April 25, 2018

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

SUBJECT: Action Items for the Board of Regents' Meetings on May 9-10, 2018

Regents:

The attached materials have been prepared for consideration by the Board of Regents of Texas State Technical College for the May 9-10, 2018 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,

[Signature]

Michael L. Reeser
Chancellor & CEO

/cjs

Attachments
May 1, 2018

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

SUBJECT: Quarterly Control & Compliance Attestation

Regents:

This letter is a component of the reports produced by the College concurrent with every quarterly Board meeting. I understand that you and the Board of Regents rely on these various 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 March 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 March 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 makes up the entirety of this installment of the periodic disclosures.

Sincerely,

[Signature]

Michael L. Reeser
Chancellor & CEO
SCHEDULE OF ACTIVITIES

TEXAS STATE TECHNICAL COLLEGE
Board of Regents
May 9-10, 2018
Rosenberg, Texas

Tuesday, May 8, 2018
Reservations: Sugar Land Marriott Town Square
4:00 p.m. 16090 City Walk
Check-in Sugar Land, TX 77479
Telephone: (281) 275-8400

Evening meal at your leisure

Wednesday, May 9, 2018
The Board of Regents Orientation & Events
8:00 a.m. Breakfast
9:00 a.m. Regent Orientation
12:00 p.m. Lunch
1:00 – 3:00 p.m. Regent Orientation
4:30 – 6:30 p.m. Brazos Center Community Open House
6:30 p.m. Reception
7:00 p.m. Dinner
7:00 p.m. Special Meeting of the Board of Regents

All events occur at the Texas State Technical College Fort Bend campus
Thursday, May 10, 2018

The Board of Regents Meetings
8:00 a.m.  Breakfast
9:00 a.m.  Board Working Group Meetings
10:30 a.m. Ad Hoc Committee Meeting
11:00 a.m. Audit Committee Meeting
11:45 a.m. Lunch
12:30 p.m. Board of Regents Meeting

All events occur at the Texas State Technical College Fort Bend campus
TEXAS STATE TECHNICAL COLLEGE

Orientation Meeting of the Board of Regents

Texas State Technical College
Brazos Center
26706 Southwest Freeway
Rosenberg, TX 77471

Wednesday, May 9, 2018

9:00 a.m.

AGENDA

I. Meeting Called to Order
II. Determination of Quorum
III. New Regent Orientation
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. Lunch will be at approximately noon.
Board Meeting Date: May 9, 2018

Proposed Minute Order #: 05-18

Proposed By: Michael L. Reeser, Chancellor & CEO

Subject: Consideration of Asset Naming

Background: Texas State Technical College (TSTC) has a policy to honor or memorialize individuals and/or businesses that have made major contributions or performed outstanding service to the college by naming certain college assets for such individuals or businesses.

Justification: Regent Joe M. Gurecky was appointed as a member of the Texas State Technical College Board of Regents by Governor Rick Perry on June 9, 2006. Regent Gurecky was reappointed on September 1, 2011 and served on the Texas State Technical College Board of Regents through early 2018.

A product of technical education, Regent Gurecky is owner and chief executive officer of Gurecky Manufacturing Services, Inc. in Rosenberg and is a tireless champion for technical education in Texas. The former mayor and councilman of Rosenberg dedicated more than six decades in the manufacturing business and was a key player in bringing TSTC to Fort Bend County. Gurecky and his wife, Doris Gurecky, have made significant and invaluable donations to TSTC for student scholarships and to facilitate the institution’s needs.

During the twelve years Regent Gurecky served on the TSTC Board of Regents, he was instrumental in bringing together economic development groups from across the region to build a TSTC campus in Fort Bend County.

Additional Information: This nomination complies with System Operating Standard GA.4.7, Naming of Buildings and Other Specified Entities.

Fiscal Implications: None.

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 approves naming the machining lab in the Industrial Technology Center located at TSTC in Fort Bend County the Joe M. Gurecky Machining Laboratory."

Recommended By:

Michael L. Reeser, Chancellor & CEO
AGENDA

I. Meeting Called to Order
II. Invocation
III. Determination of Quorum
IV. Adoption of Agenda
V. Approval of Minutes of February 7, 2018 Meetings
VI. Recognition of Guests
VII. Chancellor’s Comments
VIII. Committee Reports and Minute Orders

a. Committee for Student Learning and Student Development (Tony Abad – Chair), Tiffany Tremont

Committee Chair Comments

Minute Orders:
Proposed MO #

None.

Reports:

None.

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. Lunch will be at approximately noon.
b. Committee for Strategic Relations (Curtis Cleveland – Chair)

Committee Chair Comments

Minute Orders:
Proposed MO #

None.

Reports:

None.

c. Committee for Facilities (Ellis Skinner – Chair), Curtis Cleveland

Committee Chair Comments

Minute Orders:
Proposed MO #

06-18(c) Accept Abilene Industrial Technology Center ................................................30

07-18(c) Approve the Concept of Sweetwater Housing Renovation .............................33

Reports:

1. Major Facility Projects Status Update.................................................................36
   Ray Fried

2. Progress Report/Photos (Oral Report)
   Ray Fried

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. Lunch will be at approximately noon.
d. Audit Committee (Ivan Andarza – Chair)

Committee Chair Comments

Minute Order:
Proposed MO #

None.

