



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, September 27, 2022
5:30 p.m.**

**Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas**

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 27, 2022 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:
<https://admin.southtexascollege.edu/president/agendas/live.html>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 7 - 12**
 - 1. Presentation on the Valley Scholars Program *A Night with the Stars* Gala
 - 2. Presentation of Fall 2022 Enrollment Report
- VI. Update by the College President..... 13**
- VII. Consideration and Action on Consent Agenda**
 - 1. Approval of Board Meeting Minutes 14
 - a. August 23, 2022 Public Hearing and Special Board Meeting..... 15 - 54
 - b. August 23, 2022 Regular Board Meeting 55 - 63
 - c. September 16, 2022 Board Work Session..... 64 - 67
 - 2. Approval and Acceptance of Grant Award 68 - 71
 - 1) Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant in the amount of \$149,734
 - 2) Association of Public and Land Grant Universities (APLU), Lumen Learning Project, in the amount of \$45,000

- 3) Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$66,666
- 4) McAllen Development Corporation, Inc. Grant in the amount of \$330,000
- 5) RGV Focus, Communities Foundation of Texas - Educate Texas Grant in the amount of \$10,000
- 6) U.S. Department of Education, Child Care Access Means Parents in School (CCAMPIS) Program in the amount not to exceed \$1,408,248
- 7) Any Additional Grant(s) Pending Official Award

VIII. Consideration and Action on New Items

1. Second Review and Action as Necessary Regarding Proposed Policies for Adoption and Retirement of Current Policies 72 - 76
 - A-1. Adopt New Policy: AB College District – Name and Definitions
 - A-2. Retire Current Policy #1000: Preamble & Definitions

 - B-1. Adopt New Policy: BA Board Legal Status

 - C-1. Adopt New Policy: BBB Board Members - Elections
 - C-2. Retire Current Policy #1300: Single-Member Districts
 - C-3. Retire Current Policy #1400: Elections
 - C-4. Retire Current Policy #1410: Oath of Office

 - D-1. Adopt New Policy: BBD Board Members – Orientation and Training
 - D-2. Retire Current Policy #1520: Orientation and Training of Trustees

 - E-1. Adopt New Policy: BBE Board Members - Authority
 - E-2. Retire Current Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees
 - E-3. Retire Current Policy #1630: Texas Open Meetings Act

 - F-1. Adopt New Policy: BBF Board Members - Ethics
 - F-2. Retire Current Policy #1020: Goals for Trustees
 - F-3. Retire Current Policy #1510: Code of Ethics for Board Members

 - G-1. Adopt New Policy: BBG Board Members – Compensation and Expenses
 - G-2. Retire Current Policy #1530: Compensation and Expenses

 - H-1. Adopt New Policy: BBH Board Members – Conventions, Conferences, and Workshops

 - I-1. Adopt New Policy: BCA Board Internal Organization – Board Officers and Officials
 - I-2. Retire Current Policy #1100: Board Officers

 - J-1. Adopt New Policy: BCB Board Internal Organization – Board Committees
 - J-2. Retire Current Policy #1110: Board Committees

 - K-1. Adopt New Policy: BCC Board Internal Organization - Attorney
 - K-2. Retire Current Policy #2200: Legal Counsel

L-1. Adopt New Policy: BCG Board Internal Organization – Board Evaluation

M-1. Adopt New Policy: BD Board Meetings

M-2. Retire Current Policy #1610: Types of Meetings

M-3. Retire Current Policy #1620: Meeting Procedures

M-4. Retire Current Policy #1625: Notice of Meeting: Contents of Notice

M-5. Retire Current Policy #1640: Agenda

M-6. Retire Current Policy #1645: Consent Agenda

M-7. Retire Current Policy #1650: Quorum

M-8. Retire Current Policy #1660: Minutes

N-1. Adopt New Policy: BDB Board Meetings – Public Participation

O-1. Adopt New Policy: BE Policy and Bylaw Development

O-2. Retire Current Policy #1700: Board Policies

O-3. Retire Current Policy #2300: Developing, Recommending, and Implementing Policy

P-1. Adopt New Policy: BFA Chief Executive Officer Qualifications and Duties

P-2. Retire Current Policy #1010: Authority & Functions of the College President

P-3. Retire Current Policy #Policy 2100: Duties and Responsibilities of the President

P-4. Retire Current Policy #Policy 2110: Qualifications of the President

Q-1. Adopt New Policy: BFD Chief Executive Officer – Retirement or Resignation

Q-2. Retire Current Policy #2160: Retirement or Resignation of the President

Policies Retired with No New Policy Adopted:

R-1. Retire Current Policy #1011: Relationship Between Board and President

S-1. Retire Current Policy #1200: Qualifications for Service as Trustee

T-1. Retire Current Policy #1210: Resignation of Trustee

U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees

V-1. Retire Current Policy #1230: Removal from Office

W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention

X-1. Retire Current Policy #1512: Nepotism: Public Officials

Y-1. Retire Current Policy #1670: Executive Sessions

Z-1. Retire Current Policy #1671: Executive Session Certified Agenda

AA-1. Retire Current Policy #1800: Position on Legislative Matters

2. Review and Approval of Contract Training Agreements with IDEA Public Schools, Weslaco Independent School District, and Pharr-San Juan-Alamo Independent School District 77 - 79
3. Appointment of Ad Hoc Board Committee to Review Evaluation Procedures and Instruments 80

IX. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

1. Review of Presentation to the Education and Workforce Development Committee: 81 - 82
 - a. Presentation and Discussion of Student Accessibility Services at South Texas College
 - b. Presentation and Discussion of Veterans and Military Services at South Texas College

B. Finance, Audit, and Human Resources Committee Items

1. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 83 - 84
 - a. Approval of Purchases, Renewals, and Interlocal Agreements... 85 - 92
 - A. Purchases and Renewals
 - a. Instructional Item
 - 1) Industrial Supplies, Materials, and Accessories (Renewal)
 - b. Non-Instructional Items
 - 2) Audio Visual Equipment and Supplies (Purchase)
 - 3) Computer Components, Peripherals, Software, and Supplies (Purchase)
 - 4) Maintenance Equipment, Parts, and Supplies (Purchase)
 - 5) Mobile Hotspot Devices and Services (Purchase)
 - 6) Institutional Membership – TACC (Renewal)
 - c. Technology Items
 - 7) Student Enrollment Management System Agreement (Renewal)
 - B. Interlocal Agreements
 - 8) Facility Usage Interlocal Agreement (Lease/Rental)
 - b. Approval of Resolution 2023-002 to Cease Collection Efforts for Delinquent Student Accounts Outstanding More than Ten Years 93 - 97
 - c. Approval to Mandate Direct Deposit for Employee Payroll and Expense Reimbursements 98 - 101
 - d. Approval to Revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus 102 - 105
 - e. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 – 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)..... 106 - 109
 - f. Acceptance of Internal Audit Reports in the Areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance 110 - 138
 - g. Acceptance of the Internal Audit Annual Report for FY 2022 .. 139 - 152
2. Review and Action as Necessary to Donate Portable Buildings ... 153 - 155

C. Facilities Committee Items

1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee..... 156 - 157
 - a. Authorization to Proceed with Solicitation of Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project and the Technology Campus Truck Driving Range Expansion Project..... 158 - 172
 - b. Approval to Contract Construction Services for the Pecan Campus South Academic Building J Generator Replacement 173 - 181
 - c. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Generator Replacement 182 - 190
 - d. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion..... 191 - 201
 - e. Approval to Contract Construction Services for the Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition 202 - 218
 - f. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area..... 219 - 232
2. Review Action as Necessary on Lease Agreement with Rio Grande City Grulla Independent School District for the Ringgold Middle School Facility 233
3. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects..... 234 - 239

X. Consideration and Approval of Checks and Financial Reports 240 - 241

XI. Announcements 242

A. Next Meetings:

- Tuesday, October 11, 2022
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, October 18, 2022
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Valley Scholars Program *A Night with the Stars* Gala will be held on Thursday, October 13, 2022.
- The Association of Community College Trustees will hold its 2022 Leadership Congress in New York City from Wednesday, October 26 – Saturday, October 29, 2022.

Presentations

1. Presentation on the Valley Scholars Program A Night with the Stars Gala

Dr. Anahid Petrosian, Vice President for Academic Affairs, will present on the upcoming Valley Scholars Program's 17th Annual "A Night with the Stars" scholarship gala, which will be held on Thursday, October 13th, 2022. The gala is held annually to raise scholarship funds for the Valley Scholars Program.

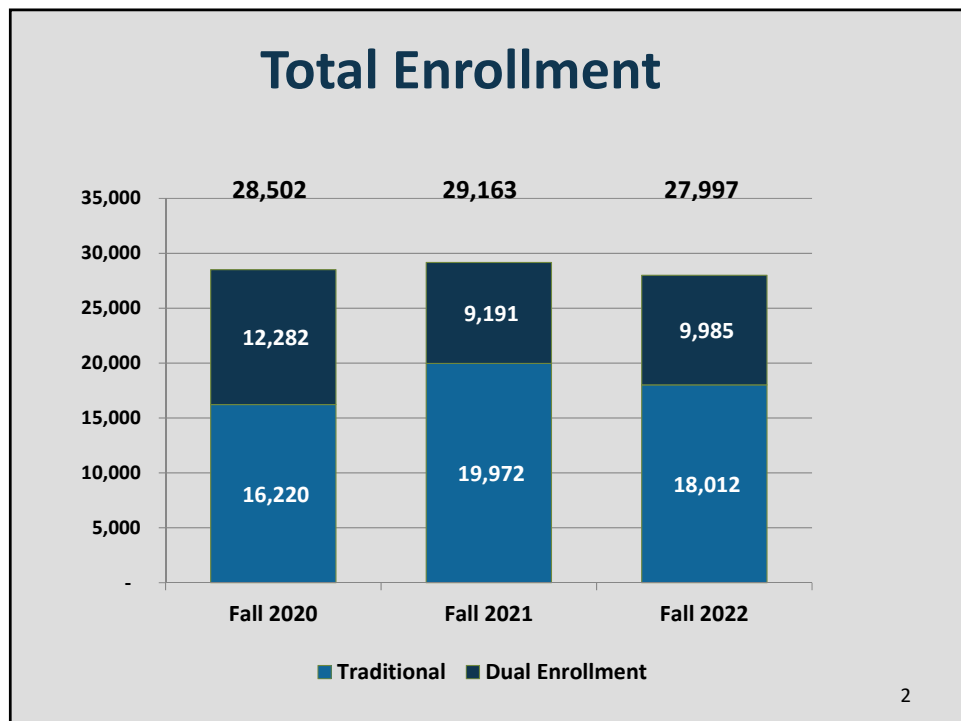
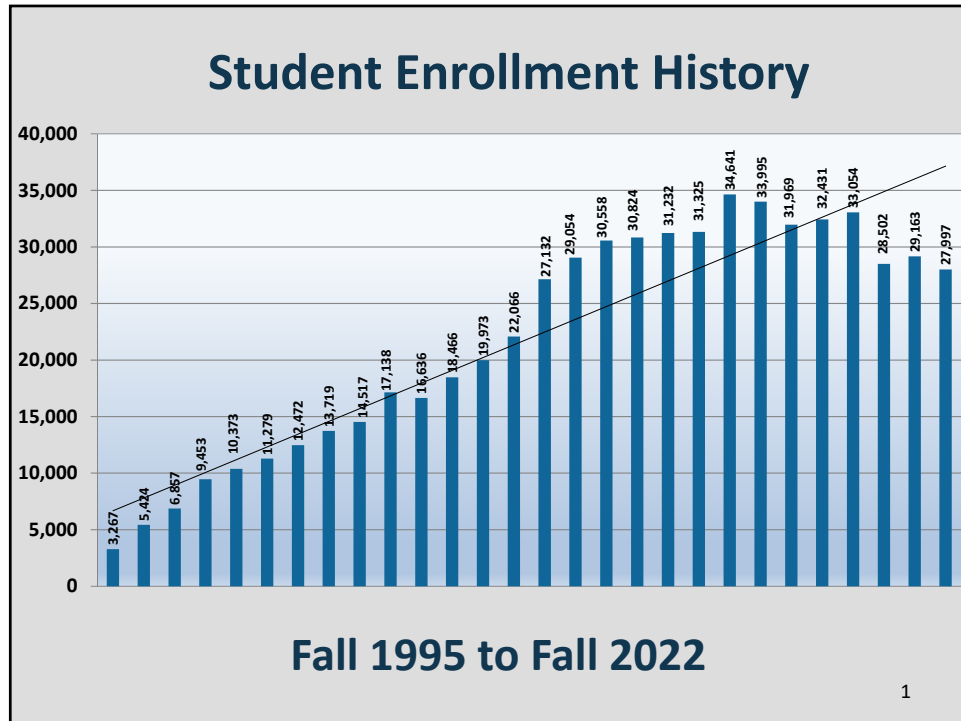
For the past 25 years, the Valley Scholars Program has provided personal advisement, leadership development, scholarships, and community engagement to high achieving students from Hidalgo and Starr counties. Since 1997, over \$1.5 Million in scholarships have been awarded to more than 965 Rio Grande Valley students.

The Program is currently accepting sponsorships and individual tickets are on sale for \$50. All net proceeds will benefit Valley Scholars Program scholarships.

2. Presentation of Fall 2022 Enrollment Report

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the Fall 2022 Enrollment Report.

These items are presented for the Board of Trustees' information. No action is required from the Board of Trustees.



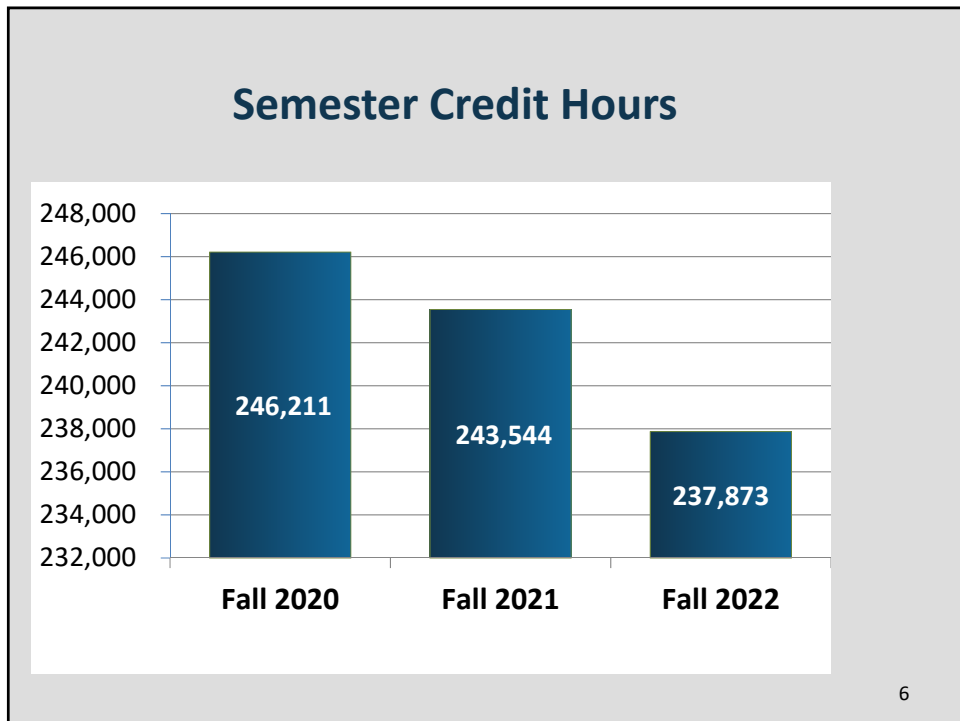
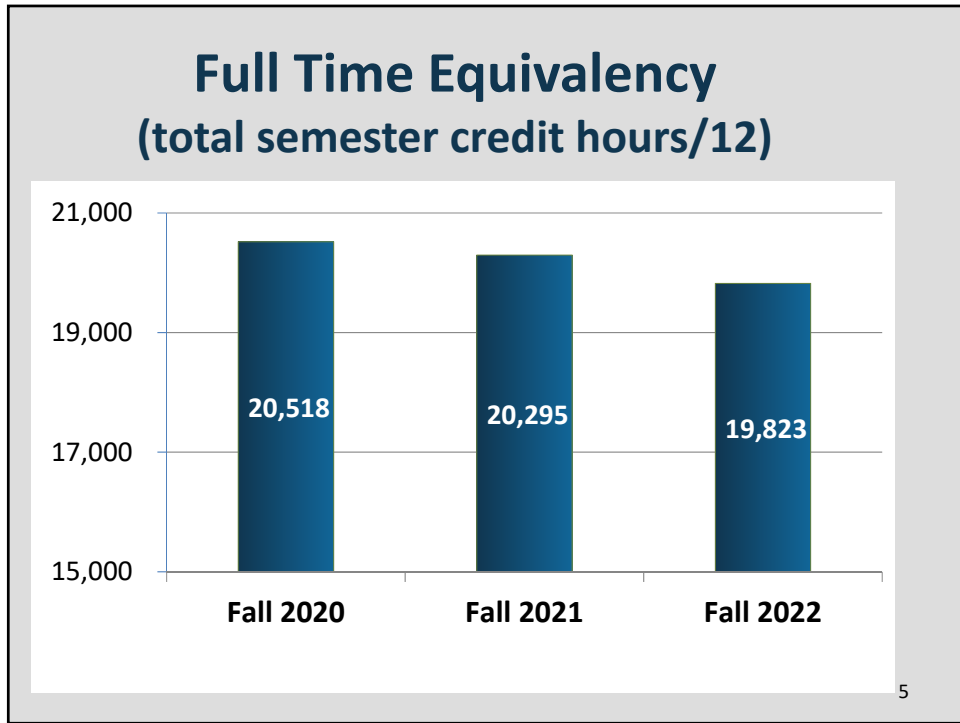
Campus Enrollment					
Campus	Fall 2020	Fall 2021	Fall 2022	+/-	%
Pecan	1,617	4,938	5,848	+910	+18%
Mid Valley	537	1,917	2,124	+207	+11%
Starr County	233	627	650	+23	+4%
NAH	1,087	1,406	1,356	-50	-4%
Technology	789	1,248	1,357	+109	+9%
Distance Learning	26,497	16,974	13,613	-3,361	-20%
Dual Enrollment Taking Class at High School	316	8,442	9,117	+675	+8%
Regional Center for Public Safety Excellence	--	--	--	--	--
SAIL Center – Delta Region	--	--	--	--	--
Higher Education Center - La Joya	--	--	--	--	--
Higher Education Center -Pharr	--	--	--	--	--
Total Unduplicated	28,502	29,163	27,997	-1,166	-4%

• Some of campus enrollments will not match total headcount because some students attend multiple campuses.
 • The total headcount includes other campuses not listed in this table.

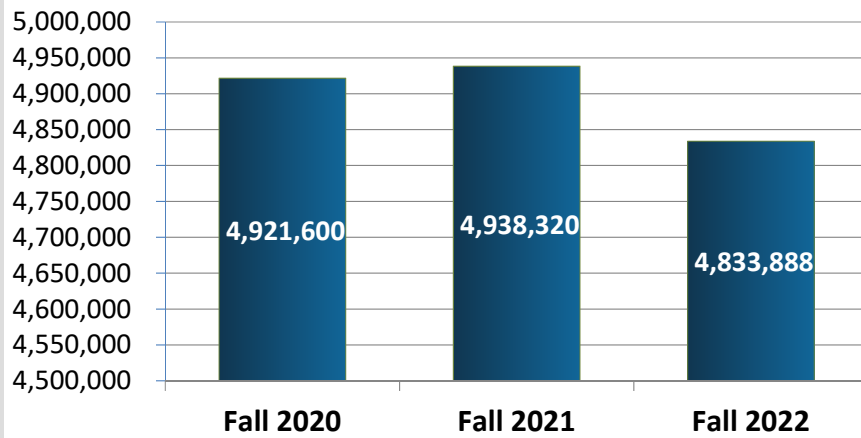
3

Unduplicated Enrollment by Residence				
County	Fall 2020	Fall 2021	Fall 2022	% Change '21-'22
Central Hidalgo	18,919	19,493	18,668	-4%
Eastern Hidalgo	5,267	5,162	5,066	-2%
Western Hidalgo	1,300	1,302	1,210	-8%
Starr County	1,942	2,010	2,007	-0.15%
Out of District and Country	1,074	1,196	1,046	-14%
TOTAL	28,502	29,163	27,997	-4%

4



Contact Hours



7

Dual Enrollment – Hidalgo County

District	Fall 2020	Fall 2021	Fall 2022
DONNA ISD	467	260	289
EDCOUCH-ELSA ISD	226	182	195
EDINBURG CISD	1,599	1,302	1,310
HIDALGO ISD	298	252	261
LA JOYA ISD	1,498	1,107	1,137
LA VILLA ISD	26	33	25
MCALLEN ISD	842	528	695
MERCEDES ISD	403	267	291
MISSION CISD	847	780	778
MONTE ALTO ISD	40	25	19
PROGRESO ISD	131	87	118
PSJA ISD	2,424	1,958	2,122
SHARYLAND ISD	619	449	555
SOUTH TEXAS ISD	502	280	261
VALLEY VIEW ISD	316	203	231
WESLACO ISD	1,005	721	790
Subtotal	11,243	8,434	9,077

8

Dual Credit – Starr County

	Fall 2020	Fall 2021	Fall 2022
RIO GRANDE CITY CISD	573	377	377
ROMA ISD	116	70	95
SAN ISIDRO ISD	3	1	0
Subtotal	692	448	472

Other – District-wide

	Fall 2020	Fall 2021	Fall 2022
PRIVATE SCHOOLS	29	22	16
CHARTER SCHOOLS	295	283	409
HOME SCHL & OTHERS	23	4	11
Subtotal	347	309	436

	Fall 2020	Fall 2021	Fall 2022
Total Dual Credit	12,282	9,191	9,985

9

Update by the College President

Dr. Ricardo J. Solis, College President, will provide an update to the Board of Trustees.

No action is requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) August 23, 2022 Public Hearing and Special Board Meeting
- 2) August 23, 2022 Regular Board Meeting
- 3) September 16, 2022 Board Work Session

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and adopts the Minutes for the August 23, 2022 Public Hearing and Special Board Meeting, August 23, 2022 Regular Board Meeting and the September 16, 2022 Board Work Session as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 23, 2022 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 23, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:42 p.m. with Ms. Rose Benavidez presiding.

Ms. Benavidez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus, including social distancing recommendations.

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantú, Mr. Paul R. Rodriguez, and Mrs. Dalinda Gonzalez-Alcantar

Members absent: Mr. Rene Guajardo and Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Myriam Lopez, Ms. Lynda Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Ms. Amanda Sotelo, Mr. Adam McGrath, Ms. Leslie Howland, Dr. Carlos Margo, Mr. George McCaleb, Ms. Olivia De La Rosa, Mr. Lucio Gonzalez, Dr. Virginia Champion, Mr. Khalil Abdullah, Dr. Jesus Campos, Dr. Rachel Sale, Dr. Ali Esmaeili, Mrs. Laura Requena, Ms. Alicia Correa, Mr. Frank Jason Gutierrez, Mr. Ken Lyons, Mr. Stephen Crum, Mr. Juan Miguel Galvan, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. David Valdez, Mrs. Gardena Perez, Mr. Eddie Vela, Mrs. Laura Warren, Ms. Crystal Chavez, Mr. Nathaniel Perez, Mr. Chase Carlisle, and Mr. Andrew Fish.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Invocation

Ms. Leslie Howland, Marketing Manager, said the invocation.

Public Comments

No public comments were given and a notice of the meeting was posted.

Presentations

1. Recognition of Dr. Ricardo J. Solis for First Year of Presidency

On July 15, 2021, Dr. Ricardo J. Solis commenced his duties as President of South Texas College.

Dr. Solis has brought with him a strong drive for economic development and partnership building, and is leading South Texas College to remain the premiere institution to provide workforce skills training and higher education access and success in South Texas.

Ms. Rose Benavidez, Chairman of the Board of Trustees, and her fellow trustees took the opportunity to reflect on his accomplishments in this first year and looking forward to many more years with Dr. Solis.

PR & Marketing shared a brief video recognizing Dr. Solis' first year of service at South Texas College.

2. Presentation on Public Relations and Marketing

Ms. Lynda Lopez, Executive Director for Public Relations and Marketing, provided a preview of the ongoing rebranding initiative, including a discussion of temporary branding colors and ongoing marketing efforts.

Ms. Lopez' presentation will include a discussion of significant increases in the College's Advertising Value Equivalency (AVE), which measures the College's exposure to readers or viewers of traditional and social media at no cost to the College. This AVE is a cost-effective method to improve the public awareness of the College, and is achieved through effective communication strategies and strong relationship building with media partners.

These items were presented for the Board of Trustees' information. No action was required from the Board of Trustees.

Update by the College President

Dr. Ricardo J. Solis, College President, provided an update to the Board of Trustees.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) July 26, 2022 Regular Board Meeting
- 2) August 9, 2022 Special Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and adopted the Minutes for the July 26, 2022 Regular Board Meeting and the August 9, 2022 Special Board Meeting as presented. The motion carried.

Approval and Authorization to Accept Grant Awards and Agreements

Authorization to accept and approve the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, was requested:

1. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$50,526.70

This award provides reimbursements for nutritious meals and snacks for eligible children who are enrolled for care at the South Texas College Mid Valley Child Development Center. Authorization is requested to use the grant funds for reimbursement of the meals served, preparation of reports, and other activities related to this grant, not exceeding the amount awarded. The funding period is from October 1, 2022 to September 30, 2023.

This award aligns with Strategic Direction #4, Foster Student Success, by providing effective support structures for students that promote persistence, educational attainment, and academic achievement.

2. Texas Workforce Commission, Information Technology (IT) Registered Apprenticeship Expansion Grant in the amount of \$119,886

This award will help to create work-based learning opportunities for students in the Registered IT Apprenticeship Expansion Program (RAP). This program will engage approximately six IT-related businesses in the region to help support the state's prescribed target IT occupations, Computer User Support Specialist and Computer Network Specialist. The apprenticeship expansion program will offer students an opportunity to work toward a nationally recognized credential and help them gain the necessary skills and knowledge needed to be workforce ready. The funding period for this grant is from August 1, 2022 to July 31, 2023.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by increasing community awareness and access to apprenticeship programs.

3. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$60,000

Funding from this program will help at least 20 participants in the Electrician Technician Construction Trades Industry earn (3) three Industry Building Certifications (IBC) such as the National Center for Construction Education and Research (NCCER) Core Curriculum, the OSHA-30 Safety Certification and the NCCER Electric Level 1 Certification. In addition, this 211-hour program will lead to additional IBCs, such as NCCER Electrical Level 2, NCCER Electrical Level 4, Electrician Technology certificate, and Electrician Technology Associates degrees. The aligns with one or more Target Occupations in BCT for the Electrician Technician and Construction Trades to help meet the needs of Texas employers in the Local Workforce Development Area. The funding period for this grant is from August 25, 2022 to November 30, 2023.

This grant is aligned to Strategic Direction #3, Access and Success, by offering comprehensive academic and technical programs that are responsive to a regional workforce and high-demand occupation training that leads to gainful employment opportunities.

4. Texas Workforce Commission, Explore STEM! for Students with Disabilities additional funds in the amount of \$40,022

The additional funds for this grant are based on the year two work plan that was originally submitted to the agency in December of 2021. The original award amount of \$31,000 was approved by the board of directors in March of 2021 and awarded to the Institute for Advanced Manufacturing (IAM) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through hands-on modalities. This grant allows IAM an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. The funding period is from March 1, 2021 to December 31, 2022.

This grant is aligned to Strategic Direction #1, Lead Community Engagement, by providing middle and high school students with disabilities the opportunity to engage in coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

5. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Grant Program, in the amount of \$385,500

This grant will support a training program for two in demand mechanic occupations that include Heating, Ventilation, Air Conditioning (HVAC), and Bus/Truck Mechanics. These two programs are considered target occupations by the Lower RGV Workforce Development Board (Workforce Solutions) and credibly viewed as

high value/high need fields. The funding period for this grant is upon execution of the contract to August 31, 2023.

