

# Board of Regents Meeting

January 31, 2019  
Waco, Texas



**OFFICE OF THE CHANCELLOR**

3801 Campus Drive  
Waco, Texas 76705

254-867-4891  
254-867-3960

January 15, 2019

Mr. John Hatchel, Chair  
Members of the Board of Regents  
Texas State Technical College  
Waco, Texas 76705

**RE:** *Action Items for the Board of Regents' Meeting on January 30-31, 2019*

Regents:

The attached materials have been prepared for consideration by the Board of Regents of Texas State Technical College for the January 30-31, 2019 meetings. These materials have been reviewed and approved by the appropriate staff members as indicated.

As Chancellor of the college, I have also reviewed and approved the recommendations and submit them for whatever action the Board of Regents deems proper.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Reeser", followed by a long horizontal line.

Michael L. Reeser  
Chancellor & CEO

/mjj

Attachments

January 15, 2019

Mr. John Hatchel, Chair  
Members of the Board of Regents  
Texas State Technical College System  
Waco, Texas 76705

**SUBJECT:** *Quarterly Control & Compliance Attestation*

Regents:

I am providing this letter in connection with the College's preparation of quarterly Board reporting. I understand that you and the Board of Regents will rely on these reports to assist with your governance responsibilities, specifically including, but not limited to, your responsibilities to the Governor's Office, Legislative Budget Board, and the Texas Higher Education Coordinating Board.

I have reviewed sections of the Board reports relevant to my operating responsibilities and believe the disclosures are informative and reasonably reflect the underlying events and the inclusion of other information necessary to give you a materially complete picture of our operations. I hereby certify, to the best of my knowledge and belief, that the reports do not contain any untrue statement of a material fact or omit any material fact(s) necessary to make the report misleading.

I confirm that I am responsible within areas of my operating responsibility for:

- a. The design and implementation of programs and controls to prevent and detect fraud;
- b. Establishing and maintaining effective internal control over financial reporting, effective and efficient operations, and regulatory compliance;
- c. Maintaining appropriate documentation of such internal control; and
- d. Financial reports, records and supporting documentation that were properly reviewed and to my knowledge, do not contain any untrue statement of material fact or omit material facts that would result in making the information and/or documentation misleading.

I confirm, to the best of my knowledge and belief, the following representations:

1. I have no knowledge of any regulatory violations, occurrences of misstatement, fraud or suspected fraud affecting the College during the period being reviewed that has not been reported to you, our General Counsel, the Internal Audit Director, or the Audit Committee;
2. There are no contingent claims that have not been reported to our Chief Financial Officer or General Counsel; and

3. I have maintained adequate internal control over financial reporting, effective and efficient operations, and regulatory compliance within my areas of operating responsibility as of December 31, 2018, based on criteria established by prudent risk management practices.
4. There have been no changes in internal control that might negatively affect the effectiveness of such controls, including any corrective actions taken with regard to related deficiencies and weaknesses previously identified. I have resolved, or am currently in the process of resolving, all such issues identified and communicated to me during previous audits (internal or external).
5. All material transactions have been communicated to the Chief Financial Officer for recording and disclosure in the financial statements and/or Board reports.
6. The following, to the extent applicable, have been appropriately identified and communicated for proper recording and disclosure:
  - a. Related-party transactions associated with vendor relationships; and
  - b. Significant contractual obligations, or other contingent liabilities.
7. Violations or possible violations of laws or regulations whose effects should be considered for disclosure due to their level of impact have been communicated to you, our General Counsel, the Internal Audit Director, or the Audit Committee.
8. The College has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
9. Other than those previously disclosed, no events have occurred subsequent to December 31, 2018 that should be disclosed due to their impact on the financial statements, effectiveness of existing systems of control, or regulatory compliance.

Please note, no qualifying matters occurred during the period covered by this correspondence. So, this two-page letter is makes up the entirety of this installment of the periodic disclosures.

Sincerely,



Michael L. Reeser  
Chancellor & CEO



# Board of Regents January Meeting Connally Meeting & Conference Center (CM&CC)

Tuesday, January 29, 2019

When	What	Where	Dress	Who
4:00p.m.	Hotel Check -In	The Hilton Waco		Regents & Spouses

Wednesday, January 30, 2019

When	What	Where	Dress	Who
	Breakfast	On your own at Hilton or other		
9:45a.m.	Travel to Campus	Transportation will depart the Hilton Waco promptly at 9:45a.m.	Business Casual	Regents
10:00a.m.	Planning Session	Board & Management Planning Session	Business Casual	Regents, Leadership Team, & invited guest(s)
12:00p.m.	Lunch	Houston Room	Business Casual	Regents, Leadership Team, & invited guest(s)
12:45p.m.	Planning Session	Board & Management Planning Session	Business Casual	Regents, Leadership Team, & invited guest(s)
3:30p.m.	Travel to Hotel	Transportation will depart to the Hilton Waco at the conclusion of the planning session.	Business Casual	Regents
5:45p.m.	Travel to Campus	Transportation will depart the Hilton Waco promptly at 5:45p.m.	Business Casual	Regents & Spouses
6:00p.m.	Reception	Houston Room	Business Casual	Regents & Spouses, Leadership Team & Spouses & invited guest(s)
6:30p.m.	Dinner	Houston Room <i>Transportation for Regents will be provided to Hilton Waco</i>	Business Casual	Regents & Spouses, Leadership Team & Spouses & invited guest(s)

# Board of Regents January Meeting Connally Meeting & Conference Center (CM&CC)

Thursday, January 31, 2019

When	What	Where	Dress	Who
7:45a.m.	Travel to Campus	Transportation will depart the Hilton Waco promptly at 7:45a.m.	Business Suit & Tie	Regents
8:00a.m. – 9:00a.m.	Breakfast	Houston Room	Business Suit & Tie	Regents, Leadership Team, & invited guest(s)
9:00a.m. – 10:00a.m.	Student Learning & Student Development Working Group	Mike Reeser's Conference Room	Business Suit & Tie	Regent Abad (Chair), Regent Tremont, Jeff Kilgore, Rick Herrera & invited guest(s)
	General Administration Working Group	Goliad Room	Business Suit & Tie	Regent Cleveland (Chair), Regent McDonald, Ray Rushing, Gail Lawrence, Roger Miller, Michael Bettersworth, Elton Stucky & invited guest(s)
	Audit Working Group	Gonzales Room	Business Suit & Tie	Regent Andarza (Chair), Regent Tremont,, Jason Mallory, & invited guest(s)
	Facilities Working Group	Gail Lawrence's Conference Room	Business Suit & Tie	Regent Skinner (Chair), Regent Cleveland, Rick Herrera, Ray Fried, & invited guest(s)
	Fiscal Affairs Working Group	Jonathan Hoekstra's Conference Room	Business Suit & Tie	Regent Honey (Chair), Regent Meade, Jonathan Hoekstra, & invited guest(s)
10:00a.m. – 10:30a.m.	Ad Hoc Committee Meeting	Crockett Room	Business Suit & Tie	Chairman Hatchel, Regents Honey, Skinner, Andarza, Mike Reeser, Michael Bettersworth, & Jonathan Hoekstra
10:30a.m. – 11:30a.m.	Audit Committee Meeting	Austin Room	Business Suit & Tie	Regents, Leadership Team, guest(s), & public citizens
11:30a.m. – 12:30a.m.	Lunch	Houston Room	Business Suit & Tie	Regents, Leadership Team & guest(s)
12:30p.m.	The Board of Regents Meeting	Austin Room (Live Broadcast & Closed Caption) <i>Transportation for Regents will be provided to Hilton Waco</i>	Business Suit & Tie	Regents, Leadership Team, guest(s), & public citizens

Please note: Transportation is provided for TSTC Regents and their spouses. Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice.



## JOHN B. CONNALLY TECHNOLOGY CENTER

\* Yellow box indicates reserved parking area for Regents.

The John B. Connally Technology Center is located off of I-35 at the entrance of our Waco campus.

When driving on I-35, take exit 342-A about 5 miles north of Waco. After exiting, go east on Crest Drive. The main entrance is on your right. The John B. Connally Technology Center is on the corner of Crest and Campus Drive.





For more information about  
reserving your space today,  
contact **Cory Childs** at  
[cory.childs@tstc.edu](mailto:cory.childs@tstc.edu) or  
call 254-867-3897.



# **TEXAS STATE TECHNICAL COLLEGE**

**Board of Regents  
Special Meeting**

**Texas State Technical College  
Connally Meeting & Conference Center  
1651 E. Crest Drive  
Waco, TX 76705**

**Wednesday, January 30, 2019**

**10:00a.m.**

## **AGENDA**

- I. MEETING CALLED TO ORDER**
- II. DETERMINATION OF A QUORUM**
- III. MANAGEMENT & BOARD PLANNING**
  - a. No Action Items
- IV. ADJOURN**

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of previous meetings. The estimated times are approximate and may be adjusted as required with no prior notice.

TEXAS STATE TECHNICAL COLLEGE

Board of Regents Meeting

Texas State Technical College  
Connally Meeting & Conference Center  
1651 E. Crest Drive  
Waco, TX 76705

Thursday, January 31, 2019

12:30 p.m.

AGENDA

- I. MEETING CALLED TO ORDER
- II. INVOCATION
- III. DETERMINATION OF QUORUM
- IV. ADOPTION OF AGENDA
- V. APPROVAL OF MINUTES OF NOVEMBER 8, 2018 MEETINGS
- VI. RECOGNITION OF GUESTS
- VII. CHANCELLOR COMMENTS
- VIII. COMMITTEE REPORTS & MINUTE ORDERS

- a. Committee for Student Learning and Student Development  
Tony Abad, Chair; Tiffany Tremont, Member

Committee Chair Comments

Minute Orders:

Proposed MO#

02-19(c) Annual Approval of Current Associate Degree and Certificate  
Programs ..... 36

*Jeff Kilgore*

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.

**Reports:**

None.

- b. **Committee for General Administration**  
Curtis Cleveland, Chair; Pat McDonald, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

03-19c)	Rescind Minute Order 08-15(c) Expanded Statement of Purpose for Texas State Technical College.....	42
	<i>Gail Lawrence</i>	
04-19(c)	Reaffirm Texas State Technical College’s Mission Statement.....	43
	<i>Gail Lawrence</i>	

**Reports:**

None.

- c. **Committee for Facilities**  
Ellis Skinner, Chair; Curtis Cleveland, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

05-19(c)	Approve the Concept to Replace the Fire Hydrant Loop at Texas State Technical College in Sweetwater.....	45
	<i>Ray Fried</i>	
<b>Reports:</b>		
1. Major Facility Projects Status Update .....		46
	<i>Ray Fried</i>	

- d. **Committee for Fiscal Affairs**  
Keith Honey, Chair; Alex Meade, Member

**Committee Chair Comments**

**Minute Orders:**

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.

Proposed MO#

06-19(c)	Approval of the revised Schedule of Charges for the Incidental Cost of Flight Instruction Effective Fall 2019.....	49
	<i>Jonathan Hoekstra</i>	
07-19(c)	Declaration as Surplus Property Not Needed for Educational and Training Purposes and Authorization to Sell Two Cessna L-19 Bird Dog Aircraft .....	51
	<i>Jonathan Hoekstra</i>	
08-19(c)	Financing of the Purchase of the Development Corporation of Harlingen, Inc. (DC) Interest in the University Articulation and Career Center (UACC or University Center) at Texas State Technical College (TSTC) in Harlingen.....	52
	<i>Jonathan Hoekstra</i>	
09-19(c)	Interagency Agreement with the Texas Workforce Commission for the Use of Office Space at Texas State Technical College (TSTC) in Waco.....	53
	<i>Jonathan Hoekstra</i>	
10-19(c)	Employee Holiday Calendar for Fiscal Year 2020 .....	57
	<i>Jonathan Hoekstra</i>	
11-19(c)	Student Housing Rates for Fall 2019 at Texas State Technical College .....	60
	<i>Jonathan Hoekstra</i>	

**Reports:**

1.	Budget Performance Report.....	67
	<i>Jonathan Hoekstra</i>	
2.	TSTC Full Time Equivalent (FTE) Reports .....	69
	<i>Jonathan Hoekstra</i>	
3.	Pledged Collateral Report .....	74
	<i>Jonathan Hoekstra</i>	

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.



4. Quarterly Investment Report .....	75
<i>Jonathan Hoekstra</i>	

## IX. CONSENT AGENDA ITEMS

01-19(c)	Approval of SOS GA 1.4 .....	A-3
02-19(c)	Annual Approval of Current Associate Degree and Certificate Programs .....	36
03-19(c)	Rescind Minute Order 08-15(c) Expanded Statement of Purpose for Texas State Technical College .....	42
04-19(c)	Reaffirm Texas State Technical College's Mission Statement.....	43
05-19(c)	Approve the Concept to Replace the Fire Hydrant Loop at Texas State Technical College in Sweetwater .....	45
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09-19(c)	Interagency Agreement with the Texas Workforce Commission for the Use of Office Space at Texas State Technical College (TSTC) in Waco.....	53
10-19(c)	Employee Holiday Calendar for Fiscal Year 2020 .....	57
11-19(c)	Student Housing Rates for Fall 2019 at Texas State Technical College .....	60

## X. UNFINISHED BUSINESS

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.

**XI. NEW BUSINESS**

**XII. PUBLIC COMMENTS**

**XIII. RECESS OPEN MEETING**

- a. The Open Meeting is recessed and the Regents retire to the Crockett Room to conduct the Closed Meeting.

**XIV. CLOSED MEETING**

- a. The Closed Meeting is called to Order and a Quorum is determined.
- b. Consultation with Attorney (Texas Government Code, Section 551.071)

*Texas Government Code, Section 551.071: "A governmental body may not conduct a private consultation with its attorney except:*

- (1) When the governmental body seeks the advice of its attorney about:*
  - (A) pending or contemplated litigation; or*
  - (B) a settlement offer; or*
- (2) On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter."*

**1. Ted Donovan v. TSTC**

- c. Deliberation Regarding Real Property (Texas Government Code, Section 551.072)

*Texas Government Code, Section 551.072: "A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person."*

- d. Personnel Matters (Texas Government Code, Section 551.074)

*Texas Government Code, Section 551.074*

- "(a) This chapter does not require a governmental body to conduct an open meeting:*
  - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or*
  - (2) to hear a complaint or charge against an officer or employee.*

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.

*(b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing."*

1. Chancellor & CEO Performance Evaluation

e. Adjourn

f. Regents return to Austin Room at conclusion of Closed Meeting.

**XV. OPEN MEETING RECONVENES**

**XVI. ACTION**

Possible Action from Closed Meeting

**XVII. CHANCELLOR COMMENTS**

**XVIII. BOARD COMMENTS**

**XIX. ADJOURN**

Please note: Meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of the discussions and the reports of preceding meetings. The estimated times are approximate and may be adjusted as required with no prior notice. Lunch will be at approximately noon.