Reports:

1. Status of Fiscal Year 2018 Audit Schedule & Other Projects .................................................. A-2
2. Summary of Audit Reports ........................................................................................................ A-5
3. Follow-up Schedule & Status .................................................................................................. A-8
4. Benefits Proportionality Audit .............................................................................................. A-15
5. Selected Higher Education Institutions’ Compliance with Benefits Proportional Requirements .................................................................................................................................. A-19
7. Departmental Audit: Provost’s Office EWCHEC ................................................................. A-42
8. Departmental Audit: Welding EWCHEC .............................................................................. A-47
9. Attestation Disclosures ............................................................................................................ A-54

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. Lunch will be at approximately noon.
e. Committee for Fiscal Affairs (Keith Honey – Chair), Alex Meade, Pat McDonald

Committee Chair Comments

Minute Orders:
Proposed MO #

08-18(c) Selection of Authorized Brokers.................................................................39

Reports:

1. Comparison of Budget to Expenditures and Encumbrances, September 1, 2017 through March 31, 2018.................................................................40
   Jonathan Hoekstra

2. TSTC Full Time Equivalent (FTE)........................................................................43
   Jonathan Hoekstra

3. Pledged Collateral - Collateral Pledged for Deposits in Excess of $250,000, February 28, 2018.................................................................45
   Jonathan Hoekstra

4. Quarterly Investment Report, February 28, 2018 .................................................46
   Jonathan Hoekstra

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. Lunch will be at approximately noon.
IX. Consent Agenda Items

06-18(c) Accept Abilene Industrial Technology Center

07-18(c) Approve the Concept of Sweetwater Housing Renovation

08-18(c) Selection of Authorized Brokers

X. Unfinished Business

XI. New Business

A. Nominations for Executive Committee Place 2.

B. Appointments for Ad Hoc Committee for the purpose of reviewing and amending the Bylaws.

XII. Public Comments

XIII. Closed Meeting

A. Public remains seated.

B. Announcements by the Board Chair regarding the Closed Meeting, the posting of the Closed Meeting, and the applicable provisions of the Texas Government Code that govern Closed Meetings of the TSTC Board of Regents.

C. The Open Meeting takes a recess and the Regents retire to conference room 108 to conduct the Closed Meeting.

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

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. Lunch will be at approximately noon.
E. 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.”

F. 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.”

G. 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.”

H. Chair adjourns the Closed Meeting.

I. The Board returns to the Brazos Center Multipurpose Room.

J. Open Meeting reconvenes.

XIV. Action

Possible Action from Closed Meeting.
XV. Chancellor Comments

XVI. Board Comments

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. Lunch will be at approximately noon.
MEETING CALLED TO ORDER

The meeting of the Texas State Technical College Board of Regents Audit Committee was called to order at 11:05 a.m., February 7, 2018, by Committee Chair Andarza.

DETERMINATION OF QUORUM

Audit Committee Members Present: Ivan Andarza, Joe Gurecky.

Audit Committee Members Absent: None.

Other Regents Present: John Hatchel, Ellis Skinner, Joe Hearne, Keith Honey, Tony Abad, Curtis Cleveland and Alejandro G. Meade, III.

MINUTE ORDERS

None.

REPORTS

The following reports were presented to the Committee:

1. Status of Fiscal Year 2018 Audit Schedule & Other Projects
2. Summary of Audit Reports
3. Follow-up Schedule & Status
5. Provost Office – Departmental Audit – (North Texas Campus)
6. Facilities: Facilities Development Project Compliance Audit (Waco Campus)
7. Police: Evidence Room Audit (Waco & Harlingen Campuses)
8. Financial Aid: Review Cohort Default Rates
10. Public Funds Investment Act Audit
11. Financial Aid: Follow Up Audit of TEXAS Grant
12. Attestation Disclosures

The meeting adjourned at 11:18 a.m.

[Signature]
Ray Rushing
Secretary to the Board of Regents
TEXAS STATE TECHNICAL COLLEGE
Board of Regents Meeting
Minutes
Wednesday, February 7, 2018
Texas State Technical College
Connally Meeting & Conference Center
1651 E. Crest Drive
Waco, TX 76705

The meeting of the Texas State Technical College Board of Regents was called to order at 11:25 a.m., February 7, 2018, by Chair John Hatchel.

AMENDMENT OF AGENDA

Chair John Hatchel stated that the agenda would be amended to reflect having the meeting called to order then the invocation so that the invocation would be included as a part of the meeting.

DETERMINATION OF A QUORUM

Members Present: Joe Gurecky, Joe Hearne, Keith Honey, Ivan Andarza, Tony Abad, John Hatchel, Curtis Cleveland, Alex Meade and Ellis Skinner.

Members Absent: None.

ADOPTION OF AGENDA

The Agenda was adopted as amended.

APPROVAL OF MINUTES OF November 15 & 16, 2017

Upon a motion by Mr. Andarza and second by Mr. Honey, the Minutes of the November 15 & 16, 2017, Board of Regents meetings were approved unanimously.