This award aligns to Strategic Direction #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

6. Region One Education Service Center, Adult Education and Family Literacy Act Service Agreement, in the amount of \$226,649.64

This agreement provides funding for post-secondary education/training services through an Integrated Education and Training model for 82 students. The college's Department of Continuing, Professional and Workforce Education will provide Adult Basic Education and Adult Secondary Education instructional services training in Educational Aide, Forklift Operator, Structural Welding, and Medical Office Specialist. The funding period is from July 1, 2022 to June 30, 2023.

This award aligns to Strategic Directions #1, Lead Community Engagement, by advancing mutually beneficial community and educational partnerships with Region One Education Service Center.

7. The John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000

Funding from the Kenedy Memorial Foundation will provide scholarships for students in need of financial assistance to help support the completion of an Associate of Applied Science Degree in a technical field. The Division of Business, Public Safety, and Technology Department will manage the dissemination of these funds to students with support from Financial Aid Services at South Texas College (STC). The funding period is from September 1, 2022 to August 31, 2023.

This grant aligns with Strategic Goal #4, Fostering Student Success, by providing scholarships to students wishing to pursue an Associate of Applied Science Degree.

8. Texas Higher Education Coordinating Board (THECB), Governor's Emergency Education Relief (GEER) Fund, Reporting Modernization grant in the amount of \$24,475

Funds from this grant will be used for system modifications to the College's Ellucian Banner database system to support upcoming data and reporting system changes to THECB's Curriculum-Based Measurement (CBM) reporting system. Funds will also be used for staff training related to reporting, training on the updated reporting systems and new data structures or recommended course sequence reporting; and personnel costs for staff time dedicated to system updates or improvements. The funding period for this grant is from September 1, 2022 to September 30, 2022.

This award aligns with Strategic Direction #5, Cultivate Institutional Excellence, by improving upon the established streamlined, well-structured, and efficient communication processes at the College.

Summary of Grant Award Funding

The presented grants will provide up to **\$922,059.34** in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for by each grant, contingent upon official award as appropriate:

1. Texas Department of Agriculture, Child and Adult Care Food Program Application Renewal in the amount of \$50,526.70
2. Texas Workforce Commission, Information Technology (IT) Registered Apprenticeship Expansion Grant in the amount of \$119,886
3. Texas Workforce Commission, Building Construction Trades Training Project in the amount of \$60,000
4. Texas Workforce Commission, Explore STEM! for Students with Disabilities additional funds in the amount of \$40,022
5. Texas Higher Education Coordinating Board, Texas Reskilling and Upskilling through Education (TRUE) Grant Program, in the amount of \$385,500
6. Region One Education Service Center, Adult Education and Family Literacy ACT Service Agreement, in the amount of \$226,649.64
7. The John G. and Marie Stella Kenedy Memorial Foundation, Scholarship in the amount of \$15,000
8. Texas Higher Education Coordinating Board (THECB), Governor's Emergency Education Relief (GEER) Fund, Reporting Modernization grant in the amount of \$24,475

The motion carried.

Initial Review and Discussion of Proposed Policies for Adoption and Retirement of Current Policies

The Board of Trustees was asked to review and discuss the proposed policies for adoption and the proposed policies for retirement. For the August 23, 2022 Regular Board Meeting, this item was presented for discussion only, and no action was requested.

Purpose – The proposed adoption of new policies and retirement of current policies was necessary to align with the Texas Association of School Boards (TASB) policy manual.

Justification – The request to adopt and retire policies was needed to align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and transition policies to a standardized format. The adoption of new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)
A-1. AB College District – Name and Definitions	A-2. Policy #1000: Preamble & Definitions <ul style="list-style-type: none"> Replaced by AB (Local), BA (Local), and BBB (Local)
B-1. BA Board Legal Status	
C-1. BBB Board Members - Elections	C-2. Policy #1300: Single-Member Districts <ul style="list-style-type: none"> Replaced by BBB (Local) C-3. Policy #1400: Elections <ul style="list-style-type: none"> Replaced by BBB (Local) C-4. Policy #1410: Oath of Office <ul style="list-style-type: none"> Replaced by BBB (Legal)
D-1. BBD Board Members – Orientation and Training	D-2. Policy #1520: Orientation and Training of Trustees <ul style="list-style-type: none"> Replaced by BBD (Local) and BBH (Local)
E-1. BBE Board Members - Authority	E-2. Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees <ul style="list-style-type: none"> Replaced by BBE (Local) and BCG (Local) E-3. Policy #1630: Texas Open Meetings Act <ul style="list-style-type: none"> Replaced by BBE (Local) and BDB (Local)
F-1. BBF Board Members - Ethics	F-2. Policy #1020: Goals for Trustees <ul style="list-style-type: none"> Replaced by BBF (Local) F-3. Policy #1510: Code of Ethics for Board Members <ul style="list-style-type: none"> Replaced by BBF (Local)
G-1. BBG Board Members – Compensation and Expenses	G-2. Policy #1530: Compensation and Expenses <ul style="list-style-type: none"> Replaced by BBG (Local)
H-1. BBH Board Members – Conventions, Conferences, and Workshops	
I-1. BCA Board Internal Organization – Board Officers and Officials	I-2. Policy #1100: Board Officers <ul style="list-style-type: none"> Replaced by BCA (Local)
J-1. BCB Board Internal Organization – Board Committees	J-2. Policy #1110: Board Committees <ul style="list-style-type: none"> Replaced by BCB (Local)

Adopt New Policy	Retired Policy(ies)
K-1. BCC Board Internal Organization – Attorney	K-2. Policy #2200: Legal Counsel <ul style="list-style-type: none"> • Replaced by BCC (Local)
L-1. BCG Board Internal Organization – Board Evaluation	
M-1. BD Board Meetings	M-2. Policy #1610: Types of Meetings <ul style="list-style-type: none"> • Replaced by BD (Local) M-3. Policy #1620: Meeting Procedures <ul style="list-style-type: none"> • Replaced by BD (Local) and BDB (Local) M-4. Policy #1625: Notice of Meeting: Contents of Notice <ul style="list-style-type: none"> • Replaced by BD (Local) M-5. Policy #1640: Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-6. Policy #1645: Consent Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-7. Policy #1650: Quorum <ul style="list-style-type: none"> • Replaced by BD (Local) M-8. Policy #1660: Minutes <ul style="list-style-type: none"> • Replaced by BD (Local)
N-1. BDB Board Meetings – Public Participation <ul style="list-style-type: none"> • Administration requests Board feedback on whether to include or delete language requiring that anyone who wishes to address the Board in Public Comment must give prior indication of the topic or agenda item they wish to discuss. 	
O-1. BE Policy and Bylaw Development	O-2. Policy #1700: Board Policies <ul style="list-style-type: none"> • Replaced by BE (Local) O-3. Policy #2300: Developing, Recommending, and Implementing Policy <ul style="list-style-type: none"> • Replaced by BE (Local)

Adopt New Policy	Retired Policy(ies)
P-1. BFA Chief Executive Officer Qualifications and Duties	P-2. Policy #1010: Authority & Functions of the College President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-3. Policy #Policy 2100: Duties and Responsibilities of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-4. Policy #Policy 2110: Qualifications of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) and Move to Procedure
Q-1. BFD Chief Executive Officer – Retirement or Resignation	Q-2. Policy #2160: Retirement or Resignation of the President <ul style="list-style-type: none"> • Replaced by BFD (Local)

The following policies were also recommended for retirement. They were duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB recommends transitioning to a procedure, as deemed appropriate, by College staff based on internal operations and functions:

- R-1. Retire Current Policy #1011: Relationship Between Board and President
 - TASB recommends development as a Procedure Document instead of a Board Policy
- S-1. Retire Current Policy #1200: Qualifications for Service as Trustee
 - Replaced by BBA (Legal) – Board Members – Eligibility/Qualifications
- T-1. Retire Current Policy #1210: Resignation of Trustee
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- V-1. Retire Current Policy #1230: Removal from Office
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention
 - Replaced by BBFA (Legal) – Conflict of Interest Disclosures

X-1. Retire Current Policy #1512: Nepotism: Public Officials

- Replaced by DBE (Legal) – Employment Requirements and Restrictions – Nepotism

Y-1. Retire Current Policy #1670: Executive Sessions

- Replaced by BDA (Legal) – Board Meetings – Closed Meetings

Z-1. Retire Current Policy #1671: Executive Session Certified Agenda

- Replaced by BDA (Legal) – Board Meetings – Closed Meetings

AA-1. Retire Current Policy #1800: Position on Legislative Matters

- TASB recommends development as a Procedure Document instead of a Board Policy

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, College staff, and STC Legal Counsel.

Enclosed Documents - The new and or retired policies were provided in a separate packet for the Board's information and review.

Andrew Fish, Board Relations Officer, and Gardenia Perez, Chief of Staff, attended the Meeting to address questions by the Trustees.

The trustees requested a Board Work Session for further review and discussion of the policies, and administration agreed to coordinate such a session.

No action was requested at this time.

Review of Presentation to the Finance, Audit, and Human Resources Committee:

a. Review and Discussion of South Texas College Proposed 2022 Tax Year Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate and therefore, is required to hold a public hearing.

The Texas Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Texas State Comptroller's office that include the statutory requirements. In addition, the Texas Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website and on TV, if available, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

Use of Interest and Sinking Reserve Funds

The Vice President for Financial Administrative Services and Business Office staff met with Estrada Hinojosa & Company, Inc. to address options to continue using the Interest and Sinking reserved funds available. The following options were discussed with Estrada Hinojosa & Company, Inc.:

- Option 1 – Use the Interest and Sinking reserve funds to lower the debt tax rate.
- Option 2 – Do not use the Interest and Sinking reserve for potential bond election to be held prior to FY 2024-2025 when the tax rate will decrease because two bond issuances will be paid off resulting in a decreased debt requirement.

Option 1 is based on the use of Interest and Sinking reserve funds to lower the debt tax rate. The table below reflects \$2,600,000 Interest and Sinking reserve funds used for the bond payments which results in a rate of \$0.0227:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0227	\$0.1615	\$81,351,314
Proposed Tax Rate	\$0.1388	\$0.0227	\$0.1615	\$81,351,314

Option 2 is based on zero use of Interest and Sinking reserve funds for the debt tax rate. With this option, the debt tax rate will collect the amount necessary to fully fund all debt service payments. The table below reflects zero use of Interest and Sinking reserve funds for bond payments which results in a debt tax rate of \$0.0282:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0282	\$0.1670	\$83,894,361
Proposed Tax Rate	\$0.1388	\$0.0282	\$0.1670	\$83,894,361

The debt tax rate of both options is lower than the current debt tax rate of \$0.0315. As shown in the tables above, the debt tax rate with option 1 (\$0.0227) is lower than debt tax rate of option 2 (\$0.0282) by \$0.0055.

The proposed maintenance and operations (M&O) tax rate of \$0.1388 is the maximum rate that the College can adopt to not exceed the voter-approval tax rate and not be required to hold an election to vote on the proposed tax rate.

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate of either \$0.1615 or \$0.1670 since this tax rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

In fiscal year 2022, South Texas College held a public hearing and published special notices before adopting the tax rate of \$0.1715, \$0.1400 cents for M&O and \$0.0315 for I&S.

The Notice of 2022 Tax Rates and a presentation on Proposed 2022 Property Tax Rate follow in the packet for the Board's information and review.

Dr. Miguel De Los Santos, Estrada Hinojosa & Company, Inc. discussed the options of using the Interest and Sinking Reserve funds.

**Conduct a Record Vote to Schedule a Public Hearing Regarding
Adoption of the Proposed Tax Rate that Exceeds the No-New-
Revenue Tax Rate and/or the Voter-Approval Tax Rate**

Approval by record vote to schedule a public hearing regarding adoption of the proposed tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate was requested.

A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

Option 1 – based on use of \$2,600,000 Interest and Sinking reserve funds

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0227	\$0.1615	\$81,351,314
<i>Proposed Tax Rate</i>	<i>\$0.1388</i>	<i>\$0.0227</i>	<i>\$0.1615</i>	<i>\$81,351,314</i>

Option 2 – based on zero use of Interest and Sinking reserve funds

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1572	\$79,363,113
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1388	\$0.0282	\$0.1670	\$83,894,361
<i>Proposed Tax Rate</i>	<i>\$0.1388</i>	<i>\$0.0282</i>	<i>\$0.1670</i>	<i>\$83,894,361</i>

The proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate and, therefore, the Board must take record vote and schedule a public hearing.

The Notice of Public Hearing and the Roll Call Vote of Members of the Board form followed in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee met on August 23, 2022, and recommended Board approval by record vote to schedule a public hearing, and to identify the tax rate to be considered at that hearing.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approves and authorizes by record vote to schedule a public hearing, on September 27, 2022 at 5:15 PM before adopting the proposed tax rate of \$0.1615, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantú, Mr. Paul R. Rodriguez, and Mrs. Dalinda Gonzalez-Alcantar voted in favor of the motion, while Mr. Rene Guajardo and Mr. Danny Guzman were not present. The motion carried.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and

the items were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

On August 9, 2022, the Finance, Audit, and Human Resources Committee recommended Board approval of revised evaluation criteria for competitive procurement of products, services, and products and services. Administration continued to review questions raised during the Committee discussion with Legal Counsel, and recommended no Board action at this time.

Administration would return to the Finance, Audit, and Human Resources Committee for additional discussion and revisions as necessary

All trustees were invited to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented.

- a. Approval of Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement
- b. Approval of Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations
- c. Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- d. Approval of Internal Audit Charter
- e. Approval of Proposed Projects for Internal Auditor for FY 2022 – 2023

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized items a – e of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval of Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement

Approval of the following solicitation of proposals, purchases, renewals, and interlocal agreement was requested.

The Director of Purchasing has reviewed each item and recommended approval as follows:

The Finance, Audit, and Human Resources Committee recommended Board approval of the solicitation of proposals, purchases, renewals, and interlocal agreement as listed below:

A. Solicitation of Proposals

- 1) Campus Dining Services – Food Trucks (Solicit):** solicit a request for proposals for campus dining services – food trucks for the Starr County Campus and the Regional Center for Public Safety Excellence for services as needed;
- 2) District Wide Network Equipment Upgrade (Solicit):** solicit a request for proposals for the district wide network equipment upgrade using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$900,000.00;
- 3) Purchase of Portable Air Purifiers (Solicit):** solicit a request for proposals for the purchase of portable air purifiers using the Higher Education Emergency Relief Funds (HEERF) grant, at a total amount of \$200,000.00;

B. Purchases and Renewals (B-a. Technology Items)

- 4) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University – Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$415,774.05;
- 5) Communication Software Agreement (Renewal):** renew the communication software agreement with **Hit Labs, Inc.** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$75,038.91;
- 6) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$259,763.00;
- 7) Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 1, 2022 through August 31, 2023, at a total estimated amount of \$34,242.22;

- 8) **Email Backup Online License Subscription (Renewal):** renew the email backup online license subscription with **Software House International (SHI) Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 31, 2022 through August 30, 2023, at an estimated amount of \$37,141.01;
- 9) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 30, 2022 through September 29, 2023, at a total estimated amount of \$41,260.62;
- 10) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), a Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards – Buyboard, and The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through September 20, 2023, at an estimated total amount of \$93,396.89;
- 11) **Internet Service Agreement – District Wide (Renewal):** renew the internet service agreement – district wide with Charter Communications Operating, LLC./dba Spectrum Gulf Coast, through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2022 through August 31, 2023, at an estimated monthly total amount of \$15,000.00 and estimated annual total amount of \$180,000.00;
- 12) **Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$139,248.59;
- 13) **Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$550,248.65;
- 14) **Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total estimated amount of \$79,999.92;
- 15) **Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$147,724.67;
- 16) **Support Services Agreement (Renewal):** renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$31,186.00;

- 17) System Appliances Maintenance Agreement (Renewal):** renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$22,437.20.

C. Interlocal Agreement

- 18) Service Agreement (Interlocal Agreement):** approve a service agreement with **Hidalgo County - Women, Infants, and Children (WIC) Program** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2022 through August 31, 2023, at no charge to the College.

Recommend Action - The total for all solicitation of proposals, purchases, renewals, and interlocal agreement is \$3,207,461.73.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

b: Approval of Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations

Approval of vendor registration on the Electronic Bids and Proposals System for receiving notification of College Solicitations was requested.

Purpose – To allow vendors the option to register on the College's Electronic Bids and Proposal System, Bonfire, to receive notifications of College solicitations. Vendors will be notified via email when solicitations of the services or products they are registered for are available. Vendors also receive due date reminders via email from the System.

Justification – The College's Bonfire Electronic Bids and Proposal System that is currently used for the online evaluation of bids and proposals by the evaluation committee and to store and manage contracts electronically, may also be used as an option to notify registered vendors of College solicitations, such as Request for Proposals (RFPs) or Request for Qualifications (RFQs).

Background - On May 10, 2022, the Facilities Committee members instructed Administration to discontinue the practice of using vendor information previously gathered entirely and solely rely on the legally required public advertisement for issuing bids, proposals, and qualifications.

Due to the recent decline in vendor responses to College solicitations, Administration is requesting that in addition to the required advertisement, vendors be granted the option to register online in the College's Bonfire system to receive email notifications of the

solicitations. Once registered in the system, vendors will receive email notifications of solicitations related to their selected commodities

The Purchasing Department purchased the Bonfire system in November 2020 to receive bids and proposals electronically, conduct committee online evaluations, and maintain and manage contracts. The system is not currently used to receive bids and proposals electronically.

The vendors that do not wish to register online, may submit a hard copy of the registration information to the Purchasing Department via email, mail, or in person.

The College's Bonfire Electronic Bids and Proposal System includes an online training and vendor help center. The vendor help center provides a response to any questions and a list of frequently asked questions. The Purchasing Department will also provide a monthly vendor training session, which will be held in-person at the Pecan Campus. This training will be recorded and made available on the STC Purchasing Department website. Enclosed Documents - The National Institute of Government Purchasing (NIGP) list of commodity codes follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the vendor registration on the Electronic Bids and Proposals System for receiving notification of College Solicitations as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:
c. Acceptance of Internal Auditor's Annual Statement of
Organizational Independence

Mr. Khalil Abdullah, Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee as required by applicable IIA *Standard* 1110 as listed below.

The audit organization and the individual auditor should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

South Texas College's Office of Internal Audits expects our auditors to comply with professional standards and internal policies and procedures; maintain independence of mental attitude in the conduct of all assigned work; to be objective, fair, and impartial; and to conduct themselves so that auditees and third parties will see our office in this way. Each staff member must promptly notify the Chief Audit Executive (CAE), in writing, concerning any situation that would impair the staff member's or the office's independence on an audit, or that might lead others to question it. The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Internal Auditor.

IIA Standard 1110 Organizational Independence – The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The CAE must confirm to the board, at least annually, the organizational independence of the internal audit activity.

IIA Standard 1100 Independence and Objectivity – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Interpretation of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

d. Approval of Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2022 through August 31, 2023 was requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically, IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit

Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter was provided in the packet for the Board’s review and discussion.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 9, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2022 through August 31, 2023 as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:
e. Approval of Proposed Projects for Internal Auditor for FY 2022 – 2023

Approval of proposed projects for the Internal Auditor for FY 2022 - 2023 was requested.

Purpose – Staff recommended projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2022 - 2023. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2022 - 2023 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Federal Awards

3. Faculty Overloads & Stipends
4. Business Continuity / Disaster Recovery
5. Title IX
6. HR Processes – Employee Hiring and Staffing
7. Emergency Medical Technology (EMT) Program
8. Surprise Cash Counts
9. Purchasing – Proposal Evaluation Criteria
10. Quality Assurance Review – External QAR

Enclosed Documents - The list of Internal Audits conducted for FY 2012 through FY 2022 was included in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the August 9, 2022 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2022 - 2023 as presented.

This item was approved by the Board as part of consent agenda action.

Review and Action as Necessary on Contract Training Agreement with Pharr-San Juan-Alamo Independent School District

The Board of Trustees was asked to approve a contract training agreement with **Pharr San Juan Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning August 15, 2022 through July 31, 2023, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education requested to enter into a training agreement in the amount of \$75,625.00 with the PSJA ISD Department of Career and Technical Education for the FY2022 – 2023 school year.

Justification and Benefit – The training services will include the Real Estate Program and Dental Assistant Program. The participants will be high school juniors and seniors identified by the PSJA ISD Career and Technology Education Department. Upon successful completion of training, participants will receive a certificate of completion and will be eligible to sit for the Real Estate Sales Agent certification exam (Texas Real Estate Commission) or the Dental Assistant certification exam (Texas State Board of Dental Examiners).

This item was not available for presentation to the Finance, Audit, and Human Resources Committee. It was presented to the Board without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approves and authorizes a training agreement in the amount of \$75,625.00 with the PSJA ISD Department of Career and Technical Education for the FY2022 – 2023 school year. The motion carried.

Review and Action as Necessary on Award of Proposal for Cyber Liability Insurance

Approval was requested to award the proposal for Cyber Liability Insurance for the period beginning September 1, 2022 through August 31, 2023 at a total cost of \$50,000.00.

Purpose - The purpose of cyber liability insurance was to help the College recover from potential financial losses caused by cyberattacks and data breaches.

Justification - Companies have an obligation to keep their customers' protected health information and personally identifiable information confidential. They may face potential liability if the information is exposed in a data breach. This coverage protects the College for liability to others and reimburses for expenses related to a data breach.

The College's Insurance Consultant, Mr. Chase Carlisle, attended the August 23, 2022 Board meeting to address questions from the Board. Mr. Carlisle recommended the following award:

Cyber Liability Insurance

- Request to award Cyber Liability Insurance to Homeland Insurance Company of New York (Arthur J. Gallagher Risk Management Services, Inc.), at a total cost of \$50,000.00.
- Coverage includes (but is not limited to) invoice manipulation, data recovery costs, funds transfer fraud, etc.
- Limit of liability is \$2,000,000.
- The proposed premium of \$50,000.00 represents a decrease of 3.6% from the prior year.
- The carrier is different from the prior year.
- Some sub-limits are lower than last year.

Background – Proposal documents were advertised on July 27, 2022 and August 3, 2022. Three (3) responses were received on August 11, 2022 but one (1) response was incomplete, therefore, not evaluated. The proposals were evaluated by Mr. Chase Carlisle, Insurance Consultant, Accountability, Risk and Compliance, and the Purchasing Department.

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

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

Enclosed Documents – The recommendations and spreadsheets provided by the insurance consultant were included in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee did not review this item, as proposals were received past the date of the Committee meeting.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized awarding the proposal for Cyber Liability Insurance to Homeland Insurance Company of New York (Arthur J. Gallagher Risk Management Services, Inc.) for the period September 1, 2022 through August 31, 2023, at a total cost of \$50,000.00. The motion carried.

Review of Updates to the Facilities Committee

a. Review and Update on Project Scope Location for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity

An update on the project scope location for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance (ARC) Department and the Office of Institutional Equity (OIE) was discussed at the August 9, 2022 Facilities Committee meeting.

Purpose

College Administration reported a proposed change of scope regarding the relocation of the project from the west side to the east side of the Pecan Campus North Academic Humanities Building P.

Justification

A change in scope was required to reorient the design of the project due to a change in department relocation needs.

Background

On May 26, 2022, the Board of Trustees approved contracting architectural services with Able City, LLC. The project scope included the renovation of the Pecan Campus North Academic Humanities Building P for the relocation of staff from Pecan Campus Ann Richards Administration Building D.

Staff from the ARC department and the OIE would be relocated to the east side of the third floor of Building P in lieu of the west side as originally planned to accommodate Academic Affairs needs. The existing classrooms were identified as available for office conversion by the Academic Affairs Division.

The proposed scope of work is summarized as follows:

- Interior design and construction of the renovation
- Approximate square feet: 4,551 sf.

The total revised budget is itemized in the table below:

Pecan Campus North Academic Humanities Building P Renovation for the ARC and the OIE Total Revised Project Budget	
Budget Item	Revised Project Budget
Construction	\$455,100
Design	45,510
Miscellaneous	5,000
FFE	90,000
Technology	50,000
Contingency	91,020
Total	\$736,630

Enclosed Documents

The packet included a presentation of the project with the revised scope location and a preliminary layout of the space for the Committee's review and information.

b. Review and Update on Proposed Modifications and Phases for the Pecan Campus Library Building F

Plans for the proposed modifications and phases for the Pecan Campus Library Building F Expansion and Renovation project were reviewed and discussed at the August 9, 2022 Facilities Committee Meeting.

Background

On February 23, 2021, the Board of Trustees approved the schematic design of the project as designed by ERO Architects. On September 28, 2021, the Board approved a revision of the proposed project and an increase in the construction budget, proposed design changes from Administration and College staff. The estimated cost of the Pecan Campus Library Building F Renovation and Expansion exceeded available funding and current construction priorities for the College.

As discussed at the July 12, 2022 Facilities Committee meeting, College staff proposes that the project proceed as a series of internal space modification projects and possible smaller capital improvement projects over the next few years beginning with those deficiencies in the existing building that limit the adequacy and

appropriateness of the facility to meet user needs. This targeted and phased approach addressing key improvement needs will help ensure ongoing compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements while at the same time providing substantial savings to the College. The Facilities Committee requested for staff to provide more information about the plan. The planned phases and timeline are as follows:

Phase I – FY 2022-2023:

- Create silent study area on 2nd floor
- Build two (2) staff offices on 2nd floor
- Convert two (2) staff offices on 1st floor into group study rooms
- Enhance capacity of extended hours room as a self-service open computer lab
- Convert a room into a multipurpose training, meeting, and event room
- Repaint the Open Lab on the 1st floor

Phase II – FY 2023-2024:

- Create seven group study rooms on 1st floor by relocating one of three compact shelving systems to the Technology Campus Library and consolidating operations of two 1st floor service desks
- Create a Center for Learning Excellence (CLE) communications studio and an adjoining study room along the north wall of the 1st floor
- Add power to CLE writing center area
- Repaint Educational Technologies spaces

Phase III – FY 2024-2025:

- Create a staff office within the Learning Commons and Open Labs administrative area
- Convert a room into a CLE Writing Center huddle room
- Remodel instructional lab, staff office, and door placement along administrative area walkway to improve staff workspace capacity and improve operational workflow
- Create a makerspace to provide resources and services aligned with evolving curriculum needs

Funding Source

Funds would be available in the FY 2022-2023 Unexpended Plant Fund for proposed Phase I.

Enclosed Documents

A presentation of the proposed modifications and phases was provided for the Committee's review and information.

No action was requested. This information was presented to the Board of Trustees for discussion and feedback.

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

All trustees were invited to identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Facilities Committee recommended Board action on the following items as presented.

- a. Approval to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property
- b. Approval to Proceed with Solicitation of Architectural Services and Selection of a Location for the Pecan Campus Continuing Education Building
- c. Approval to Terminate the Architectural Services Contract with ERO Architects and Cancellation of the Pecan Campus Library Building F Renovation and Expansion
- d. Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F
- e. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized items a – e of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property

Approval of authorization to proceed with the solicitation of a Request for Qualifications (RFQ) for civil engineering services for a subdivision plat for the Pecan Campus West Property was requested.

Purpose

The Board was asked to approve the solicitation of civil engineering services for the development of a subdivision plat.

Justification

In order for the City of McAllen to authorize future construction projects on the Pecan Campus West Property, a subdivision plat must be prepared and recorded with the County of Hidalgo. Solicitation of Request for Qualifications (RFQ) for civil engineering services is necessary to procure a design team to prepare the subdivision plat. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an engineer to the Facilities Committee at a later date.

Background

The Board of Trustees was asked to approve the solicitation of architectural services for a new Continuing Education Building to be constructed at the Pecan Campus West Property. The West Property had not previously been platted and therefore a subdivision plat is required before new construction can proceed.

Funding Source

Funds for these services were available in the FY 2022-2023 Unexpended Plant Fund.

Enclosed Documents

A property map was enclosed for the Board's review and information.

The Facilities Committee recommended Board approval to solicit civil engineering services for a subdivision plat for the Pecan Campus West Property project as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

b. Approval to Proceed with Solicitation of Architectural Services and Selection of a Location for the Pecan Campus Continuing Education Building

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Pecan Campus Continuing Education Building, contingent upon execution of a grant award contract with the Economic Development Administration (EDA), and the selection of a location option was requested.

Purpose

The Board was asked to approve the solicitation of architectural services for a new Continuing Education building at the Pecan Campus –West Property.