**TEXAS STATE TECHNICAL COLLEGE**

**MINUTES**

**Board of Regents  
Audit Committee Meeting**

**Texas State Technical College  
Connally Meeting & Conference Center  
1651 E. Crest Drive  
Waco, TX 76705**

**Thursday, November 8, 2018**

**10:30a.m.**

**MEETING CALLED TO ORDER**

The meeting of the Texas State Technical College Board of Regents Audit Committee was called to order at 11:06a.m., November 8, 2018, by Committee Chair Andarza.

Members Present: John Hatchel, Keith Honey, Ellis Skinner, Ivan Andarza, Curtis Cleveland, Tiffany Tremont, Tony Abad, Alex Meade, and Pat McDonald

Members Absent: None

A quorum was present.

**MINUTE ORDERS**

Proposed MO#

None.

**REPORTS**

The following reports were presented to the Committee:

1. Status of Fiscal Year 2018 Audit Schedule & Other Projects

*Jason D. Mallory*





2. Status of Fiscal Year 2019 Audit Schedule & Other Projects  
*Jason D. Mallory*
3. Summary of Audit Reports  
*Jason D. Mallory*
4. Follow-up Schedule & Status  
*Jason D. Mallory*
5. Internal Audit Annual Report Fiscal Year 2018  
*Jason D. Mallory*
6. Annual Statement on Quality Control  
*Jason D. Mallory*
7. Annual Confirmation of Organizational & Individual Independence  
*Jason D. Mallory*
8. Annual Review of Internal Audit Charter  
*Jason D. Mallory*
9. Internal Network Penetration Test – West Texas Campuses (18-046)  
*Jason D. Mallory*
10. Departmental Audit of Culinary Arts Program – Waco Campus (18-044A)  
*Jason D. Mallory*
11. Departmental Audit of Culinary Arts Program - Harlingen Campus  
*Jason D. Mallory*
12. External Quality Assessment Review  
*Terrance Corrigan*
13. Annual Compliance Audit of TEC §51.9337 (18-047A)  
*Jason D. Mallory*
14. TAC 202 - Quarterly Update  
*Jason D. Mallory*
15. Perkins Desk Review 2017/2018  
*Texas Higher Education Coordinating Board*
16. Desk Audit – Charge Card Program  
*Texas Comptroller of Public Accounts*
17. Attestation Disclosures  
*Jason D. Mallory*

**CHANCELLOR COMMENTS**

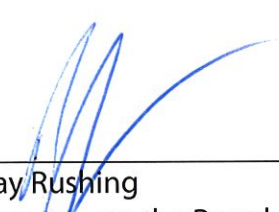
None.

**BOARD COMMENTS**

None.

**ADJOURN**

The meeting adjourned at 11:36 a.m.



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Ray Rushing  
Secretary to the Board of Regents



**TEXAS STATE TECHNICAL COLLEGE**

**Board of Regents Meeting  
MINUTES**

**Texas State Technical College  
Connally Meeting & Conference Center  
1651 E. Crest Drive  
Waco, TX 76705**

**Thursday, November 8, 2018**

**MEETING CALLED TO ORDER**

The meeting of the Texas State Technical College Special Meeting of the Board of Regents was called to order at 12:31 p.m., November 8, 2018, by Chair Hatchel.

**INVOCATION**

**DETERMINATION OF QUORUM**

Members Present: John Hatchel, Keith Honey, Ellis Skinner, Ivan Andarza, Curtis Cleveland, Tiffany Tremont, Tony Abad, Alex Meade, and Pat McDonald

Members Absent: None

A quorum was present.

**ADOPTION OF AGENDA**

Upon motion by Regent Abad and second by Regent Honey, the Agenda was unanimously adopted.

**APPROVAL OF MINUTES OF AUGUST 8 & 9, 2018 MEETINGS**

Upon a motion by Regent Meade and second by Regent Cleveland, the minutes of the August 8 & 9, 2018 Board of Regents meetings were unanimously approved.

**RECOGNITION OF GUESTS**

None.



## CHANCELLOR COMMENTS

## COMMITTEE REPORTS & MINUTE ORDERS

- a. **Committee for Student Learning and Student Development**  
Tony Abad, Chair; Tiffany Tremont, Member

### Committee Chair Comments

#### Minute Orders: Proposed MO#

None.

#### Reports:

1. Report on TSTC Board of Regents Honor Graduates Summer 2018  
*Jeff Kilgore*
2. Report on Annual Student Loan Default Rate  
*Rick Herrera*
3. Report on Enrollment Management Results and Plans  
*Rick Herrera*

- b. **Committee for Strategic Relations**  
Curtis Cleveland, Chair

### Committee Chair Comments

#### Minute Orders: Proposed MO#

- |           |  |
|-----------|--|
| 25-18(c)  | Approval of the TSTC Foundation Operating Plan for the Period September 1, 2018 to August 31, 2019   |
| 26-18(c)  | Approval of the revised Memorandum of Understanding between Texas State Technical College and The TSTC Foundation                                    |
| 27-18 (c) | Approval of the TSTC Board of Regents Bylaws   |
| 28-18(c)  | Approval of the revision to the Policy Statement of the Statewide Operating Standard (SOS) ES 2.18, Collaborative Educational Partnership Agreements |



**Reports:**

1. Report on the TSTC Foundation Updates

*Beth Wooten (Oral Report)*

2. Report on Legislative Outlook and Plan

*Roger Miller (Oral Report)*

**c. Committee for Facilities**

Ellis Skinner, Chair; Curtis Cleveland, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

None.

**Reports:**

1. Major Facility Projects Status Update

*Rick Herrera*

2. Deferred Maintenance Summary FY18 – FY19

*Rick Herrera*

**d. Committee for Fiscal Affairs**

Keith Honey, Chair; Pat McDonald, Member; Alex Meade, Member

**Committee Chair Comments**

Regent Honey called on Vice Chancellor Hoekstra. Vice Chancellor Hoekstra reported that the Board of Regents would discuss the college's role and mission at the Strategic Planning Board Retreat in January.

**Minute Orders:**

Proposed MO#

- |          |   |
|----------|---|
| 29-18(c) | Approval of the Texas State Technical College Contract Administration Policy        |
| 30-18(c) | Approval of the Texas State Technical College Bid Thresholds                        |
| 31-18(c) | Authorization to Enter into Media Buying Service Contracts Greater than \$1,000,000 |
| 32-18(c) | Approval of the Lease of Hangar Space at the TSTC Waco Airport to Battlespace, Inc. |
| 33-18(c) | Approval of the Policy for Investments  |

- 34-18(c) Approval of the purchase of the Development Corporation of Harlingen, Inc. (DC) interest in the University Articulation and Career Center (UACC or University Center) at Texas State Technical College (TSTC) in Harlingen.
- 35-18(c) Authorization of the Chancellor or his designee to enter into multiple lease agreements for TSTC vehicles which in aggregate are greater than \$1,000,000 at Texas State Technical College Campuses

**Reports:**

1. Profit Center Reports  
*Jonathan Hoekstra*
2. Budget Performance Reports  
*Jonathan Hoekstra*
3. Summary of FTE Reports  
*Jonathan Hoekstra*
4. Pledged Collateral Report  
*Jonathan Hoekstra*
5. Quarterly Investment Report  
*Jonathan Hoekstra*
6. Debt Management Report  
*Jonathan Hoekstra*

**CONSENT AGENDA ITEMS**

Chairman Hatchel moves MO 25-18, MO 26-18, MO 27-18, MO 28-19, MO 33-18, and MO 34-18 off the Consent Agenda and into New Business after Closed Session.

Upon motion by Regent Honey and second by Regent Skinner, the remained items on the Consent Agenda were unanimously approved.

- 29-18(c) Approval of the Texas State Technical College Contract Administration Policy
- "It is the policy of Texas State Technical College to establish and approve standards for entering into and managing contracts, including the development and maintenance of a contract management handbook providing consistent contracting policies and practices, guidelines for contracting delegation, and training for officers and employees authorized to execute contracts."
- 30-18(c) Approval of the Texas State Technical College Bid Thresholds
- "The Board of Regents approves the Texas State Technical College Bid Thresholds."

- 31-18(c) Authorization to enter into Media Buying Service Contracts Greater than \$1,000,000

"The Board of Regents authorizes the Chancellor or his designee to execute contracts in excess of One Million Dollars to purchase advertising and media buying services."

- 32-18(c) Approval of the Lease of Hangar Space at the TSTC Waco Airport to Battlespace, Inc.

"The Board of Regents approves the lease with Battlespace, Inc. and authorizes the Chancellor, or his designee, to execute the Lease Agreement with Battlespace for the lease of space in the 8-1 Hangar at the TSTC Waco Airport."

- 35-18(c) Authorization of the Chancellor or his designee to enter into multiple lease agreements for TSTC vehicles which in aggregate are greater than \$1,000,000 at Texas State Technical College Campuses

"The Board of Regents authorizes the Chancellor or his designee to enter into and sign lease agreements which in aggregate exceed One Million Dollars for the lease of vehicles at the Texas State Technical College Campuses".

#### **UNFINISHED BUSINESS**

None.

#### **PUBLIC COMMENTS**

None.

#### **RECESS OPEN MEETING**

Chairman Hatchel announced: The Open Meeting would go into Recess at 3:21p.m. and convene in the Crockett Room for Closed Session.

#### **CLOSED MEETING**

Chairman Hatchel announced: The meeting of the TSTC Board of Regents held at Texas State Technical College Statewide Conference Center, Waco, Texas on Thursday, November 8, 2018, after proper posting and in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in Sections 551.071, 551.072 and 551.074, will recess from Open Meeting into Closed Meeting at 3:23p.m.

- e. The Closed Meeting is called to Order and a Quorum is determined.

All Regents were present.

- f. Consultation with Attorney (Texas Government Code, Section 551.071)

*Texas Government Code, Section 551.071: "A governmental body may not conduct a private consultation with its attorney except:*

- (1) When the governmental body seeks the advice of its attorney about:*
  - (A) pending or contemplated litigation; or*
  - (B) a settlement offer; or*
- (2) On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter."*

1. Ted Donovan v. TSTC

Discussion of the Ted Donovan v. TSTC case took place.

- g. Deliberation Regarding Real Property (Texas Government Code, Section 551.072)

*Texas Government Code, Section 551.072: "A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person."*

Discussion of the University Center property took place.

- h. Personnel Matters (Texas Government Code, Section 551.074)

*Texas Government Code, Section 551.074*

- "(a) This chapter does not require a governmental body to conduct an open meeting:*
  - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or*
  - (2) to hear a complaint or charge against an officer or employee.*
- (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing."*

1. Internal Audit Performance Evaluation

Performance evaluation discussion regarding Jason Mallory, Internal Auditor took place.

## 2. Chancellor & CEO Performance Evaluation

Performance evaluation of the Chancellor was not discussed due to time constraints.

### i. Adjourn

The November 8, 2018 Closed Session of the Texas State Technical College Board of Regents adjourned at 4:55p.m.

### j. Regents return to Austin Room at conclusion of Closed Meeting.

## OPEN MEETING RECONVENES

The November 8, 2018 Open Meeting of the Texas State Technical College Board of Regents reconvened at 4:57p.m.

## ACTION

None.

## NEW BUSINESS

Upon a motion by Regent Meade and second by Regent Cleveland, MO 25-18 was unanimously approved.

25-18            Approval of the TSTC Foundation Operating Plan for the Period  
September 1, 2018 to August 31, 2019

"The Board of Regents of Texas State Technical College approves The TSTC Foundation Operating Plan for the period September 1, 2018 to August 31,2019."

Upon a motion by Regent Skinner and second by Regent Meade, MO 26-18 was unanimously approved.

26-18            Approval of the revised Memorandum of Understanding between Texas  
State Technical College and The TSTC Foundation

"The Board of Regents of Texas State Technical College approves the revised Memorandum of Understanding between Texas State Technical College and The TSTC Foundation."

Upon a motion by Regent Abad and second by Regent Meade, MO 27-18 was unanimously approved.

27-18                      Approval of the TSTC Board of Regents Bylaws

"The Board of Regents approves the Texas State Technical College Board of Regents Bylaws."

Upon a motion by Regent Honey and second by Regent McDonald, MO 28-18 was unanimously approved.

28-18                      Approval of the revision to the Policy Statement of the Statewide Operating Standard (SOS) ES 2.18, Collaborative Educational Partnership Agreements

"The Board of Regents approves the Policy Statement in Statewide Operating Standard No. ES 2.18 Collaborative Educational Partnership Agreements as follows: 'It is the policy of Texas State Technical College (TSTC) to encourage participation in collaborative educational partnership agreements that support the state's economic and educational needs and are consistent with the mission of the College.'"

Upon a motion by Regent Meade and second by Regent McDonald, MO 33-18 was approved. Regent Cleveland abstained from the vote.

33-18                      Approval of the Policy for Investments

"It is the policy of Texas State Technical College (TSTC) to prudently invest funds not needed for immediate operating purposes and other funds such as plant funds, endowment funds, and other reserve funds. Such funds will be appropriately invested according to each fund type in consideration of preservation and safety of principal, liquidity, and yield while meeting the daily cash flow needs of the college. All deposits and investments shall conform to the Public Funds Investment Act.

THE COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS AND OPERATING ACCOUNTS

Before TSTC invests any funds, a competitive 'bid' process shall be conducted. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments that meet the maturity requirements. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

Written or oral bids will be requested from three approved depository banks for various options with regard to term and instrument. TSTC will accept the bid that provides the highest rate of return within the maturity required and within the parameters of these policies. TSTC will maintain a copy of bids obtained.

The Chief Financial Officer shall discuss with the Board of Regents Fiscal Affairs Committee the existing status of depository agreements with existing operating accounts at each fall meeting of the Board of Regents, including the necessity of bidding such operating accounts.

#### QUALIFIED INSTITUTIONS

TSTC shall maintain a listing of depository financial institutions that are approved for investment purposes. In order to be qualified as an approved depository institution, a financial institution must meet the following tests:

1. The financial institution is selected by competitive bid process in accordance with Section 51.003(a) of the Education Code;
2. The financial institution must provide their most recent Statement of Condition report on request;
3. The financial institution must sign a 'Certification by Registered Principal of Investment Firm/Bank' certifying that the registered principal reviewed TSTC's Investment Policy and acknowledges that their organization has implemented reasonable procedures and controls to comply; and,
4. The financial institution must maintain a consistent record of compliance with TSTC's collateral coverage and investment policy. TSTC shall use a competitive bid process in accordance with Section 51.003 of the Education Code to invest through any one of the following entities:
  1. "Primary" government security dealers (as defined by the New York Federal Reserve), or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).
  2. A Federally-insured financial institution doing business in Texas, or
  3. Texas local government investment pools, as permitted in accordance with Government Code 2256.016 and this policy.