RECOGNITION OF GUESTS

None.

CHANCELLOR’S COMMENTS

OPERATIONS UPDATE – ELTON E. STUCKLY, JR.
COMMITTEE REPORTS AND MINUTE ORDERS

Chairman Hatchel reported that, as a point of privilege, Associate Vice Chancellor Ray Fried would report out of sequence on the agenda, as an emergency had occurred that would necessitate his absence at the previously scheduled time.

c. Committee for Facilities

Minute Orders:
Proposed MO #

None.

Reports:

1. Major Facility Projects Status Update ................................................................. Ray Fried
2. Progress Report/Photos (Oral Report) ................................................................. Ray Fried

a. Committee for Student Learning and Student Development

Minute Orders:
Proposed MO #

01-18(c) Annual Approval of Current Associate Degree and Certificate Programs

Reports:

TSTC Board of Regents Honor Graduates Fall 2017 ......................... Elton E. Stuckly, Jr.

b. Committee for Strategic Relations

Minute Orders:
Proposed MO #

02-18(c) Employee Holiday Calendar for Fiscal Year 2019..........................

Reports:

1. Title IX/Sexual Harassment Policy, Training and Compliance (Oral Report)........ Ray Rushing
Chairman Hatchel reported: Regents, I have a statement that I would to make on this issue. The Texas State Technical College Board of Regents values the safety and welfare of all TSTC employees and students. Sexual Harassment has no place in either the workplace or learning environment. This Governing Board supports TSTC management in taking all necessary actions to follow up on any complaints made and to support any individuals that may suffer harm if he or she is harassed. Part of creating a great place to work and learn is having all employees and students feel their environment is safe. We are confident in the measures taken by management and instruct them to continue work in this area.

2. Compensation Presentation (Oral Report) .................................................................

   Hannah Love

c. Audit Committee

Minute Order:
Proposed MO #

None.

Reports:

Status of Fiscal Year 2018 Audit Schedule & Other Projects

Summary of Audit Reports

Follow-up Schedule & Status

North Texas: Industrial Maintenance – Departmental Audit

Provost Office – Departmental Audit (North Texas Campus)

Facilities: Facilities Development Project Compliance Audit (Waco Campus)

Police: Evidence Room Audit (Waco & Harlingen Campuses)

Financial Aid: Review of Cohort Default Rates

College Readiness: Final Annual Program Report – GED/Career Path Initiative Contract (Harlingen Campus)

Financial Aid: Follow Up Audit of TEXAS Grant

Attestation Disclosures
d. Committee for Fiscal Affairs

Minute Orders:
Proposed MO #

03-18(c) Schedule of Tuition and Fees Effective Fall 2018 Semester

04-18(c) Approve the Expanded Concept to Renovate Student Housing at Texas State Technical College in Waco

Reports:

1. Comparison of Budget to Expenditures and Encumbrances, September 1, 2017 through December 31, 2017 ............................................................... 

   Jonathan Hoekstra

2. TSTC Full Time Equivalent (FTE) .................................................................

   Jonathan Hoekstra

3. Pledged Collateral - Collateral Pledged for Deposits in Excess of $250,000, November 30, 2017 .................................................................

   Jonathan Hoekstra

4. Quarterly Investment Report, November 30, 2017 ........................................

   Jonathan Hoekstra

5. Texas Higher Education Coordinating Board (THECB) Almanac Presentation .................

   Isabel Weeden

6. Overview of Housing Renovation Project at TSTC in Waco (Oral Report) ....................

   Jonathan Hoekstra

CONSENT AGENDA ITEMS

Upon motion by Mr. Cleveland and second by Mr. Meade, the Consent Agenda Items were approved unanimously:

01-18(c) Annual Approval of Current Associate Degree and Certificate Programs

"The Board of Regents approves the Annual Approval of Current Associate Degree and Certificate Programs."

02-18(c) Employee Holiday Calendar for Fiscal Year 2019
“The Board of Regents approves the Employee Holiday Calendar for Fiscal Year 2019.”

03-18(c) Schedule of Tuition and Fees Effective Fall 2018 Semester

“The Board of Regents approves the Schedule of Tuition and Fees Effective Fall 2018 Semester.”

04-18(c) Approve the Expanded Concept to Renovate Student Housing at Texas State Technical College in Waco

“The Board of Regents approves the Expanded Concept to Renovate Student Housing at Texas State Technical College in Waco.”

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

CLOSED MEETING

Chair announces: The meeting of the TSTC Board of Regents held at Connally Meeting & Conference Center, Waco, Texas on Wednesday, February 7, 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 4:20 p.m.

The Open Meeting is recessed and the Regents retire to the Crockett Room to convene the Closed Meeting.

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

Consultation with Attorney (Texas Government Code, Section 551.071)

Texas Government Code, Section 551.071
“An 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."

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."

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."

Chair adjourns the Closed Meeting at 4:40 p.m.

The Board returns to Austin Room.

**OPEN MEETING**

The Board of Regents reconvened into Open Meeting at 4:47 p.m., and reported that a 3% increase of Jason Mallory’s compensation was discussed in the Closed Meeting.