Justification

Solicitation of Request for Qualifications (RFQ) for architectural services was necessary to procure a design team to prepare all necessary design development drawings and

specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

Scheduling Priority

This project was requested by the Continuing Education Department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

Background

The Continuing Education (CE) Program was awarded a grant by the EDA to partially fund the construction of a 10,000 square foot facility for CE instruction and training. The CE Program had since requested to add an additional 10,000 square feet to the building due to the College's intention to vacate staff from their current location at Pecan Plaza. The approval of the grant and the plan to relocate CE from Pecan Plaza have prompted the prioritization of the project.

The proposed Continuing Education Building would be located at the Pecan Campus – West Property, which was a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. It would provide the following spaces:

- Nine (9) classrooms
- Seven (7) labs
- Ten (10) offices
- Storage spaces
- Administrative work areas
- Conference room
- Cashier space
- Student lounge
- Breakroom
- Registration space
- Trainer space
- Support spaces

The Testing Center would also be relocated from Pecan Plaza and included as part of the proposed Continuing Education Building. The Testing Center area would contain the following spaces:

- Two (2) testing labs
- Three (3) offices
- Administrative work area
- Waiting area
- Storage space

The proposed scope of work was summarized as follows:

- Design and construction of the Continuing Education Building
- Sitework: Parking, drives, utilities, and infrastructure

- Approximate square feet: 24,500 s.f.

The total project budget was \$8,684,718 as itemized in the table below:

Pecan Campus Continuing Education Building Total Project Budget	
Budget Item	Budget Amount
Construction	\$6,257,850
Design	625,785
Miscellaneous	167,361
FFE	495,855
Technology	512,082
Owner Contingency	625,785
Total Project Budget	\$8,684,718

Funding Source

Funds for the Pecan Campus Continuing Education Building Project 2021-002C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2021-2022.

Of the \$8,684,718 total project budget, the College budgeted \$7,184,718 in the Unexpended Construction Plant Fund as part of the Capital Improvement Proposal (CIP) and funds in the amount of \$1,500,000 from an Economic Development Administration (EDA) grant would be included as part of the project budget. The EDA grant was awarded to the College and accepted by the Board on July 26, 2022 and was pending execution of the grant award contract.

Estimated Project Timeline

The project design phase, which included the approval of a design firm, was projected to last until August 2023, with construction to commence in November 2023 and Substantial Completion in September 2024.

Enclosed Documents

Facilities Planning & Construction staff prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

The Facilities Committee recommended Board approval to solicit architectural services for the Pecan Campus Continuing Education Building, contingent upon execution of a grant award contract with the Economic Development Administration (EDA), and the selection of a location option for the building as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

c. Approval to Terminate the Architectural Services Contract with ERO Architects and Cancellation of the Pecan Campus Library Building F Renovation and Expansion

Approval to terminate the architectural services contract with ERO Architects, Inc. and cancel the Pecan Campus Library Building F Renovation and Expansion project was requested.

Purpose

College Administration requested that the Board officially terminate any contractual obligations with ERO Architects regarding Pecan Campus Library Building F Renovation and Expansion Project 2016-018C and cancel the project.

Justification

Termination was necessary because the services of the architect will no longer be needed due to the Library and Learning Support Services Department's and Administration's proposal to cancel the project after an evaluation of College and student needs.

Background

On June 25, 2019, the Board approved contracting architectural design services with ERO Architects to serve as the architect of record for this project. The College has reevaluated the scope needed for this project, and determined the College would benefit more greatly from canceling the project and moving forward instead with a series of internal space modification projects and possible smaller capital improvement projects.

The total project budget for the Pecan Campus Library Building F Renovation and Expansion Project was \$17,015,000.00. The remaining project budget was \$16,114,339.99. The expenditures in the amount of \$857,318.04 were for design, testing, and advertising services. An additional \$43,341.97 was still owed to the architect for design services performed. The architect would not be paid for the construction administration services phase. No further expenditures or encumbrances were expected.

The remaining budgets for the project were summarized in the table below:

Pecan Campus Library Building F Renovation and Expansion				
Item	Total Project Budget	Expenses	Pending Payments	Balance of Project Budget
Construction	\$12,400,000.00	\$0.00	\$0.00	\$12,400,000.00
Design	1,240,000.00	840,584.33	43,341.97	356,073.70
Miscellaneous	345,000.00	16,733.71	0.00	328,266.29
FFE	1,095,000.00	0.00	0.00	1,095,000.00
Technology	1,335,000.00	0.00	0.00	1,335,000.00
Contingency	600,000.00	0.00	0.00	600,000.00
Total	\$17,015,000.00	\$857,318.04	\$43,341.97	\$16,114,339.99

Enclosed Documents

A fact sheet was enclosed for the Board's review and information.

Funding Source

Funds for the Pecan Campus Library Building F Renovation and Expansion Project 2016-018C were budgeted in the Unexpended Construction Plant Fund for use in FY 2021-2022.

The Facilities Committee recommended Board approval of the termination of the architectural services contract with ERO Architects and the cancellation of the Pecan Campus Library Building F Renovation and Expansion project as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

d. Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F

Approval of schematic design prepared by EGV Architects, Inc. for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F project was requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Scheduling Priority

This project was requested by the Division of Business, Public Safety, and Technology. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to accommodate the current and future needs of the welding program.

Justification

Once schematic design was approved, EGV Architects, Inc. would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On February 22, 2022, the Board of Trustees approved contracting architectural services with EGV Architects, Inc. for this project. The architect worked with College staff to develop a schematic design to meet the program's current needs.

The project consisted of constructing a new facility that would provide sixty (60) additional welding stations, storage space, office space, and support space.

- Square feet: 6,413 s.f.

The construction budget and the estimated construction cost for the project were shown in the following table:

Technology Campus Master Plan Phase I Welding Lab Expansion Building F Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$1,204,000	\$1,795,640	(\$591,640)

Funding Source

Funds for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F Project 2022-036C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund. The total construction budget was \$1,204,000. EGV Architects, Inc. has estimated the construction costs to be \$1,795,640. Additional funds were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall, in the form of budget transfers from funds available in other projects.

Reviewers

The proposed schematic design was reviewed by staff from the Division of Business, Public Safety, & Technology, Facilities Planning & Construction department, Facilities Operations & Maintenance department, and the Coordinated Operations Council.

Estimated Project Timeline

The project design phase was projected to last until January 2023, with construction to commence in May 2023 and Substantial Completion in February 2024.

Enclosed Documents

EGV Architects, Inc. developed a schematic presentation describing the proposed design. The packet includes drawings of the site plans, a floor plan, exterior views, and a fact sheet.

Presenters

Representatives from EGV Architects, Inc. attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Technology Campus Master Plan Phase I Welding Lab Expansion Building F project as presented.

This item was approved by the Board as part of consent agenda action.

Consent Agenda:

e. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval to contract construction services for the Starr County Campus Workforce Center Building D Welding Lab Expansion project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the project.

Scheduling Priority

This project was submitted by the Business, Public Safety, and Technology Division in 2019, and was reviewed by the Facilities Planning & Construction department, the Welding Program, the Coordinated Operations Council, Administration, the Facilities Committee, and the Board of Trustees. It was scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

Background

On November 23, 2021, the Board approved the schematic design of this project as prepared by Gignac & Associates, LLP.

Solicitation of competitive sealed proposals for this project began on June 15, 2022. A total of four (4) sets of construction documents were issued to plan rooms and a vendor. A total of one (1) proposal was received on July 28, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2022	Solicitation of competitive sealed proposals began.
July 28, 2022	One (1) proposal was received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **Kimber 1985** as the highest ranked in the amount of \$1,070,000.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Kimber 1985	Original Budget Variance
Unexpended Construction Plant Fund	\$355,200	\$1,070,000	(\$714,800)
Total Amount	\$355,200	\$1,070,000	(\$714,800)

Funds for the Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C are budgeted in the Unexpended Construction Plant Fund for

available use in FY 2021-2022 in the amount of \$355,200 for construction. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall, in the form of budget transfers from funds available in other projects.

Reviewers

The proposals were reviewed by College staff from the Facilities Planning & Construction, Maintenance & Operations, and Purchasing departments.

Estimated Project Timeline

Construction for this project was to commence in September 2022 and Substantial Completion in July 2023.

Enclosed Documents

A presentation of the project was included within the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Kimber 1985 in the amount of \$1,070,000 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

This item was approved by the Board as part of consent agenda action.

Review and Action as Necessary to Contract Construction Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office

Approval to contract construction services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office.

Scheduling Priority

This project was requested by the College President and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Administration, the Facilities Committee, and the Board of Trustees. This project was scheduled as a non-educational improvement to renovate areas of Building A for the College President's Office.

Background

On April 26, 2022, the Board approved contracting architectural services with The Warren Group Architects, Inc. On June 28, 2022, the Board approved the schematic design from The Warren Group Architects, Inc. The project consisted of demolishing the existing

spaces, formerly occupied by the Distance Learning department, and renovating them to accommodate the Office of the President.

Solicitation of competitive sealed proposals for this project began on July 27, 2022. Construction documents were issued to three (3) plan rooms. A total of two (2) proposals were received on August 11, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
July 27, 2022	Solicitation of competitive sealed proposals began.
August 11, 2022	Two (2) proposals were received.

Highest Ranked Vendor

College staff included a construction alternate in the solicitation for replacing and renovating the main entrance lobby area ceiling of Building A. College staff reviewed and evaluated the competitive sealed proposals and recommended **CRC Development & Construction Co., LLC.** as the highest ranked in the amount of \$682,000, which includes \$632,000 for the base bid and \$50,000 for Alternate #1

Funding Source

Source of Funding	Construction Budget	Highest Ranked Base Bid Proposal CRC Development & Construction Co., LLC.	Alternate #1	Construction Budget Variance
Unexpended Construction Plant Fund	\$465,000	\$632,000	\$50,000	(\$217,000)
Total Amount	\$465,000	\$632,000	\$50,000	(\$217,000)

Funds for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office Project 2022-040C were budgeted in the FY 2021-2022 Unexpended Construction Plant Fund in the amount of \$465,000 for construction. Additional funds were available in the FY 2021-2022 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

The proposals were reviewed by The Warren Group Architects, Inc and College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Enclosed Documents

A presentation of the proposed project was included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with CRC Development & Construction Co., LLC. in the amount of \$682,000 for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office project as presented. The motion carried.

Review and Action to Approve Annual Facility Usage Agreements

Approval of the FY 2022 – 2023 annual facility usage agreements for use by the Kinesiology Program was requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2022 – 2023.

Justification

Various locations were needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed were course specific (ex. golf, swimming, tennis, bowling, etc.).

Background

The College leases facilities on an annual basis which were used for various instructional purposes. The facilities would provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2022, Spring 2023, and Summer 2023 semesters. In FY 2021 - 2022 a total of 1,299 students enrolled in Kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$21,559.00 was spent on facility usage fees in FY 2021 - 2022.

The following included examples of facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palm View Golf Course
 - Parks and Recreation Bicentennial Soccer Field

- Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

Additional facilities may be required at which the Kinesiology program may offer courses due to unforeseen circumstances. In these circumstances, the President would be asked to review and approve the use of various facilities as needed, pursuant to Policy 6130.

Funding Source

Funds would be budgeted in the proposed FY 2022 - 2023 Physical Education Facility Rental budget.

Mrs. Dalinda Gonzalez-Alcantar recused herself from deliberation and action on this item.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the FY 2022 – 2023 annual facility usage agreements for use by the Kinesiology program as presented. The motion carried.

Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

The Facilities Planning and Construction staff provided a design and construction update. This update summarized the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority.

Mary Elizondo and Rick de la Garza were available to respond to questions and address concerns of the Board.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of July 2022. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **July 2022**, and was available to respond to questions posed by the Board.

The checks and the financial reports submitted for approval were included in the Board packet under separate cover.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 2022. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:20 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;
- Section 551.074, Personnel Matters

1. Update and Action as Necessary Regarding Pending Litigation

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:40 p.m. No action was taken in Executive Session.

Update and Action as Necessary Regarding Pending Litigation

Mr. Eduardo Garza from Esparza & Garza, L.L.P., provided an update to the Board on pending legal action taken against the College:

a. Cause No. CL-21-0901-E; Deborah K. Villalon vs. South Texas College

Legal action was taken against the College by Deborah K. Villalon. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Eduardo Garza from Esparza & Garza, L.L.P to handle the case.

No action was taken by the Board.

Announcements

A. Next Meetings:

- **Tuesday, September 13, 2022**
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- **Tuesday, September 27, 2022**
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on Monday, September 5, 2022, in observance of Labor Day.
- Wednesday, September 7, 2022 is Fall 2022 Census Day
- The College will be closed Friday, September 23, 2022 to conduct College Wide Professional and Organizational Development Day.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:40 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 23, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, August 23, 2022 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 23, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:02 p.m. with Ms. Rose Benavidez presiding.

Ms. Benavidez announced that specific precautions had been taken due to the COVID-19 / novel coronavirus, including social distancing recommendations.

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantú, Mr. Paul R. Rodriguez, and Mrs. Dalinda Gonzalez-Alcantar

Members absent: Mr. Rene Guajardo and Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Myriam Lopez, Mr. George McCaleb, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mrs. Laura Requena, Ms. Alicia Correa, Dr. Rachel Sale, Dr. Christopher Nelson, Mrs. Sara Lozano, Ms. Jessica Galloso, Dr. Rebecca De Leon, Mrs. Lynda Lopez, Mr. Juan Miguel Galvan, Mr. Javier Villalobos, Dr. Miguel De Los Santos, Mrs. Gardenia Perez, and Mr. Andrew Fish.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

**Review and Action as Necessary on Proposed Employee Pay Plan for
FY 2022 – 2023**

Approval of the Proposed Employee Pay Plan for FY 2022 - 2023 was requested.

Purpose - The Proposed Employee Pay Plan for FY 2022 - 2023 for all employee groups is presented for the Committee's review and consideration. The Proposed Employee Pay Plan includes the proposed pay grade ranges and other compensation information.

08/23/2022

*Public Hearing and
Special Board Meeting Minutes*

Justification - On July 13, 2022, the Board of Trustees approved the Texas Association of School Boards (TASB) Compensation Study and to proceed with recommended results at a Special Board of Trustees Meeting. As a result, the Office of Human Resources incorporated the TASB recommended compensation plan and prepared the Proposed Employee Pay Plan information to reflect the College's proposed and approved new compensation structure for FY 2022 – 2023.

Background – The Proposed Employee Pay Plan for FY 2022 – 2023 that incorporated the TASB recommended compensation plan is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- New Pay Grades for Faculty, Operation Support (OS), Administrative Technical Professional (ATS), Technology (Tech), and Executive Administrative Professional (EAP) employees (see chart below)

Pay Grades
Faculty
Executive Administrative Professional
Technology
Administrative Technical Support
Operations Support

- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Compensation Rates, and Faculty Salary Plan

The College hosted two open forums to provide Luz Cadena, the TASB Analyst, the opportunity to present the compensation study methodology and answer questions.

Reviewers - The President and all the Vice Presidents reviewed the Employee Pay Plan. Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2022 - 2023 was included in the Employee Pay Plan and Staffing Plan binder for the Board's review and information.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, presented the proposed Employee Pay Plan to the Finance, Audit, and Human Resources Committee on August 23, 2022, and requested a recommendation for Board approval at the August 23, 2022 Public Hearing and Special Board Meeting.

The Finance, Audit, and Human Resources Committee recommended approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Proposed Employee Pay Plan for FY 2022 – 2023 as presented. The motion carried.

**Review and Action as Necessary on Proposed Employee Staffing Plan
for FY 2022 – 2023**

Approval of the Proposed Employee Staffing Plan for FY 2022 - 2023 was requested.

Purpose - The Proposed Employee Staffing Plan for FY 2022 – 2023 for all employee groups is presented for the Committee's review and consideration. The Employee Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Proposed Employee Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2022 - 2023. The Office of Human Resources incorporated the Texas Association of School Boards (TASB) recommendations and prepared the Employee Staffing Plan to reflect the College's proposed and approved new compensation structure for FY 2022 – 2023.

Background – As indicated in Policy #4100, College Employee Staffing Plan, the Employee Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Employee Staffing Plan.

At the July 13, 2022 Special Board Meeting, the Board of Trustees approved Staffing Plan revisions, which are included within the Plan

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Proposed Staffing Plan and is subject to Board approval of the FY 2022 – 2023 Budget.

Reviewers – The President and all the Vice Presidents reviewed the Employee Staffing Plan.

Enclosed Documents - A copy of the Proposed Employee Staffing Plan for FY 2022 - 2023 was included in the Employee Pay Plan and Staffing Plan binder for the Board's review and information.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, presented the proposed Employee Staffing Plan to the Finance, Audit, and Human Resources Committee on August 23, 2022, and requested a recommendation for Board approval at the August 23, 2022 Public Hearing and Special Board Meeting.

The Finance, Audit, and Human Resources Committee recommended approval as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the Proposed Employee Staffing Plan for FY 2022 – 2023 as presented. The motion carried.

The Public Hearing on FY 2022 - 2023 Budget

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the FY 2022 - 2023 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2022 - 2023 Budget opened at 5:11 p.m. and consisted of:

- Presentation of Overview of FY 2022 – 2023 Budget

Mrs. Elizondo presented the Overview of the proposed FY 2022 - 2023 Budget and responded to questions from the Board.

- Public Comments

No public comments were given and the required notice of the meeting was posted.

- Closing of the Public Hearing on FY 2022 - 2023 Budget

The Public Hearing closed at 5:27 p.m.

The Budget was included under separate cover in the Board packet.

Consideration and Approval of Resolution 2022-016 Adopting the Budget for FY 2022 - 2023

Approval of the proposed Budget for FY 2022 – 2023 was requested.

Dr. Ricardo J. Solis, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the proposed budget for FY 2022 – 2023 with the Board.

The revenues and expenditures for FY 2022 – 2023 are based on the following:

Unrestricted Fund Revenues:

- State appropriations are expected to decrease \$8,959,879 in FY 2022 - 2023. The projected decrease is mainly due to the removal of the other state appropriation revenues consisting of Optional Retirement Plan (ORP), Teacher Retirement System (TRS), and the Higher Education Employees Group Insurance (HEGI). **The state appropriations for the ORP, TRS, and HEGI allocations will be recorded in the College's Restricted Fund instead of the Unrestricted Fund to comply with the annual financial report requirements.** The state contract hour appropriation revenue is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.
- Tuition for FY 2022 - 2023 is based on projected enrollment of 17,500 traditional students, a 12.4% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. In total, tuition revenue is projected to decrease \$928,476 in FY 2022 – 2023 due mainly to a decrease in the projected traditional student enrollment.
- Fees for FY 2022 - 2023 are based on projected enrollment of 17,500 traditional students, a 12.4% decrease from Fall 2021, and 11,100 dual enrollment tuition free students for Fall 2022. The projections indicate a decrease in fees revenue of \$2,069,260 in FY 2022 – 2023 mainly due to a decrease in the projected traditional student enrollment.
- M&O Property Tax revenue for FY 2022 - 2023 is expected to increase \$7,615,335, due to an anticipated increase in tax collections, property values, and based on FY 2021 – 2022 actual revenues.
- Other revenue is expected to increase \$1,502,291, due to increase in interest revenue and administrative costs and indirect processing fees for ITED.
- The HEERF Lost Revenue is projected to decrease \$3,655,461 in FY 2022 – 2023. The decrease is due to the decrease in the Higher Education Emergency Relief Fund (HEERF) Lost Revenue the College expects to utilize. The HEERF Lost Revenue represents the revenues expected by the College that will be reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue is funded from the HEERF III Institutional Portion allocated to the College.

08/23/2022

*Public Hearing and
Special Board Meeting Minutes*

- Carryover Allocations are projected to decrease \$1,045,162 in FY 2022 - 2023. The decrease resulted from the decrease of \$2,845,336 in the Unexpended Construction Plant Transfer allocation, the decrease of \$1,000,000 in the Renewals & Replacements Plant Transfer allocation, the removal of \$231,448 for the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment allocation, the removal of \$1,346 for the Retention Incentive Payment allocation, and the decrease of \$900 for the Continuing, Professional, and Workforce Education allocation being partially offset by the addition of the Welding Equipment allocation of \$2,100,058 and the Capital Purchases allocation of \$933,810.

Unrestricted Fund Expenditures, Transfers and Reserves:

- The Salary expenditures budget for FY 2022 - 2023 is proposed to increase by \$6,231,320. The increase is due to the removal of the COVID-19 Training and Retention Incentive Payments in the amount of \$401,250 and the decrease due to vacancies and new hires in the amount of \$140,805 being offset by the increase in funding for the restoration of Nursing and Allied Health faculty positions in the amount of \$274,995, the increase in funding for position salary adjustments implemented in FY 2021 – 2022 in the amount of \$248,637, the addition of salaries due to the ITED restructure from the Restricted Fund to the Unrestricted Fund in the amount of \$558,973, the increase in funding for the Dual Credit and Adjunct pool pay increase in the amount of \$300,000, the increase in funding for the compensation study adjustments in the amount of \$4,828,978, and Board approved divisional adjustments and new positions in the amount of \$561,792.
- The Benefits expenditures budget for FY 2022 - 2023 is proposed to decrease by \$6,621,898 primarily due to the additional funding for the restoration of Nursing and Allied Health faculty positions, funding for position salary adjustments, the addition of salaries due to the ITED restructure from the Restricted Fund to the Unrestricted Fund, funding for the Dual Credit and Adjunct pool pay increase, funding for compensation study adjustments, and funding for the Board approved divisional adjustments and new positions being offset by the removal of the COVID-19 Training and Retention Incentive Payments, the decrease due to vacancies and new hires, and the removal of on-behalf retirement and insurance expenditures that will be recorded in the College's Restricted Fund.
- The Operating expenditures budget for FY 2022 - 2023 is proposed to increase by \$3,892,425 based on the needs of the College's departments.
- The Travel expenditures budget for FY 2022 - 2023 is proposed to increase by \$117,814. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2022 - 2023 is proposed to increase by \$1,759,810 based on the needs of the College's departments.
- The Transfers and Reserves budget for FY 2022 - 2023 is proposed to decrease by \$12,920,083. The decrease is due to the decrease in the Transfer to the

08/23/2022

*Public Hearing and
Special Board Meeting Minutes*

Unexpended Plant fund in the amount of \$2,000,000, the removal of the Transfer to the Continuing Education Unexpended Plant Fund of \$845,336, the decrease in the Transfer to the Renewals & Replacements Plant fund in the amount of \$1,000,000, the removal of the Transfer to the Office of ITED in the amount of \$865,581, the removal of the Fund Balance Reserve in the amount of \$4,553,705, and the decrease in the HEERF Fund Balance Reserve of \$3,655,461.

Auxiliary Fund Revenues:

- Auxiliary HEERF Revenue Loss Reimbursement revenue is expected to decrease \$244,189 in FY 2022 – 2023. The decrease is due to a reduction in the projected revenues expected by the College that will be reduced or eliminated as a result of the COVID-19 pandemic. The HEERF Lost Revenue is funded from the HEERF III Institutional Portion allocated to the College.
- Bookstore Commission revenue is expected to increase \$71,515 in FY 2022 – 2023 due to an increase in the projected sales commission from Barnes and Noble.
- Interest revenue and Vending Machine revenues are expected to increase \$36,000 in FY 2022 – 2023. The decrease in the interest revenue in the amount of \$4,000 is partially offset by the increase in vending machine revenue in the amount of \$40,000.
- The Food Service revenues are expected to decrease \$480,625 in FY 2022 – 2023 due to the suspension of operations of the College's Food Services department.
- The Nursing and Allied Health (NAH) Pinning Fees revenue is expected to increase \$32,290 in FY 2022 – 2023 due to the addition of the NAH Pinning Fees in the Auxiliary Fund. The NAH Pinning Fees will be recorded in the College's Auxiliary Fund instead of the Agency Fund to comply with the annual financial report requirements.
- The Carryover Fund Balance revenue is expected to increase \$140,179 in FY 2022 – 2023. The increase is due to the addition of the Carryover Fund Balance revenue to the Auxiliary Fund based on the needs of the College's departments.
- The Student Activity Fee revenue and the Child Care & Development revenues are projected to remain at their FY 2021 – 2022 levels.
- The FY 2022 – 2023 increase for the Self-Supporting Conferences revenue, and the decrease for the Non-Public Fund revenue are based on the projected remaining funds.

Auxiliary Fund Expenditures:

- The FY 2022 – 2023 expenditure budgets are proposed to adjust as necessary according to their funding source, the needs of the College's departments, and the

salary adjustments related to the Compensation Plan provided by the Texas Association of School Boards (TASB).

Restricted Fund Revenues:

- State and Federal Financial Aid revenue for FY 2022 – 2023 is projected to decrease \$10,805,247. The decrease is mainly due to the projected decrease in funds the College will receive for Federal Pell financial aid assistance to students.
- Higher Education Emergency Relief Fund (HEERF) revenue for FY 2022 – 2023 is projected to decrease \$67,567,479. The projected decrease is due to the College expending HEERF II and HEERF III funds by the ending date of the grant period.
- State and Federal Grants revenue for FY 2022 – 2023 is projected to increase \$1,735,773. The increase is due to a projected increase in state and federal grants that will be awarded to the College.
- Private and Local Grants and Scholarship revenue for FY 2022 – 2023 is projected to increase \$310,715. The increase is due to new private and local grants and scholarships and the projected remaining funds for grants and scholarships continuing in FY 2022 – 2023.
- On Behalf revenue for FY 2022 – 2023 is projected to increase \$9,538,852. The increase is due to the Optional Retirement Plan (ORP), Teacher Retirement System (TRS), and the Higher Education Employees Group Insurance (HEGI) allocations being recorded in the Colleges Restricted Fund instead of the Unrestricted Fund to comply with the annual financial report requirements.

Restricted Fund Expenditures:

- The FY 2022 – 2023 expenditure budgets are proposed to adjust as necessary according to their funding source.

Plant Fund Revenues:

- The Unexpended – Construction Fund revenue is proposed to increase \$6,071,386 in FY 2022 – 2023. The projected increase is due to funding needed for new renovation and construction projects termed Capital Improvements Projects (CIPs).
- The Unexpended – Renewals and Replacements Fund revenue is proposed to increase \$728,916 in FY 2022 - 2023. The projected increase is due to funding needed for capital renewal and replacement construction projects needed at each campus.
- The Unexpended – Retirement of Indebtedness Fund revenue is proposed to decrease \$525,644 in FY 2022 – 2023. The projected decrease is due to funding needed for the College's bond indentures principal, interest, and related costs.

08/23/2022

*Public Hearing and
Special Board Meeting Minutes*

Plant Fund Expenditures:

- The Unexpended – Construction Fund expenditure budget for FY 2022 – 2023 is proposed to increase \$6,071,386. The projected increase is due to an increase in facility improvement projects needed by the College and that support the College's Strategic Directions.
- The Unexpended – Renewals and Replacements Fund expenditure budget for FY 2022 – 2023 is proposed to increase \$728,916. The projected increase is due to an increase in deferred maintenance projects needed by the College.
- The Unexpended – Retirement of Indebtedness Fund expenditure budget for FY 2022 – 2023 is proposed to decrease \$525,644. The projected decrease is due to a decrease in expenditures related to the College's bond indentures and related costs.

Financial managers submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2022 – 2023.

The Unrestricted Fund Preliminary FY 2022 – 2023 (Next Year) Budget Summary of Projected Revenues and Expenditures with Comparison to the FY 2021 – 2022 (Current Year) amended budget and the Proposed Budget PowerPoint presentation were provided in the packet for the Board's review and information. Copies of the Proposed Draft Budget for FY 2022 – 2023 are included under separate cover.

The Resolution Adopting the Budget for FY 2022 – 2023 was also be presented for approval.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved Resolution 2022-016 adopting the budget for FY 2022 – 2023 as presented. The motion carried.

Adjournment

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:28 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 23, 2022 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES WORK SESSION
Friday, September 16, 2022 @ 10:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Board Work Session of the South Texas College Board of Trustees was held on Friday, September 16, 2022 in the Student Union Ballroom at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:09 p.m. with Ms. Rose Benavidez presiding.