#### AUTHORIZED BROKERS

The Board of Regents is required to review, revise, and adopt a list of

qualified brokers that are authorized to engage in investment transactions with TSTC at least annually, as set forth in Section 2256.025 of the Public Funds Investment Act. Accordingly, the following list of qualified brokers is adopted as a part of this policy:

Community Bank & Trust  
First Financial Bank  
Extraco Banks  
Frost Bank  
Coastal Securities, Inc.  
Hilltop Securities  
Investors Brokerage of Texas  
Robert W. Baird & Co.  
Vining Sparks  
Wells Fargo Advisors

#### ETHICAL GUIDELINES FOR INVESTMENTS

1. Section 51.923 of the Education Code permits an institution of higher education to contract with a non-profit corporation even though one or more members of the governing board of the institution of higher education also serves as a member, director, officer or employee of such a non-profit corporation. This section further permits an institution of higher education to contract with a business entity even though one or more members of the governing board of the institution of higher education have an interest in the business entity if the interest is not a substantial interest. An interest is a substantial interest if: (1) the board member owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; (2) funds received by the member from the business entity exceed 10 percent of the member's gross income for the previous year; (3) the member is an officer of the business entity or a member of the governing board of the business entity; or (4) an individual related to the member in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has an interest in the business entity as described above. If a board member has a substantial interest in a business entity as described in this paragraph, the institution of higher education can still contract with that business entity provided that the board member discloses such interest to the board and refrains from voting on the contract or transaction requiring board approval.

2. Section 404.0211 of the Government Code, does not disqualify a bank from serving as a depository for funds of a state agency if one or more officers or employees of the state agency, who have the duty of



selecting a depository, is also an officer or director of the bank if a majority of the members of the board vote to select the bank as a depository; and the interested officer or employee does not vote or take part in the proceedings. This section also does not disqualify a bank from serving as a depository for funds of a state agency if one or more officers or employees of the state agency, who have the duty of selecting a depository, own or have a beneficial interest, individually or collectively in 10 percent or less of the outstanding capital stock of the bank, if a majority of the members of the board vote to select the bank as a depository; and the interested officer or employee does not vote or take part in the proceedings.

3. Employees of TSTC who are involved in the selection of depository financial institutions shall not attempt to gain any personal benefit from the financial institutions in turn for depositing the funds in said financial institution. These employees must complete and sign an Employee Independence – Deposits and Investments form, TSTC-0-FA-012 (09-11), at the beginning of each fiscal year. These forms are due to the Chief Financial Officer by October 1 of each year. This form seeks information needed to determine if a board vote would be needed for selection of a depository institution.

4. Board members will be requested to complete form TSTC-0-FA-043 (09-11) before the fall meeting of the Board of Regents. This form seeks information needed to determine if a board vote would be needed for selection of a depository institution.

#### INVESTMENT OFFICER

The Chief Financial Officer is designated as Investment Officer of TSTC and is responsible for managing the purchase, sale and the investing of all financial resources under TSTC control or as granted by law. The Comptroller is designated as an alternate investment officer of TSTC who may act on investment decisions in the absence of the designated investment officer. The designated investment officers, acting in accordance with the Statewide Operating Standard – Policy for Investments and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments. Should the Chief Financial Officer be unable to serve in the capacity of Investment Officer of TSTC, the Chancellor may designate a successor that shall be ratified by the TSTC Board of Regents at its next regularly scheduled meeting.

The standard of care to be applied by the Investment Officer shall be the

'prudent investor' rule, which states:

"Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of the capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity and yield."

The prudent investor rule shall be applied in the context of managing the overall portfolio, rather than an individual investment.

#### LIQUIDITY

The TSTC Investment Officer shall insure that:

1. Income and expenditure patterns will be monitored and continually updated to determine monthly cash needs of TSTC;
2. Placement of TSTC's investments and maturity schedules is determined by the cash needs and cash expectations of TSTC; and,
3. The TSTC portfolio will contain liquid interest-earning instruments.

#### YIELD

The TSTC Investment Officer shall insure that:

1. The yield on investments is negotiated at the time of purchase and that it reflects market conditions and yields available; and,
2. The investment portfolio consists of an appropriate mix of short-term interest-earning instruments that benefit from anticipated market conditions and that achieve the best allowable yield.

#### SHORT-TERM VERSUS LONG-TERM PORTFOLIO

Limitations on instruments, diversification and maturity scheduling shall depend upon whether the funds being invested are considered short-term or long-term funds. All funds shall be considered short-term except construction funds, endowment funds, plant funds for future capital projects, and reserve funds.

#### SHORT-TERM PORTFOLIO DIVERSIFICATION

TSTC will diversify its investments to avoid incurring unreasonable risks inherent in over-investing in individual financial institutions or maturities.

#### Maturity Scheduling:

Investment maturities of operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, bond payments) as well as considering sizeable blocks of anticipated revenue

Short-term funds shall be invested in instruments whose maturities do not exceed one year from the time of purchase.

#### LONG-TERM PORTFOLIO DIVERSIFICATION

Eligible investment instruments and diversification objectives for the long-term portfolio shall be the same as for the short-term portfolio. Maturity scheduling shall be timed according to anticipated need. Weighted Average portfolio maturity shall not exceed 24 months. Long-term funds shall be invested in instruments whose maturities do not exceed three years from the time of purchase.

#### INVESTMENTS

AUTHORIZED investments and collateral are:

##### 1. Certificates of Deposit (in Federally-insured institutions)

Time Certificates of Deposit with a maturity not to exceed two (2) years from the date of purchase, insured by the Federal Deposit Insurance Corporation (FDIC) or its successor, and when possible and appropriate, in a financial institution or institutions located in the county or counties in which a TSTC campus operation is located, except for endowment accounts where the donor references a specific depository.

In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principal and interest of each CD federally insured may be purchased through a selected depository institution with its main office or branch office in Texas. This depository shall act as the custodian for the various certificates on behalf of TSTC.

##### 2. Obligations of, or Guaranteed by, Governmental Entities

a. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;

- b. Direct obligations of this state or its agencies and instrumentalities;
  - c. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
  - d. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than 'A' or its equivalent.
3. Texas public funds investment pools investing in government securities and repurchase agreements as approved by the Board, rated no less than AAA or equivalent and seeking to maintain a constant dollar net asset value.
4. Repurchase agreements ("Repos") with a defined termination date, collateralized by Treasury and Federal Agency securities listed in items "a," "b" and "c" above, collateralized initially at a minimum market value of 102 percent of the dollar value of the transaction, with the accrued interest accumulated on the collateral included in the calculation.

UNAUTHORIZED investments and collateral are:

- 1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- 2. Obligations whose payment represents the coupon payments on the outstanding principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- 3. Collateralized Mortgage Obligations that have a stated final maturity date of greater than ten years;
- 4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index; and,
- 5. Securities of a company that is identified on a list of companies with scrutinized active business operations in Sudan or Iran or with business ties to Foreign Terrorist Organizations (collectively, "Listed Companies") as published on the State Comptroller's website.

An investment that requires a minimum credit rating does not qualify as an authorized investment during the period the investment does not have the minimum credit rating even if the investment had the appropriate rating at the time of purchase. The Investment Officers shall take all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating.

Bond proceed investments must comply with the Texas Public Funds Investment Act, Chapter 2256 of the Government Code, and any amendments made thereto.

The terms of cash gifts or bequests made to TSTC shall be honored with respect to the donor's preference of depository, type of investment and use of the earnings provided that the donor's preference is not contrary to applicable law.

#### COLLATERAL

Statute requires that all state deposits above the level of federal insurance be fully collateralized. Statute further requires that all deposits that are collateralized by securities be protected at a minimum of 100 percent of the deposit amount. Securities are accepted at 100 percent of their market value. The value of surety bonds and FHLB Letters of Credit are their face value.

TSTC's funds in excess of FDIC-insurance, are to be fully collateralized at all times by government securities which include U.S. Treasury obligations and/or direct obligations of Federal agencies or instrumentalities including certain mortgage-backed securities, FHLB Letters of Credit or surety bonds.

Pledged securities may be held in safekeeping at a commercial bank in the State of Texas, the Texas Independent Bankers-Bank (TIB), the Federal Home Loan Bank (FHLB), or at the Federal Reserve Bank.

The first portion of TSTC's demand and time deposits may be collateralized by the applicable FDIC coverage.

#### INVESTMENT TRAINING

Investment officers shall receive five hours of investment training relating to an investment officer's responsibilities within six months after assuming duties; and attend additional training sessions not less than once every two years and receive not less than 5 hours of training. Such training from an independent source shall be sponsored or instructed

through the University of North Texas Center for Public Management, the Government Finance Officers Association, Government Finance Officers Association of Texas, Government Treasurers Organization of Texas, Texas Municipal League, Texas Association of School Board Officials, Texas Association of School Boards, the North Central Texas Council of Governments or other independent industry organizations to include education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act."

Upon a motion by Regent Abad and second by Regent Honey, MO 34-18 was unanimously approved.

34-18            Approval of the purchase of the Development Corporation of Harlingen, Inc. (DC) interest in the University Articulation and Career Center (UACC or University Center) at Texas State Technical College (TSTC) in Harlingen.

"The Board of Regents approves the purchase of the Development Corporation of Harlingen, Inc interest in the University Articulation and Career Center at Texas State Technical College in Harlingen, and authorizes the Chancellor, or his designee, to execute the purchase agreement in an amount not to exceed \$4,400,000 and to sign all necessary documents to complete said purchase."

## **ELECTION OF OFFICERS**

Chairman Hatchel presented the slate of nominations for 2019:

Chair: John Hatchel  
Vice Chair: Ivan Andarza  
Executive Committee Place 1: Ellis Skinner  
Executive Committee Place 2: Curtis Cleveland

Upon motion by Regent Abad and second by Curtis Cleveland, the officers were unanimously approved.

## **PROPOSED MEETING DATES**

a. 2019 Board of Regents Proposed Meeting Dates

The proposed meeting dates were unanimously accepted.

**CHANCELLOR COMMENTS**

None.

**BOARD COMMENTS**

None.

**ADJOURN**

The Board of Regents Retreat and the next Board of Regents Meeting is scheduled for January 29-31, 2019.

The meeting adjourned at 5:04 p.m.



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Ray Rushing  
Secretary to the Board of Regents

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### Committee for Student Learning and Student Development

[Tony Abad (Chair), Tiffany Tremont, Jeff Kilgore, Rick Herrera]

#### Committee Chair Comments

#### Minute Orders:

##### Proposed MO #

02-19(c)	Annual Approval of Current Associate Degree and Certificate Programs.....	36
	<i>Jeff Kilgore</i>	

#### Report:

None.



**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 02-19(c)  
**Proposed By:** Jeff Kilgore, Vice Chancellor & Chief Academic Officer

**Subject:** Annual Approval of Current Associate Degree and Certificate Programs

**Background:** The Texas Higher Education Coordinating Board (THECB) Rule, Chapter 9, Subchapter E, §9.93, requires all new associate degree and certificate programs be approved by the THECB. This rule further requires that an Institution certify that each program has been approved by its governing board prior to submission to the THECB. The Board of Regents approval of new associate degree and certificate programs extends to all TSTC colleges.

**Justification:** An annual approval of all degree and certificate programs is essential to ensure governing board approval as required by THECB. Board of Regents approval of all degree certificate programs will provide an opportunity for the Board of Regents to review TSTC's current inventory of program offerings.

**Additional Information:** None

**Action Schedule:** Annual approval of programs.

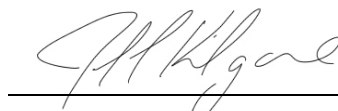
**Fiscal Implications:** No fiscal implication until a TSTC college activates a current program. At such time of activation, the college must substantiate that funds are available to operate the program for at least the first five years. The inventory submitted does not include any new programs, at this time.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** Inventory of Approved Associate Degree and Certificate Programs, January 2019

**Recommended Minute Order:** "The Board of Regents approves the current list of associate degree and certificate programs. Activation of any currently approved program is contingent upon meeting all related THECB requirements."

**Recommended By:**



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Jeff Kilgore, Vice Chancellor & Chief Academic Officer

# Inventory of Approved Associate Degree and Certificate Programs

January 2019

ABILENE  
BRECKENRIDGE  
BROWNWOOD  
FORT BEND CO.  
HARLINGEN  
MARSHALL  
NORTH TEXAS  
SWEETWATER  
WACO  
WILLIAMSON CO.  
ONLINE

AWARD NAME	AWARD TYPE	ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.	ONLINE
Academic Core Curriculum	CCC					▲						
Agricultural Technology	AAS					▲						
Aircraft Airframe Technology	AAS	▲				▲				▲		
Aircraft Airframe Technician	CER2	▲				▲				▲		
Aircraft Dispatch Technology	AAS									▲		
Aircraft Pilot Training Technology - Airplane Specialization	AAS									▲		
Aircraft Pilot Training Technology - Helicopter Specialization	AAS									▲		
Aircraft Powerplant Technology	AAS	▲				▲				▲		
Aircraft Powerplant Technician	CER2	▲				▲				▲		
Air Traffic Controller	AAS									▲		
Architectural Design & Engineering Graphics Technology	AAS	▲	▲			▲			▲			▲
Architectural/Civil Drafting Technology	AAS									▲		
Auto Collision & Management Technology - Refinishing Specialization	AAS					▲				▲		
Auto Collision Refinishing	CER1					▲				▲		
Auto Collision Refinishing	ATC					▲				▲		
Auto Collision & Management Technology - Repair Specialization	AAS					▲				▲		
Auto Collision Repair	ATC					▲				▲		
Auto Collision Repair	CER1					▲				▲		
Auto Collision Repair	CER2					▲				▲		
Automotive Technology	AAS					▲			▲	▲		
Automotive Technician	CER2					▲			▲	▲		
Chrysler Specialization	CER2									▲		
Automotive Maintenance & Light Repair	CER1					▲			▲	▲		
Toyota T-TEN Specialization	CER2									▲		
Advanced Vehicle Fuel Systems	ESC									▲		
Avionics Technology	AAS									▲		
Biology	AS					▲						
Biomedical Equipment Technology	AAS					▲				▲		
Medical Imaging Systems Technology	AAS									▲		
Building Construction Technology	AAS					▲				▲		
Building Construction Craftsman	CER1					▲				▲		
Business Applications Programming	ATC									▲		
Business Management Technology	AAS	▲		▲		▲	▲					▲
Business Management Technology	CER2	▲		▲		▲	▲					▲
Chemical Dependency Counseling	AAS	▲	▲	▲								
Chemical Dependency Counseling	CER1	▲	▲	▲								

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CER3/ESC - Enhanced Skills Certificate