**ACTION ON CLOSED MEETING**

Upon a motion by Mr. Andarza and a second by Mr. Honey a 3% increase to Jason Mallory’s compensation was approved unanimously.

**CHANCELLOR COMMENTS**

None.

**BOARD COMMENTS**

None.
ADJOURN

The next meeting of the Board of Regents is scheduled for May 10, 2018 at TSTC Fort Bend Campus.

The meeting adjourned at 4:44 p.m.

Ray Rushing
Secretary to the Board of Regents
Commi

e for Student Learning and Student Development
[Tony Abad (Chair), Tiffany Tremont]

Committee Chair Comments

Minute Orders:
Proposed MO #

None.

Report:

None.
Committee Chair Comments

Minute Orders:
Proposed MO #

None.

Reports:

None.
Committee Chair Comments

Minute Orders:

Proposed MO#

06-18(c)  Accept Abilene Industrial Technology Center ................................................30

07-18(c)  Approve the Concept of Sweetwater Housing Renovation .............................33

Reports:

1. Major Facility Projects Status Update.................................................................36  
   Ray Fried

2. Progress Report/Photos (Oral Report)                                      
   Ray Fried
Board Meeting Date: May 10, 2018

Proposed By: Rick Herrera, Vice Chancellor and Chief Student Services Officer

Subject: Acceptance of The Abilene Industrial Technology Center Project at Texas State Technical College Abilene.

Background: The leadership of Abilene, private Abilene foundations, and Abilene community all recognize the value that TSTC brings to a community by providing exceptional technical education. To that end TSTC was able to secure a Tuition Revenue bond in the amount of $12,000,000 to build the first building on a new campus in Abilene. The Abilene area was identified by the TSTC master plan as an area for growth. In addition The Abilene community, Abilene DCOA, and local foundations contributed over $6,000,000 for land acquisition and operating startup costs. The 51 acre site for the Industrial Technology Center and future campus expansion was purchased from the City of Abilene.

Justification: The Abilene Industrial Technology Center will be complete and ready for occupancy and the first day of class on August 27th 2018.

Additional Information: The Abilene Industrial Technology Center is comprised of approximately 60,987 SF. The Center will include relocating the existing Emergency Medical Services program from the downtown campus. This will allow the program to grow in both size and quality enhancing our student success by providing a state of the art lab and support space. The Center will also house an Enrollment Center and three new programs, Industrial Maintenance, Electric Power and Controls, and Welding Technology. There will also be a Multipurpose lab offering custom training opportunities.

Action Schedule:

- Approve Concept MO 49-14
- Approve Project Budget MO 8-16
- Approve Land Purchase MO 68-16
- Accept Project MO 06-18(c)

Fiscal Implications: Fund available as currently budgeted.
Attestation: This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

Attachment(s): Rendering

Recommended Minute Order: “The Board of Regents authorizes the Chancellor or Designee to accept the Abilene Industrial Technology Center upon Substantial Completion and to pay the contractor ninety-five percent of the construction cost pending final acceptance. Upon receipt of notification of final acceptance, the Board of Regents authorizes the Chancellor or his designee to make final payment due to the contractor in the full amount.”

Recommended By: Ray Fried, Associate Vice Chancellor for Facilities, Planning, Construction, and Maintenance.
Proposed By: Rick Herrera, Vice Chancellor and Chief Student Services Officer

Subject: Approve the concept to renovate student housing on the Texas State Technical College campus in Sweetwater.

Background: The Sweetwater campus has the advantage of providing on campus housing which has in the past attracted students especially in Wind Energy Technology, Diesel Technology, Welding Technology, and Automotive Technology programs. In addition, the food service facilities offer our students a full service housing plan.

Justification: An investment in higher quality and more attractive student housing, with landscaping and amenities, is expected to have a positive effect on enrollment and the percentage of student enrollment residing on campus. Both of these factors should increase occupancy rates.

Additional Information: Sweetwater student housing is comprised of 4 units referred to as the Lodges. Each lodge has 18 single occupant rooms for a total of 72 occupants. In addition, there are 3 apartment complexes, referred to as the Apartments, with 8 living areas per apartment and 4 individual student bedrooms per living area, which equates to a total capacity of 96 occupants. Texas State Technical College will solicit an Architect/Engineer to evaluate structures and plan the proper renovation, repairs, amenities, and landscaping.

Action Schedule: Approve Concept

Fiscal Implications: Funds available from insurance proceeds

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

Attachment(s): Campus Map showing Apartments and Lodges
Recommended Minute Order:

“The Board of Regents approves the concept to renovate and upgrade the student housing on the Sweetwater campus and delegates the authority to the Chancellor, or his designee, to move forward on the architectural study and design of the project”

Recommended By:

