	\$ 2.00
Student Outreach Center	723610	FUND%-NEW	Prof/Tech Support Exempt	Coord of Dual Enrollment	9/1/14	Advertised	05-01-15	\$ 2.00
Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee								\$ 60.00
Grand Total								\$ 60.00