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, and Mr. Danny Guzman, with Mr. Rene Guajardo attending via teleconference

Members absent: Mrs. Victoria Cantú

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mr. Frank Gutierrez, Ms. Erika Rodriguez, Mrs. Gardenia Perez, Ms. Stephanie Hinojosa, Dr. Sylvia Flores, and Mr. Andrew Fish, with Mr. Javier Villalobos and Dr. Scott Rizzo attending via teleconference.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Review and Discussion of Proposed Policies for Adoption and Retirement of Current Policies

The Board reviewed and discussed the following proposed policies for adoption and retirement:

- A-1. Adopt New Policy: AB College District – Name and Definitions
- A-2. Retire Current Policy #1000: Preamble & Definitions

- B-1. Adopt New Policy: BA Board Legal Status

- C-1. Adopt New Policy: BBB Board Members - Elections
- C-2. Retire Current Policy #1300: Single-Member Districts

- C-3. Retire Current Policy #1400: Elections
- C-4. Retire Current Policy #1410: Oath of Office

- D-1. Adopt New Policy: BBD Board Members – Orientation and Training
- D-2. Retire Current Policy #1520: Orientation and Training of Trustees

- E-1. Adopt New Policy: BBE Board Members - Authority
- E-2. Retire Current Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees
- E-3. Retire Current Policy #1630: Texas Open Meetings Act

- F-1. Adopt New Policy: BBF Board Members - Ethics
- F-2. Retire Current Policy #1020: Goals for Trustees
- F-3. Retire Current Policy #1510: Code of Ethics for Board Members

- G-1. Adopt New Policy: BBG Board Members – Compensation and Expenses
- G-2. Retire Current Policy #1530: Compensation and Expenses

- H-1. Adopt New Policy: BBH Board Members – Conventions, Conferences, and Workshops

- I-1. Adopt New Policy: BCA Board Internal Organization – Board Officers and Officials
- I-2. Retire Current Policy #1100: Board Officers

- J-1. Adopt New Policy: BCB Board Internal Organization – Board Committees
- J-2. Retire Current Policy #1110: Board Committees

- K-1. Adopt New Policy: BCC Board Internal Organization - Attorney
- K-2. Retire Current Policy #2200: Legal Counsel

- L-1. Adopt New Policy: BCG Board Internal Organization – Board Evaluation

- M-1. Adopt New Policy: BD Board Meetings
- M-2. Retire Current Policy #1610: Types of Meetings
- M-3. Retire Current Policy #1620: Meeting Procedures
- M-4. Retire Current Policy #1625: Notice of Meeting: Contents of Notice
- M-5. Retire Current Policy #1640: Agenda
- M-6. Retire Current Policy #1645: Consent Agenda
- M-7. Retire Current Policy #1650: Quorum
- M-8. Retire Current Policy #1660: Minutes

- N-1. Adopt New Policy: BDB Board Meetings – Public Participation

- O-1. Adopt New Policy: BE Policy and Bylaw Development
- O-2. Retire Current Policy #1700: Board Policies

- O-3. Retire Current Policy #2300: Developing, Recommending, and Implementing Policy
- P-1. Adopt New Policy: BFA Chief Executive Officer Qualifications and Duties
- P-2. Retire Current Policy #1010: Authority & Functions of the College President
- P-3. Retire Current Policy #Policy 2100: Duties and Responsibilities of the President
- P-4. Retire Current Policy #Policy 2110: Qualifications of the President
- Q-1. Adopt New Policy: BFD Chief Executive Officer – Retirement or Resignation
- Q-2. Retire Current Policy #2160: Retirement or Resignation of the President

Policies Retired with No New Policy Adopted:

- R-1. Retire Current Policy #1011: Relationship Between Board and President
- S-1. Retire Current Policy #1200: Qualifications for Service as Trustee
- T-1. Retire Current Policy #1210: Resignation of Trustee
- U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees
- V-1. Retire Current Policy #1230: Removal from Office
- W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention
- X-1. Retire Current Policy #1512: Nepotism: Public Officials
- Y-1. Retire Current Policy #1670: Executive Sessions
- Z-1. Retire Current Policy #1671: Executive Session Certified Agenda
- AA-1. Retire Current Policy #1800: Position on Legislative Matters

Based on feedback from the Board, administration agreed to revise the proposed new policies AB, BCC, and BDB as discussed.

Administration also committed to ensure that content included within policies proposed for revision and which would not be included in newly adopted policies would be thoroughly reviewed and incorporated into procedures.

No action was required. This item was presented to the Board of Trustees for discussion and feedback.

Announcements

A. Next Meetings:

- **Tuesday, September 27, 2022**
 - 5:15 p.m. – Public Hearing and Special Board Meeting
 - 5:30 p.m. – Regular Board Meeting

Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 12:15 p.m.

I certify the foregoing are the true and correct minutes of the Friday, September 16, 2022 Board Work Session of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

Authorization to accept and approve the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, is requested:

1. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant in the amount of \$149,734

This project will build upon the success of the Perkins State Leadership Advancing Completion and Employability (ACE) project by transitioning the project to a completion point that will enable program sustainability. Funds will be used to finalize a Competency Based Education (CBE) Career and Technical Education (CTE) Resource Toolkit and employ personnel to focus on student and stakeholder employment needs. The funding period is from September 1, 2022 to August 31, 2023.

The award aligns with Strategic Direction # 4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and professional growth.

2. Association of Public and Land Grant Universities (APLU), Lumen Learning Project, in the amount of \$45,000

South Texas College will collaborate with APLU in the development and refinement of Lumen Learning's Introduction to Statistics courseware designed specifically to increase success rates for low-income, Black, Latina/o, and Indigenous students. The courseware will be incorporated into South Texas College's MATH 1442 Elementary Statistical Methods class with the goal of increased student engagement with course materials and better student success and matriculation. The courseware is designed for a critical gateway course with the highest dropout and failure rates among underserved and minority students. The funding period is August 1, 2022 to August 31, 2023.

The award aligns with Strategic Direction # 4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and professional growth.

3. Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$66,666

This grant was awarded to the Institute for Advanced Manufacturing (IAM) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through virtual and hands on modalities. Students would be instructed both through the Microsoft Teams online platform and in person while providing students with an Instructional Coach for hands-on lead activities as needed.

This grant allows IAM an opportunity to work with students with disabilities, enhance their educational experience through interactive learning, and encourage students to persist in STEM-related studies. FIRST RGV and IAM faculty will provide curriculum development and online instruction for both camps. The funding period is from September 1, 2021 through August 31, 2023.

This grant is aligned to Strategic Direction #1, Lead Community Engagement, by providing middle and high school students with disabilities the opportunity to engage in coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

4. McAllen Development Corporation, Inc. Grant in the amount of \$330,000

This grant will help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing or Robotics who are employed in the City of McAllen. Funds will be used for tuition, training material, supplies and Institute for Advanced Manufacturing personnel. This grant is subject to approval by the City of McAllen at the next City Commission meeting. The funding period for this grant is from October 1, 2022 to September 30, 2023.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

5. Educate Texas, a public-private initiative of Communities Foundation of Texas in the amount of \$10,000

Grant funds will be used by South Texas College to provide stipends to South Texas College School of Nursing students who participated in the March 31, 2022 RGV FOCUS and Digital Promise Global Design Session, held at the Mission CEED Building. The session's purpose was to increase awareness and support of healthcare pathways as career options through verified micro-credentials, preparing youth for certificate and degree programs and successful participation in healthcare careers. Seven South Texas College students will be awarded stipends through Granted Funds as allocated by the Grant Agreement. The STC School of Nursing students used journey mapping to share their stories/experiences in education and then worked in groups to create a healthcare pathway for future students. The funding period is upon execution to November 15, 2022.

This award aligns to Strategic Direction #3, Create Educational Opportunities for Students, by aligning programs with emerging technologies and changing needs in the job market.

6. U.S. Department of Education, Child Care Access Means Parents in School (CCAMPIS) Program in the amount not to exceed \$1,408,248

Funds from this four-year grant will be used in support of student parents utilizing the Child Development Center at the Mid Valley Campus. The center provides quality and affordable childcare services to low-income students/parents while they attend South Texas College. This service helps improve their academic retention and degree completion. STC students majoring in child development incorporate the Center as a "Lab School" for field study and training. The program also supports family development by offering effective parent training and parental involvement activities each semester. With this grant award, more student parents will have the opportunity to attend South Texas College and complete their degree. Funds will be used to cover childcare tuition and fees for children of eligible student parents. The total grant award is \$1,408,248 with \$352,062 awarded each year, 2022-2026. The funding period is upon execution to November 15, 2022, renewing each fiscal year.

This award aligns with Strategic Direction #4, Foster Student Success, by providing student parents with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth by providing affordable childcare services funded through this grant.

7. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$2,009,648 in funding for the college to provide services and opportunities throughout the region.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate:

1. Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant in the amount of \$149,734
2. Association of Public and Land Grant Universities (APLU), Lumen Learning Project, in the amount of \$45,000
3. Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$66,666
4. McAllen Development Corporation, Inc. Grant in the amount of \$330,000
5. RGV Focus, Communities Foundation of Texas - Educate Texas Grant in the amount of \$10,000
6. U.S. Department of Education, Child Care Access Means Parents in School (CCAMPIS) Program in the amount not to exceed \$1,408,248

Approval Recommended:

Dr. Ricardo J. Solis
President

Second Review and Action as Necessary Regarding Proposed Policies for Adoption and Retirement of Current Policies

The Board of Trustees is asked to review and approve the proposed policies for adoption and the proposed policies for retirement.

These proposed policies were first reviewed by the Finance, Audit, and Human Resources Committee on August 9, 2022, and were presented for an initial review by the full Board of Trustees on August 23, 2022.

On September 16, 2022, the Board held a work session to further review and recommend revisions to the policies as needed. Administration has incorporated feedback from this session into the following policies:

- AB College District – Name and Definitions
- BCC Board Internal Organization – Attorney
- BDB Board Meetings – Public Participation

All changes resulting from the work session discussion are indicated by highlighting of added text and red strikethrough of deleted text in the policies provided under separate cover.

Purpose – The proposed adoption of new policies and retirement of current policies is necessary to align with the Texas Association of School Boards (TASB) policy manual.

Justification – The request to adopt and retire policies is needed to align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and transition policies to a standardized format. The adoption of new and/or retired policies are proposed as follows:

Adopt New Policy	Retired Policy(ies)
A-1. AB College District – Name and Definitions	A-2. Policy #1000: Preamble & Definitions <ul style="list-style-type: none">• Replaced by AB (Local), BA (Local), and BBB (Local)
B-1. BA Board Legal Status	
C-1. BBB Board Members - Elections	C-2. Policy #1300: Single-Member Districts <ul style="list-style-type: none">• Replaced by BBB (Local) C-3. Policy #1400: Elections <ul style="list-style-type: none">• Replaced by BBB (Local) C-4. Policy #1410: Oath of Office <ul style="list-style-type: none">• Replaced by BBB (Legal)

Adopt New Policy	Retired Policy(ies)
D-1. BBD Board Members – Orientation and Training	D-2. Policy #1520: Orientation and Training of Trustees <ul style="list-style-type: none"> Replaced by BBD (Local) and BBH (Local)
E-1. BBE Board Members - Authority	E-2. Policy #1001: Authority & Functions of the Board, Committees and Individual Trustees <ul style="list-style-type: none"> Replaced by BBE (Local) and BCG (Local) E-3. Policy #1630: Texas Open Meetings Act <ul style="list-style-type: none"> Replaced by BBE (Local) and BDB (Local)
F-1. BBF Board Members - Ethics	F-2. Policy #1020: Goals for Trustees <ul style="list-style-type: none"> Replaced by BBF (Local) F-3. Policy #1510: Code of Ethics for Board Members <ul style="list-style-type: none"> Replaced by BBF (Local)
G-1. BBG Board Members – Compensation and Expenses	G-2. Policy #1530: Compensation and Expenses <ul style="list-style-type: none"> Replaced by BBG (Local)
H-1. BBH Board Members – Conventions, Conferences, and Workshops	
I-1. BCA Board Internal Organization – Board Officers and Officials	I-2. Policy #1100: Board Officers <ul style="list-style-type: none"> Replaced by BCA (Local)
J-1. BCB Board Internal Organization – Board Committees	J-2. Policy #1110: Board Committees <ul style="list-style-type: none"> Replaced by BCB (Local)
K-1. BCC Board Internal Organization – Attorney	K-2. Policy #2200: Legal Counsel <ul style="list-style-type: none"> Replaced by BCC (Local)
L-1. BCG Board Internal Organization – Board Evaluation	

Adopt New Policy	Retired Policy(ies)
M-1. BD Board Meetings	M-2. Policy #1610: Types of Meetings <ul style="list-style-type: none"> • Replaced by BD (Local) M-3. Policy #1620: Meeting Procedures <ul style="list-style-type: none"> • Replaced by BD (Local) and BDB (Local) M-4. Policy #1625: Notice of Meeting: Contents of Notice <ul style="list-style-type: none"> • Replaced by BD (Local) M-5. Policy #1640: Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-6. Policy #1645: Consent Agenda <ul style="list-style-type: none"> • Replaced by BD (Local) M-7. Policy #1650: Quorum <ul style="list-style-type: none"> • Replaced by BD (Local) M-8. Policy #1660: Minutes <ul style="list-style-type: none"> • Replaced by BD (Local)
N-1. BDB Board Meetings – Public Participation	
O-1. BE Policy and Bylaw Development	O-2. Policy #1700: Board Policies <ul style="list-style-type: none"> • Replaced by BE (Local) O-3. Policy #2300: Developing, Recommending, and Implementing Policy <ul style="list-style-type: none"> • Replaced by BE (Local)
P-1. BFA Chief Executive Officer Qualifications and Duties	P-2. Policy #1010: Authority & Functions of the College President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-3. Policy #Policy 2100: Duties and Responsibilities of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) P-4. Policy #Policy 2110: Qualifications of the President <ul style="list-style-type: none"> • Replaced by BFA (Local) and Move to Procedure
Q-1. BFD Chief Executive Officer – Retirement or Resignation	Q-2. Policy #2160: Retirement or Resignation of the President <ul style="list-style-type: none"> • Replaced by BFD (Local)

The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB recommends transitioning to a procedure, as deemed appropriate, by College staff based on internal operations and functions:

- R-1. Retire Current Policy #1011: Relationship Between Board and President
 - TASB recommends development as a Procedure Document instead of a Board Policy
- S-1. Retire Current Policy #1200: Qualifications for Service as Trustee
 - Replaced by BBA (Legal) – Board Members – Eligibility/Qualifications
- T-1. Retire Current Policy #1210: Resignation of Trustee
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- U-1. Retire Current Policy #1220: Vacancy on the Board of Trustees
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- V-1. Retire Current Policy #1230: Removal from Office
 - Replaced by BBC (Legal) – Board Members – Vacancies and Removal from Office
- W-1. Retire Current Policy #1511: Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention
 - Replaced by BBFA (Legal) – Conflict of Interest Disclosures
- X-1. Retire Current Policy #1512: Nepotism: Public Officials
 - Replaced by DBE (Legal) – Employment Requirements and Restrictions – Nepotism
- Y-1. Retire Current Policy #1670: Executive Sessions
 - Replaced by BDA (Legal) – Board Meetings – Closed Meetings
- Z-1. Retire Current Policy #1671: Executive Session Certified Agenda
 - Replaced by BDA (Legal) – Board Meetings – Closed Meetings
- AA-1. Retire Current Policy #1800: Position on Legislative Matters
 - TASB recommends development as a Procedure Document instead of a Board Policy

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, College staff, and STC Legal Counsel.

Enclosed Documents - The new and or retired policies are provided under separate cover for the Board's information and review.

Andrew Fish, Board Relations Officer, and Gardenia Perez, Chief of Staff, will be present at the Meeting to address questions by the Trustees.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed adoption of new policies and retirement of existing policies as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Contract Training Agreements with IDEA Public Schools, Weslaco Independent School District, and Pharr-San Juan-Alamo Independent School District

The Office of Continuing, Professional, and Workforce Education requests Board approval to enter into training agreements as follows:

1. Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **IDEA Public Schools** (Weslaco, TX), an interlocal agreement, for the period beginning September 2022 through May 2023, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement in the amount of \$23,880 with IDEA Public Schools for the FY2022 – 2023 school year.

Justification and Benefit – The training services will include Floral Wreath Design, Basic Cake Decorating and Computer for Beginners. The participants will be special education students identified by IDEA Public Schools 18+ Program. Upon successful completion of training, participants will receive a certificate of completion.

2. Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **IDEA Public Schools** (Weslaco, TX), an interlocal agreement, for the period beginning September 2022 through May 2023, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement for zero tuition with IDEA Public Schools for the FY2022 – 2023 school year.

Justification and Benefit – South Texas College will provide special education teachers with curriculum in Employability Skills, Leadership Skills, Customer Service and Receptionist that they will imbed in courses being taught by them. The participants will be special education students identified by IDEA Public Schools 18+ Program. Since these courses will be reported to the state for contact hour reimbursement, a stipend of \$7.29 per hour of instruction will be paid to the teachers. Upon successful completion of training, participants will receive a certificate of completion.

3. Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **Weslaco Independent School District** (Weslaco, TX), an interlocal agreement, for the period beginning September 2022 through May 2023, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement in the amount of \$22,684.80 with Weslaco ISD for the FY2022 – 2023 school year.

Justification and Benefit – The training services will include GED, ESL, Basic Floral Design, Basic Cake Decorating, Beginning Sewing and Beginning Computers. The participants will be parents identified by Weslaco ISD Parent and Family Engagement Programs. Upon successful completion of training, participants will receive a certificate of completion.

4. Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **Pharr-San Juan-Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning October 2022 through December 2022, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement in the amount of \$22,684.80 with Weslaco ISD for the FY2022 – 2023 school year.

Justification and Benefit – The training services will include ESL training. The participants will be parents identified by the PSJA ISD Parental Engagement Department. Upon successful completion of training, participants will receive a certificate of completion.

5. Contract Training Agreement (Interlocal Agreement)

Approve a contract training agreement with **Pharr-San Juan-Alamo Independent School District** (Pharr, TX), an interlocal agreement, for the period beginning October 2022 through December 2022, at no charge to the College.

Purpose – Continuing, Professional, and Workforce Education is requesting to enter into a training agreement in the amount of \$20,160.00 with Weslaco ISD for the FY2022 – 2023 school year.

Justification and Benefit – The training services will include GED English and GED Spanish training. The participants will be parents identified by the PSJA ISD Parental Engagement Department. Upon successful completion of training, participants will receive a certificate of completion.

Background on Execution of Contract Training Agreements

In August 2019, the Board approved Resolution 2019-005, which delegated authority to the College President to execute certain interlocal agreements, as defined by state law, under the following guidelines:

1. The contractual agreement must be for educational services which the College is authorized to perform by the State of Texas.
2. The estimated income paid by the contracting party or the estimated expenditures by South Texas College may not exceed Fifty Thousand Dollars (\$50,000).

3. Tuition and fees for services provided shall be consistent with the Board's approval as set out annually in its Student Tuition and Fee Schedule.

This was deemed critical to allow the College to respond quickly to requests from local governmental organizations, including school districts, municipalities, and economic development corporations. When this issue came up in FY 2018-2019, there had been over 100 separate agreements that would have required individual Board approval. Without such delegation, agreements would require approval at monthly Board meetings, which would not have met the needs of many partners seeking training support.

Legal Counsel at that time reviewed the issue, and supported the procedure to support the College's ability to serve its partners in a timely manner.

Current Legal Counsel has questioned the statutory authority supporting Resolution 2019-005. Administration is reviewing these issues with legal counsel, and seeking guidance regarding continued use of Resolution 2019-005, or perhaps the development of a new process for any appropriate delegation of authority on such matters.

During this review period, administration will bring interlocal agreements to the Board for approval.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes administration to enter into the five contract training agreements with IDEA Public Schools, Weslaco Independent School District, and Pharr-San Juan-Alamo Independent School District, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appointment of Ad Hoc Board Committee to Review Evaluation Procedures and Instruments

As outlined in Policy #1110: Board Committees, the Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair.

At the September 16, 2022 Board Work Session, the trustees observed that the evaluation instruments used for the self-assessment of the Board of Trustees should be reviewed for potential revision.

In addition to this self-assessment, the Board of Trustees also assesses the College President and the Internal Auditor.

The Board Chair observed that a committee could be developed specifically to review the evaluation instruments and make a recommendation to the Board of Trustees.

The Board Chair is asked to identify the scope of work for an ad-hoc committee to review evaluation procedures and instruments, and to appoint a chair and members to that committee.

It is recommended that the Board Chair of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board Chair announces the creation of an ad-hoc committee and appointments to Committee chair and membership.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Presentation to the Education and Workforce Development Committee:

a) Presentation and Discussion of Student Accessibility Services at South Texas College

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, highlighted Student Accessibility Services at South Texas College. This critical student support team is housed within the Counseling and Accessibility Services Department, and ensures that students and prospective students receive special accommodations that they require to be successful at South Texas College.

Student Accessibility Services is a comprehensive and holistic approach for students who need physical, emotional, and mental support during their program of study at the College. This support may be short-term, or long-term, and are available to students through each step of their South Texas College career, from the admission process through graduation and career placement support.

Mr. Hebbard presented the overall approach to supporting these student needs as well as explain how students receive information on the help available to them and the process by which staff assist students in advocating for their needs, provide support both inside and outside of the classroom, and connect the students to outside agencies and community partners for sustained support.

Student Accessibility Services staff are available at each campus, and work closely with colleagues throughout the faculty and staff of the College to ensure students are provided reasonable accommodations as needed.

Examples of these accommodations includes, but is not limited to, the provision of:

- Parking accommodations;
- Support to assist faculty / student accommodations;
- Extended time to complete tests;
- Use of peer note takers;
- Use of computers with spell-checking features; and
- Provision of sign language interpreters in the classroom or at functions.

Dual Credit Students taught by South Texas College faculty are also provided accommodations through the College's Student Accessibility Services team, while dual credit classes taught at a high school site by school district employed faculty are provided service through their district's designated personnel.

b) Presentation and Discussion of Veterans and Military Services at South Texas College

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, presented on Veterans and Military Services at South Texas College. These services include a combination of support services involving several departments within Enrollment Services.

Veterans and Military Services is a collaborate effort between Student Financial Services, the newly created Student Engagement and Completion Services office, as well as the Admissions and Records office. This collaboration helps ensure veterans, active duty service members, and their spouses and dependents have full access to all of the benefits they are due, and to provide support throughout their careers at South Texas College.

Mr. Hebbard provided an overview of the College initiative that began with increasing support for Veteran students on the College campuses and expanded to include initiatives for Active-Duty Military as well as spouses and dependents of both Veterans and Active-Duty personnel.

This increasing support includes the development of *Foxhole* lab and lounge areas developed exclusively for use by veterans, active duty military personnel, and their spouses and dependents. Available at the Pecan Campus, Starr County Campus, and Mid-Valley Campus, these Foxhole areas provide quiet study areas and provide a useful resource for eligible students to network and support one another, in addition to the support services provided by the College.

Mr. Hebbard also reviewed the on-campus and on-line support provided for the entire enrollment process including the support for recruitment, enrollment, and access to benefits. He will also provide an update on the College's recent designation of the Military Friendly® Gold Designation as well as new enrollment markets for Active-Duty Military personnel interested in the law enforcement programs.

No action is requested. These Committee presentations are provided for review by the Board of Trustees.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented.

- a. Approval of Purchases, Renewals, and Interlocal Agreements
- b. Approval of Resolution 2023-002 to Cease Collection Efforts for Delinquent Student Accounts Outstanding More than Ten Years
- c. Approval to Mandate Direct Deposit for Employee Payroll and Expense Reimbursements
- d. Approval to Revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus
- e. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 – 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
- f. Acceptance of Internal Audit Reports in the Areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance
- g. Acceptance of the Internal Audit Annual Report for FY 2022

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a – g of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Purchases, Renewals, and Interlocal Agreements

Approval of the following purchases, renewals, and interlocal agreements is requested.

The Director of Purchasing has reviewed each item and recommends approval as follows:

A. Purchases and Renewals (A-a. Instructional Item)

1) Industrial Supplies, Materials, and Accessories (Renewal)

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2022 through November 24, 2023, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
American Industrial Supplies & Tool Repair, Inc. (McAllen, TX)	Burton Companies (Weslaco, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Sid Tool Company/ dba MSC Industrial Supply (Melville, NY)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

Purpose – The Institute for Advanced Manufacturing and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories as needed for student instruction. Some of the courses are as follows: Basic Machine Shop I, Intermediate Machining I, Manufacturing Materials and Processes, Advanced Machining, and Tool & Die Technology.

Justification and Benefit – The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods which are used in the required course labs.

Background – The Board awarded the contract for industrial supplies, materials, and accessories at the September 28, 2021 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins November 25, 2022 and ends November 24, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/28/21	11/25/21 – 11/24/22	2 – one year options
1 st Renewal	9/27/22		11/25/22 – 11/24/23

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

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Advance Manufacturing Technology Program budgets for FY 2022 - 2023.

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

2) Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$225,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX) – Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
AVI-SPL (Tampa, FL) – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$75,000.00
Conference Technologies, Inc. (Maryland Heights, MO) – The Interlocal Purchasing Systems (TIPS) (New)	\$20,000.00
Howard Technology Solutions (Ellisville, MS) –The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00

Purpose – The purchase of audio-visual equipment and supplies is requested districtwide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio-visual equipment and supplies are purchased for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2022 – 2023.

3) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
AVI-SPL (Tampa, FL) – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
CDW Government, LLC. (Vernon Hill, IL) – Choice Partners, E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
Dell Marketing, LP. (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC) (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
SHI Government Solutions (Austin, TX) – Choice Partners, Sourcewell, Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested districtwide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The computer components, peripherals, software, and supplies are purchased districtwide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments districtwide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and all departments districtwide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments district-wide

- Computer Parts – Business Computer Systems Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs districtwide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and academic programs budgets for FY 2022 – 2023.

4) Maintenance Equipment, Parts, and Supplies (Purchase)

Purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for districtwide daily work order requests as needed and small in-house renovations.

Justification and Benefit – The maintenance equipment, parts, and supplies are needed for the day-to-day maintenance, repairs, and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, lumber, and air conditioning.

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

5) Mobile Hotspot Services (Purchase)

Purchase mobile hotspot services from **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at an estimated total amount of \$33,000.00. The monthly service subscription cost for two hundred (200) mobile hotspots is \$15.00 per device.

Purpose – Library Services is requesting to procure monthly service for two hundred (200) mobile broadband hotspot devices that will be utilized by Career and Technical Education (CTE) students. These devices are funded by the FY2023 Carl D. Perkins federal grant.

Justification and Benefit – The pandemic increased the College's reliance on online and hybrid instruction as a safe option for teaching and learning. This, in turn, has increased the need for students to access STC services from home. Many students do not have access to reliable internet when taking online or hybrid courses. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, students receiving a hotspot have achieved a higher-grade point average and higher pass rate.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2022 - 2023.

6) Institutional Membership – TACC (Renewal)

Renew the institutional membership - TACC with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$75,000.00.

Purpose – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

Justification and Benefit – TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges, in general, have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget in the auxiliary fund for FY 2022 – 2023.

A. Purchases and Renewals (A-c. Technology Items)

7) Student Enrollment Management System Agreement (Renewal)

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2022 through September 26, 2023, at a total estimated amount of \$57,000.00.

Purpose – The Division of Student and Enrollment Management is requesting to renew the Radius Constituent Relationship Management (CRM) agreement along with chat services.

Justification and Benefit – The College currently utilizes a Constituent Relationship Management system. This system provides the tools needed to support students at all stages of their student lifecycle, from recruitment, enrollment, admission, and through graduation.

Funds for this expenditure are budgeted in the Division of Student Affairs and Enrollment Management budget for FY 2022 – 2023.

B. Interlocal Agreements

8) Facility Usage Interlocal Agreements (Lease/Rental)

Ratification and approval of Lease/Rentals through facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center and Quinta Mazatlan** (McAllen,

TX), for the period beginning September 8, 2022 through January 27, 2023, at an estimated total amount of \$19,307.60.

Purpose – The Office of Professional and Organizational Development is requesting to lease/rental of the McAllen Convention Center Quinta Mazatlan for faculty and staff professional development events in September 2022 and January 2023.