Ray Fried, Associate Vice Chancellor for Facilities, Planning, Construction, and Maintenance.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Campus</th>
<th>Managing Campus</th>
<th>Delivery Method</th>
<th>Fund Source</th>
<th>Cost Allocation</th>
<th>Required Approvals</th>
<th>% Complete</th>
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<tr>
<td>Renovation of Building 20PM Engineering Center (Phase 2)</td>
<td>Harlingen</td>
<td>Harlingen</td>
<td>Construction Manager At Risk</td>
<td>Tuition Revenue Bond $3,750,000</td>
<td>Architect/Engineer $250,000 Construction $3,400,000 Owners Cost $100,000</td>
<td>Approve Concept MO 34-13 Approve Budget MO 55-15 Approved MO amount $3,750,000 Acceptance Fall 2018</td>
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<td>Additional Information</td>
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<td>Central Chiller Plant Engineering and design</td>
<td>Harlingen</td>
<td>Harlingen</td>
<td>Request for qualifications</td>
<td>Designated Tuition $40,000</td>
<td>Engineering / Design $578,330 Owners Cost $-</td>
<td>Approve Concept and design project MO 19-14 Approved MO amount $800,000 Accept Project MO-39-17</td>
<td>100%</td>
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<td>HEAF Bond $605,000 Owners Cost $251,012</td>
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<td>Transfer to project #3 $45,500</td>
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<td>Transfer to project #3 $21,170</td>
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<td>Total Funds $578,330 Total Cost $578,330</td>
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<tr>
<td>Replace Central Chiller Plant</td>
<td>Harlingen</td>
<td>Harlingen</td>
<td>Construction Manager At Risk</td>
<td>HEAF Bond $8,000,000</td>
<td>Construction $7,790,658 Owners Cost $251,012</td>
<td>Approve Concept MO 19-14 Approve Budget MO 48-16 Approved MO amount $7,900,000 Accept Project MO 40-17</td>
<td>99%</td>
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<tr>
<td></td>
<td>HEAF from project #2 $45,500</td>
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<tr>
<td></td>
<td>Savings from project #2 $21,170</td>
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<td></td>
<td>Reduce Budget Savings $25,000</td>
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<tr>
<td></td>
<td>Total Funds $8,041,670 Total Cost $8,041,670</td>
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<tr>
<td>The Brazos Center</td>
<td>Fort Bend County</td>
<td>Harlingen</td>
<td>Construction Manager At Risk</td>
<td>Tuition Revenue Bond $14,950,000</td>
<td>A/E $998,619 Construction $13,426,548 Owners Cost $774,833</td>
<td>Approve Concept MO 46-14 Approve Budget MO 56-15 Approved MO amount $14,950,000 Accept Project MO 37-17</td>
<td>100%</td>
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<tr>
<td></td>
<td>Donation Grant Aux. $250,000</td>
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<td>Subtotal Funds $15,200,000 Subtotal Construction $15,200,000</td>
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<tr>
<td></td>
<td>Equipment TPFA $2,160,000 IT / Equipment $2,160,000</td>
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<td>Total Funds $17,360,000 Total Costs $17,360,000</td>
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<tr>
<td>Replace Water and Sewer Infrastructure on Main Campus</td>
<td>Waco</td>
<td>Waco</td>
<td>Competitive Sealed Proposal</td>
<td>HEAF Bonds $8,700,000</td>
<td>Architect/Engineer $1,169,871 Construction $7,400,010 Owners Cost $130,119</td>
<td>Approve Concept MO 47-14 Approve project &amp; Budget MO 07-16 Approved MO amount $8,700,000 Accept project Summer 2018</td>
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<tr>
<td>Accept real property and Construct TSTC Abilene Industrial Technology Center</td>
<td>Abilene</td>
<td>Sweetwater</td>
<td>Construction Manager At Risk</td>
<td>Tuition Revenue Bond $12,000,000</td>
<td>Architect/Engineer $917,475 Construction $11,033,407 Const. Auxiliary Services $- Owners Cost $95,439</td>
<td>Approve Concept MO 49-14 Issue Bonds Spring 2016 Approved MO Amount $12,000,000 Approve Project and Budget MO 08-16</td>
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<td></td>
<td>HEAF Bonds $46,321</td>
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<td></td>
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<tr>
<td></td>
<td>Subtotal Funds $12,046,321 Subtotal Construction $12,046,321</td>
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<tr>
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<td>Gifts and donations $465,000 Land purchase $465,000</td>
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<td>TPFA $3,860,000 Equipment, FFE, IT $3,860,000</td>
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<td>Total Funds $16,371,321 Total Cost $16,371,321</td>
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<td>Project Name</td>
<td>Campus</td>
<td>Managing Campus</td>
<td>Delivery Method</td>
<td>Fund Source</td>
<td>Cost Allocation</td>
<td>Required Approvals</td>
<td>% Complete</td>
</tr>
<tr>
<td>------------------------------------------</td>
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<td>--------------------------------------</td>
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<td>--------------------------</td>
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<tr>
<td>TSTC Monument and Wayfinding Project</td>
<td>Statewide</td>
<td>Statewide</td>
<td>Construction Manager at Risk</td>
<td>HEAF Bond</td>
<td>$ 780,000</td>
<td>Construction $ 733,679</td>
<td>6%</td>
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<tr>
<td></td>
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<td></td>
<td>Move to ABI ITC</td>
<td></td>
<td>$ (46,321)</td>
<td>Move to ABI ITC $ 733,679</td>
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<td>Total Funds</td>
<td>$ 733,679</td>
<td>Total Cost</td>
<td>$ 733,679</td>
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</tr>
<tr>
<td>HVAC Replacement</td>
<td>Marshall</td>
<td>Marshall</td>
<td>Design Build Performance Contract</td>
<td>HEAF Bond</td>
<td>$ 1,000,000</td>
<td>Construction $ 998,158</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Under run</td>
<td></td>
<td>$ (1,842)</td>
<td>Total Cost $ 998,158</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total Funds</td>
<td>$ 998,158</td>
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<td></td>
</tr>
<tr>
<td>Rework and Replace Paving</td>
<td>Sweetwater</td>
<td>Sweetwater</td>
<td>RFQ</td>
<td>HEAF Bond</td>
<td>$ 40,000</td>
<td>Engineering / Design $ 40,000</td>
<td>10%</td>
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<tr>
<td>Sweetwater Housing Study and Renovation Project</td>
<td>Sweetwater</td>
<td>Sweetwater</td>
<td>Request For Qualifications</td>
<td>Insurance Proceeds</td>
<td>$ 70,000</td>
<td>Study, Design, and opinion of cost $ 70,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