CCC - Core Curriculum Completer Certificate

AWARD NAME	AWARD TYPE										
		ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.
Chemical Technology	AAS					▲					
Cloud & Data Center Management	AAS									▲	
Computer Aided Drafting & Design Technology	AAS						▲	▲			
Computer Maintenance Technology	AAS					▲				▲	
Computer Maintenance Technician	CER1					▲					
Home Integration Technology	CER1									▲	
Computer Networking & Security Technology	AAS					▲					
Computer Networking & Systems Administration	AAS	▲		▲			▲	▲		▲	
Computer Networking & Systems Administration	CER2						▲	▲			
Computer Science	AS					▲					
Computer Programming Technology	AAS									▲	
Culinary Arts	AAS	▲				▲				▲	▲
Culinarian	CER2	▲				▲				▲	▲
Culinary Assistant	CER1	▲				▲				▲	▲
Culinary Specialist	CER1	▲				▲				▲	▲
Cyber Security	AAS				▲		▲	▲		▲	▲
Cyber Security	CER2				▲		▲	▲		▲	▲
Digital Forensics Specialist	ATC									▲	
Database & Web Programming	AAS	▲		▲							
Dental Assistant	CER1					▲				▲	
Dental Hygiene	AAS					▲					
Diesel Equipment Technology - Heavy Truck Specialization	AAS				▲			▲	▲	▲	
Diesel Equipment Technology - Heavy Truck	CER1				▲			▲	▲	▲	
Diesel Equipment Technology - Heavy Truck	CER2							▲	▲	▲	
Diesel Equipment Technology - John Deere Construction & Forestry	AAS									▲	
Diesel Equipment Technology - Off-Highway Specialization	AAS						▲			▲	
Diesel Equipment Technology - Off-Highway Equipment	CER1						▲			▲	
Diesel Equipment Technology - Off-Highway Equipment	CER2				▲		▲			▲	
Digital Media Design	AAS	▲				▲					▲
Education & Training	AAS					▲					
Education & Training	CER2					▲					
Electrical Construction	CER1									▲	
Electrical Lineworker Technology	AAS				▲		▲			▲	
Electrical Lineworker	CER1				▲		▲			▲	
Electrical Power & Controls	AAS	▲			▲			▲		▲	
Industrial Controls Technology	AAS						▲				

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AWARD NAME	AWARD TYPE	ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.	ONLINE
Industrial Electrical Systems	CER1										▲	
Electromechanical Technology	AAS								▲			
Electromechanical - Technician	CER2								▲			
Electronics Technology	AAS									▲		
EMT - Paramedic	AAS	▲		▲		▲						
Emergency Medical Services - EMT	CER1	▲		▲		▲						
Emergency Medical Services - Advanced EMT (AEMT)	CER1	▲		▲		▲						
Emergency Medical Services - Paramedic	CER2	▲		▲		▲						
Energy Efficiency Specialist	CER1									▲		
Engineering	AS					▲						
Environmental Technology - Compliance	AAS		▲		▲					▲		
Facilities Maintenance & Management	AAS									▲		
Graphics, Gaming & Simulation Programming	AAS					▲						
Graphics, Gaming & Simulation Programming	ATC									▲		
Health Information Technology	AAS	▲				▲						▲
Medical Office Specialist	CER2	▲										
Medical Information Transcriptionist	CER1					▲						
Heating, Ventilation & Air Conditioning Technology	AAS				▲	▲		▲		▲	▲	
Heating, Ventilation & Air Conditioning Technology - HVAC Technician	CER1				▲	▲		▲		▲	▲	
Industrial Maintenance - Electrical Specialization	AAS						▲	▲				
Mechanic	CER1	▲			▲					▲	▲	
Mechanic - Electrical	CER2						▲	▲				
Industrial Maintenance - Mechanical Specialization	AAS	▲			▲					▲	▲	
Industrial Systems Technology	CER1					▲						
Instrumentation Technology	AAS									▲		
Laser Electro-Optics	AAS									▲		
Logistics Technology	AAS							▲				
Mathematics	AS					▲						
Mechanical/Electrical Drafting Technology	AAS									▲		
Mechatronics Technology	AAS					▲						
Occupational Safety Compliance Technology	AAS									▲		
Pharmacy Technician	CER2									▲		
Physics	AS					▲						
Plumbing & Pipefitting Technology	CER1									▲		
Precision Machining Technology	AAS				▲	▲	▲	▲		▲	▲	
Machining	CER1				▲	▲	▲	▲		▲	▲	

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 Certificate

		ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.	ONLINE
AWARD NAME	AWARD TYPE											
Process Operations	AAS						▲					
Radiation Protection Technology	AAS									▲		
Radiation Protection Technology - Health Physics	ATC									▲		
Registered Nursing LVN-RN Transition (Associate Degree Nursing)	AAS					▲			▲			
Vocational Nursing	CER2		▲			▲			▲			
Robotics Technology	AAS				▲					▲		
Software Development Technology	AAS						▲					
Solar Energy Technology	AAS									▲		
Surgical Technology	AAS					▲						
Visual Communication Technology	AAS									▲		
Web Design & Development	AAS									▲		
Welding Technology	AAS	▲			▲	▲				▲	▲	
Structural Welding	CER1	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
Structural & Pipe Welding	CER2	▲			▲	▲				▲	▲	
Wind Energy Technology	AAS					▲			▲			
Wind Energy Technician	CER1					▲			▲			

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### Committee for General Administration

[Curtis Cleveland (Chair), Pat McDonald,  
Gail Lawrence, Roger Miller, Ray Rushing, Elton Stuckly, Michael Bettersworth]

#### Committee Chair Comments

#### Minute Orders:

##### Proposed MO #

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	<i>Gail Lawrence</i>	
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	<i>Gail Lawrence</i>	

#### Reports:

None.



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**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 03-19(c)  
**Proposed By:** Celina Garza, Vice President of Institutional Accreditation  
**Subject:** **Rescind Minute Order 08-15(c) Expanded Statement of Institutional Purpose for Texas State Technical College**

**Background:** Texas State Technical College (TSTC) has a legislatively prescribed mission statement established by the Texas legislature and codified in the Texas Education Code, Section 135.01. The mission statement meets accreditation requirements established by the SACSCOC Principles of Accreditation as being “clearly defined, comprehensive, published, appropriate for higher education, and addresses teaching and learning and where applicable, research and publish service.” TSTC’s mission reflects a clear understanding of the institution by its governing board, administration, faculty, students, staff and all constituents.

As a complement to the mission, the TSTC Board of Regents previously approved Expanded Statements of Institutional Purpose for TSTC’s four legacy colleges (Waco, Harlingen, West Texas, and Marshall) to allow each college to further describe its uniqueness, qualities, characteristics and values that defined their role and distinctiveness in higher education. In connection with the merger of accreditations, on February 12, 2015, by Minute Order 08-15(c), the Texas State Technical College (TSTC) Board of Regents approved the Expanded Statement of Institutional Purpose for the consolidated Texas State Technical College.

**Justification:** Section 135.01 of the Texas Education Code establishes TSTC’s role and mission, and clearly defines its purpose in Subsections (b) and (c). This mission, as defined, meets SACSCOC accreditation requirements as described in the Principles of Accreditation Resource Manual, Section 2.1, on Institutional Mission.


The original intent and purpose of the Expanded Statements of Institutional Purpose was to further define the unique characteristics and services of TSTC’s legacy colleges. As a consolidated institution, the Expanded Statement of Institutional Purpose has been determined to be redundant and unnecessary.

**Additional Information:** None.  
**Fiscal Implications:** No fiscal implication.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** None.

**Recommended Minute Order:** “The Board Regents rescinds the following Minute Order:  
08-15(c) Expanded Statement of Institutional Purpose for  
Texas State Technical College”

**Recommended By:**   
Gail Lawrence, Executive Vice Chancellor & Chief of Staff

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**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 04-19(c)  
**Proposed By:** Celina Garza, Vice President of Institutional Accreditation

**Subject:** Reaffirm Texas State Technical College's Mission Statement

**Background:** Texas State Technical College (TSTC) has a legislatively prescribed mission statement established by the Texas legislature and codified in the Texas Education Code, Section 135.01.

**Justification:** Section 4.2.a of the SACSCOC Principles of Accreditation, states, "The governing board ensures the regular review of the institution's mission." The standard further states that "the board, in its review, reaffirms the mission statement and whether changes are made, thereby maintaining cognizance of the of the previously agreed-upon scope of institutional activities and ensuring that institutional policies, procedures, and activities remain compatible with and included in the mission statement."  
TSTC's Statewide Operation Standard (SOS) GA 1.22 Institutional Effectiveness, states, "It is the policy of TSTC to maintain and conduct a broad-based, comprehensive system of educational and operational planning, research, assessment, review and revision designed to continuously improve the quality of the instruction and services the College provides in accordance with its established mission." Embedded into this process is the BOR's "mission and strategic plan review", which occurs at a minimum, every five (5) years in accordance with SOS GA 1.22.  
On January 30, 2019, the TSTC Board of Regents met for a strategic planning retreat. During the course of the meeting, the Board reviewed and discussed TSTC's role and mission statement established by Section 135.01 of the Texas Education Code; and its clearly defined purpose in Subsections (b) and (c). The Board also reaffirmed that the mission statement, as defined, meets accreditation requirements established by the SACSCOC Principles of Accreditation as being "clearly defined, comprehensive, published, appropriate for higher education, and addresses teaching and learning and where applicable, research and publish service."  
TSTC's mission reflects a clear understanding of the institution by its governing board, administration, faculty, students, staff and all constituents.

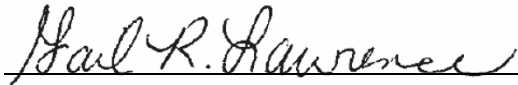
**Additional Information:** None.

**Fiscal Implications:** No significant fiscal implication.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** None.

**Recommended Minute Order:** "The Board Regents reaffirms the mission statement of Texas State Technical College."

**Recommended By:**   
Gail Lawrence, Executive Vice Chancellor & Chief of Staff

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### Committee for Facilities

[Ellis Skinner (Chair), Curtis Cleveland, Rick Herrera, Ray Fried]

#### Committee Chair Comments

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	<i>Ray Fried</i>	

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	<i>Ray Fried</i>	

**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 05-19(c)  
**Proposed By:** Rick Herrera, Vice Chancellor and Chief Student Services Officer

**Subject:** **Approve the Concept to Replace the Fire Hydrant Loop at Texas State Technical College Campus in Sweetwater**

**Background:** The Fire Loop System at TSTC Sweetwater is obsolete and not functioning to acceptable standards. On March of 2018 Jacobs and Martin engineering was hired to perform a flow analysis on the system. In May of 2018 Jacobs and Martin Issued a Technical Memorandum which concluded the existing fire loop did not meet the National Fire Protection Association (NFPA) 101 code. The Memorandum outlined the scope of work required to install a new fire loop on the Sweetwater Campus with an opinion of costs of \$788,000.

**Justification:** The present fire loop system is not operating adequately to service the Sweetwater Campus and must be replaced.

**Additional Information:** The Plan was submitted to the State Fire Marshals Engineering Department for consideration. TSTC received concurrence to proceed with the design from the State Fire Marshal's office on November 17, 2018.

**Action Schedule:** Approve Concept MO 05 -19(c)

**Fiscal Implications:** Funds available as currently budgeted.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations.

**Attachment(s):** None.

**Recommended Minute Order:** The Texas State Technical College Board of Regents approves the concept for the construction of a new fire loop system on the Sweetwater Campus and authorizes the Chancellor or his designee to enter into a contract with an engineering firm to complete the design and field services for the fire loop system.

**Recommended By:**



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Raymond D. Fried, Associate Vice Chancellor for Facilities

**Texas State Technical College**  
**Major Facility Projects-Status Update January 2019**

ProjectName	Campus	Managing Campus	Delivery Method	Fund Source	Cost Allocation	Required Approvals	% Complete
Renovation of Building 20PM Engineering Center (Phase 2)	Harlingen	Harlingen	Construction Manager At Risk	Tuition Revenue Bond \$ 3,750,000	Architect/Engineer \$ 250,000 Construction \$ 3,400,000 Owners Cost \$ 100,000	Approve Concept Approve Budget Approved MO amount \$ 3,750,000 Acceptance	MO 34-13 MO 55-15 3,750,000 MO 11-18 100%
1				Subtotal Funds \$ 3,750,000	Subtotal Construction \$ 3,750,000		
				TPFA \$ 459,000	Additional Information IT, FFE, Equip. \$ 459,000		
				Total Funds \$ 4,209,000	Total Cost \$ 4,209,000		
Replace Water and Sewer Infrastructure on Main Campus	Waco	Waco	Competitive Sealed Proposal	HEAF Bonds \$ 8,700,000	Architect/Engineer \$ 1,169,871 Construction \$ 7,273,595 Owners Cost \$ 27,184 Reserve \$ 229,350	Approve Concept Approve project & Budget Approved MO amount \$ 8,700,000 Accept project	MO 47-14 MO 07-16 8,700,000 MO 10-18 100%
2				Total Funds \$ 8,700,000	Total Cost \$ 8,700,000		
TSTC Monument and Wayfinding Project	Statewide	Statewide	Construction Manager at Risk	HEAF Bond \$ 780,000	Owners reserve \$ 347,076 Abilene - Complete \$ 46,321 Waco - Complete \$ 73,790 Marshall - Complete \$ 49,885 Harlingen -in progress \$ 107,000 Sweetwater-in progress \$ 91,928 Breckenridge - estimate \$ 45,000 Brownwood - estimate \$ 15,000 Abilene - estimate \$ 4,000	Approve Project and Budget Approved MO amount \$ 780,000	MO 03-17 \$780,000 47%
4				Total Funds \$ 780,000	Total Cost \$ 780,000		
Rework and Replace Paving	Sweetwater	Sweetwater	RFQ	HEAF Bond \$ 40,000	Engineering / Design \$ 40,000	Approve Concept and design project	MO 07-17 65%
5				Insurance Proceeds \$ 70,000	Study, Design, and opinion of cost \$ 70,000	Approve Concept	MO 06-18 10%
Sweetwater Housing Study and Renovation Project	Sweetwater	Sweetwater	Request For Qualifications				
Sweetwater Fire Loop Replacement	Sweetwater	Sweetwater	Request For Qualifications	E&G Funds \$ 90,000	Fire Loop Design, and opinion of cost \$ 90,000	Approve Concept	MO 05-19(c) 0%
7							

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### Committee for Fiscal Affairs

[Keith Honey (Chair), Alex Meade, Jonathan Hoekstra]

#### Committee Chair Comments

#### Minute Orders:

##### Proposed MO #

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	<i>Jonathan Hoekstra</i>	

**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 06-19(c)  
**Proposed By:** Jeff Kilgore, Vice Chancellor & Chief Academic Officer

**Subject:** **Revised Schedule of Charges for the Incidental Cost of Flight Instruction Effective Fall 2019.**

**Background:** Texas State Technical College (TSTC) offers an Associate of Applied Science (AAS) degree in Aircraft Pilot Training Technology (APTT) to prepare men and women for careers in the aviation industry. In addition to training airplane (fixed-wing) pilots and helicopter (rotary-wing) pilots, TSTC Aerospace prepares Aviation Maintenance Technology graduates for the expanding field of commercial aviation maintenance.

The Schedule of Charges for the Incidental Cost of Flight Instruction was last revised in August 2017, to include certain incidental expenses of the APTT program, including specialized instruction, aircraft fleet leases, maintenance, and insurance.

**Justification:** The proposed Revised Schedule of Charges for the Incidental Cost of Flight Instruction ensures a more efficient use of aircraft simulators by containing costs so overall volume and usage of the simulators are achieved. This also provides veterans more affordable usage as the Department of Veterans Affairs (VA) is no longer covering flight simulator training if outside of the training course outcomes (TCOs). The revised simulator fees identified in the Schedule align with TCOs, which should allow the VA to pay the fees for the designated flight courses.