Justification and Benefit - The two (2) facility usage interlocal agreements are for South Texas College's Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Events	Amount
9/8/22 (Ratification)	Distinguished Leadership Academy (DLA) (Quinta Mazatlan)	\$250.00
9/22/22 and 9/23/22 (Ratification)	College-Wide Professional Development for Faculty and Staff (half day) (Convention Center)	\$6,751.80
1/26/22 and 1/27/22	College-Wide Professional Development for Faculty and Staff (full day) (Convention Center)	\$12,305.80

Funds for this expenditure are budgeted in the Professional and Organizational Development budget for FY 2022 – 2023.

The Finance, Audit, and Human Resources Committee recommended Board approval of the purchases, renewals, and interlocal agreements as listed below:

A. Purchases and Renewals (A-a. Instructional Item)

- 1) **Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contract for the period beginning November 25, 2022 through November 24, 2023, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
American Industrial Supplies & Tool Repair, Inc. (McAllen, TX)	Burton Companies (Weslaco, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Sid Tool Company/ dba MSC Industrial Supply (Melville, NY)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

A. Purchases and Renewals (A-b. Non-Instructional Items)

- 2) **Audio Visual Equipment and Supplies (Purchase):** purchase audio-visual equipment and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$225,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX) – Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
AVI-SPL (Tampa, FL) – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$75,000.00
Conference Technologies, Inc. (Maryland Heights, MO) – The Interlocal Purchasing Systems (TIPS) (New)	\$20,000.00
Howard Technology Solutions (Ellisville, MS) –The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00

- 3) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
AVI-SPL (Tampa, FL) – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
CDW Government, LLC. (Vernon Hill, IL) – Choice Partners, E&I Cooperative Services, Omnia Partners, Sourcwell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
Dell Marketing, LP. (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC) (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
SHI Government Solutions (Austin, TX) – Choice Partners, Sourcwell, Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

- 4) **Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$50,000.00, which is based on prior year expenditures;

- 5) **Mobile Hotspot Services (Purchase);** purchase mobile hotspot services from **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at an estimated total amount of \$33,000.00. The monthly service subscription cost for two hundred (200) mobile hotspots is \$15.00 per device;
- 6) **Institutional Membership – TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$75,000.00;

A. Purchases and Renewals (A-c. Technology Items)

- 7) **Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2022 through September 26, 2023, at a total estimated amount of \$57,000.00;

B. Interlocal Agreements

- 8) **Facility Usage Interlocal Agreements (Lease/Rental):** ratification and approval of lease/rental through facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center and Quinta Mazatlan** (McAllen, TX) for the period beginning September 8, 2022 through January 27, 2023, at an estimated amount of \$19,307.60.

Recommend Action - The total for all purchases, renewals, and interlocal agreements is \$899,307.60.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the purchases, renewals, and interlocal agreements totaling \$899,307.60 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Resolution 2023-002 to Cease Collection Efforts for Delinquent Student Accounts Outstanding More than Ten Years

Approval of Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten (10) years is requested.

Purpose – To approve Resolution 2023-002 to cease collection efforts for delinquent student accounts with outstanding tuition and fee debt for more than ten years.

Justification – As of July 31, 2022, the College had approximately 13,530 delinquent student accounts for the period of Fiscal Year 1996 - 1997 through Fiscal Year 2011 - 2012 totaling \$6,562,954.43.

During Fiscal Year 2021 - 2022, collections were received for 139 accounts in the amount of \$78,578.02 (1.18%) from student delinquent accounts older than ten years (Fiscal Year 1996 - 1997 to Fiscal Year 2011 - 2012).

Background - The College uses extensive resources to manage student delinquent accounts. These accounts are sent to the approved collection agencies and records are updated on the College's subsidiary Campus Receivables Collector (CRC) system to keep track of the updated balances. Also, students with delinquent accounts requesting to register request payment arrangements requiring resources to monitor and manage through the system holds process and the CRC system.

The College uses the allowance for doubtful accounts method to write-off delinquent accounts whereby a percentage of receivables expected to be uncollectible and a bad debt expense are recorded on an annual basis.

In addition, the College maintains records for all delinquent student accounts outstanding since FY 1996 – 1997. Holds are placed on delinquent student accounts and students are not allowed to register or receive official transcripts unless the account is paid in full or a payment arrangement is established. The College is proposing to discontinue these collection efforts for student accounts from FY 1996 - 1997 through FY 2011 – 2012 and remove holds placed on the students.

Reviewers – Resolution 2023-002 and the eligibility information to cease collection efforts for delinquent student accounts have been reviewed by College staff and STC Legal Counsel.

Enclosed documents – Resolution 2023-002 and the Summary of Delinquent Balances report follow in the packet for the Board's information and review.

Presenters – Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee meeting to address questions by the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend Board approval at the September 27, 2022 Board meeting on Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten years as presented.

The Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten years as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten years as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Resolution No. 2023-002

A RESOLUTION BY SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION TO CEASE COLLECTION EFFORTS FOR DELINQUENT STUDENT ACCOUNTS OUTSTANDING MORE THAN TEN YEARS PURSUANT TO SECTION 51.010 COLLECTION OF DELINQUENT OBLIGATIONS; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of the South Texas College (the "College") has adopted a written Collection of Delinquent Accounts Policy which primarily describes the consequences imposed by the College to students with delinquent accounts; and

WHEREAS, the Admissions Office will not release transcripts, diplomas, certificates of completion, degrees or any other student records until the student clears all financial obligations with the College; and

WHEREAS, Students with delinquent accounts will be denied registration; and

WHEREAS, The Business Office, after exhausting all alternatives to collect from the student, will refer all students with unliquidated College debts to a collection agency; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed the Summary of Student Delinquent Balances outstanding more than ten years, and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Delinquent Student Accounts outstanding more than ten years will be purged based on Texas Education Code Sec. 51.010 Collection of Delinquent Obligations on the basis of ceasing further collection efforts due to the likelihood of collection, expenses incurred and use of resources.

SECTION 3: This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College's compliance with the requirements of Education Code Sec. 51.010.

SECTION 4: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 5: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 6: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 7: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the ____ day of _____, 2022.

SOUTH TEXAS COLLEGE

Rose Benavidez, Chair
Board of Trustees

ATTEST:

Victoria Cantú, Secretary
Board of Trustees

(COLLEGE SEAL)

South Texas College
Summary of Student Delinquent Balances
For Fiscal Years 1997 through 2022
July 31, 2022

	YTD (1997-2022) Total	10 Years or Less Old FY 2017-2022	Older Than 10 Years FY 1997-2012
Student Original Delinquent Balance	\$ 43,681,312.70	\$ 27,627,166.38	\$ 16,054,146.32
Less Collections Received:			
FY 1998	(25,359.67)	0.00	(25,359.67)
FY 1999	(54,476.52)	0.00	(54,476.52)
FY 2000	(88,880.01)	0.00	(88,880.01)
FY 2001	(141,478.77)	0.00	(141,478.77)
FY 2002	(189,952.07)	0.00	(189,952.07)
FY 2003	(242,127.71)	0.00	(242,127.71)
FY 2004	(292,092.71)	0.00	(292,092.71)
FY 2005	(458,125.50)	0.00	(458,125.50)
FY 2006	(315,588.64)	0.00	(315,588.64)
FY 2007	(539,311.57)	0.00	(539,311.57)
FY 2008	(663,176.91)	0.00	(663,176.91)
FY 2009	(864,494.08)	0.00	(864,494.08)
FY 2010	(986,632.48)	0.00	(986,632.48)
FY 2011	(888,723.10)	0.00	(888,723.10)
FY 2012	(1,066,132.37)	0.00	(1,066,132.37)
FY 2013	(1,186,059.89)	(237,474.49)	(948,585.40)
FY 2014	(1,665,201.73)	(1,219,678.08)	(445,523.65)
FY 2015	(1,798,452.48)	(1,489,064.04)	(309,388.44)
FY2016	(1,964,737.63)	(1,754,014.49)	(210,723.14)
FY2017	(2,014,939.71)	(1,828,344.72)	(186,594.99)
FY2018	(2,109,231.87)	(1,972,550.73)	(136,681.14)
FY2019	(2,210,689.03)	(2,102,083.17)	(108,605.86)
FY2020	(2,343,669.69)	(2,230,221.65)	(113,448.04)
FY2021	(2,242,285.89)	(2,105,774.79)	(136,511.10)
FY2022	(1,294,258.79)	(1,215,680.77)	(78,578.02)
Collections Received Subtotal	(25,646,078.82)	(16,154,886.93)	(9,491,191.89)
	<u>\$ 18,035,233.88</u>	<u>\$ 11,472,279.45</u>	<u>\$ 6,562,954.43</u>

Consent Agenda:
c. Approval to Mandate Direct Deposit for Employee Payroll and Expense Reimbursements

Approval to mandate direct deposit for employee payroll and expense reimbursements will be presented at the September 27, 2022 Board meeting.

Purpose – To have 100% of employees of South Texas College receive payroll and expense reimbursement via direct deposit by March 2023.

Justification – There are many benefits of direct deposit for payroll and expense reimbursements for employees, including, but not limited to, the following:

- Cost – reduce the cost of the College for printing paper checks
 - ⇒ Labor Hours
 - ⇒ Paper checks and special ink
 - ⇒ Postage
- Security – reduce the number of lost paper payroll or other disbursement checks
- Disaster Planning – direct deposit is part of the Business Office Disaster Planning since payroll could be processed from remote locations outside of the College campus
- Fraud Prevention – avoid the risk of duplicate cashing of checks via paper and online deposits since paper checks can be cashed and deposited remotely now, some employees try cashing both the paper check and deposit electronically, which would cause a duplicate payment.
- Reduce re-issuing of paper checks when they are not received by the employee in the mail
- Decrease Unclaimed Payroll and other costs related to remaining compliant with the State of Texas due diligence efforts and reporting.

Background – Employees currently have the option to receive payroll and other disbursements via direct deposit and paper checks. Approximately 3,000 payroll paper checks were printed in fiscal year 2022. In 2017, the percentage of employees receiving payroll via direct deposit was 72%. After implementing different initiatives and improvements to the direct deposit enrollment process, the percentage of employees receiving payroll via direct deposit has increased to 91%.

This trend is shown graphically in Exhibit A.

Many other Texas Community Colleges and Universities mandate direct deposit for all employees for payroll payments and other disbursements. The College will collaborate with ADP, LLC to offer a Payroll Card option starting January 2023 for employees who are unbanked or underbanked, or do not possess a bank account. This Payroll Card option will allow employees to receive both payroll payments along with other disbursements.

There are no fees associated with the pay card, with the exception of a replacement card (1 free per year) and out of network fees.

Automatic Data Processing (ADP, LLC) is an American provider of human resource management software and services. They were founded in 1949 and are now one of the top global leaders in Payroll and Human Resource management. Wisely by ADP, LLC is the pay card offered and offers many benefits to users of the pay card.

A summary of the benefits of a Payroll Card option is shown in Exhibit B.

Recommendation – Administration recommends that the College mandate direct deposit for payroll and other disbursement payments for all employees.

Reviewers - The proposed mandate of direct deposit for payroll payments and other disbursements has been reviewed by administrative staff and cabinet members.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to mandate direct deposit for employee payroll and expense disbursements as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes mandating direct deposit for employee payroll and expense disbursements as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Exhibit A

Number of Paper Checks and Direct Deposits for Payroll Payments from FY2017 - FY2022:

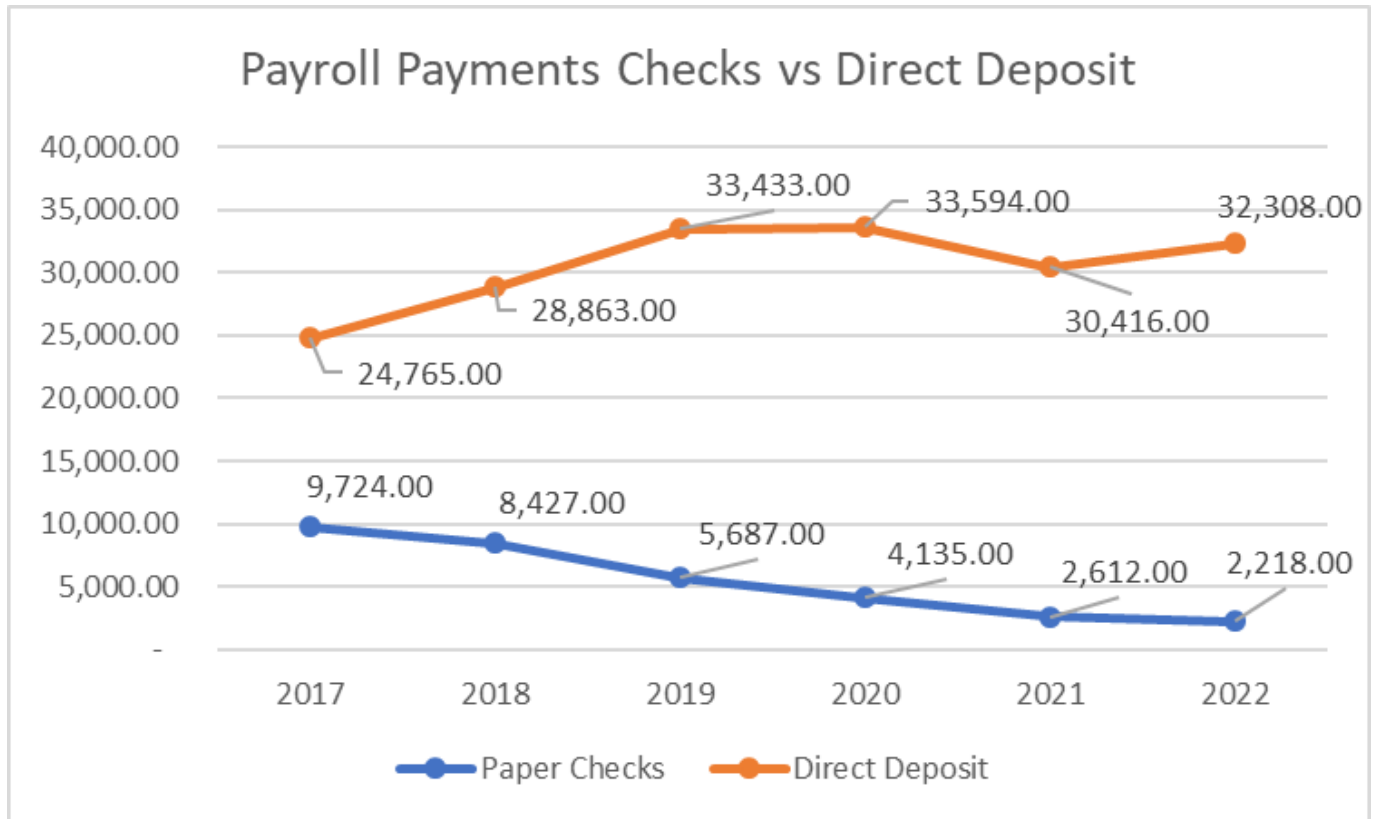


Exhibit B

Summary of the benefits of a Payroll Card option:

ADP Wisely Pay | Advance your organization

Employee Benefits of WiselyPay

Mobile-first experience

Provide access to pay info, money management and financial wellness tools

Map your future

Secure your funds

Manage your money

- ✓ Tips
- ✓ EWA w/ DailyPay (Free once a week up to \$1000 a week)
- ✓ Companion cards
- ✓ Rewards
- ✓ Savings tool

- ✓ Travel protection
- ✓ Card lock
- ✓ Biometric security
- ✓ Instant notifications

- ✓ Bill pay
- ✓ Money transfers
- ✓ Check deposit
- ✓ Cash access

Copyright © 2022 ADP, Inc.

Wisely Pay by ADP | Cash Access

Unlike many other payroll cards, Wisely has no fees for:

Access to nearly 84,000 in-network, surcharge-free (\$0) **ATMs***



Over-the-counter (OTC) teller cash **withdrawals** at nearly 99,000 Visa member banks



Unlimited **purchases**—including cash-back PIN code transactions



Purchase **declines**



In store or online **bill payment**



Replacement card (1 free per year)



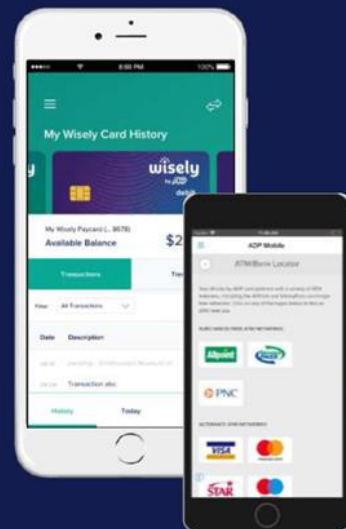
Spending limited to available funds—avoid **overdraft fees**



24/7 Toll-free Cardholder Services



Wisely card **website & mobile app**



Consent Agenda:

d. Approval to Revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus

Approval to revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus is requested.

Purpose – To revise the policy to include a provision that the College President is authorized by the Board to approve the serving and consumption of alcohol at appropriate College facilities and/or functions and instructional programs or classes as permitted by law.

Justification – The revisions to the policy are necessary to be able to serve alcohol at appropriate College facilities and/or functions and instructional programs or classes as permitted by law.

Background – South Texas College adopted Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus on November 09, 1995. The policy was then amended on June 22, 2021.

The key revisions to the policy are as follows:

- To authorize the College President to approve the serving and consumption of alcohol at:
 - ⇒ College facilities and/or functions
 - ⇒ Instructional programs and classes as permitted by law.

Procedures will be maintained by the Office of Human Resources, the Department of Public Safety, and Instructional Programs, and controls will be implemented, including a review by Legal Counsel for each specific event or instructional program or class offered.

Reviewers – The revised policy has been reviewed by College administrators and staff.

Enclosed Documents - The revised policy follows in the packet for the Board's information and review.

The additions to the policies are highlighted in yellow, and the deletions are designated with a red strikeout.

Mary Elizondo, Vice President for Finance and Administrative Services, Laura Requena, Director of Human Resources, and Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, attended the Committee Meeting to address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #4213: Drug-Free and Alcohol-Free Workplace, as presented and which supersedes any previously adopted Board policy.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4213: Drug-Free and Alcohol-Free Workplace, as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Drug-Free and Alcohol-Free Workplace and Campus	4213
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order dated September 27, 2022	

I. Purpose

South Texas College (College) is committed to maintaining a drug-free and alcohol-free workplace and campus for employees. The following policy is established for employees at South Texas College, with this goal in mind.

II. Policy

All College employees shall be provided a copy of this policy. As a condition of employment, all College employees must comply with this policy.

It is the policy of South Texas College to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the workplace or campus, by any College employee.

South Texas College prohibits any employee from being under the influence of alcohol or any non-prescribed controlled substance while in the workplace or campus.

South Texas College prohibits any employee from being under the influence of any legally prescribed drug while on duty with the College at any workplace or campus if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

Permissible Use

The use of alcohol is permitted as part of the Culinary Arts Program, Enology or Wine Technology Program, Brewing, or Beer Technology Program, where the alcohol is used solely for instructional purposes. A student who is 18 years of age or older may taste the alcohol for educational purposes as part of the curriculum for the Culinary Arts Program, Enology or Wine Technology, Brewing or Beer Technology Program, provided that the service and tasting of the alcohol is supervised by a faculty or staff member who is at least 21 years of age in accordance with Sec. 106.16 of the Alcoholic Beverage Code. For this purpose, "taste" means to draw the alcohol into the mouth without swallowing or otherwise consuming the alcohol. The Culinary Arts Program, Enology or Wine Technology Program, and the Brewing and Beer Technology Program shall maintain written procedures regarding the use and safeguarding of alcohol.

The College President is authorized by the Board to approve the serving and consumption of alcohol at College facilities and/or functions and instructional programs or classes as permitted by law in accordance with procedures established by the College President.

Sanctions

1. An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, suspension, or other adverse action, including termination or expulsion under this policy and/or under Board Policy 4901: Standards of Conduct. The decision to discipline an employee should be made in accordance with Board Policy 4911: Disciplinary Action Procedures.
2. An employee who engages in conduct prohibited by this policy may be subject to referral for prosecution.

MANUAL OF POLICY

Title	Drug-Free and Alcohol-Free Workplace and Campus	4213
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	As Amended by Board Minute Order dated September 27, 2022	

- Any College employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined by this policy, must report that conviction to the Office of Human Resources no later than 5 days after the conviction in accordance with Board Policy 4112: Self-Reporting of Criminal Conduct. If the convicted employee was performing work pursuant to a federal grant or to a federal contract for the procurement of goods or services valued at \$25,000 or more, the administration shall notify the federal contracting or granting agency of the conviction from the employee. Within 30 days after receiving notice of the conviction described in this paragraph, the College shall impose discipline on the employee, or require the employee to enroll in a College-approved drug abuse assistance or rehabilitation program. A convicted employee shall be required to satisfactorily complete the College-approved drug abuse assistance or rehabilitation program, as a condition of continued employment.

Drug and Alcohol Testing

The College shall conduct testing to bus drivers in accordance with federal regulations, 49 CFR Part 655 (Federal Transit Administration funding received through agreement with the Lower Rio Grande Valley Development Council), and 49 C.F.R. Part 40, and in accordance with South Texas College Department of Public Safety's Student Transportation Services Drug and Alcohol-Free Workplace Procedures.

All applicants recommended for employment into safety-sensitive positions or individuals being transferred into safety-sensitive positions from non-safety sensitive positions are required to be given a pre-employment drug and alcohol test before making an offer of employment or transfer. Random, reasonable suspicion, and post-accident drug testing shall be conducted on all safety-sensitive employees. The South Texas College Department of Public Safety maintains written procedures regarding drug and alcohol testing.

III. Definitions:

For purposes of this policy:

- Alcohol – shall mean alcoholic beverages, distilled spirits, liquor, wine or vinous liquor, ale, malt liquor, wine cooler, mixed beverage, or beer, as these terms are defined in Chapter 1 of the Texas Alcoholic Beverages Code, as amended.
- Controlled substances – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; the Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Control Substances Act.
- Safety Sensitive Positions – shall mean a duty position or job category that requires the performance of a safety-sensitive function of Police Officers and Police Dispatchers.
- Workplace or campus – shall mean any property or premises owned or otherwise under the possession and control of the College, any College-sponsored activity, or any other site used for the performance of work for the College or for teaching College students.

IV. History

Origination Date Approved by Board	November 9, 1995
Date Amended and Approved by Board	June 22, 2021 September 27, 2022

Consent Agenda:

e. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 – 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 - 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) is requested.

Purpose – Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the Institution's Chief Executive Officer regarding reports ***received from employees*** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

Justification -- During academic year 2021 - 2022 (commencing September 1, 2021), the College has received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

Background – TEC Section 51.252 requires ***employees*** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports **only include incidents submitted by employees** and does not include incidents submitted by students or others. Therefore, this is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the TEC have been omitted for compliance purposes of this specific report.

The College President is now presenting the FY 2021 - 2022 Annual Report.

The Annual Report for the period of September 2021 through August 2022 includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking," which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Title IX Coordinator have reviewed the information being presented.

Enclosed documents – The South Texas College's CEO's SB212 Annual Report for the period of September 2021 through August 2022 follows in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services and Title IX Coordinator, attended the Finance, Audit, and Human Resources Committee Meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 - 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and accepts South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 - 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368

P.O. Box 9701, McAllen, TX 78502-9701
www.southtexascollege.edu

South Texas College
SB212 Annual Report, 2021-2022
(commencing September 1, 2021 through August 31, 2022)

TO: South Texas College Board of Trustees
FROM: Dr. Ricardo Solis, Ph.D., South Texas College President
DATE: September 27, 2022
RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2021-2022 academic year, commencing September 1, 2021 and through August 31, 2022. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

<https://www.southtexascollege.edu/title-ix/index.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

Appendix A
Summary Data Report
2021-2022 Academic Year
(commencing September 1, 2021 through August 31, 2022)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	20
Number of confidential reports ² under Section 51.252	0
Number of investigations conducted under Section 51.252	0
Disposition ³ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	13

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

² "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

³ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

Consent Agenda:

f. Acceptance of Internal Audit Reports in the Areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance

Acceptance of the Internal Audit Reports in the areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance is requested.

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the results provided in the HR Processes – Faculty Credentials audit report and the Science Lab Safety and Storage Compliance audit report.

Enclosed Documents - A copy of the Internal Audit Reports follow in the packet for the Board's information and review.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Reports in the areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and accepts the Internal Audit Reports in the areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

August 4, 2022

Dr. Ricardo J. Solis, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dr. Solis,

As part of our fiscal year 2022 Audit Plan, the Office of Internal Audits completed the HR Processes – Faculty Credentials Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over the acquisition and retention of faculty credentials and to verify that faculty met necessary educational requirements.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Ms. Mary Elizondo, Vice President Finance and Administrative Services
Ms. Laura Requena, Director of Human Resources
Dr. Anahid Petrosian, Interim Vice President of Academic Affairs
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

HR PROCESSES – FACULTY CREDENTIALS AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

August 4, 2022

Table of Contents

EXECUTIVE SUMMARY	4
BACKGROUND	5
AUDIT OBJECTIVE.....	5
AUDIT SCOPE & METHODOLOGY	5
AUDIT RESULTS.....	6
CONCLUSION.....	11

EXECUTIVE SUMMARY

The Faculty Credentials Audit was included in the South Texas College Board of Trustee's approved fiscal year 2022 Audit Plan. The audit included a review of Policy 4151 *Academic and Professional Credentials of Faculty*, Policy 4152 *Documentation of Official Transcripts for All Employees*, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 6.2.a *Faculty Qualifications of the Principles of Accreditation*.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over the acquisition and retention of faculty credentials and to verify that faculty met necessary educational requirements.

The scope of the audit included activity from September 1, 2018 through August 31, 2019. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made. The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, we determined that the Division of Academic Affairs and the Office of Human Resources established an adequate system of internal controls over faculty credentials. We observed the following opportunities to improve internal controls:

- 7 out of 54 (12%) tested transcripts were submitted late (e.g. after the employee began employment). Completion of the transcript extension request approval form was not retained on file;
- The Office of Human Resources was unable to provide information on 8 faculty assignment dates;
- In 8 out of 54 (14%) tested files, envelopes addressed to the College from the issuing institution were not retained to substantiate that the employees' transcripts were official.

BACKGROUND

South Texas College makes every effort to recruit and employ the most qualified faculty. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline. In its recruiting efforts, the College also considers competence, effectiveness, and capacity. For example, the College considers undergraduate and graduate degrees; related work experience; professional licensure; certifications; honors and awards; documented excellence in teaching; and other demonstrated competencies and achievements. For all cases, the College is responsible for justifying and documenting the qualifications of all its faculty. Both full and part-time faculty must possess the appropriate credentials in their respective teaching discipline. They must also possess credentials in the specific area/topic being taught and meet or exceed the minimum requirements provided in Policy 4151 and SACSCOC, regardless of the location of the course offering or mode of delivery.

Relevant College policies for this engagement included:

- Policy 4151 *Academic and Professional Credentials for Faculty* which establishes standards related to faculty qualifications based on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines in the Principles of Accreditation; and
- Policy 4152 *Documentation of Official Transcripts for All Employees* which details the requirements for the acquisition of official transcripts issued to HR.

The responsibilities for faculty credential administration are shared by the Division of Academic Affairs and the Office of Human Resources (HR). The Division of Academic Affairs establishes the criteria for faculty qualifications while HR oversees the acquisition and retention of credentials and related support documentation. Criteria established by the Division of Academic Affairs to ensure compliance with College policies 4151 and 4152 includes the *Handbook of Faculty Credentials Requirements for Courses by Discipline/Program (Handbook)*, and the *Faculty Credentials and Qualifications Guidelines and Procedures Manual (Manual)*.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls over the acquisition and retention of faculty credentials and to verify that faculty met necessary educational requirements.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2018 through August 31, 2019. To accomplish the audit objective, we performed the following:

- Reviewed policy 4151 *Academic and Professional Credentials for Faculty*;
- Reviewed policy 4152 *Documentation of Official Transcripts for All Employees*;
- Reviewed the *South Texas College Faculty Credentials and Qualifications Guidelines and Procedures Manual*;
- Reviewed the *Instructional Staff Roster*;
- Reviewed the *Handbook of Faculty Credential Requirements for Course by Discipline/Program*;
- Reviewed applicable criteria in the Faculty Credentials Database;
- Reviewed information on the Texas Board of Nursing certification website;
- Reviewed foreign transcript evaluations from the National Association of Credential Evaluation Services (NACES).