Total Funds $ 50,158,158

Total Cost $ 50,158,158
**TABLE OF CONTENTS**

**Committee for Fiscal Affairs**  
[Keith Honey (Chair), Alex Meade, Pat McDonald]

Committee Chair Comments

**Minute Orders:**

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<tr>
<th>Proposed MO#</th>
<th>Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>08-18(c)</td>
<td>Selection of Authorized Brokers</td>
<td>39</td>
</tr>
</tbody>
</table>

**Reports:**

1. **Comparison of Budget to Expenditures and Encumbrances, September 1, 2017 through March 31, 2018**
   - Jonathan Hoekstra
   - Page 40

2. **TSTC Full Time Equivalent (FTE)**
   - Jonathan Hoekstra
   - Page 43

3. **Pledged Collateral - Collateral Pledged for Deposits in Excess of $250,000, February 28, 2018**
   - Jonathan Hoekstra
   - Page 45

4. **Quarterly Investment Report, February 28, 2018**
   - Jonathan Hoekstra
   - Page 46
Proposed By: Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer

Subject: Selection of Authorized Brokers

Background: The Public Funds Investment Act, Government Code Chapter 2256, requires that the governing body of an entity subject to the Act shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.

Justification: 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 Texas State Technical College at least annually as set forth in Section 2256.025 of the Public Funds Investment Act.

Additional Information: None

Fiscal Implications: Not applicable

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 adopts the following list of qualified brokers that are authorized to engage in investment transactions with Texas State Technical College:

- Coastal Securities, Inc.
- Hilltop Securities
- Investors Brokerage of Texas
- Robert W. Baird & Co.
- Vining Sparks
- Wells Fargo Advisors”

Recommended By: /s/ Jonathan Hoekstra, Vice Chancellor & Chief Financial Officer
Texas State Technical College
Variance of Adjusted Budget to Original Budget
September 1, 2017 - March 31, 2018

Education & General
- 44% Budget Remaining
- $99,502,418 Adjusted Budget

Designated/Local
- 43% Budget Remaining
- $45,067,135 Adjusted Budget

Auxiliary
- 37% Budget Remaining
- $12,247,355 Adjusted Budget

Restricted
- 43% Budget Remaining
- $33,587,651 Adjusted Budget

Plant
- 54% Budget Remaining
- $36,278,000 Adjusted Budget

Grand Total
- 45% Budget Remaining
- $226,682,559 Adjusted Budget
## Texas State Technical College
### Variance of Adjusted Budget to Original Budget
#### September 1, 2017 - March 31, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Salaries &amp; Benefits</th>
<th>Operating, Travel &amp; Capital</th>
<th>Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education &amp; General</strong></td>
<td></td>
<td></td>
<td>45%</td>
</tr>
<tr>
<td><strong>Designated/Local</strong></td>
<td>40%</td>
<td>$9,056,068 Adjusted Budget</td>
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<tr>
<td><strong>Auxiliary</strong></td>
<td>60%</td>
<td>$10,376,665 Adjusted Budget</td>
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<tr>
<td><strong>Restricted</strong></td>
<td>38%</td>
<td>$34,690,470 Adjusted Budget</td>
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</tr>
<tr>
<td><strong>Plant</strong></td>
<td>42%</td>
<td>$4,276,581 Adjusted Budget</td>
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<tr>
<td><strong>Operating, Travel &amp; Capital</strong></td>
<td>34%</td>
<td>$7,970,774 Adjusted Budget</td>
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<tr>
<td><strong>Operating, Travel &amp; Capital</strong></td>
<td>45%</td>
<td>$2,113,185 Adjusted Budget</td>
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<tr>
<td><strong>Operating, Travel &amp; Capital</strong></td>
<td>42%</td>
<td>$31,474,466 Adjusted Budget</td>
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<tr>
<td><strong>Operating, Travel &amp; Capital</strong></td>
<td>54%</td>
<td>$36,278,000 Adjusted Budget</td>
<td></td>
</tr>
</tbody>
</table>