Additionally, inclusion of the FAA Aviation Maintenance Test as a final exam supports job readiness for our graduates who enter the aviation maintenance workforce. Taking the FAA exam gives them an additional two years with which to pass their FAA practical licensure tests (course change required to follow FAA guidelines).

**Additional Information:** The proposed APTT program rates, instructor rates and program fees are competitive with other colleges, university level pilot training and aerospace degree programs. Other modifications to the rate schedule simplify and clearly state rates for transparency and comprehension.

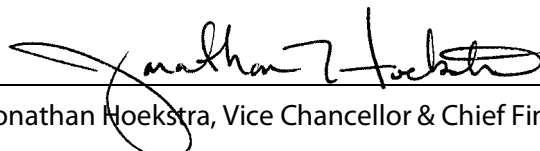
**Fiscal Implications:** Proposed rates ensure sufficient cost recovery for operation of aircraft, flight simulators and flight instruction.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations.

**Attachment(s):** Revised Schedule of Charges for the Incidental Cost of Flight Instruction Effective Fall 2019

**Recommended Minute Order:** "The Board of Regents approved the Revised Schedule of Charges for the Incidental Cost of Flight Instruction Effective Fall 2019."

**Recommended By:**

  
Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

Texas State Technical College

Proposed Revised Schedule of Charges for the Incidental Cost of Flight Instruction Effective Fall 2019

	A.	B.	C.	D.	
	Description of Charge	Fall 2018	Recommended Effective Fall 2019	Comments	Program Fee for
#1	Flight Instruction Fee (ALL flight instruction)	Not to exceed \$65 per hour.	\$65 per flight hour	No change/Clarity	Aircraft Pilot Training
#2	Ground Instruction Fee	Not to exceed \$65 per hour.	\$65 per ground hour	No change/Clarity	Aircraft Pilot Training
#3	Redbird FMX Fixed wing Full-Motion Simulator fee and FTS Helicopter fee. (Airplane students use Redbird and Helicopter students use FTS)	AIRP 1417 PVT Pilot Ground: \$100	AIRP 1215 any section PVT Pilot Flight: \$100 per semester	Required in Training Course Outcomes (TCO is the document that states rules for FAA)	Aircraft Pilot Training
		AIRP 1451 Instrument Ground: \$200	AIRP 2250 Instrument Flight: \$200 per semester		
		AIRP 2337 Commercial Ground \$100	REMOVE	Remove the commercial ground fee per programs request. Can rent Hourly if needed.	
#5	Cessna 172 (NO FUEL)	\$110 per flight hour	No change.		Aircraft Pilot Training
#6	Piper Arrow PA-28R-201 (NO FUEL)	\$140 per flight hour	No change.		Aircraft Pilot Training
#7	Piper Seminole PA44-180 (NO FUEL)	\$160 per flight hour	No change.		Aircraft Pilot Training
#8	Robinson R-22 Series (NO FUEL)	\$285 per flight hour	No change.		Aircraft Pilot Training
#9	Robinson R-44 Series (NO FUEL)	\$396 per flight hour	No change.		Aircraft Pilot Training
#10	FUEL for aircraft is per gallon. TSTC calculates a set hourly per aircraft rate updated monthly.	Varies by aircraft; we charge cost plus 5%	No Change.	Clarity on VARIABLE rate for fuel	Aircraft Pilot Training
#11	Cessna L-19 Birdog 305 (NO FUEL)	\$230 per flight hour	NO LONGER a TRAINER	TSTC Selling aircraft	Remove
#12	AT 504 Turbo Prop (NO FUEL)	\$1,553 per flight hour	NO LONGER a TRAINER	TSTC Selling aircraft	Remove
#13	Adacel ICE (Intelligent Communications Environment) Air Traffic Control Simulator	Tower classes with lab (3) semesters: \$600 each semester.	No change.		Air Traffic Control
#14	Air Traffic Control Simulator	Radar and Enroute classes with lab (3) semesters: \$300 each semester.	No change.		Air Traffic Control
#15	Aviation Maintenance FAA General exam.	AERM 2230 \$165	Was FAA airfram now FAA general	Required FAA exam as final. No other change.	Aviation Maintenance

**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 07-19(c)  
**Proposed By:** Jeff Kilgore, Vice Chancellor & Chief Academic Officer

**Subject:** **Declaration as Surplus Property Not Needed for Educational and Training Purposes and Authorization to Sell Two Cessna L-19 Bird Dog Aircraft.**

**Background:** Texas State Technical College (TSTC) acquired Two Cessna L-19 Bird Dog aircraft in 2015 for use in a contract training program. The training program ended and the aircraft are no longer needed for air pilot training programs at TSTC..

**Justification:** These aircraft were purchased with revenues derived from contract training projects as a capital equipment investment. These aircraft were necessary to deliver a training project for a client to train pilots for a foreign national government. The training project has concluded and there is no projection of additional training needs for these aircraft in the future.

**Additional Information:** The Air Pilot Training and Aviation Maintenance programs do not have any instructional need for these assets. The revenues from this training contract recovered the cost of the initial investment. There are ongoing maintenance costs associated with these aircraft even though they are not currently in use. These assets are likely to depreciate in value if they are allowed to continue to remain inactive.

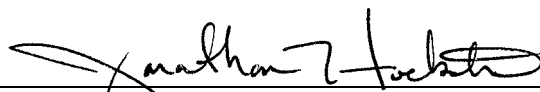
**Fiscal Implications:** TSTC Aerospace should, upon successful liquidation of the two Cessna L-19 Bird Dog Aircraft, be able to use the net proceeds to purchase additional aircraft the program needs to meet air pilot training demand, and / or to purchase additional capital equipment for training projects if the need for additional equipment to deliver a contract training project for a client emerges.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** None.

**Recommended Minute Order:** "The Board of Regents declares two Cessna L-19 Bird Dog aircraft as surplus property not needed for educational and training purposes at Texas State Technical College. The Board of Regents further approves the sale of two Cessna L-19 Bird Dog aircraft and authorizes the Chancellor or his designee to sell the aircraft and purchase additional aircraft the program needs, and / or to purchase additional capital equipment for training projects with the proceeds from the sale."

**Recommended By:**

  
Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

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**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 08-19(c)  
**Proposed By:** Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

**Subject:** **Financing the Purchase of the Development Corporation of Harlingen, Inc. (DC) Interest in the University Articulation and Career Center (UACC or University Center) at Texas State Technical College (TSTC) in Harlingen.**

**Background:** The Texas Public Finance Authority (TPFA) is a state agency created in 1984 by the Texas Legislature to provide financing for the construction or acquisition of facilities and equipment for State agencies.

TSTC often utilizes TPFA to provide financing for equipment purchases through the Master Lease Purchase Program, but TPFA also has the authority to issue bonds for larger, longer term purchases. Utilization of TPFA bond financing requires approval by the TPFA board of directors as well as the Texas Bond Review Board.

**Justification:** The TSTC Board of Regents approved the purchase of the UACC on November 8, 2018 via Minute Order 34-18(c). Utilizing TPFA bond financing provides an efficient, cost effective method of financing the purchase of real property with an extended useful life.

**Additional Information:** TSTC financing for an amount of \$250,000 or more or for a term of 5 years or more requires Bond Review Board ("BRB") approval.

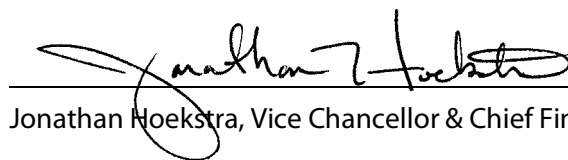
**Fiscal Implications:** Current estimates for the annual debt service (5 to 7 years) range from approximately \$700,000 per year to \$1,000,000 per year, depending on term, tax status, and interest rate.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** None.

**Recommended Minute Order:** "The Board of Regents authorizes the financing for the purchase of the Development Corporation of Harlingen Inc. interest in the University Articulation and Career Center at Texas State Technical College in Harlingen in an amount not to exceed \$4,400,000 and authorizes the Chancellor or his designee to submit an application for approval to the Texas Bond Review Board and an application for financing to the Texas Public Finance Authority, as required."

**Recommended By:**



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Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

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**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 09-19(c)  
**Proposed By:** Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

**Subject:** **Interagency Agreement with the Texas Workforce Commission for the Use of Office Space at Texas State Technical College (TSTC) in Waco.**

**Background:** In the past, the Texas Workforce Commission occupied a small office on the Waco Campus, when available. TSTC and the Texas Workforce Commission intend to formalize the agreement by entering into an Interagency Cooperative Agreement effective through August 31, 2023 with one renewable two-year term.

**Justification:** TSTC and the Texas Workforce Commission administrators agree that the arrangement serves a public purpose, facilitating valuable services to the students who are customers of the Department of Assistive and Rehabilitative Services by giving our students convenient and efficient access to the services.

**Additional Information:** The 112 square foot office space located in the Student Services Building on the Waco Campus is not needed for instruction or training.

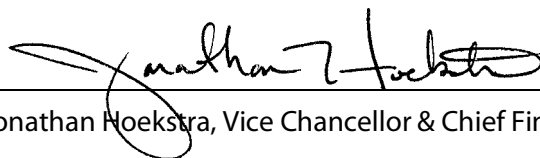
**Fiscal Implications:** None.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations.

**Attachment(s):** Letter from General Counsel  
Waco Campus Map  
Student Service Center Building Floor Plan

**Recommended Minute Order:** "The Board of Regents approves granting access and use of assigned office space to the Texas Workforce Commission and authorizes the Chancellor or his designee to enter into an Interagency Cooperation Agreement with the Texas Workforce Commission for the use of such space".

**Recommended By:**

  
Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

January 8, 2019

Mr. Michael L. Reeser  
Chancellor & CEO  
Texas State Technical College System  
3801 Campus Drive  
Waco, Texas 76705

RE: The interagency agreement with the Texas Workforce Commission for the use of office space at the Waco Campus of Texas State Technical College.

Dear Chancellor Reeser:

As requested, I have considered the legal ramifications of the interagency agreement between TSTC and the Texas Workforce Commission, an agency of the State of Texas. The space to be used by the Texas Workforce Commission is approximately 120 square feet of office space in the Student Services Building on the Waco Campus of Texas State Technical College.

The aforementioned 120 square feet of office space is surplus and is not needed currently, nor anticipated to be needed in the foreseeable future, by TSTC for educational use. The interagency agreement would terminate on August 31, 2023, but could be extended until August 31, 2025. TSTC would have the ability to terminate the interagency agreement with notice of sixty (60) days.

Having reviewed the interagency agreement, it is my opinion that the terms and conditions comport with state law and TSTC policy, and that allowing the Texas Workforce Commission to use the space in the contemplated manner is in the best interest of TSTC students as well as the State of Texas. Because the Texas Workforce Commission is an agency of the State of Texas, the indemnities and insurance requirements that we would ordinarily put in place are not applicable, and are not included within the interagency agreement.

If you have any questions or need additional information, please advise.

Respectfully submitted,

  
Edward C. Vallejo, J.D.  
Associate General Counsel

cc: Ray Rushing, J.D.  
General Counsel of TSTC and Secretary, TSTC Board of Regents