AUDIT RESULTS

For all tests, we randomly selected a sample of thirty-one (31) faculty and judgmentally selected an additional twenty-three (23) nursing instructors for a total sample of fifty-four (54) faculty.

Acquisition & Retention of Faculty Transcripts:

HR is responsible for the acquisition and retention of transcripts and any related support documentation that supports faculty qualifications to teach. Policy 4152 *Documentation of Official Transcripts for All Employees* establishes that official transcripts must be on file prior to beginning employment. Policy 4152 allows for a seven (7) week extension under emergency circumstances, and states the following:

“Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resource. This requirement must be met before beginning employment with the College. An extension for submitting the official transcript may be granted in an emergency, provided copies of the transcripts are on file in the Office of Human Resources. This extension cannot exceed beyond the first seven weeks of employment with the College.”

We found that 7 of the 54 (12%) sampled faculty began employment with the College prior to the acquisition of their official transcript. Under existing HR procedures within the scope of this engagement, qualifying for the additional 7-week extension, permitted under policy 4152, requires the completion of an ‘Official Transcript Extension Request Approval’ form. None of the files we reviewed contained the completed ‘Official Transcript Extension Request Approval’ form.

Recommendation:

1. Management should ensure that official transcripts are submitted directly to the Office of Human Resources prior to faculty beginning employment. Documentation to support that the prospective employee will be granted a 7-week extension should be completed and retained on file.

Management Response:

Accept audit recommendation, but with alternative corrective action

1. On November 23, 2021, the Board of Trustees approved a revision to Policy #4152 Documentation of Official Transcripts for All Employees and grants a 7-week extension to submit official transcripts. The Policy #4152 now states the following:

“If the official transcript has not been received before beginning employment, an extension for submitting the official transcripts will be granted provided copies of the unofficial transcripts are on file in the Office of Human Resources. This extension cannot exceed beyond the first seven weeks of employment with the College. The Office of Human Resources will monitor compliance and maintain procedures.”

Responsible Individual:

Dir. of Human Resources

Implementation Date:

11/23/2021

We requested information related to faculty employment dates, HR was unable to provide us with the employee’s job assignment dates in 8 of the 54 (14%) tested files. Because this information was unavailable we could not assess full compliance with Policy 4152.

Recommendation:

2. Information should be maintained (e.g. preservation of an audit trail) to support when faculty begin their teaching assignment(s).

Management Response:

Accept audit recommendation, but with alternative corrective action

2. The 8 employees were hired before 2005 (legacy employees) and their assignment dates were not populated in Banner during the implementation. However, Argos reports are utilized to generate employee job assignment start and end dates for those legacy employees. Any additional information regarding the job assignment date, can also be obtained from the Notice of Employment record(s). Information was requested and provided to Internal Auditor.

Responsible Individual:

Dir. of Human Resources

Implementation Date:

N/A

Official Transcripts:

College Policy 4152 states that, “Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resource.” HR procedures established to determine whether a transcript is “official” are provided below:

- Transcript(s) must be submitted from the issuing institution directly to HR;
- Transcript(s) must be addressed to South Texas College’s Office Human Resources; South Texas College; or the HR Faculty/Staffing Specialist Evaluator (the name of the evaluator is acceptable);
- If the transcript does not display HR’s address, the envelope showing HR’s address must be attached to the transcript and maintained on file;

Based on testing, we found that 8 of 54 (14%) transcripts did not meet at least one of the College’s requirements to classify it as “official.” In most cases, sufficient audit evidence was not available to support that the transcript was sent directly from the issuing institution (e.g. the envelope from the issuing institution was not kept on file).

Recommendation:

3. Management should ensure the retention of all documentation that substantiates that the transcripts maintained on file are ‘official.’

Management Response:

Accept audit recommendation, but with alternative corrective action

3. The Office of Human Resources ensures all official transcripts (e-transcripts/paper transcripts) are received directly from the issuing institution. Official transcript issuance/delivery from institutions vary. Human Resources’ procedure is to ensure all envelopes are include with official transcripts once received by mail. The procedures were updated to include that Human Resources further validates official transcripts with student name as the issuer by contacting the issuing institution to verify issuance. Official e-Transcripts have authentication measures (email received with a pass code and expiration date) in place to where the issuer and receiver must be a valid institution. The Human Resources’ procedures will be updated to include these methods used to verify the transcripts.

Responsible Individual:

Dir. of Human Resources

Implementation Date:

12/1/2021

Additionally, official transcripts are required to be date stamped upon receipt. It’s important to include the date transcripts are received to support that the documentation was obtained prior to faculty beginning employment or to support that the transcript was received within the 7-week extension period. Based on testing, we found that 52 out of 54 (97%) of the transcripts were date stamped. No exceptions were noted in this area.

Foreign Transcripts:

Transcripts submitted from a foreign college or university are required to be evaluated by the National Association of Credential Evaluation Services (NACES). Within our sample we identified five (5) transcripts submitted from a foreign college or university and found that HR

maintained documentation to support that each of the foreign transcripts was evaluated by members of NACES. No exceptions were noted in this area.

Qualifications to Teach:

College Policy 4151 *Academic and Professional Credentials for Faculty* establishes criteria for faculty by indicating that the College recruits and employs the most competent faculty members qualified to accomplish the mission and goals of the institution. The Division of Academic Affairs (Division) oversees the administration of Policy 4151 and developed criteria for faculty credentials in the *Handbook of Faculty Credentials Requirements for Courses by Discipline/Program*, and the *Faculty Credentials and Qualifications Guidelines and Procedures Manual*. The Division also maintains the *Faculty Credential Database*, which lists courses that faculty have already been approved to teach. Policy 4151 states the following:

“The College will also consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. The College assumes responsibility for justifying and documenting the qualifications of its faculty.”

Faculty credentials (e.g. official transcripts, professional licenses, etc.) are required for placement on the appropriate salary schedule and to demonstrate that faculty qualifications meet the necessary educational requirements for the position. In order to verify that faculty held at least the minimum credential(s) required to teach their assigned course(s), we compared information provided in the *Roster of Instructional Staff* to credentials maintained on file at HR. Based on our testing, we were able to verify that all fifty-four (54) faculty in our sample held the appropriate credential(s) to teach their 2019 fall semester courses. No exceptions were noted in this area.

Nursing instructors are required to maintain a current license from the state of Texas. We sought to verify that the nursing faculty within our sample maintained a current license by reviewing information on the Texas Board of Nursing certification’s website. We were able to confirm that all twenty-three (23) nursing faculty held a current license in the state of Texas. No exceptions were noted in this area.

CONCLUSION

Overall, we determined that the Division of Academic Affairs and the Office of Human Resources established an adequate system of internal controls over the acquisition and retention of faculty credentials. However, opportunities exist to strengthen internal controls by ensuring that HR adheres with existing procedures related to the acquisition and retention of official faculty transcripts.



Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

8/4/2022



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

June 9, 2022

Dr. Ricardo J. Solis, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dr. Solis,

As part of our fiscal year 2022 Audit Plan, the Office of Internal Audits completed the Science Lab Safety and Storage Compliance Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls designed to ensure compliance with the Texas Hazard Communication Act and South Texas College Policy.

We appreciated the assistance provided by South Texas College's management and other personnel, especially the Science Lab Coordinators. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

cc: Dr. Anahid Petrosian, Interim Vice President of Academic Affairs
Dr. Ali Esmacili, Dean Math, Sci, IT & BA Programs
Ms. Mary Elizondo, Vice President Finance and Administrative Services
Mr. Jorge Sanchez, Environmental Health & Safety Manager
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

SCIENCE LAB SAFETY AND STORAGE COMPLIANCE AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

June 9, 2022

Table of Contents

BACKGROUND	5
AUDIT OBJECTIVE.....	5
AUDIT SCOPE & METHODOLOGY	5
AUDIT RESULTS	6
CONCLUSION	16

EXECUTIVE SUMMARY

The Science Lab Safety and Storage Compliance Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2022 Audit Plan. The audit included a review of College's compliance with the Texas Hazard Communication Act Ch. 502, as well as Policy 6225 *Safety*, Policy 4405 *Hazard Communication Program*, and Policy 6820 *Eating Area Designations*.

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls designed to ensure compliance with the Texas Hazard Communication Act and South Texas College Policy.

The scope of the audit included activity from September 1, 2020 – December 31, 2021. The audit was not designed or intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the department established a moderate system of internal controls. The audit identified the following areas where improvement could be made:

- Acknowledgement statements substantiating that employees read and understand the Hazard Communication Plan were not maintained;
- Employee training records were not kept to substantiate that the College established an Employee Education & Training Program;
- Workplace chemical lists were not signed and dated by the person responsible for the information;
- A Radioactive Notice to Employees was not posted at a location which housed radioactive materials;
- The notice to employees informing them of their rights under the Texas Hazard Communication Act Ch. 502 were not posted;
- A method of substantiating that chemical hoods and gas valves were routinely inspected was not established;
- Emergency telephone numbers were not always posted in the laboratory;
- Some of the fire extinguishers located in the labs were not inspected within the past year as required.

BACKGROUND

The State of Texas established, through the Health and Safety Code Ch. 502 Hazard Communication Act, that employers in the state shall provide information regarding hazardous chemicals in the workplace to employees who may be exposed to those chemicals. The intention behind Ch. 502 is that the health and safety of persons working in Texas may be improved by providing access to information regarding hazardous chemicals to which those persons may be exposed. South Texas College established several policies and procedures to help ensure that information regarding hazardous chemicals in the workplace is provided to employees.

The College has some eighty-five (85) labs, prep rooms, and chemical waste storage areas overseen by the Biology, Chemistry, Engineering, and Physical Science departments. The science department chairs are responsible for reviewing the information detailed in the Chemical Hygiene Safety Manual or Chemical Hygiene Plan (CHP), reviewing it with faculty and staff, and ensuring the implementation of safety procedures. Additionally, the College's Environmental Safety Manager is responsible for ensuring compliance with regulatory agencies, and ensuring that safety equipment (e.g. fume hoods, fire extinguishers, acid neutralization tanks) are working effectively.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of internal controls designed to ensure compliance with the Texas Hazard Communication Act and South Texas College Policy.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from September 1, 2020 through December 31, 2021. To accomplish the audit objective, the Internal Auditor performed the following:

- Provided management with an internal control questionnaire and reviewed their responses;
- Interviewed the College's Environmental Health and Safety Manager and science lab coordinators on the College's existing procedures;
- Reviewed the following:
 - South Texas College Policy 4405 *Hazard Communication Program*;
 - South Texas College Policy 6225 *Safety*;
 - South Texas College Policy 6820 *Eating Area Designation*;

- South Texas College's Chemical Hygiene Plan;
- The Hazard Communication Act Ch. 502 of the Texas Health and Safety Code;
- The Texas Health and Human Services' Hazard Communication Rules related to Texas Administrative Code (TAC) 25, Ch. 295, Subchapter A Hazard Communication;

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Manual of Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Control Conscience Environment

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the development of effective internal controls. To establish an adequate control conscious environment, goals and objectives should be in place, procedures should be formally adopted, and an assessment of risks should be performed in order to identify high risk activities as well as develop risk mitigation strategies. These items should be reviewed regularly and updated as needed. Additionally, adequate employee training should be provided to all employees who use or handle hazardous chemicals.

Written Hazard Communication Program:

Policy 4405 *Hazard Communication Program* states that the College shall comply with the requirements of the Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code). The Texas Hazard Communication Act Ch. 502.009(b) states the following:

“An employer shall develop, implement, and maintain at the workplace a written hazard communication program for the workplace that describes how the criteria specified in this chapter will be met.”

To meet this requirement, the College's Environmental Health and Safety Manager developed the Hazard Communication Plan. We reviewed the Hazard Communication Plan to verify that the College's written hazard communication program provides specifics on how it will comply with the requirements presented in the Texas Hazard Communication Act. Based on that review we determined that the College's Hazard Communication Plan was missing the following:

- A statement indicating that the names of the instructors who provide training under the employee education and training program must also be included in the training records;
- A statement indicating that employees are not required to work with hazardous chemicals from an unlabeled container;

Additionally, the College's Hazard Communication Plan indicates that chemical lists will be updated on a monthly basis. However, we were informed that in practice the chemical lists were updated less frequently (e.g. once per semester). It's important to note that the Texas Hazard Communication Act does not require monthly updates of chemical lists. Rather the Texas Hazard Communication Act requires updates to chemical lists "as necessary but at least by December 31 of each year." Lastly, the College's Hazard Communication Plan references information in attachment 'E', however an attachment 'E' is not included in the document.

Recommendation:

1. Management should review the College's Hazard Communication Plan and ensure that it includes a description for how all criteria specified in the Texas Hazard Communication Act will be met. Management should ensure that criteria detailed in the Hazard Communication Plan are actually reflected in practice or consider making appropriate revisions to the plan to reflect current practices.

Management Response:

Accept audit recommendation as presented

1. The Environmental, Health and Safety Manager will update and manage the College's Hazard Communication Plan accordingly to include the criteria required by the Texas Hazard Communication Act and associated roles and responsibilities and current practices.

Responsible Individual:

Environmental Health & Safety Manager

Implementation Date:

9/1/2022

Additional to the establishment of the College's Hazard Communication Plan, the Division of Math and Science developed the Chemical Hygiene Safety Manual, also referred to as the

Chemical Hygiene Plan (CHP). The CHP provides guidance to employees on waste management procedures; safety training requirements; record keeping; use of personal protective equipment (PPE); safe lab practices; chemical procurement and storage requirements; emergency planning; as well as other critical information. The CHP states the following:

“specific guidelines for chemical’s biological materials that are used frequently or are particularly hazardous should be adopted. Every laboratory should develop facility-specific policies and procedures for the highest-risk materials and procedures used in the laboratory.”

In each of the labs selected for testing, we sought to review their specific procedures referenced by the CHP related to the utilization of high-risk materials. Most of the locations we visited maintained written procedures in the laboratory.

Acknowledgment Forms:

All laboratory personnel are required to be familiar with the CHP. Laboratory personnel are required to sign an acknowledgement form stating that they received a copy of the CHP, along with College policy 6225 and 6820. The CHP acknowledgement form also requires that personnel indicate that they understand and agree to their responsibility for becoming familiar with the contents of those documents. We selected a sample of 30 employees and requested to review copies of their signed CHP acknowledgement forms. We were provided a signed acknowledgement form for each of the employees within our sample.

Additionally, employees are required to acknowledge that they have read and understand the College’s Hazard Communication Plan (HCP). The HCP states that supervisors must ensure all employees working with hazardous chemicals or in a work area containing hazardous chemicals read and acknowledge their understanding of the Hazard Communication Plan. However, when we requested to review signed HCP acknowledgment forms, we found that this documentation was not maintained.

Recommendation:

2. Management should develop a Hazard Communication Plan acknowledgement form and ensure that employees working with hazardous chemicals or who work in an area containing hazardous chemicals sign the document.

Management Response:

Accept audit recommendation as presented

2. Management will be developing and implementing an acknowledgement form for employees who work in an area containing hazardous chemicals.

Responsible Individual:

Environmental Health & Safety Manager

Implementation Date:

9/1/2022

Employee Education and Training Program:

The Texas Hazard Communication Act Ch.502.009 states the following:

“An employer shall provide an education and training program for employees who use or handle hazardous chemicals. An employer shall keep the written hazard communication program and a record of each training session given to employees, including the date, a roster of the employees who attended, the subjects covered in the training session, and the names of the instructors. Those records shall be maintained for at least five years by the employer.”

The education and training program must include the following:

- Information on interpreting labels, safety data sheets, and the relationship between those two methods of hazard communication;
- The location by work area, acute and chronic effects, and safe handling of hazardous chemicals known to be present in the employee’s work area and to which the employees may be exposed;
- The proper use of protective equipment and first aid treatment to be used with respect to the hazardous chemical to which employees may be exposed; and
- General safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals

Additionally, the College’s Chemical Hygiene Plan requires specialized training for the following:

- The proper use of laboratory ventilation equipment;

- How to operate a fire extinguisher;
- Working with ionizing radiation; and
- How to properly respond in an emergency

We requested information related to which trainings included the topics specified by the Texas Hazard Communication Act and were granted access to some of the online training modules used by the College. We were able to confirm that a training included information on the interpretation of labels, safety data sheets and the two methods of hazard communication. However, we were unable to confirm that trainings offered to employees included the other areas specified under the Texas Hazard Communication Act. Upon further inquiry, we were informed that several informal trainings are provided to employees that cover these topics. For example, lab walkthroughs and instructions on the proper use of PPE are provided to employees.

Detailed training records were not maintained in the manner described by the Texas Hazard Communication Act (e.g. documenting each training session given to employees, including the date, a roster of the employees who attended, the subjects covered in the training session, and the names of the instructors) for each of the required training areas. The Environmental Health and Safety Manager was able to provide us with a report that showed which employees completed trainings on reading safety data sheets (SDS) as well as a training on general safety training in the event of a chemical spill. We selected a sample of 30 employees, and found that 11 (36%) failed to complete the SDS/new label elements GHS format training and 15 (50%) failed to complete the training related to responding to chemical spills in the lab.

Recommendation:

3. Management should establish a formal employee education and training program for employees who handle hazardous chemicals. The training program must include each of the topics specified by the Texas Hazard Communication Act Ch.502.009. Detailed records of each training session as described by the Act should be maintained for no less than 5 years.

Management Response:

Accept audit recommendation as presented

3. The Environmental, Health and Safety (EHS) Department previously recommended a training program to the science division using Vector Solutions software. EHS will create and implement a Hazard Communication training program for the institution. In collaboration with Human Resources, we will provide training to employees who handle

chemicals college wide. This training program will be provided through TASB Vector Solutions which will help manage training records and provide certificates of completion. These courses are for hazardous chemicals, not chemical specific, and will be provided annually.

Each science department is reviewing and updating their onboarding process. The update will include a more structured approach to documenting laboratory orientations and department specific trainings.

The EHS Department will expand and formalize its educational and training program for the applicable employees on the required topics and records will be maintained for the required time.

Responsible Individual:

Environmental Health & Safety Manager
Lab Coordinators

Implementation Date:

9/1/2022

Risk & Vulnerability Assessment(s):

Completing a risk assessment of chemical hazards related to on-going activity is a critical element to establishing a control conscience environment. Risk assessments allow management and laboratory personnel to proactively identify and develop appropriate responses (e.g. establish internal controls) to uncertain events that could impact the safety of students as well as employees.

The Division of Math and Science's Chemical Hygiene Safety Manual (e.g. Chemical Hygiene Plan or CHP) requires laboratories to perform risk assessments for handling hazardous chemicals prior to conducting lab work. The CHP also requires the completion of a vulnerability assessment to facilitate emergency planning. We requested copies of lab risk assessments. Completed risk assessments were provided from the Physics, Biology, Chemistry, Engineering, and Physical Science departments. No exceptions were noted in this area.

Operations

Workplace Chemical List

The CHP states that “prudent management of chemicals in any laboratory is greatly facilitated by keeping an accurate inventory of the chemicals used.” Additional relevant criteria state the following:

- ***The Texas Hazard Communication Act Sec. 502.005*** – “the employer shall update the workplace chemical list as necessary but at least by December 31 of each year. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information. An employer shall maintain a workplace chemical list for at least 30 years.”
- ***The College’s Hazard Communication Plan*** – “South Texas College will maintain chemical lists applicable to each work area and update them monthly.”

We requested chemical lists from the science departments (e.g. Chemistry, Physical Science, Biology, etc.). Each department provided a list of chemicals by campus in electronic format (e.g. MS Excel file). Based on a review of the lists provided, we did not observe that they were dated or signed-off by the person responsible for compiling the information as required. Additionally, we were informed that the chemical lists were being updated less frequently than required by the Hazard Communication Plan. Because the chemical lists are not signed or dated, we were unable to determine how frequently the chemical lists were actually being updated.

Recommendation:

4. Management should ensure that the chemical lists are dated and signed-off by the person responsible for compiling the information as required by the Texas Hazard Communication Act. Additionally, management should establish internal controls to require that the chemical lists are updated on a monthly basis as required by the College’s Hazard Communication Plan or consider revising the HCP.

Management Response:

Reject audit recommendation, see mgmt. response for details

4. A chemical inventory software (Safety Stratus) has been implemented to manage all chemicals located in STC premises. This software centralizes all chemical inventory and provides updates as needed. As per previous discussions, HCP will be updated to “update all chemical inventory as needed college wide.”

The Texas Hazard Communication Act Sec. 502.005 “Workplace Chemical List (a) For the purpose of worker right-to-know, an employer shall compile and maintain a workplace chemical list that contains the following information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds or in excess of an amount that the executive commissioner determines by rule for certain highly toxic or dangerous hazardous chemicals:

1. The identity used on the Safety Data Sheet (SDS) and container label; and
2. The work area in which the hazardous chemical is normally present.”

This is also part of our Hazard Communication Plan Sec. XIII – WORKPLACE CHEMICAL LIST – “Departments which store highly toxic or hazardous chemicals in an amount in excess of 55 gallons or 500 pounds (or a lessor amount as specified by the Texas Board of Health for certain highly toxic or dangerous chemicals) shall provide a copy of the workplace chemical list to the Municipal Fire Chief upon request (through the safety Officer). Each department shall also notify the Safety Manager of any significant changes that occur in the workplace chemical list.”

South Texas College science laboratories do not store more than 55 gallons of any hazardous chemical district wide.

Based on our understanding of the Texas Hazard Communication Act, the science departments are not required to maintain a chemical list. However, as best safe practices, the science departments are utilizing the Safety Stratus software to update chemical inventory. These inventory lists are used to track and replenish chemicals as needed. The chemical inventory is used to provide information to the fire department and other regulatory agencies as needed.

Responsible Individual:

Environmental Health & Safety Manager
Lab Specialist II

Implementation Date:

4/21/2022

Safety Data Sheets

Employers are required to maintain a legible copy of a current safety data sheet for each hazardous chemical purchased. The safety data sheets must be readily available (e.g. reviewable at the

workplace during the same work shift in which they are requested). We randomly selected 19 chemicals maintained by various science departments (e.g. Chemistry, Physical Science, and Biology). We were provided a safety data sheet for each chemical selected in our sample. No exceptions noted in this area.

Radioactive Materials

The Chemical Hygiene Plan states that any laboratory possessing or using radioactive isotopes must be licensed by the Nuclear Regulatory Commission (NRC) and/or by a state agency that has been approved by the NRC. The workplace and/or storage area containing radioactive material must have posted warning signage that includes the radioactive material/radiation trefoil symbol and a notice to employees of the Department of State Health Services standards for protection against radiation hazards must be displayed. We confirmed the location of a radioactive isotope stored in one of the laboratories. While we observed the use of radioactive material/radiation trefoil symbol signage marking each of the entry points, we did not observe a notice to employees related to the protection against radiation hazards as required.

Recommendation:

5. Management should ensure that locations that house radioactive materials include a notice to employees from the Department of State Health Services on standards for the protection against radiation hazards.

Management Response:

Accept audit recommendation as presented

5. Based on the information from our collaborating partner, the radioactivity for the radio isotope housed at the Pecan campus was deemed negligible or non-existent requiring no additional safety measures. The program has initiated review of the radioactive isotope safety protocols to determine whether the chemical falls under the exception rule. In the meantime, the notice to employees has been posted. The department chair and lab coordinator will work with appropriate agencies to determine if an exception applies and will file any paperwork as needed.

Responsible Individual:

Department Program Chair or Director
Lab Coordinator

Implementation Date:

9/1/2022

Laboratory Test

Chemical Hoods/Ventilation/Fire Extinguishers & Gas Valves – The Safety Manager oversees an annual inspection of each lab’s chemical hoods/ventilation system. We found that 5 out of 13 (38%) of the labs tested did not have the chemical hoods/ventilation system inspected within the past year. We also found that 4 out of 13 (30%) of the labs tested did not have the fire extinguishers inspection completed within the past year. In addition to the annual inspection of the chemical hoods/ventilation system and gas valves, the CHP states that chemical hoods should be maintained, monitored, and routinely tested for proper performance and that ventilation systems should be inspected and maintained on a regular basis. We found that the science departments have not yet established a way to document that the chemical hoods and gas valves are being routinely tested for proper performance.

Safety Showers/Eye Wash Stations – With the exception of one of the labs that we reviewed each of the labs had a safety shower/eye wash station. In one location, the labs safety shower/eye wash station was obstructed by equipment (e.g. a projector and several chairs were obstructing clear access to the safety shower/eye wash station).

Employee Notices – The Hazard Communication Act requires employers post and maintain adequate notice informing employees of their rights under chapter 502. The College has also established in the Hazard Communication Plan that such notices will be posted in both English and Spanish. Many of the laboratories within our sample prominently displayed an employee notice; however, in 8 of the 13 (61%) tested laboratories, we did not observe a posted notice to employees informing them of their rights under the Texas Hazard Communication Act Ch. 502.

Labels & Signs – We observed labels and signs indicating the location of the safety showers, and eyewash stations. However, emergency telephone numbers were not always displayed.

Recommendation:

6. Management should establish a method for employees to document that chemical hoods/ventilation systems, and gas valves are routinely inspected and that the annual inspections of safety equipment are completed. Safety showers/eye wash stations should be clear of equipment which may impede access to them during an emergency. And an

employee notice informing employees of their rights under Ch. 502 should be prominently displayed in each laboratory.

Management Response:

Accept audit recommendation as presented

6. Inspection of all chemical fume hoods began in Fall 2020. Due to COVID-19, laboratories suspended operations and EHS suspended inspections of all fume hoods. Beginning Fall 2022, we will resume annual preventative maintenance inspections of all chemical fume hoods and gas valves.

Laboratory inspections will be conducted to verify all safety showers/eye wash stations are clear of equipment.

Hazard Communication Notice to employees will be displayed in all laboratories.

Responsible Individual:

Environmental Health & Safety Manager

Implementation Date:

9/1/2022

CONCLUSION

Overall it was determined that the Division of Math and Science along with the Environmental Health and Safety manager established a moderate system of internal controls. Opportunities exist to strengthen internal controls by establishing a formal employee education and training program and ensuring that training records are retained for at least 5 years; making appropriate revisions to the College's Hazard Communication Plan; ensuring that a signed Hazard Communication Plan Acknowledgement form for all employees working with hazardous chemicals is retained on file; requiring that the individual responsible for updating the workplace chemical list sign and date the document; posting a notice to employees at locations that house radioactive materials; and developing procedures for substantiating that chemical hoods and gas valves are routinely inspected.



South Texas College
Office of Internal Audits
Science Lab Safety and Storage Compliance Audit

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Internal Auditor

6/9/2022

Consent Agenda:

g. Acceptance of the Internal Audit Annual Report for FY 2022

Acceptance of the Internal Audit Annual Report is requested.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.”

Justification – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and the next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Board’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended the September 13, 2022 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the committee.

The Internal Audit Annual Report includes a summary of audit findings along with management’s planned corrective actions.

The Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Annual Report as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and accepts the Internal Audit Annual Report as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

Internal Audit Annual Report Fiscal Year 2022

Prepared by:
The Office of Internal Audits
Khalil M. Abdullah

Table of Contents

I. Compliance with TGC, Sec 2102.015	3
II. Internal Audit Plan for Fiscal Year 2022.....	4
III. Consulting and Nonaudit Services	6
IV. Quality Assurance Review	6
V. Summary of Findings and Management’s Corrective Action Plan.....	8
VI. Internal Audit Plan for Fiscal Year 2023.....	11
VII. External Audit Services – Fiscal Year 2022.....	13
VIII.Reporting Suspected Fraud and Abuse	13

I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Internal Audit Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 23, 2022 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2022

The Board of Trustees approved the internal audit plan for FY 2022 on August 24, 2021. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*.

Audits that were not completed in FY 2022 were carried forward and included in the FY 2023 audit plan.