- **Adjusted Budget**
- **Expenditures + Encumbrances**
### Texas State Technical College
**Variance of Adjusted Budget to Original Budget**
**September 1, 2017 - March 31, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Salaries &amp; Benefits</th>
<th>Operating, Travel &amp; Capital</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education &amp; General</strong></td>
<td>626,827 Variance</td>
<td>(175,588) Variance</td>
<td>451,239 Variance</td>
</tr>
<tr>
<td><strong>Designated/ Local</strong></td>
<td>744,932 Variance</td>
<td>(1,066,514) Variance</td>
<td>(321,582) Variance</td>
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<tr>
<td><strong>Auxiliary</strong></td>
<td>36,747 Variance</td>
<td>49,125 Variance</td>
<td>85,872 Variance</td>
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<tr>
<td><strong>Restricted</strong></td>
<td>628,839 Variance</td>
<td>3,461,156 Variance</td>
<td>4,089,995 Variance</td>
</tr>
<tr>
<td><strong>Plant</strong></td>
<td>249,528 Variance</td>
<td>249,528 Variance</td>
<td>249,528 Variance</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>2,037,345 Variance</td>
<td>2,517,707 Variance</td>
<td>4,555,052 Variance</td>
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</table>

- **Increase in Original Budget**
- **Decrease in Original Budget**

42
The number of Full Time Equivalent employees is within the max threshold of 1607 by 212 FTEs, therefore no action is required.

Max Threshold = 1,607

No Action Required
212 FTEs to Max Threshold

Statewide Total E&G

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<tr>
<th>Location</th>
<th>Appropriated FTE Cap</th>
<th>Actual FTE</th>
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<tr>
<td>Waco</td>
<td>536</td>
<td>536</td>
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<tr>
<td>Harlingen</td>
<td>430</td>
<td>430</td>
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<tr>
<td>West Texas</td>
<td>191</td>
<td>191</td>
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<tr>
<td>Marshall</td>
<td>91</td>
<td>91</td>
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<tr>
<td>Fort Bend</td>
<td>62</td>
<td>62</td>
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<td>North Texas</td>
<td>42</td>
<td>42</td>
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<tr>
<td>Central Admin</td>
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<tr>
<td>Location</td>
<td>Fund Source</td>
<td>2014</td>
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<td>----------------</td>
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<tr>
<td></td>
<td>Appropriated</td>
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<tr>
<td>Waco</td>
<td></td>
<td>552 - 0</td>
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<td>Other</td>
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<td>Harlingen</td>
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<td>427 - 0</td>
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<td>98 - 0</td>
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<td>Marshall</td>
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<td>Other</td>
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<tr>
<td>Fort Bend</td>
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<td>5 - 0</td>
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<tr>
<td></td>
<td>Other</td>
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<td>Totals</td>
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<td>Grand Total</td>
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## PLEDGED COLLATERAL REPORT

February 28, 2018

### PORTFOLIO

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<th>DEPOSITORY-LOCATION</th>
<th>REGULAR BEARING DEMAND DEPOSITS</th>
<th>INTEREST BEARING DEPOSITS</th>
<th>MONEY MARKETS DEPOSITS</th>
<th>TOTAL DEPOSITS</th>
<th>SIPC/FDIC** REQUIRED COLLATERAL</th>
<th>COLLATERAL AT MARKET VALUE</th>
<th>COLLATERAL AT SUFFICENT MARKET VALUE</th>
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<tr>
<td>1 BANK OF AMERICA - WACO</td>
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<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>-</td>
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<td>2 BRECKENRIDGE INTERBANK</td>
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<td>56,543</td>
<td>56,543</td>
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<td>3 CITIZENS NATIONAL BANK - RED OAK</td>
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<td>337,427</td>
<td>337,427</td>
<td>250,000</td>
<td>87,427</td>
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<td>162,573</td>
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<td>4 COMPASS BANK - WACO</td>
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<td>880,016</td>
<td>880,016</td>
<td>500,000</td>
<td>380,016</td>
<td>500,000</td>
<td>119,984</td>
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<td>5 EXTRACO BANKS N. A.</td>
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<td>245,000</td>
<td>245,000</td>
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<td>6 FIRST COMMUNITY BANK - SAN BENITO</td>
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<td>172,345</td>
<td>172,345</td>
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<tr>
<td>7 FIRST NATIONAL BANK ALBANY / BRECKENRIDGE</td>
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<td>199,215</td>
<td>199,215</td>
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<tr>
<td>8 FIRST NATIONAL BANK OF CENTRAL TX- WACO</td>
<td>58,232</td>
<td>31,859,816</td>
<td>1,372,753</td>
<td>33,200,819</td>
<td>500,000</td>
<td>32,790,819</td>
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<td>9 FROST NATIONAL BANK</td>
<td>57,580</td>
<td>298,959</td>
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<td>356,539</td>
<td>250,000</td>
<td>106,539</td>
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<td>10 LIBERTY BANK - FORT WORTH</td>
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<td>1,387,615</td>
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<td>250,000</td>
<td>1,137,615</td>
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<td>11 PROSPERITY BANK (Formerly American State Bank)</td>
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<td>3,101,049</td>
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<tr>
<td>12 TEXAS BANK - BROWNSWOOD</td>
<td>-</td>
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<td>15,864</td>
<td>1,026,913</td>
<td>265,864</td>
<td>761,049</td>
<td>1,953,826</td>
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<td>13 TEXAS BANK &amp; TRUST - LONGVIEW</td>
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<td>15,864</td>
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<td>14 TEXAS FIRST STATE BANK</td>
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<td>1,011,049</td>
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<td>1,026,913</td>
<td>265,864</td>
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<td>1,953,826</td>
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<td>15 TEXAS NATIONAL BANK - SWEETWATER</td>
<td>-</td>
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<td>3,278,786</td>
<td>37,336,520</td>
<td>56,986,940</td>
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*No collateral required.*