Jonathan Hoekstra  
Chief Financial Officer, TSTC





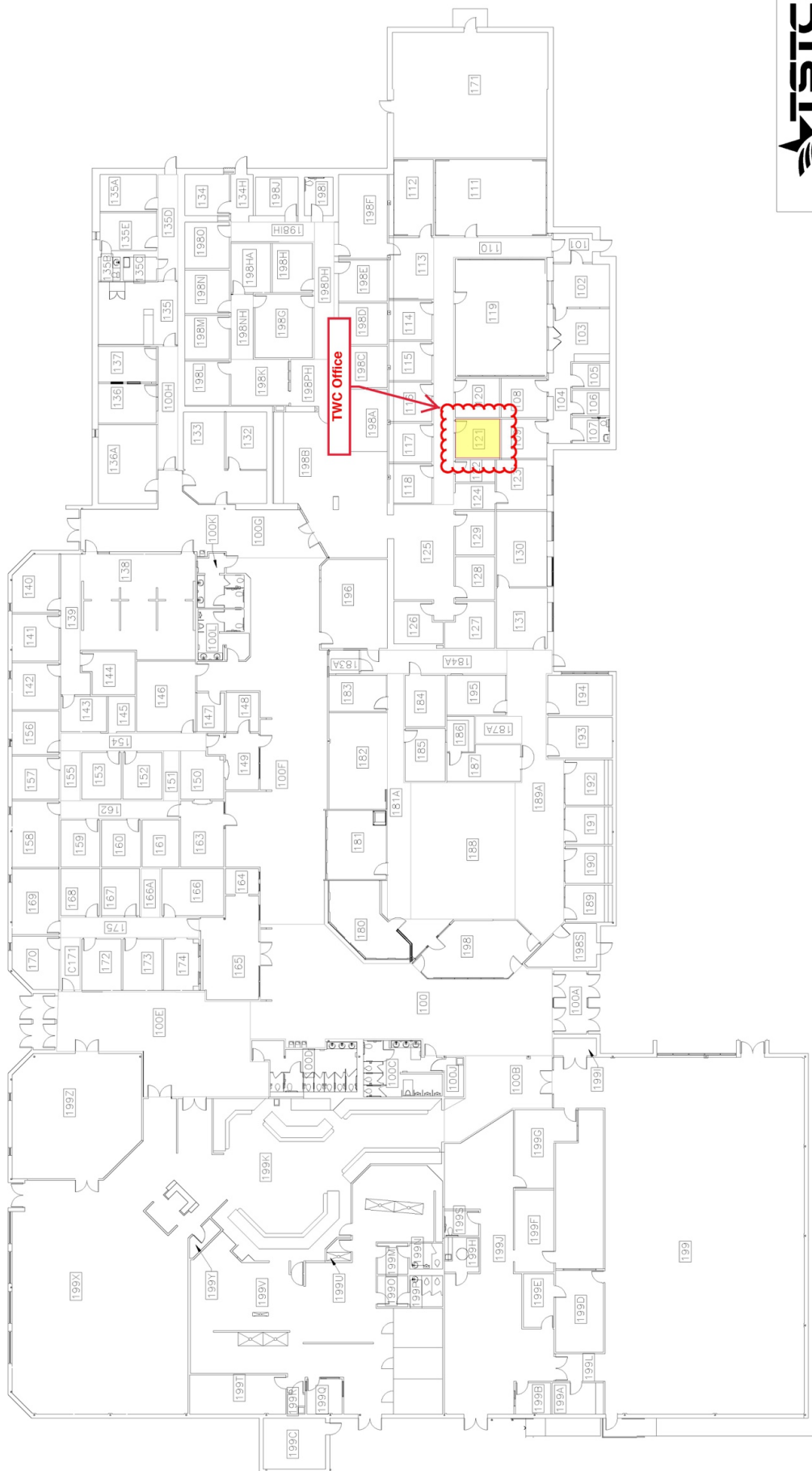
# WACO CAMPUS

3801 Campus Drive, Waco, TX 76705  
254-799-3611

ACT Hangar	IME	F-2
Air Conditioning & Refrigeration Technology	ACT	E-4
Airport	1	G-3
Airport Control Tower	TWR	G-4
Airport Emergency Fire & Rescue	OBU	G-4
Airport Shop	APS	G-3
Auto Collision Repair II	ACR	E-2
Auto Refinishing Lab	ARL	E-2
Aviation Maintenance Hangar	AMH	F-3
Building Construction Technology	BCT	F-2
Campus Administration	AM1	F-4
Central Receiving Storage	S37	E-7
Challenger Learning Center	TBL	G-4
Chief of Plant	7	G-2
Chief Fire Station No. 3	ASC	G-3
Coastal Community Aerospace Center	ASC	G-3
Computerized Tomography Lab	CTL	E-2
Consolidated Meeting & Conference Center	JBC	E-2
Diesel Assistant Technology	DNT	G-3
Diesel Equipment Technology	BAT	F-5
Dr. Roy Dugger Center	RDC	F-5
Electrical Lineworker Technology	ELC	F-5
Electronics Center / IDEAS Center	EEC	E-3
Electronics Office / Learning Resource Center	EEO	E-3
EOAC Head Start Program	GL3	F-7
Fitness Center	FC1	D-2
Governance & Regulation	CHA	E-4
Great W. Watson Culinary Arts Center	CUL	E-5
Grounds Maintenance	GL1	F-7
Industrial Technology Center	ITC	D-1
John B. Connally Technology Center	JBC	C-2
Kittigen Automotive Center	KAC	D-3
L-3 Communications	OPL	G-3
L-3 Communications Training Center	AER	G-5
Laser Electro-Optics	WRC	D-5
Laser Electro-Optics Storage	HLS	F-2
MLL Lab	HLS	F-2
Murray Watson Jr. Student Rec. Center	MRI	E-2
Office of the Chancellor	SRC	D-4
Physical Education Services	JBC	E-2
Physical Plant	PHO	E-5
Physical Plant Storage Building	CHA	E-4
Public Substation/WIC	PHS	E-6
Providence Graphic Communications Center	PGC	E-2
Rosemary Henderson Env. Training Center	3	D-3
Solar Technology Building	5	E-6
Statewide Administration	STB	F-2
Storage	JBC	C-2
Storage	FIN	E-4
Student Services Center	RVT	G-4
System Administration Annex	SSC	E-3
Technical Studies Center	SAA	F-4
Transportation Technologies Center	TCC	E-2
TSTC Human Resources	CHA	E-4
TSTC Police Department	DPS	G-6
TSTC System Annex	HRS	E-4
Student Housing	LAV	E-3
Lavaca Hall	4	D-3
Red River Apartments	6	D-3
Student Family Housing	8	D-2
Village Oaks Apartments	7	C-2
Village Oaks Apartments Clubhouse/Office		
Recreation Areas		
TSTC Golf Facility	9	F-6
TSTC Soccer Fields	10	D-5
TSTC Tennis Fields	11	E-4
TSTC Tennis/Outdoor Basketball Courts	12	D-4
TSTC Walking Track	13	E-5







SSC - Student Services Center  
 DRAWN BY: TSMLEY  
 DATE: 01/10/2014  
 SCALE: None  
 DRAWING LOCATION: S:\Floorplans\2010\SSC.dwg

IF SHEET IS LESS THAN (24" x 36") IT IS A REDUCED PRINT, SCALE REDUCED ACCORDINGLY

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**Board Meeting Date:** January 31, 2019 **Proposed Minute Order #:** 10-19(c)  
**Proposed By:** Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

**Subject:** **Employee Holiday Calendar for Fiscal Year 2020.**

**Background:** The Texas Legislature designates the number of holidays to be allotted annually to employees of all state agencies. However, authority to determine the actual observance at institutions of higher education rests with their Boards of Regents, under terms that permit efficient operation of their institutions.

**Justification:** The Texas State Technical College (TSTC) operating cycle generally follows a semester basis. Consequently, it is more efficient to schedule holidays consistent with the semester cycle.


**Additional Information:** None.  
**Fiscal Implications:** None.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** Proposed Employee Schedule for Fiscal Year 2020

**Recommended Minute Order:** "The Board of Regents approves the Fiscal Year 2020 Employee Holiday Schedule for Texas State Technical College."

**Recommended By:**

  
Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

**Texas State Technical College  
Employee Holiday Schedule  
Fiscal Year 2020**

<b>TSTC Employee Holiday Schedule</b>		<b>Days</b>
Labor Day	Monday, September 02, 2019	1
Thanksgiving	Thursday, November 28, 2019 - Friday, November 29, 2019	2
Winter Break	Monday, December 23, 2019 - Wednesday, January 1, 2020	8
Martin Luther King, Jr. Day	Monday, January 20, 2020	1
Spring Holiday	Friday, April 10, 2020	1
Memorial Day	Monday, May 25, 2020	1
Independence Day	Friday, July 03, 2020	1
		15

Texas State Technical College  
Employee Holiday Schedule  
Fiscal Year 2020

Holiday Day Count: Texas State Holidays

		Weekday Count
Labor Day	Monday, September 03, 2019	1
Veteran's Day	Monday, November 11, 2019	1
Thanksgiving Day	Thursday, November 28, 2019	1
Friday after Thanksgiving	Friday, November 29, 2019	1
Day Before Christmas	Tuesday, December 24, 2019	1
Christmas	Wednesday, December 25, 2019	1
Day After Christmas	Thursday, December 26, 2019	1
New Years Day	Wednesday, January 01, 2020	1
Confederate Heroes Day	Sunday, January 19, 2020	0
Martin Luther King, Jr. Day	Monday, January 20, 2020	1
President's Day	Monday, February 17, 2020	1
Texas Independence Day	Monday, March 02, 2020	1
San Jacinto Day	Tuesday, April 21, 2020	1
Memorial Day	Monday, May 25, 2020	1
Emancipation Day	Friday, June 19, 2020	1
Independence Day	Saturday, July 04, 2020	0
LBJ Day	Thursday, August 27, 2020	1
		15

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**Board Meeting Date:** January 31, 2019      **Proposed Minute Order #:** 11-19(c)  
**Proposed By:** Rick Herrera, Vice Chancellor & Chief Student Services Officer

**Subject:** **Schedule of Student and Family Housing Rental Rates, Room and Board Rates, Service Charges, and Deposits, Effective Fall 2019 Semester**

**Background:** Texas State Technical College (TSTC) maintains and operates student housing at four of its campus sites. These housing operations vary in condition and performance. Management has observed student demand for a premium priced private dwelling. This mix of offerings has allowed optimization of revenue and occupancy at the Red River Apartments complex at the Waco campus.

Management proposes expanding the premium priced private dwelling tactic by expanding single occupancy pricing to other housing operations at the Harlingen and West Texas campuses. There is available capacity at these locations allowing for more optimization of the pricing and overall revenue mix for housing operations.

**Justification:** The College can leverage the available capacity in its housing operations and charge a higher rate per student on average while satisfying an unmet demand.

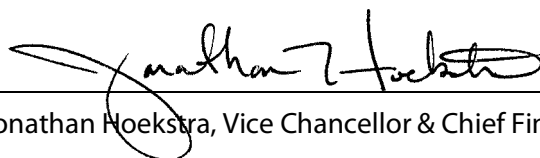
**Additional Information:** None.  
**Fiscal Implications:** None.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** Fall 2019 Housing Rates

**Recommended Minute Order:** "The Board of Regents approves the Schedule of Student and Family Housing Rental Rates, Room and Board Rates, Service Charges, and Deposits Effective Fall 2019 Semester."

**Recommended By:**



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Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

Campus	Description	Fall 2018	Fall 2019
Harlingen	<b>Single Student Housing</b>		
	A/C Block Brick (Bldg. A-D,G) 2 Bedroom Apartments		
	Double Occupancy per Bedroom per Student	\$805 semester	\$805 semester
	Single Occupancy per Bedroom per Student	Not applicable	\$1,205 semester
	A/C Block Brick (Bldg. A-D, G) (Renovated FY 15 or Later) 2 Bedroom Apartments		
	Double Occupancy per Bedroom per Student	\$955 semester	\$955 semester
	A/C Brick Veneer (Renovated in FY 16 or later) Efficiency Dorms w/Microwave & Refrigerator or w/Kitchenette		
	Double Occupancy per Student	\$1,025 semester	\$1,025 semester
	A/C Brick Veneer Efficiency Dorms w/Microwave & Refrigerator or w/Kitchenette		
	Double Occupancy per Bedroom per Student	\$875 semester	\$875 semester
	Single Occupancy per Bedroom per Student	Not applicable	\$1,320 semester
	<b>Family Housing</b>		
	A/C Block Brick (Bldg. E,F) 2 Bedroom Apartments	\$755 monthly	\$755 monthly
	Deposit (All Except Staff Housing)	\$150	\$150
	Moving Charge* (All Except Staff Housing)	\$50	\$50
	<i>*The Housing Office retains the right to deny any move not considered to be in the best interest of TSTC.</i>		
	Lost Key Charge - Outside door	\$30	\$30
	Lost Key Charge - Closet door	\$3	\$3

<b>Marshall</b>	<b>Single Student Housing</b>		
	A/C Block Brick (Bldg. A-H) 2 Bedroom Apartments		
	Single Occupancy per Bedroom per Student, Furnished	\$1,330 semester	\$1,330 semester
	Single Occupancy per Bedroom per Student, Unfurnished	\$1,200 semester	\$1,200 semester
	4 Bedroom Apartments		
	Single Occupancy per Bedroom per Student, Furnished	\$1,145 semester	\$1,145 semester
	Single Occupancy per Bedroom per Student, Unfurnished	\$1,030 semester	\$1,030 semester
	Deposit	\$150	\$150
	Moving Charge*	\$50	\$50
	<i>*The Housing Office retains the right to deny any move not considered to be in the best interest of TSTC.</i>		
	Lost Key Charge - Outside door	\$30	\$30
<b>Sweetwater</b>	<b>Single Student Housing</b>		
	WASP, Rolling Pains and Avenger Apartments, 4 per suite, 2 per bedroom and weekday meal plan, 15 meals per week (Mon.-Fri.)		
	Double Occupancy per Bedroom per Student	\$2,510 semester	\$2,685 semester
	Single Occupancy per Bedroom per Student	Not applicable	\$3,200 semester
	Cedar, Pecan, Oak and Mesquite Lodges, 2 per suite, 1 per bedroom and weekday meal plan, 15 meals per week (Mon.-Fri.)	\$2,625 semester	\$2,800 semester

<b>Sweetwater (continued)</b>	Vocational or Associate Degree Nursing Studies - WASP, Rolling Plains and Avenger Apartments, 4 per suite, 2 per bedroom and weekday meal plan, 150 meals per semester (Mon.-Fri.)		
	Double Occupancy per Bedroom per Student	\$2,245 semester	\$2,245 semester
	Single Occupancy per Bedroom per Student	Not applicable	\$2,760 semester
	Vocational or Associate Degree Nursing Studies - Cedar, Pecan, Oak and Mesquite Lodges, 2 per suite, 1 per bedroom and weekday meal plan, 150 meals per semester (Mon.-Fri.)	\$2,365 semester	\$2,365 semester
	Application Fee Per person over 17 years old	\$20	\$20
	Deposit	\$150	\$150
	Cleaning Fee	\$75 per period rental	\$75 per period rental
	Internet Charge (optional)		
	Moving Charge*	\$50	\$50
	<i>*The Housing Office retains the right to deny any move not considered to be in the best interest of TSTC.</i>		
	Lost Key Charge - Outside Door	\$50	\$50
<b>Waco</b>	<b>Single Student Housing</b>		
	Red River Apartments		
	Air Conditioned, 2 bedrooms Double Occupancy Single Occupancy	\$1,320 semester \$1,720 semester	\$1,320 semester \$1,850 semester
	Residence Hall (Lavaca)		
	Air Conditioned, Room Single Occupancy	\$1,440 semester	\$1,440 semester
	Application Fee	\$20	\$20
	Deposit	\$150	\$150
	Lavaca Internet Charge (optional)	\$60 semester	\$60 semester
	Moving Charge*	\$50	\$50
	<i>*The Housing Office retains the right to deny any move not considered to be in the best interest of TSTC.</i>		
	Lost Key Charge - Outside door	\$30	\$30



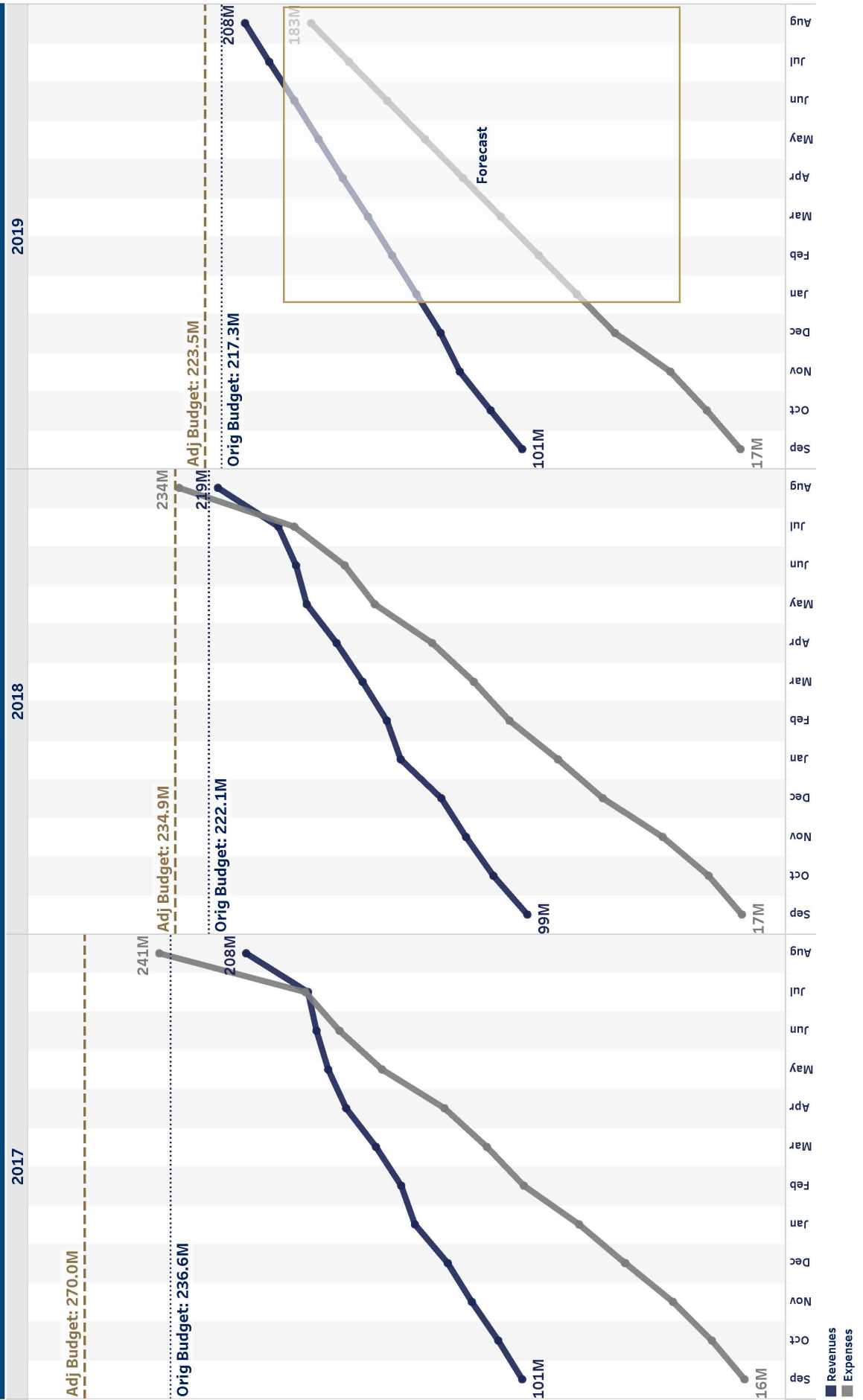
Waco (continued)	Family Housing		
	Housing-Wood Frame		
2 Bedroom Duplex	Student	\$425 monthly	\$425 monthly
	Education Related	\$510 monthly	\$510 monthly
3 Bedroom Duplex	Student	\$470 monthly	\$470 monthly
	Education Related	\$550 monthly	\$550 monthly
2 Bedroom Single	Student	\$440 monthly	\$440 monthly
	Education Related	\$570 monthly	\$570 monthly
3 Bedroom Single	Student	\$505 monthly	\$505 monthly
	Education Related	\$590 monthly	\$590 monthly
4 Bedroom Single	Student	\$540 monthly	\$540 monthly
	Education Related	\$625 monthly	\$625 monthly
	Other	\$600 monthly	\$600 monthly
	Other	\$635 monthly	\$635 monthly
	Other	\$620 monthly	\$620 monthly
	Other	\$660 monthly	\$660 monthly
	Other	\$700 monthly	\$700 monthly
	Other	\$700 monthly	\$700 monthly
	Housing-Brick Veneer		
3 Bedroom Small	Student	\$590 monthly	\$590 monthly
	Education Related	\$670 monthly	\$670 monthly
4 Bedroom Small	Student	\$615 monthly	\$615 monthly
	Education Related	\$695 monthly	\$695 monthly
3 Bedroom Large	Student	\$615 monthly	\$615 monthly
	Education Related	\$695 monthly	\$695 monthly
4 Bedroom Large	Student	\$650 monthly	\$650 monthly
	Education Related	\$730 monthly	\$730 monthly
4 Bedroom Extra Large	Student	\$810 monthly	\$810 monthly
	Education Related	\$845 monthly	\$845 monthly
	Other	\$750 monthly	\$750 monthly
	Other	\$845 monthly	\$845 monthly