FY 2021 – 2022 (Scheduled)

1. Fraud Survey
2. Teacher Retirement System of Texas (TRS)
3. Science Lab Safety and Storage Compliance
4. Human Resources Processes – Faculty Credentials
5. Financial Aid – Federal Awards
6. Purchasing
7. Faculty Overloads & Stipends
8. Texas Administrative Code (TAC) 202
9. Emergency Medical Technology (EMT) Program
10. IT – Business Continuity / Disaster Recovery
11. Quality Assurance and Improvement Program – External QAR

Office of Internal Audits
Fiscal Year 2022 Audit Plan

FY 2022 Audit Plan - Engagements	Status of Plan
Risk Based Audits	
Teacher Retirement System of Texas (TRS)	11/2/2021
Science Lab Safety and Storage Compliance	6/9/2022
HR Processes - Faculty Credentials	8/4/2022
Financial Aid - Federal Awards	Fieldwork
Purchasing	6/22/2022
Faculty Overloads & Stipends	FY 2023
Texas Administrative Code (TAC) 202	FY 2023
Emergency Medical Technology (EMT) Program	FY 2023
Business Continuity / Disaster Recovery	FY 2023
Quality Assurance and Improvement Program - External QAR	FY 2023
Consulting Engagements	
None	-
Follow Up	
Banner Computer System Security and Access Audit	5/10/2022
MOUs for Early College High School and Dual Credit	3/8/2022
Other Audit Responsibilities and Special Projects	
Fraud Survey	10/6/2021
Administration (e.g. secure resources, budget development, etc.)	In Process
Annual Financial Report	-
Misc. data analytics / fraud detection procedures, fraud risk assessment	6/14/2022
Quality Assurance and Improvement Program (QAIP & QAR)	8/31/2022
Professional Development & Training (40 hrs.CPE)	8/31/2022
Annual Risk Assessment & Risk Based Audit Plan Development	6/14/2022
Annual Report [Texas Govt. Code Sec. 2102.015]	9/13/2022
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audits did not perform any consulting engagements as defined by the Institute of Internal Auditors' International Standards for the Professional Practice of Internal auditing in FY 2022.

IV. Quality Assurance Review

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The Office of Internal Audits is in its fifth year of operations. IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. The Office of Internal Audits completed a comprehensive self-assessment, the results of which are provided below.

GC – Generally Conforms - The assessor has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects.

PC – Partially Conforms - The assessor has concluded that the activity is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, or a section or major category, but falls short of achieving some major objectives.

DNC – Does Not Conform - The assessor has concluded that the internal audit activity is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics.

The results of the self-assessment will be reviewed by a qualified, independent external assessor.

South Texas College

Internal Audit Annual Report

Overall Evaluation			
	GC	PC	DNC
	X		

Attribute Standards (1000 through 1300)			
	GC	PC	DNC
1000 Purpose, Authority, and Responsibility	X		
1010 Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100 Independence and Objectivity	X		
1110 Organizational Independence	X		
1111 Direct Interaction with the Board	X		
1112 Chief Audit Executive Roles Beyond Internal Auditing	X		
1120 Individual Objectivity	X		
1130 Impairment to Independence or Objectivity	X		
1200 Proficiency and Due Professional Care	X		
1210 Proficiency	X		
1220 Due Professional Care	X		
1230 Continuing Professional Development	X		
1300 Quality Assurance and Improvement Program	X		
1310 Requirements of the Quality Assurance and Improvement Program	X		
1311 Internal Assessment	X		
1312 External Assessment		X	
1320 Reporting on the Quality Assurance and Improvement Program	X		
1321 Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X		
1322 Disclosure of Nonconformance	X		
Performance Standards (2000 through 2600)			
	GC	PC	DNC
2000 Managing the Internal Audit Activity	X		
2010 Planning	X		
2020 Communication and Approval		X	
2030 Resource Management	X		
2040 Policies and Procedures	X		
2050 Coordination and Reliance	X		
2060 Reporting to Senior Management and the Board	X		

	GC	PC	DNC
2070 External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100 Nature of Work	X		
2110 Governance	X		
2120 Risk Management	X		
2130 Control	X		
2200 Engagement Planning	X		
2201 Planning Considerations	X		
2210 Engagement Objectives	X		
2220 Engagement Scope	X		
2230 Engagement Resource Allocation	X		
2240 Engagement Work Program	X		
2300 Performing the Engagement	X		
2310 Identifying Information	X		
2320 Analysis and Evaluation	X		
2330 Documenting Information	X		
2340 Engagement Supervision	X		
2400 Communicating Results	X		
2410 Criteria for Communicating	X		
2420 Quality of Communications	X		
2421 Errors and Omissions	X		
2430 Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X		
2431 Engagement Disclosure of Nonconformance	X		
2440 Disseminating Results	X		
2450 Overall Opinions	X		
2500 Monitoring Progress	X		
2600 Communicating the Acceptance of Risks	X		
Code of Ethics			
	GC	PC	DNC
Code of Ethics	X		

V. Summary of Findings and Management's Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
22-01	8/4/2022	HR Process - Faculty Credentials	Faculty began employment prior to their official transcript being turned into HR. Documentation to support that prospective employees will be granted a 7 week extension should be completed.	Policy 4152 was revised on 11/23/2021 and grants a 7-week extension to submit official transcripts to HR.	Implemented
22-01	8/4/2022	HR Process - Faculty Credentials	HR was unable to provide us with the employee's job assignment dates in 14% of the tested files.	These 8 employees are legacy employees and their assignment dates didn't transfer over during the Banner implementation back in 2005. HR has other compensating internal controls in place for maintaining legacy employee assignment dates.	Follow up - Pending
22-01	8/4/2022	HR Process - Faculty Credentials	Documentation to support that the transcripts turned in by faculty were 'official' was not maintained on file.	HR ensures all official transcripts are rec. directly from the issuing institution. A procedure was added to further validate by contacting the issuing institution.	Follow up - Pending

South Texas College

Internal Audit Annual Report

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
22-03	6/9/2022	Science Lab Safety and Storage Compliance	2 statements related to how the College would meet the required criteria provided in the Texas Hazard Communication Act were not included in the Hazard Communication Plan	Mgmt. will update and manage the Hazard Communication Plan accordingly to include the criteria required by the Texas Hazard Communication Act and associated roles and responsibilities and current practices.	Follow up - Pending
22-03	6/9/2022	Science Lab Safety and Storage Compliance	A Hazard Communication Plan Acknowledgement form has not been established.	Mgmt. will be developing and implementing an acknowledgement form for employees who work in an area containing hazardous chemicals.	Follow up - Pending
22-03	6/9/2022	Science Lab Safety and Storage Compliance	A formal education and training program for employees who handle hazardous chemicals has not been developed.	In collaboration with HR, we will provide training to employees who handle chemicals college-wide. Training will be provided through TASB Vector Solutions.	Follow up - Pending

South Texas College

Internal Audit Annual Report

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
22-03	6/9/2022	Science Lab Safety and Storage Compliance	Workplace chemical lists were not signed-off and dated by the person responsible for compiling this information as required by the Act.	Science departments are not required to maintain a chemical list if the aggregate of the chemical is less than 55 gallons. However, as a safe practice software will be used to update chemical inventory.	Follow up - Pending
22-03	6/9/2022	Science Lab Safety and Storage Compliance	An employee notice from the Dept. of State Health Services was not displayed at a location which housed radioactive material.	The notice to employees has been posted. The chair and lab coordinator will work with appropriate agencies to determine if an exception applies and will file any paperwork as needed.	Follow up - Pending
22-03	6/9/2022	Science Lab Safety and Storage Compliance	Internal Controls for documenting that chemical hoods/ventilation systems and gas values are routinely inspected have not yet been established.	Inspections of chemical hoods were suspended due to COVID-19. Beginning Fall 2022, we will resume annual preventative maintenance inspections of all chemical fume hoods and gas valves.	Follow up - Pending
22-04	6/22/2022	Purchasing	Mgmt. should review the College's proposal evaluation criteria and ensure that each of the elements for consideration provided in Texas Education Code Ch. 44.031 are included.	Purchasing will present to the Board, for consideration, the addition of the criteria regarding the vendors principle place of business for non-federal, non-construction goods and services.	Implemented

VI. Internal Audit Plan for Fiscal Year 2023

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2023. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns. Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided.

On August 23, 2022 South Texas College's Board of Trustees approved the following projects for FY 2023.

FY 2022 – 2023 (Scheduled)

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads & Stipends
4. Business Continuity / Disaster Recovery
5. Title IX
6. HR Processes – Employee Hiring and Staffing
7. Emergency Medical Technology (EMT) Program
8. Surprise Cash Counts
9. Purchasing – Proposal Evaluation Criteria
10. Quality Assurance Review – External QAR

Office of Internal Audits
Fiscal Year 2023 Audit Plan

FY 2023 Audit Plan - Engagements		
Risk Based Audits	Hours	Percent
Financial Aid - Federal Awards	200	7%
Faculty Overloads & Stipends	200	7%
IT - Business Continuity / Disaster Recovery	250	8%
Title IX	250	8%
HR Processes - Employee Hiring and Staffing	250	8%
Emergency Medical Technology (EMT) Program	200	7%
Quality Assurance Review - External QAR	200	7%
Surprise Cash Counts	200	7%
Purchasing - Proposal Evaluation Criteria	150	5%
Subtotal	1900	63%
Other Audit Responsibilities and Special Projects	Hours	Percent
Fraud Survey	100	3%
Administration (e.g. secure resources, align with IIA, QAIP, etc.)	150	5%
Annual Financial Report [CAFR]	25	1%
Data analytics / fraud detection procedures	150	5%
Professional Development & Training (40 hrs.CPE)	75	2%
Annual Risk Assessment & Risk Based Audit Plan Development	225	7%
Annual Report [Texas Govt. Code Sec. 2102.015]	100	3%
Follow-up on reported findings	250	8%
Unassigned/Unplanned/Mgmt. Special Requests	50	2%
Subtotal	1125	37%

VII. External Audit Services – Fiscal Year 2022

All external audit services that were procured or were ongoing in fiscal year 2022 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- State Auditor Office – Compliance with Public Funds Investment Act

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

Review and Action as Necessary to Donate Portable Buildings

Approval is requested to donate portable buildings.

Purpose – The Office of the President is requesting to donate portable buildings to the Rio Grande City Grulla Independent School District (RGCGISD). The original value of these assets, which are fully depreciated, is as follows:

#	Ptag	Description	Silver Tag	Purchase Date	Net Book Value	Purchase Amount
1	1606	Portable Bldg 6 - Offices	6379	1/23/96	\$0.00	\$1,198.26
2	3944	Portable Bldg 7 - Classrooms	6378	6/4/99	\$0.00	\$11,308.09
3	3945	Portable Bldg 8 - Classrooms	6377	6/4/99	\$0.00	\$11,308.09
4	3946	Portable Bldg 9 - Classrooms	6376	6/4/99	\$0.00	\$11,308.09
5	3947	Portable Bldg 10 - Storage	6375	6/4/99	\$0.00	\$11,308.09
6	3948	Portable Bldg 11 - Classrooms	6374	6/4/99	\$0.00	\$11,308.09
		Total				\$57,738.68

Justification and Benefit – It is necessary to donate six (6) portable buildings located at the Pecan Campus since these portable buildings will no longer be in use and need to be removed from the campus.

Both South Texas College and RGCGISD would benefit from this donation since these portable buildings will house our students and potential future students of STC. RGCGISD will be responsible for the removal and relocation of the six (6) portable buildings and any other expenses the relocation may incur.

Background – All assets including these portable buildings go through an evaluation process by several departments to confirm that they are unable to be utilized throughout the College district. After this evaluation process, the College submits a request to have the property removed as per *Policy 5135: Disposal of Surplus Property* method #2:

“2. Donation: Surplus property may be donated to other agencies of the State of Texas or to local governmental agencies in cases where limited proceeds would be derived from a sale, or where such donation helps to further the mission of the College, in accordance with law.”

The policy above states that any donation of property with an original value of \$5,000 and over must be approved by the Board of Trustees.

The portable buildings are located at the South Texas College Pecan Campus at 3201 West Pecan Blvd, McAllen, TX. These portable buildings were previously being used by the Division of Finance and Administrative Services, Public Relations and Marketing, and Division of Academic Affairs.

The College assets with an original value of \$1,000 and over are included in the College's Banner Fixed Assets inventory system. Therefore, it is also requested that these assets be removed from inventory system and the general ledger.

Enclosed Documents – The site plan indicating portable buildings proposed for donation follows in the packet for the Board's review and information.

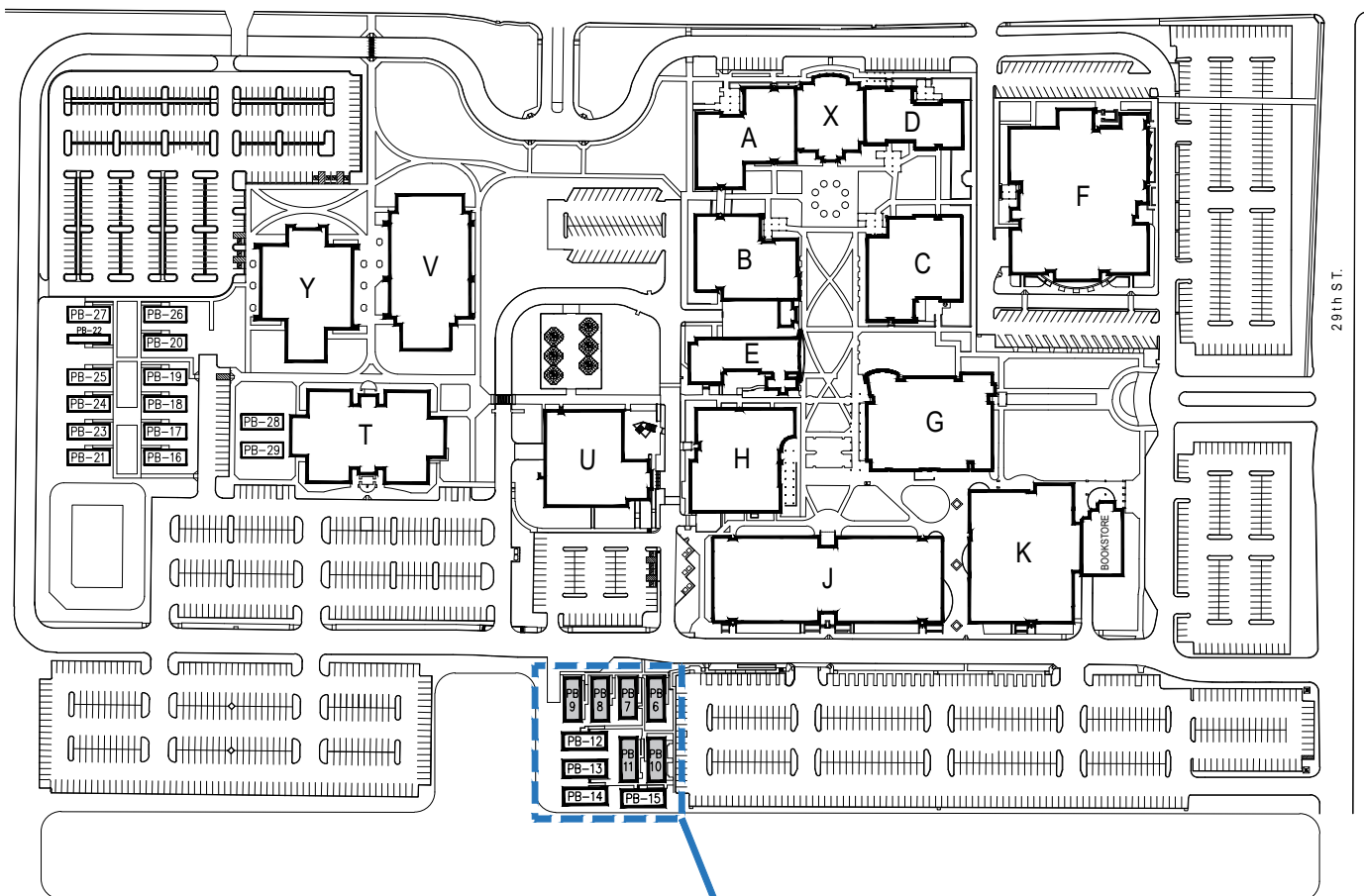
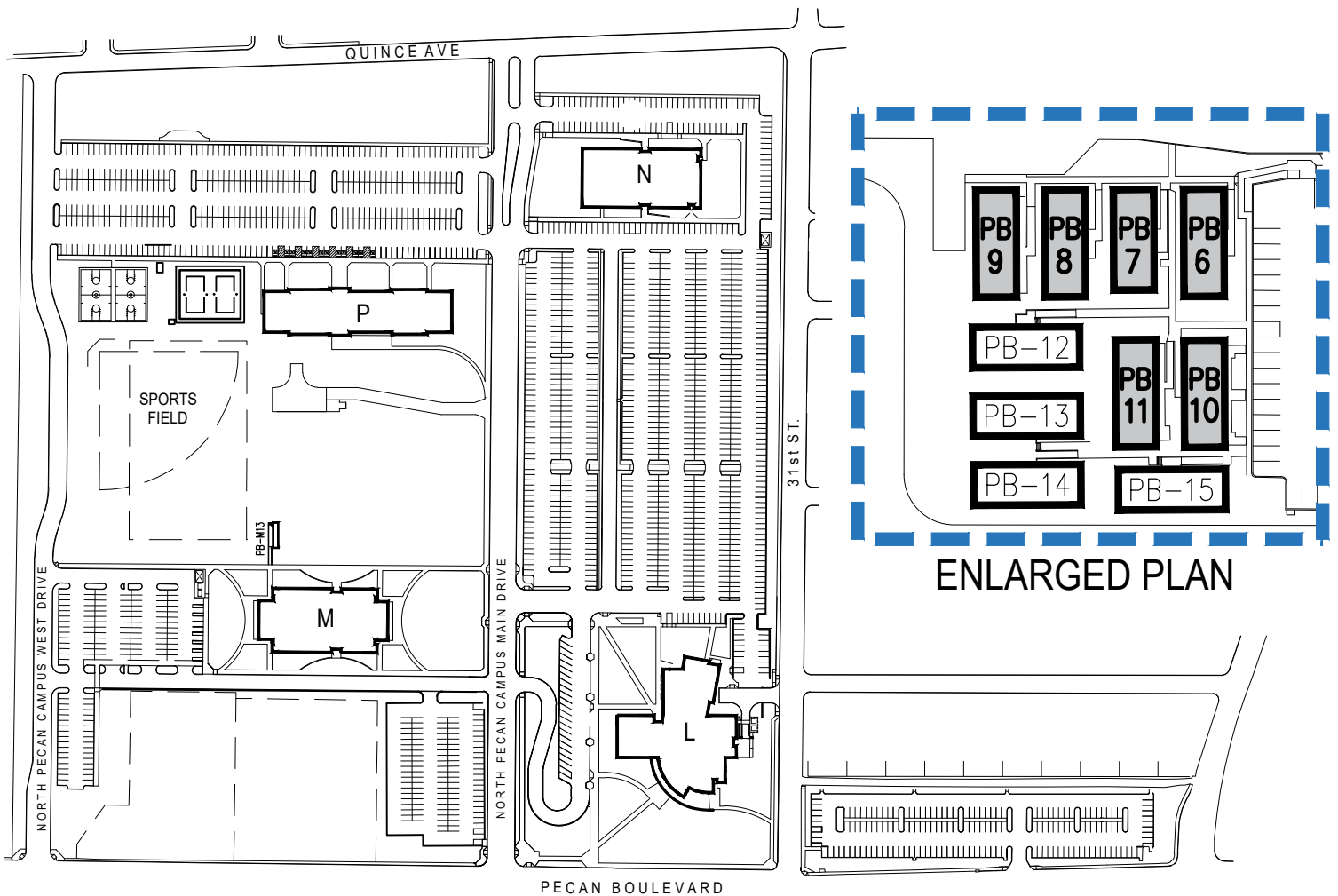
This item was not available for presentation to the Finance, Audit, and Human Resources Committee. It is presented to the Board without a Committee recommendation.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed donation of (6) portable buildings to the Rio Grande City Grulla Independent School District and for these assets to be removed from the College's fixed assets inventory system and general ledger.

Approval Recommended:

Dr. Ricardo J. Solis
President



Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Facilities Committee recommended Board action on the following items as presented.

- a. Authorization to Proceed with Solicitation of Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project and the Technology Campus Truck Driving Range Expansion Project
- b. Approval to Contract Construction Services for the Pecan Campus South Academic Building J Generator Replacement
- c. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Generator Replacement
- d. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
- e. Approval to Contract Construction Services for the Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition
- f. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a – f of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Authorization to Proceed with Solicitation of Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project and the Technology Campus Truck Driving Range Expansion Project

On September 13, 2022, the Facilities Committee recommended the joining of two projects proposed for solicitation of civil engineering services. This would provide a single larger scope of work that may attract more submissions of qualifications than if the College solicited each of the smaller projects separately.

Solicitation of Request for Qualifications (RFQ) for civil engineering services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an engineer to the Facilities Committee at a later date.

As recommended by the Facilities Committee, the Board of Trustees is asked to approve administration to proceed with solicitation of civil engineering services for the following two projects under a single Request for Qualifications:

1. The Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project

Background

The Office of the President and the Office of Vice President for Institutional Advancement and Economic Development (IA/ED) are being relocated to Pecan Campus Ann Richards Administration Building A, within a space that was vacated by Distance Learning and is currently being renovated. The proposed additional parking lot is necessary to accommodate visitors and staff that will be conducting business with Administration in Building A. The project consists of demolishing or modifying the existing concrete curbs, irrigation, underground infrastructure, and constructing the additional parking lot on the west side of Building A.

The proposed scope of work is summarized as follows:

- Construction of the parking lot and drive
- 10 parking spaces
- Additional spaces may be included in a proposed alternate design

The total project estimated cost, including professional design services and construction services, is \$200,000 and is itemized in the table below:

Pecan Campus Ann Richards Administration Building A Additional Parking Lot Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$130,000
Design	20,000
Miscellaneous	50,000
Total Estimated Project Budget	\$200,000

Funding Source

Funds for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project 2023-015C are available in the Unexpended Construction Plant Fund for use in FY 2022 – 2023.

Estimated Project Timeline

The project design phase is projected to last until May 2023, with construction to commence in August 2023 and Substantial Completion in December 2023.

Enclosed Documents

Following in the packet is a presentation of the project and a site plan of the area for the Board's review and information.

2. The Technology Campus Truck Driving Range Expansion Project

Background

The Commercial Driver's License (CDL) Program will be submitting an application to the Texas Department of Public Safety to designate the truck driving range at the Technology Campus as a third-party skills testing facility. The existing truck driving skills pad is 221.02 feet x 88.5 feet. The Texas Department of Public Safety's minimum size requirements for a skills testing facility is 240 feet x 35 feet. The existing facility needs to be increased by at least an additional 19 feet in length to meet the minimum size requirements.

The proposed scope of work is summarized as follows:

- Concrete construction of the truck driving range expansion
- Approximate additional square feet: 1,682 sf. (19' x 88.5')

The total project estimated cost, including professional design services and construction services, is \$41,350 and is itemized in the table below:

Technology Campus Truck Driving Range Expansion Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$28,350
Design	10,000
Miscellaneous	3,000
Total Estimated Project Budget	\$41,350

Funding Source

Funds for the Technology Campus Truck Driving Range Expansion Project 2023-001C are available in the Unexpended Construction Plant Fund for use in FY 2022 – 2023.

Estimated Project Timeline

The project design phase is projected to last until January 2023, with construction to commence in April 2023 and Substantial Completion in September 2023.

Enclosed Documents

Following in the packet is a site plan of the area and a Fact Sheet for the Board's review and information.

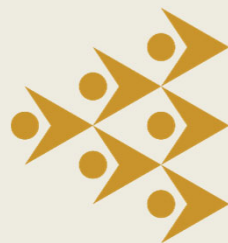
The Facilities Committee recommended Board approval of the solicitation of civil engineering services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project and the Technology Campus Truck Driving Range Expansion Project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes solicitation of civil engineering services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project and the Technology Campus Truck Driving Range Expansion Project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

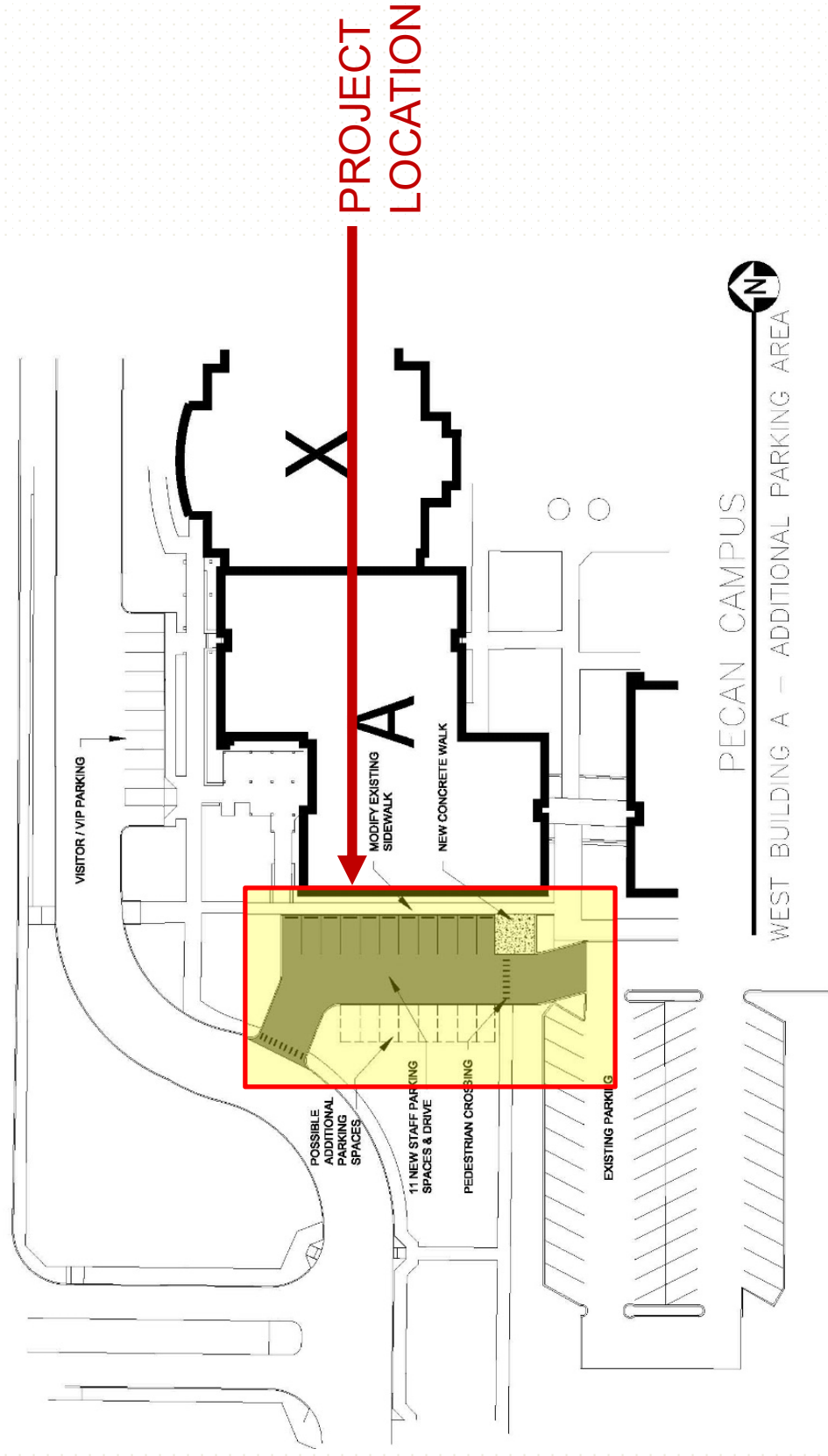
Pecan Campus
Ann Richards Building A Additional Parking Lot
CIP 2023-015C

Pecan Campus Building A Additional Parking Lot Proposed Project Site



PROJECT
LOCATION

Pecan Campus Building A Additional Parking Lot Proposed Project Site



Pecan Campus Building A Additional Parking Lot Exterior Photo



Existing Site – Southeast View

Pecan Campus Building A Additional Parking Lot

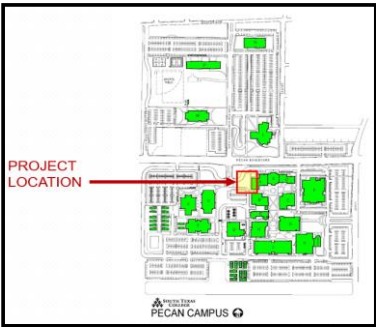
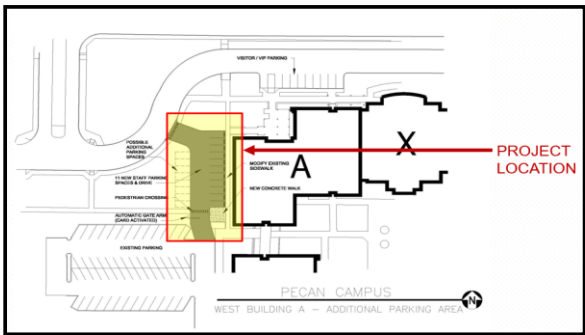


Requested By
Administration

Scope of Work
Construction of a new 5,600 square foot parking lot on the West side of the existing Pecan Campus Ann Richards Building A.