**Securities Investment Protection Corp/Federal Deposit Insurance Corp. The current FDIC coverage for demand deposit accounts, including money market accounts, is $250,000 per owner and for time and savings accounts is $250,000 per owner.

### SECURITY ON DEPOSITS

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<th>INTEREST BEARING DEPOSITS</th>
<th>MONEY MARKETS DEPOSITS</th>
<th>TOTAL DEPOSITS</th>
<th>SIPC/FDIC** REQUIRED COLLATERAL</th>
<th>COLLATERAL AT MARKET VALUE</th>
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*No collateral required.*

**Securities Investment Protection Corp/Federal Deposit Insurance Corp. The current FDIC coverage for demand deposit accounts, including money market accounts, is $250,000 per owner and for time and savings accounts is $250,000 per owner.
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<th>G</th>
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<td>55 TexPool - Other Total</td>
<td>0</td>
<td>0</td>
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<td>1.34%</td>
<td>System Op</td>
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<tr>
<td>56 TexPool - Ser 2016 HEAF Bond Proceeds</td>
<td>*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.34%</td>
<td>Waco</td>
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<tr>
<td>57 TexPool - Ser 2016 HEAF Bond Proceeds</td>
<td>0</td>
<td>0</td>
<td>647,689</td>
<td>647,689</td>
<td>1.34%</td>
<td>Swee</td>
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<tr>
<td>58 TexPool - Ser 2016 HEAF Bond Proceeds *</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.34%</td>
<td>Marshall</td>
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<td>59 TexPool - Total</td>
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<td>60 TOTAL ALL INVESTMENTS</td>
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<td>DEPOSITORY-LOCATION</td>
<td>FUND NO.</td>
<td>REGULAR</td>
<td>INTEREST BEARING</td>
<td>TIME TOTAL DEPOSITS</td>
<td>DEPOSITS &amp;</td>
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<td>MATURITY DATE</td>
<td>RATE</td>
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<td>65 RESTRICTED FUNDS</td>
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<td>68 TIME DEPOSITS BY LOCATION:</td>
<td>69 SYSTEM OPERATIONS</td>
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<td>70 WACO</td>
<td>71 HARLINGEN</td>
<td>72 WEST TEXAS</td>
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<td>73 MARSHALL</td>
<td>74 NORTH TEXAS</td>
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<td>77 WEIGHTED AVERAGE RATE OF INTEREST</td>
<td>78 BENCHMARK - TREASURY BOND YIELDS AS OF</td>
<td>79 2-28-18</td>
<td>1.31%</td>
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<td>80 WEIGHTED AVERAGE MATURITY (CD'S)</td>
<td>81 INVESTMENT ACTIVITY FY18</td>
<td>364</td>
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<td>82 INTEREST RECEIVED AND ACCRUED ON</td>
<td>83 CASH IN BANK AND INVESTMENTS FY 18</td>
<td>84</td>
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<td>264,711</td>
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<td>85 INVESTMENT ACTIVITY FY18</td>
<td>86 Balance November 31, 2017</td>
<td>22,531,452</td>
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<td>87 Interest Added to Investments</td>
<td>88 46,611</td>
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<tr>
<td>89 Time Deposits Increase (Decrease)</td>
<td>90 (9,843,881)</td>
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<tr>
<td>91 TaxPool Funds-Funds Increase (Decrease)</td>
<td>92 (1,490,044)</td>
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<tr>
<td>93 TaxPool Funds-HEAF Bonds Increase (Decrease)</td>
<td>94 (350,259)</td>
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<td>95 TexasTerm Funds-TRB Increase (Decrease)</td>
<td>96 2,046,149</td>
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<tr>
<td>97 TexasTerm Funds-HEAF Bonds Increase (Decrease)</td>
<td>98 2,031,100</td>
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<tr>
<td>99 Money Market-Loc Rev Bonds Increase (Decrease)</td>
<td>100 (71,645)</td>
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<tr>
<td>101 Money Market Funds-Funds Increase (Decrease)</td>
<td>102 369,448</td>
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<tr>
<td>103 Balance February 28, 2018</td>
<td>104 15,258,932</td>
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</tbody>
</table>

*Investment Changes December, 2017, January, 2018 and February, 2018

*All investments are shown at cost. Market value equals cost due to the type of investment. The 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

Jonathan Hoekstra, Vice Chancellor for Finance

Date 4/12/18

Date 12 Apr 2018