Waco (continued)	Family Housing (Renovated in FY 2010 or Later)		
	Housing-Wood Frame		
2 Bedroom - Duplex	Student	\$555 monthly	\$555 monthly
	Education Related	\$650 monthly	\$650 monthly
	Other	N/A	N/A
3 Bedroom - Duplex	Student	\$605 monthly	\$605 monthly
	Education Related	\$700 monthly	\$700 monthly
	Other	N/A	N/A
3 Bedroom Single	Student	\$650 monthly	\$650 monthly
	Education Related	\$740 monthly	\$740 monthly
	Other	N/A	N/A
4 Bedroom Single	Student	\$685 monthly	\$685 monthly
	Education Related	\$780 monthly	\$780 monthly
	Other	N/A	N/A
	Housing-Brick Veneer		
	3 Bedroom Small		
	Student	\$700 monthly	\$700 monthly
	Education Related	\$840 monthly	\$840 monthly
	Other	N/A	N/A
3 Bedroom Large	Student	\$725 monthly	\$725 monthly
	Education Related	\$875 monthly	\$875 monthly
	Other	N/A	N/A
4 Bedroom Small	Student	\$725 monthly	\$725 monthly
	Education Related	\$875 monthly	\$875 monthly
	Other	N/A	N/A
4 Bedroom Large	Student	\$750 monthly	\$750 monthly
	Education Related	\$910 monthly	\$910 monthly
	Other	N/A	N/A
4 Bedroom Extra Large	Education Related	\$935 monthly	\$935 monthly
	Other	N/A	N/A

<b>Waco (continued)</b>	Application Fee Per Person over 17 years old	\$20	\$20
	Deposit	Equal to One month's Rent	Equal to One month's Rent
	Transfer Charge	\$250	\$250
	Water/Sewage/Trash Collection costs for Brazos Community Housing	\$70 mo./duplex \$90 mo./house	\$70 mo./duplex \$90 mo./house
	Pet Fee (non-refundable)	No Pets in Housing	No Pets in Housing
	Pet Deposit (refundable)	No Pets in Housing	No Pets in Housing
	Lost Key Charge - Outside door	\$30	\$30
	Moving Charge*		
	Length of Residency		
	Less than 12 months	Not Allowed	Not Allowed
	At least 12 months, but less than 24 months	\$250	\$250
	24 months or more	\$250	\$250
*The Housing Office retains the right to deny any move not considered to be in the best interest of TSTC.			

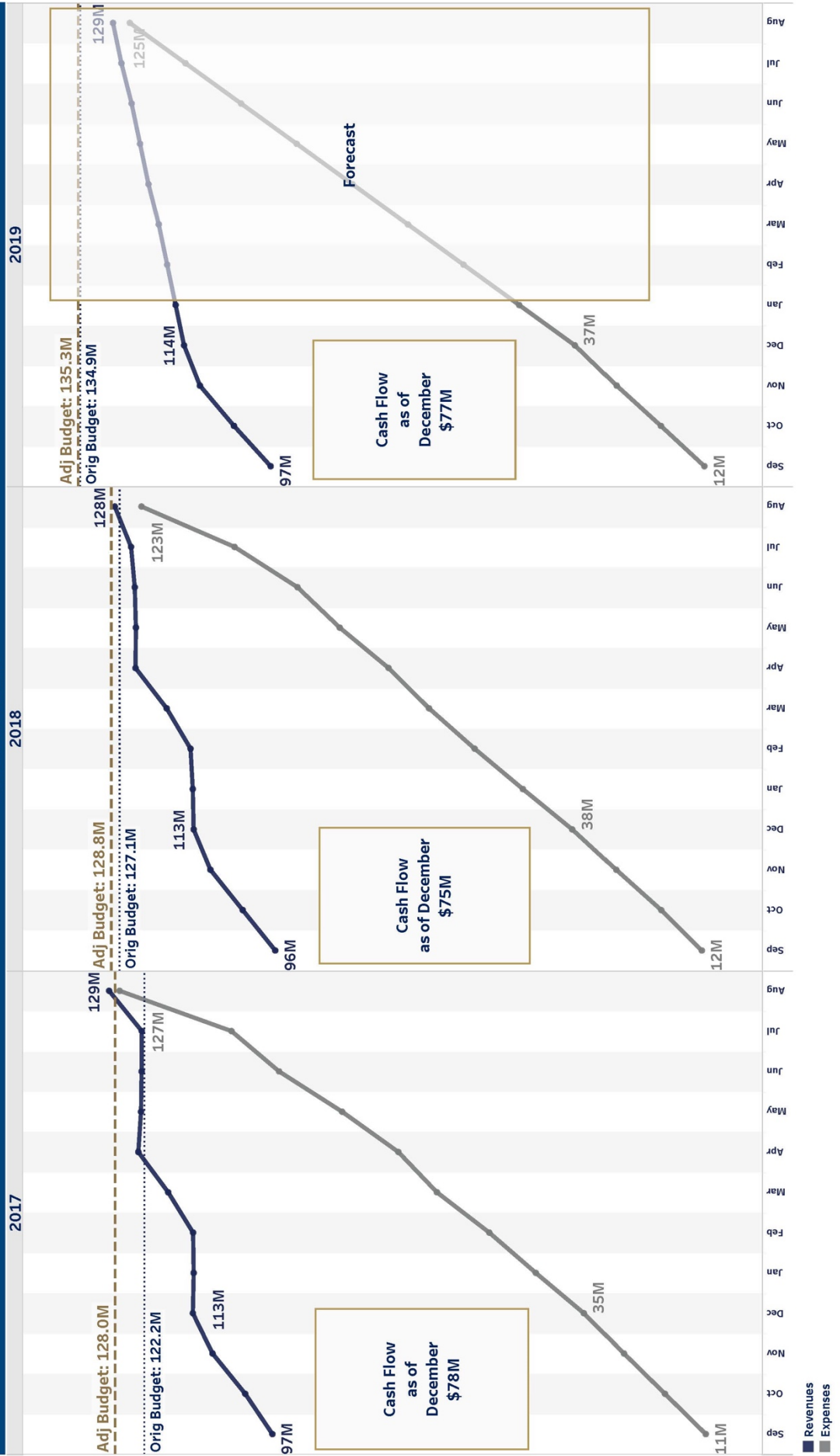
# Texas State Technical College Budget Performance - All Funds

As of December 31, 2018



# Texas State Technical College Budget Performance Core Operations

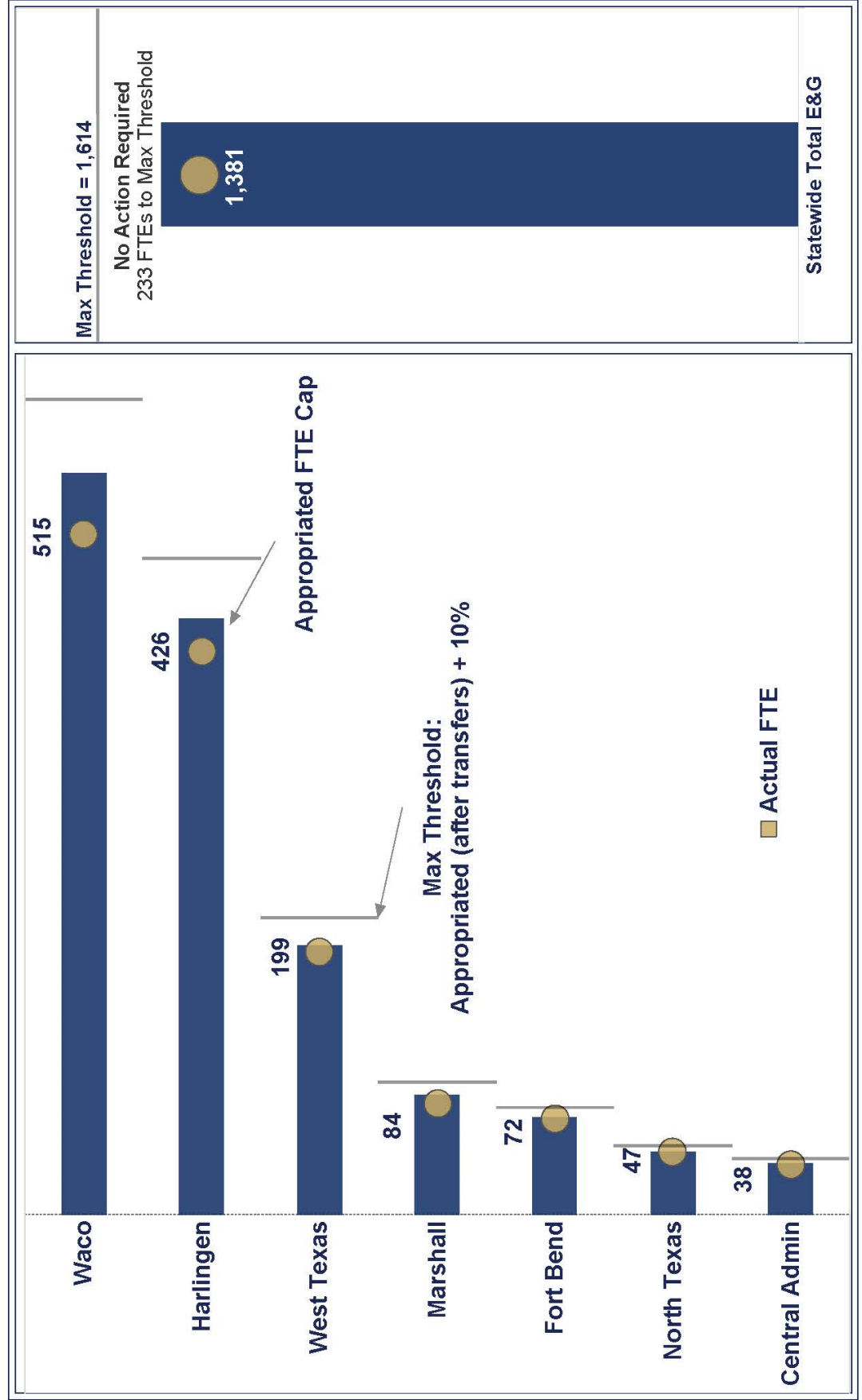
As of December 31, 2018



# Texas State Technical College

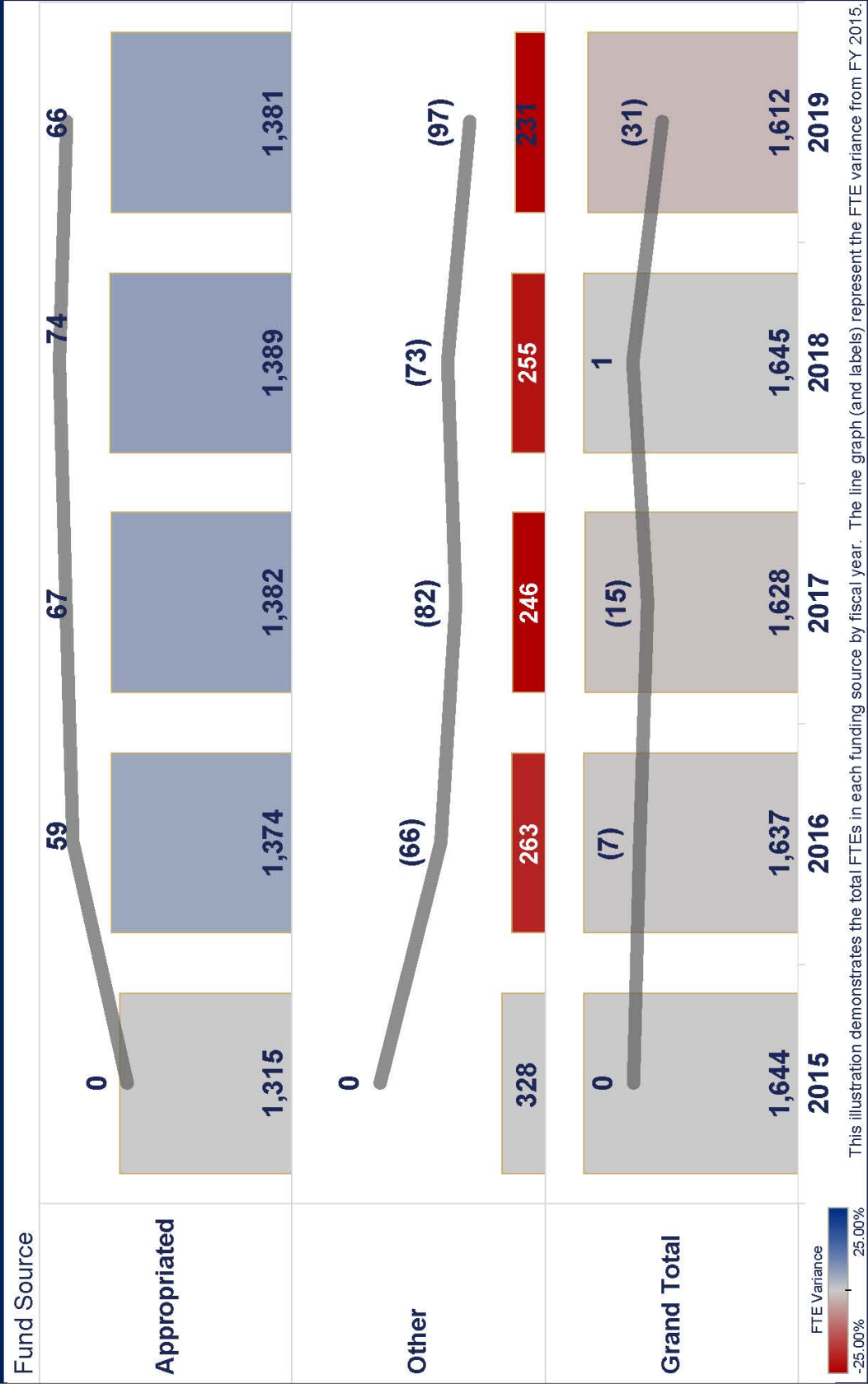
## State Appropriated Employees - Full Time Equivalent Report FY 2019 - For the Quarter Ending November 30, 2018

The number of Full Time Equivalent employees is within the max threshold of 1,614 by 233 FTEs, therefore no action is required.



# Texas State Technical College

Variance of Annual FTEs by Funding Source  
As of November 30, 2018



**Texas State Technical College**  
Variance of FTEs by Location by Fund Source  
As of 1st Quarter of Each Year

Location	Fund Source	2015	2016	2017	2018	2019
Waco	Appropriated	514 - 0	507 - (7)	519 - 4	508 - (6)	491 - (23)
	Other	136 - 0	131 - (5)	133 - (3)	134 - (2)	119 - (17)
Harlingen	Appropriated	436 - 0	472 - 36	451 - 14	426 - (10)	426 - (10)
	Other	142 - 0	88 - (55)	77 - (65)	79 - (64)	73 - (69)
Sweetwater	Appropriated	97 - 0	100 - 3	99 - 1	101 - 3	99 - 2
	Other	14 - 0	10 - (4)	9 - (5)	7 - (7)	13 - (1)
Marshall	Appropriated	89 - 0	91 - 1	88 - (2)	85 - (4)	84 - (5)
	Other	11 - 0	10 - 0	6 - (4)	7 - (3)	4 - (6)
Fort Bend	Appropriated	8 - 0	23 - 15	41 - 33	65 - 57	72 - 64
	Other	1 - 0	1 - 0	1 - 0	8 - 7	7 - 6
Abilene	Appropriated	59 - 0	60 - 2	59 - 1	60 - 2	71 - 13
	Other	8 - 0	6 - (2)	5 - (3)	4 - (4)	2 - (6)
North Texas	Appropriated	24 - 0	29 - 5	37 - 13	40 - 16	47 - 23
	Other	1 - 0	0 - (1)	0 - (1)	0 - (1)	0 - (1)
Central Admin	Appropriated	36 - 0	33 - (3)	35 - (2)	41 - 5	38 - 2
	Other	10 - 0	13 - 3	12 - 1	12 - 1	11 - 1
EWC	Appropriated	18 - 0	25 - 7	20 - 2	30 - 12	24 - 6
	Other	0 - 0	0 - 0	0 - 0	1 - 1	1 - 1
Brownwood	Appropriated	17 - 0	18 - 1	17 - 0	18 - 1	16 - (1)
	Other	2 - 0	2 - (1)	2 - (1)	1 - (1)	0 - (2)
Breckenridge	Appropriated	16 - 0	17 - 0	16 - 0	17 - 1	13 - (3)
	Other	2 - 0	2 - (1)	1 - (1)	1 - (1)	0 - (2)
Statewide Totals	Appropriated	1,315 0	1,374 59	1,382 67	1,389 74	1,381 66
	Other	328 0	263 (66)	246 (82)	255 (73)	231 (97)
	Grand Total	1,644 0	1,637 (7)	1,628 (15)	1,645 1	1,612 (31)



**Texas State Technical College**  
Variance of FTEs by Title Category by Campus  
As of 1st Quarter of Each Year

FTE Title Category	Campus	2015	2016	2017	2018	2019
FTE Administrators	Fort Bend	0 - 0	0 - 0	4 - 4	5 - 5	6 - 6
	Harlingen	14 - 0	14 - 0	12 - (2)	9 - (5)	6 - (8)
	Marshall	8 - 0	5 - (3)	2 - (6)	2 - (6)	2 - (6)
	North Texas	0 - 0	0 - 0	3 - 3	2 - 2	3 - 3
	System	13 - 0	12 - (1)	13 - 0	12 - (1)	12 - (1)
	Waco	13 - 0	17 - 4	12 - (1)	19 - 6	17 - 4
	West Texas	5 - 0	9 - 4	7 - 2	5 - 0	6 - 1
FTE Faculty	Fort Bend	0 - 0	0 - 0	16 - 16	23 - 23	26 - 26
	Harlingen	170 - 0	167 - (3)	166 - (4)	162 - (8)	166 - (4)
	Marshall	52 - 0	60 - 8	40 - (12)	42 - (10)	36 - (16)
	North Texas	0 - 0	0 - 0	17 - 17	18 - 18	20 - 20
	System	0 - 0	0 - 0	0 - 0	0 - 0	0 - 0
	Waco	259 - 0	255 - (4)	255 - (4)	243 - (16)	224 - (35)
	West Texas	77 - 0	74 - (3)	78 - 1	81 - 4	81 - 4
FTE Other Staff	Fort Bend	0 - 0	0 - 0	23 - 23	44 - 44	46 - 46
	Harlingen	395 - 0	379 - (16)	351 - (45)	334 - (61)	327 - (68)
	Marshall	65 - 0	65 - 0	52 - (13)	48 - (17)	50 - (15)
	North Texas	0 - 0	0 - 0	17 - 17	20 - 20	26 - 26
	System	33 - 0	34 - 1	34 - 1	41 - 8	37 - 4
	Waco	405 - 0	415 - 10	405 - 0	411 - 6	394 - (11)
	West Texas	134 - 0	132 - (2)	123 - (11)	124 - (10)	128 - (6)
Statewide Totals	FTE Administrators	53 - 0	57 - 4	53 - 0	54 - 1	51 - (2)
	FTE Faculty	558 - 0	556 - (2)	572 - 14	569 - 11	553 - (5)
	FTE Other Staff	1,032 - 0	1,025 - (7)	1,005 - (27)	1,022 - (10)	1,009 - (23)
	Grand Total	1,643 - 0	1,638 - (5)	1,629 - (14)	1,645 - 2	1,614 - (29)

**Texas State Technical College**  
**State Appropriated - Full Time Equivalent Transfers**  
**FY 2019 - For the Quarter Ending November 30, 2018**

Campus	Appropriated Cap	Transfer to Fort Bend	Transfer to North Texas	Transfer to West Texas	Transfer to Central Admin	Appropriated Cap Adjusted	Appropriated Cap Adjusted + 10%	Requested	Approp Cap Adjusted w Requested + 10%
Waco	572	0	0	0	-10	562	618	0	618
Harlingen	466	-15	0	0	0	451	496	0	496
West Texas	169	0	0	35	0	204	224	0	224
Marshall	146	0	-20	-35	0	91	100	0	100
Fort Bend	58	15	0	0	0	73	81	0	81
Central Admin	29	0	0	0	10	39	43	0	43
North Texas	28	0	20	0	0	48	52	0	52
Grand Total	1,468	0	0	0	0	1,468	1,614	0	1,614

# TEXAS STATE TECHNICAL COLLEGE

Pledged Collateral Report  
November 30, 2018

Depository - Location	DEPOSITS			SECURITY ON DEPOSITS			
	Demand Deposits	Money Market & Time Deposits	Total Deposits	FDIC* Coverage (up to)	Required Collateral	Collateral at Market Value	Sufficient (Insufficient)
First Ntl Bank of Central Texas - Waco	31,972,940	2,458,497	34,431,437	500,000	33,931,437	40,239,005	6,307,568
Frost Bank - Harlingen/Fort Bend	222,170	-	222,170	250,000	-	1,086,088	1,113,918
Texas National Bank - Sweetwater	54,221	-	54,221	250,000	-	-	195,779
Texas Bank & Trust - Marshall	51,441	-	51,441	250,000	-	-	198,559
Citizens National Bank - Red Oak	(1,470)	-	(1,470)	250,000	-	-	251,470
Prosperity Bank - Abilene	15,137	-	15,137	250,000	-	1,327,573	1,562,436
Texas Bank - Brownwood	22,545	-	22,545	250,000	-	-	227,455
InterBank - Breckenridge	10,755	-	10,755	250,000	-	-	239,245
Bank of America - Waco	-	10,000	10,000	250,000	-	-	240,000
Compass Bank - Waco	-	1,649,122	1,649,122	250,000	1,399,122	1,675,000	275,878
First Community Bank - San Benito	-	40,121	40,121	250,000	-	49,392	259,271
First Ntl Bank - Albany/Breckenridge	-	199,215	199,215	250,000	-	-	50,785
Veritex Comm. Bank - N. Richland Hills	-	10,000	10,000	250,000	-	-	240,000
Texas First State Bank - Waco	-	251,265	251,265	250,000	1,265	1,869,883	1,868,618
Texas Regional Bank - McAllen	-	132,200	132,200	250,000	-	-	117,800
Cash in State Treasury	13,865,306	-	13,865,306	No Collateral Required			
TexasTerm (Government Pool)	7,186,874	-	7,186,874	No Collateral Required			
TexPool (Government Pool)	1,045,754	-	1,045,754	No Collateral Required			
TOTAL	54,445,673	4,750,420	59,196,093				

\* Federal Deposit Insurance Corp. All **demand deposits** owned by a public unit held in an insured depository institution within the State in which the public unit is located are added together and insured up to \$250,000. Separately, all **time and savings deposits** owned by a public unit and held in an insured depository institution within the State in which the public unit is located are added together and insured up to \$250,000. The term "demand deposits" means both interest-bearing and noninterest-bearing deposits.

**TEXAS STATE TECHNICAL COLLEGE**  
**Quarterly Investment Report**  
**As of November 30, 2018**

Description	Beginning Value as of 8/31/2018	Ending Value as of 11/30/2018	Interest Rate
<b><u>Operating Funds</u></b>			
Cash in State Treasury	12,204,889	13,865,306	2.34%
Statewide Operating	18,875,629	18,115,133	2.00%
Harlingen - Local Operating	620,550	186,734	1.66%
Waco - Local Operating	235,074	173,452	2.00%
Sweetwater - Local Operating	239,681	54,221	2.50%
Marshall - Local Operating	98,865	51,441	0.10%
Fort Bend - Local Operating	99,269	35,436	0.00%
Brownwood - Local Operating	59,509	22,545	0.80%
System - Local Operating	50,374	185,978	2.00%
Abilene - Local Operating	62,381	15,137	0.20%
North Texas - Local Operating	86,477	(1,470)	0.19%
Breckenridge - Local Operating	54,446	10,755	0.25%
Payroll	11,090,697	11,146,308	2.00%
Federal Funds	47,934	152,683	0.00%
FNB Central Texas - MMKT	1,975,213	1,984,739	2.00%
Compass Bank - CD	1,644,576	1,649,122	2.31%
FNB Albany/Breckenridge - CD	100,000	100,000	1.00%
First Community Bank - CD	172,346	40,121	1.11%
Texas First State Bank - CD	250,005	251,265	2.00%
Texas Regional Bank - CD	-	132,200	2.25%
TexasTerm - Pool	6,032,201	6,064,351	2.21%
<b>Total Operating Funds</b>	<b>54,000,116</b>	<b>54,235,457</b>	
<b><u>Endowment Funds</u></b>			
Bank of America	10,000	10,000	0.05%
FNB Albany/Breckenridge	99,215	99,215	1.00%
FNB Central Texas	470,151	471,476	1.50%
Liberty/Veritex Community Bank	10,000	10,000	2.62%
<b>Total Endowment Funds</b>	<b>589,366</b>	<b>590,691</b>	
<b><u>Bond Proceeds</u></b>			
FNB Central Texas	2,637,530	2,201,668	2.00%
TexasTerm	2,344,362	1,122,523	2.21%
TexPool	1,469,118	1,045,754	2.20%
<b>Total Bond Proceeds</b>	<b>6,451,010</b>	<b>4,369,945</b>	
<b>Total All Investments</b>	<b>61,040,492</b>	<b>59,196,093</b>	

**TEXAS STATE TECHNICAL COLLEGE**  
**Quarterly Investment Report**  
**As of November 30, 2018**

**Schedule of Time Deposits:**

<b>Description</b>	<b>Amount</b>	<b>Maturity Date</b>	<b>Days Maturity</b>	<b>Rate</b>	<b>Type</b>
First National Bank Central Texas	195,553	12/1/2018	365	1.00%	Endowment
First Community Bank	40,121	12/18/2018	334	1.11%	Operating
FNB - Albany/Breckenridge	65,000	4/6/2019	365	1.00%	Endowment
Compass Bank	904,122	4/11/2019	365	2.00%	Operating
FNB - Albany/Breckenridge	100,000	4/14/2019	365	1.00%	Operating
FNB - Albany/Breckenridge	34,215	4/14/2019	365	1.00%	Endowment
Compass Bank	245,000	5/24/2019	365	2.35%	Operating
Texas First State Bank	251,265	6/27/2019	365	2.00%	Operating
Compass Bank	250,000	7/19/2019	365	2.41%	Operating
Compass Bank	250,000	8/7/2019	365	2.47%	Operating
Bank of America	10,000	8/10/2019	365	0.10%	Endowment
Texas Regional Bank	132,200	9/13/2019	365	2.25%	Operating
Veritex Community Bank	10,000	9/7/2020	731	2.62%	Endowment
<b>Total Time Deposits</b>	<b>2,487,476</b>				

**Weighted Average Maturity (Time Deposits): 366 days**

**Weighted Average Rate of Interest (All Investments): 2.10%**

*Current One Year Treasury Bill Rate:* 2.70%

*Lipper Money Market Funds Average Return (1 YR):* 1.42%

**FY 2019 Interest Received and Accrued (All Investments): \$278,721**

All investments are shown at cost. Market value equals cost due to the type of investment. All balances are per the bank as of the report date.

I certify that this investment portfolio is in compliance with Texas State Technical College's policy on investments and the Public Funds Investment Act (Texas Government Code, Section 2256).



Albert Srubar, Comptroller

January 31, 2019

Date



Jonathan Hoekstra, Chief Financial Officer

January 31, 2019

Date