<u>Estimated Total Project Budget</u>	
Construction	\$ 130,000
Design	20,000
Miscellaneous	50,000
Total Project Budget	\$ 200,000

Project Fact Sheet
9/1/2022

Project Name: Pecan Campus - Ann Richards Administration Building A Additional Parking Lot				Project No. 2023-015C															
Funding Source(s): Unexpended Plant Fund																			
		FY 22-23																	
	Total Project Budget	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date													
Construction:	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00		\$ -													
Design	20,000.00	20,000.00	-	20,000.00		-													
Miscellaneous:	50,000.00	50,000.00	-	50,000.00		-													
FFE:	-	-	-	-		-													
Technology:	-	-	-	-		-													
Total:	\$ 200,000.00	\$ 200,000.00	\$ -	\$ 200,000.00		\$ -													
Project Team				Board Status															
Approval to Solicit				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Vendor</td> <td style="text-align: center;">Contract Amount</td> <td style="text-align: center;">Actual Expenditures</td> <td style="text-align: center;">Variance</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount	Actual Expenditures	Variance																
TBD	\$ -	\$ -	\$ -																
TBD	\$ -	\$ -	\$ -																
Architect/Engineer: TBD																			
Architect/Engineer: TBD				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Board Approval of Schematic Design</td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;">Substantial Completion</td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;">Final Completion</td> <td style="text-align: center;">TBD</td> </tr> </table>				Board Approval of Schematic Design	TBD	Substantial Completion	TBD	Final Completion	TBD						
Board Approval of Schematic Design	TBD																		
Substantial Completion	TBD																		
Final Completion	TBD																		
Contractor: TBD																			
STC FPC Project Manager: David Valdez				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Board Acceptance</td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;">Board Acceptance</td> <td style="text-align: center;">TBD</td> </tr> </table>				Board Acceptance	TBD	Board Acceptance	TBD								
Board Acceptance	TBD																		
Board Acceptance	TBD																		
Project Description				Project Scope															
Construction of a new parking lot on the West side of the Pecan Campus Ann Richards Administration Building A.				Construction of a new parking lot of approximately 5,600 square feet on the West side of the Pecan Campus Ann Richards Administration Building A.															
Projected Timeline																			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In												
9/27/2022	11/22/2022	4/2/2023	7/25/2023	8/1/2023	12/12/2023	1/23/2024	N/A												
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total													
2022-23	-	-	-	-	-	\$ -													
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
Current Agenda Item																			
09/13/2022 Facilities Committee Meeting: Review and Recommend Action on Solicitation for Engineering Services for the Ann Richards Administration Building A Additional Parking Lot.																			
<div style="display: flex; justify-content: space-around;">   </div>																			

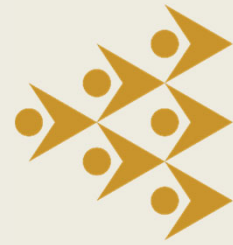
FPC Project Manager David A. Valdez

FPC Asst. Director

Rita G. Miller

FPC Director

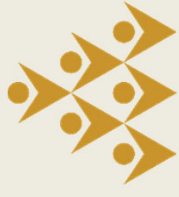
R. Miller



SOUTH TEXAS
COLLEGE

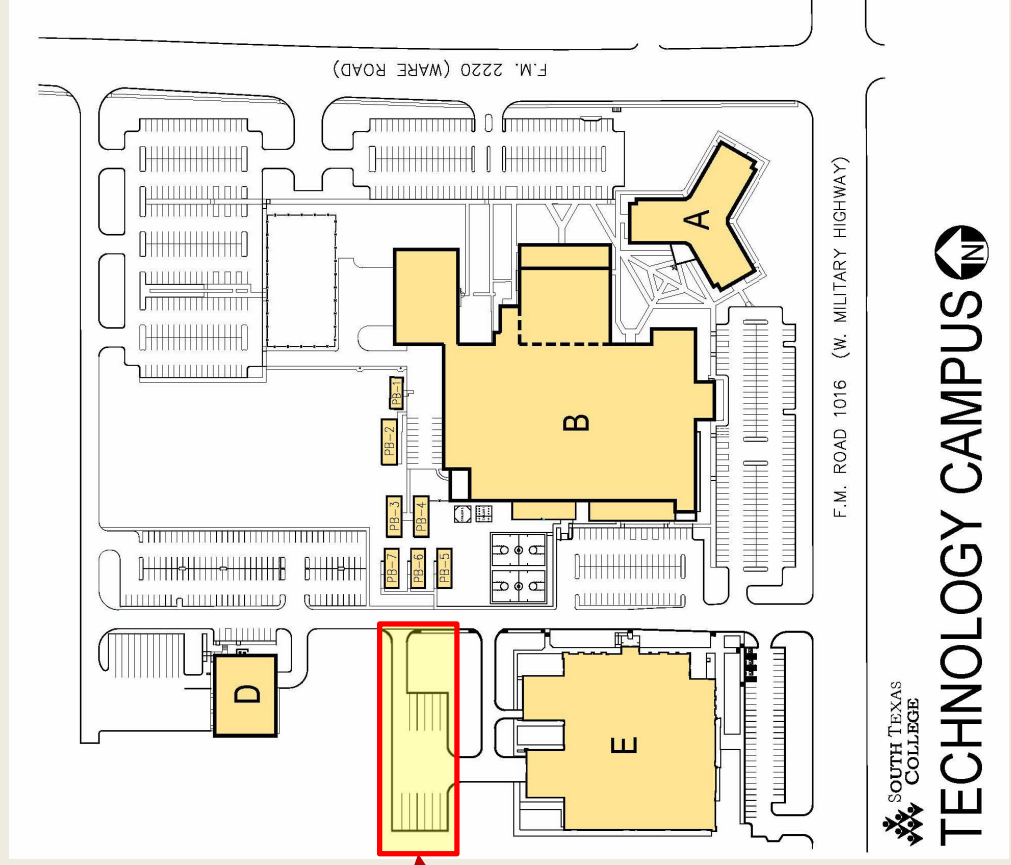
Technology Campus Truck Driving Range Expansion CIP 2023-001C

Technology Campus Truck Driving Range Expansion Proposed Project Site



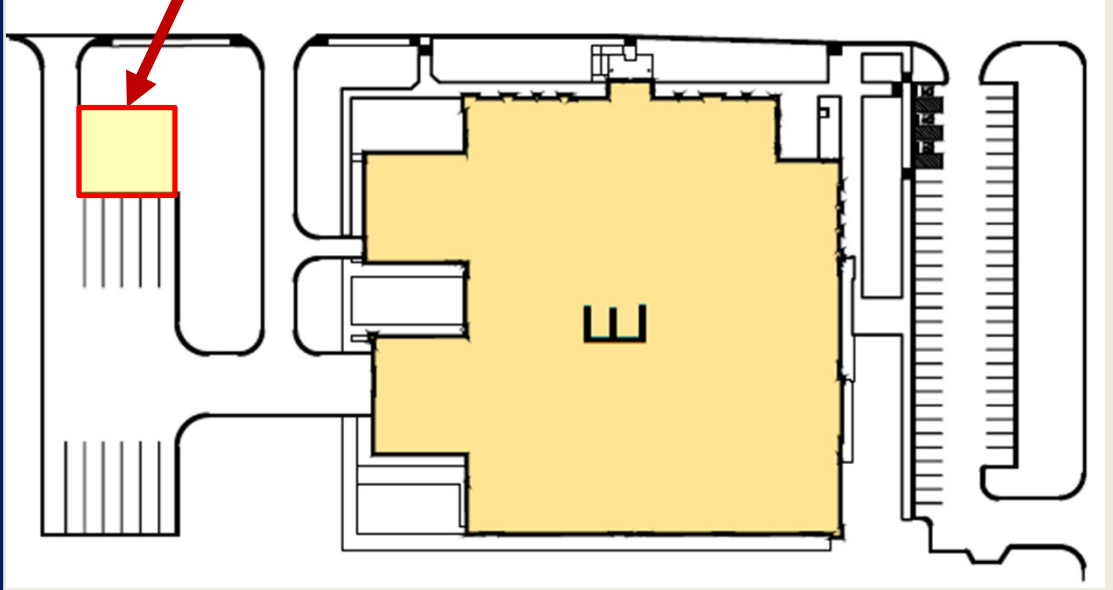
SOUTH TEXAS
COLLEGE

PROJECT
LOCATION

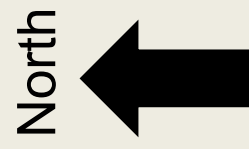


Technology Campus Truck Driving Range Expansion

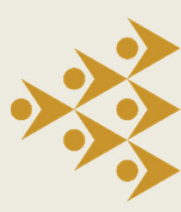
Proposed Project Location



PROPOSED
PROJECT
LOCATION



Technology Campus Truck Driving Range Expansion Exterior Photo



SOUTH TEXAS
COLLEGE



Existing Site – Northwest View

Technology Campus Truck Driving Range Expansion



Requested By

Continuing, Professional, and Workforce Education Department

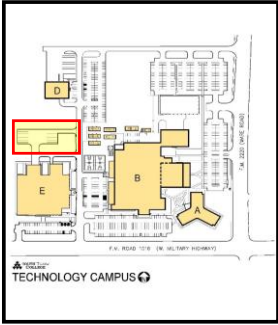

Scope of Work

Expansion of approximately 8,400 square feet of the existing 19,560 square feet Truck Driving Skills Pad to meet Texas Department of Public Safety requirements.

Estimated Total Project Budget

Construction	\$ 28,350
Design	10,000
Miscellaneous	3,000
Total Project Budget	\$ 41,350

Project Fact Sheet
9/1/2022

Project Name: Technology Campus - Truck Driving Range Expansion				Project No. 2023-001C			
Funding Source(s): Unexpended Plant Fund							
		FY 22-23					
	Total Project Budget	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date	
Construction:	\$ 28,350.00	\$ 28,350.00	\$ -	\$ 28,350.00		\$ -	
Design	10,000.00	10,000.00	-	10,000.00		-	
Miscellaneous:	3,000.00	3,000.00	-	3,000.00		-	
FFE:	-	-	-	-		-	
Technology:	-	-	-	-		-	
Total:	\$ 41,350.00	\$ 41,350.00	\$ -	\$ 41,350.00		\$ -	
Project Team				Board Status			
Approval to Solicit							
Architect/Engineer:	TBD			Vendor			
				Contract Amount			
				Actual Expenditures			
				Variance			
Architect/Engineer:	TBD			Board Approval of Schematic Design			
				TBD			
Contractor:	TBD			Substantial Completion			
				TBD			
				Board Acceptance			
				TBD			
STC FPC Project Manager: Martin Villarreal				Final Completion			
				TBD			
				Board Acceptance			
				TBD			
Project Description				Project Scope			
Expanding the existing skills pad from 221 feet by 88.5 feet to meet DPS requirements.				Expand the existing 19,560 square feet driving skills pad by 8,400 square feet. An expansion of approximately 19 feet.			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/27/2022	11/22/2022	n/a	3/28/2023	4/12/2023	9/22/2023	10/24/2023	n/a
Current Agenda Item							
N/A							
<div style="display: flex; justify-content: space-around;">   </div>							

FPC Project Manager David A. Valdez

FPC Asst. Director

Rita C. Geller

FPC Director

Rodolfo

Consent Agenda:

b. Approval to Contract Construction Services for the Pecan Campus South Academic Building J Generator Replacement

Approval to contract construction services for the Pecan Campus South Academic Building J Generator Replacement project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President's Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project is scheduled as a non-educational and routine improvement to upgrade the power supply redundancy.

Background

On March 29, 2022, the Board approved contracting engineering services with DBR Engineering Consultants, Inc. for this project. The scope of the project includes replacing one (1) existing diesel generator that is nearing its life expectancy with one (1) new natural gas generator that utilizes a continuous fuel source.

Solicitation of competitive sealed proposals for this project began on August 17, 2022. A total of five (5) sets of construction documents were issued to vendors. A total of four (4) proposals were received on September 1, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
August 17, 2022	Solicitation of competitive sealed proposals began.
September 1, 2022	Four (4) proposals were received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **Metro Electric, Inc.** as the highest ranked in the amount of \$339,251.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Metro Electric, Inc.	Original Budget Variance
Renewals and Replacement Fund	\$250,000	\$339,251	(\$89,251)
Total Amount	\$250,000	\$339,251	(\$89,251)

Funds for the Pecan Campus South Academic Building J Generator Replacement Project 2022-019R are budgeted in the Renewals and Replacements Fund for available use in FY 2022-2023 in the amount of \$250,000 for construction. Additional funds are available in the FY 2022-2023 Renewals and Replacements Fund to cover the shortfall.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in October 2022 and Substantial Completion in September 2023.

Enclosed Documents

A presentation of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric, Inc. in the amount of \$339,251 for the Pecan Campus South Academic Building J Generator Replacement project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Metro Electric, Inc. in the amount of \$339,251 for the Pecan Campus South Academic Building J Generator Replacement project as presented.

Approval Recommended:

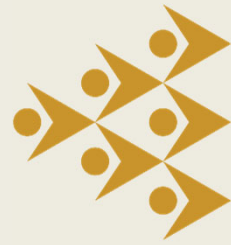
Dr. Ricardo J. Solis
President



Pecan Campus

South Academic Building J

Generator Replacement



**SOUTH TEXAS
COLLEGE**

Pecan Campus South Academic Building J Generator Replacement Project



Project Site

Pecan Campus South Academic Building J Generator Replacement Project



Pecan Campus South Academic Building J

Generator Replacement Project



Requested By

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

Scope of work

Replacement of diesel fuel generator with a natural gas generator.

Total Renovated Square Feet = N/A

Estimated Total Project Budget

Construction	\$ 250,000
Design	25,000
Miscellaneous	<u>6,250</u>
Total Project Budget	\$ 281,250

SOUTH TEXAS COLLEGE
DR. RAMIRO J. CASSO - NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A AND
PECAN CAMPUS SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS
PROJECT NO. 22-23-1014

NAME		5 Star GC Construction, LLC.	Metro Electric, Inc.	Renoworks, LLC.	SLR Building Contractors, LLC.
ADDRESS		3209 Melody Ln	1901 Industrial Dr	2705 E Davis Rd	1803 S Cesar Chavez Rd
CITY/STATE/ZIP		Mission, TX 78574	McAllen, TX 78504	Edinburg, TX 78542	Edinburg, TX 78542
PHONE		956-867-5040	956-686-2323	956-513-1849	956-383-8194
FAX		956-599-9055			956-383-4502
CONTACT		Alan Oakley	Michael A. Gerdes	Larry Hinojosa	Stephanie L. Renteria
#	Description	Proposed	Proposed	Proposed	Proposed
1	Total Amount Proposed for Both Projects	\$ 686,000.00	\$ 540,654.00	\$ 656,666.36	\$ 979,800.00
2	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
3	Completion of Work Within:	300 Calendar Days	360 Calendar Days	378 Calendar Days	355 Calendar Days
4	Pecan Campus South Academic Building J Generator Replacement	\$ 456,000.00	\$ 339,251.00	\$ 371,613.35	\$ 580,500.00
5	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
6	Completion of Work Within:	300 Calendar Days	360 Calendar Days		355 Calendar Days
7	Nursing and Allied Health Campus NAH East Building A Generator Replacement	\$ 230,000.00	\$ 201,403.00	\$ 285,052.01	\$ 399,300.00
8	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
9	Completion of Work Within:	280 Calendar Days	360 Calendar Days		355 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 686,000.00	\$ 540,654.00	\$ 656,665.36	\$ 979,800.00
TOTAL EVALUATION POINTS		81.86	92.26	72.98	40.37
RANKING		2	1	3	4

The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
DR. RAMIRO J. CASSO - NURSING AND ALLIED HEALTH CAMPUS
SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS
PROJECT NO. 22-23-1014
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		Metro Electric, Inc.		Renoworks, LLC.		SLR Building Contractors, LLC.	
ADDRESS		3209 Melody Ln		1901 Industrial Dr		2705 E Davis Rd		1803 S Cesar Chavez Rd	
CITY/STATE/ZIP		Mission, TX 78574		McAllen, TX 78504		Edinburg, TX 78542		Edinburg, TX 78542	
PHONE		956-867-5040		956-686-2323		956-513-1849		956-383-8194	
FAX		956-599-9055						956-383-4502	
CONTACT		Alan Oakley		Michael A. Gerdes		Larry Hinojosa		Stephanie L. Renteria	
1	The Respondent's price proposal. (up to 45 points)	35.46	35.46	45	45	37.04	37.04	24.83	24.83
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
2	The Respondent's experience and reputation. (up to 10 points)	8.5	8.1	8	9	7	6.8	5	3.8
		8		9		8		3	
		8.5		9		6		5	
		8.5		10		7		3	
		7		9		6		3	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.2	8	8.4	7	5.6	3	3
		8		9		5		3	
		9		8		5		3	
		8.5		9		5		3	
		7		8		6		3	
4	The Respondent's safety record. (up to 5 points)	4	3.4	4	4.3	3	3.6	0	0
		4		4.5		5		0	
		3		4		3		0	
		3		5		4		0	
		3		4		3		0	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.6	6	6.9	6	6.2	0	0
		7		7.5		7		0	
		6		7		5		0	
		7		7		7		0	
		6		7		6		0	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.9	6	7.7	7	7	3	2.8
		8		8.5		8		3	
		8		7		6		3	
		8.5		9		8		3	
		7		8		6		2	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.2	4	5.1	1	1	0	0
		6		5.5		1		0	
		5		5		1		0	
		5		6		1		0	
		5		5		1		0	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.86	5.86	5.74	5.74	5.94	5.94
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
TOTAL EVALUATION POINTS		81.86		92.26		72.98		40.37	
RANKING		2		1		3		4	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet
9/1/2022

Project Name:		Pecan Campus - South Academic Building J Generator Replacement					Project No.		2022-019R	
Funding Source(s):		Renewals & Replacement Fund								
		FY 21-22				FY 22-23			Total Actual Expenditures To Date	
				Variance of Project Budget vs. Actual			Variance of Project Budget vs. Actual			
	Total Project Budget	Project Budget	FY 21-22 Actual Expenditures	FY 21-22 Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	FY 22-23 Actual Expenditures			
Construction:	\$ 250,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -		
Design	25,000.00	20,000.00	19,337.50	662.50	\$ 13,813.00	\$ -	\$ 13,813.00	19,337.50		
Miscellaneous:	5,000.00	6,250.00	228.06	6,021.94	\$ 6,250.00	\$ -	\$ 6,250.00	228.06		
FFE:	-	-	-	-	\$ -	\$ -	\$ -	-		
Technology:	-	-	-	-	\$ -	\$ -	\$ -	-		
Total:	\$ 280,000.00	\$ 76,250.00	\$ 19,565.56	\$ 56,684.44	\$ 270,063.00	\$ -	\$ 270,063.00	\$ 19,565.56		

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	9/28/2021	<u>Board Approval of Schematic Design</u> <u>Substantial Completion</u>	N/A TBD		Contract	Actual	
Architect/Engineer:	DBR Engineering			Vendor	Amount	Expenditures	Variance
Contractor:	TBD			Engineering	\$ 40,625.00	\$ 19,337.50	\$ 21,287.50
				TBD	\$ -	\$ -	\$ -
				<u>Board Acceptance</u>	TBD		
STC FPC Project Manager:	Samuel Saldana	<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD		

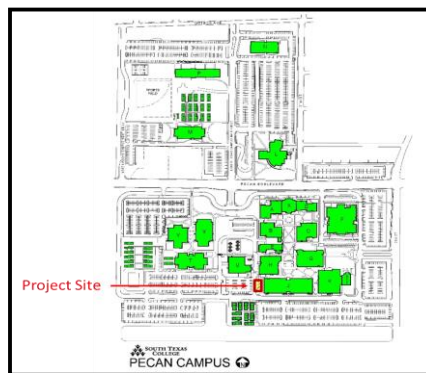
Project Description	Project Scope
Replace the existing diesel generator with a natural gas generator that provides continuous power without the need to refuel.	Replace existing diesel generator with a natural gas generator, and providing new natural gas service to the new generator.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/28/2021	3/29/2022	NA	9/27/2022	10/15/2022	9/26/2023	10/26/2023	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ 19,337.50	\$ 228.06	\$ -	\$ -	\$ 19,565.56	
2022-23	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	
Project Total	\$ -	\$ 19,337.50	\$ 228.06	\$ -	\$ -	\$ 19,565.56	

[illegible]

09/13/2022 Facilities Committee: Review and Recommend Action on Construction Services for Pecan Campus South Academic Building J Generator Replacement



FPC Project Manager

FPC Asst. Director

FPC Director

Consent Agenda:

c. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Generator Replacement

Approval to contract construction services for the Nursing and Allied Health Campus NAH East Building A Generators Replacement project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President's Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project is scheduled as a non-educational and routine improvement to upgrade the power supply redundancy.

Background

On March 29, 2022, the Board approved contracting engineering services with DBR Engineering Consultants, Inc. for this project. The scope of the project includes replacing two (2) existing diesel generators that are nearing their life expectancy with two (2) new natural gas generators that utilize a continuous fuel source.

Solicitation of competitive sealed proposals for this project began on August 17, 2022. A total of five (5) sets of construction documents were issued to vendors. A total of four (4) proposals were received on September 1, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
August 17, 2022	Solicitation of competitive sealed proposals began.
September 1, 2022	Four (4) proposals were received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **Metro Electric, Inc.** as the highest ranked in the amount of \$201,403.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Metro Electric, Inc.	Original Budget Variance
Renewals and Replacements Fund	\$375,000	\$201,403	\$173,597
Total Amount	\$375,000	\$201,403	\$173,597

Funds for the Nursing and Allied Health Campus NAH East Building A Generators Replacement Project 2022-023R are budgeted in the Renewals and Replacements Fund for available use in FY 2022-2023 in the amount of \$375,000 for construction.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in October 2022 and Substantial Completion in September 2023.

Enclosed Documents

A presentation of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric, Inc. in the amount of \$201,403 for the Nursing and Allied Health Campus NAH East Building A Generators Replacement project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

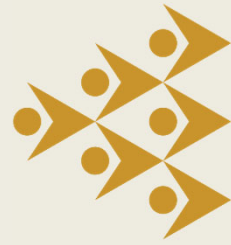
The Board of Trustees of South Texas College approves and authorizes contracting construction services with Metro Electric, Inc. in the amount of \$201,403 for the Nursing and Allied Health Campus NAH East Building A Generators Replacement project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

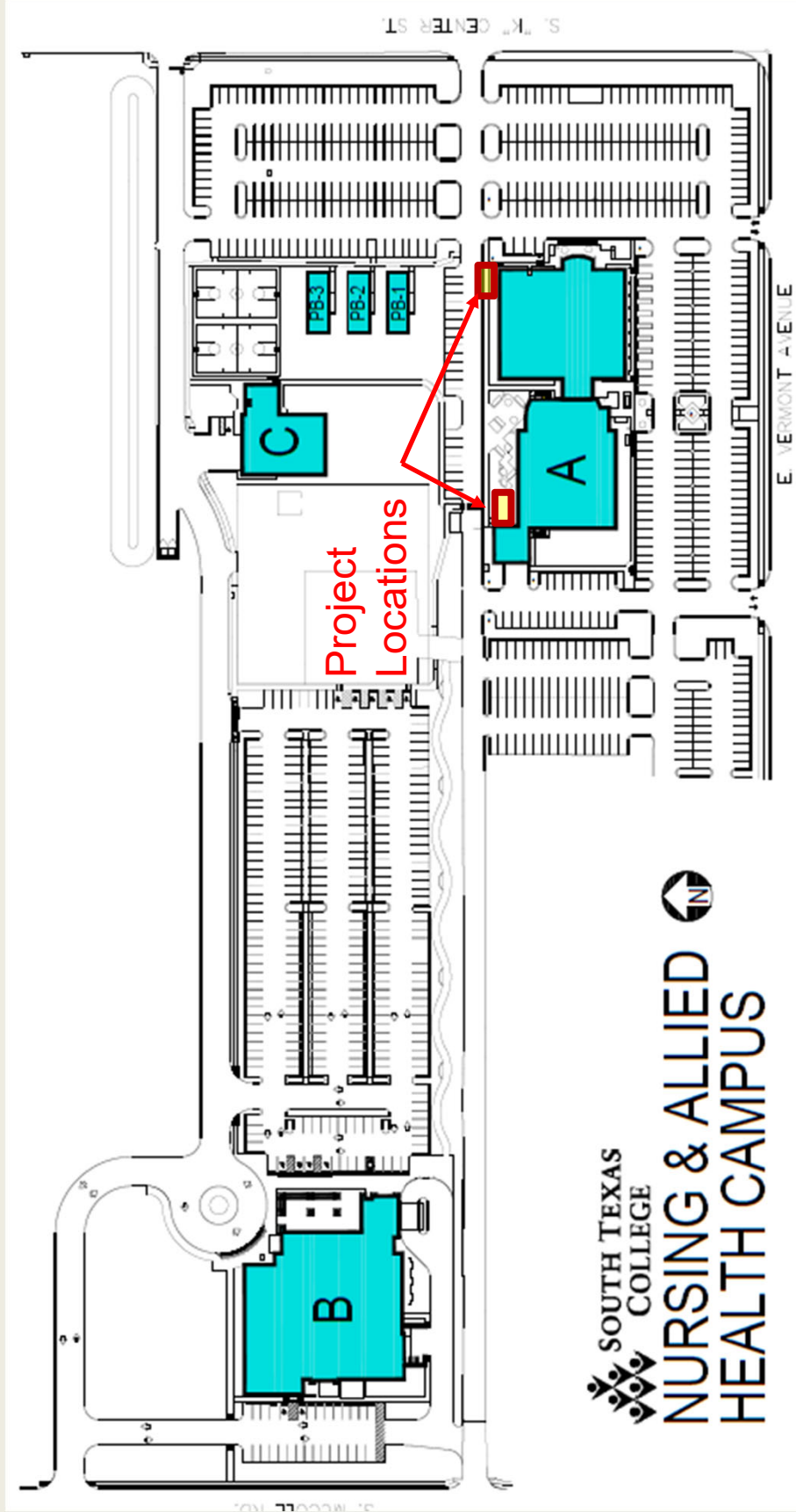


Nursing and Allied Health Campus East Building A Generator Replacements



**SOUTH TEXAS
COLLEGE**

Nursing and Allied Health Campus East Building A Generator Replacements Proposed Site



Nursing and Allied Health Campus East Building A Generator Replacements

Existing Generator Views



Generator Location at Northeast
End of Building A



Generator Location at Northwest
End of Building A

Nursing and Allied Health Campus East Building A Generator Replacements Proposed Scope & Budget



Requested By

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

Scope of work

Replacement of two (2) diesel fuel generators with two (2) natural gas generators.

Total Renovated Square Feet = N/A

Estimated Total Project Budget

Construction	\$ 375,000
Design	37,500
Miscellaneous	9,500
Total Project Budget	\$ 422,000

SOUTH TEXAS COLLEGE
DR. RAMIRO J. CASSO - NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A AND
PECAN CAMPUS SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS
PROJECT NO. 22-23-1014

NAME		5 Star GC Construction, LLC.	Metro Electric, Inc.	Renoworks, LLC.	SLR Building Contractors, LLC.
ADDRESS		3209 Melody Ln	1901 Industrial Dr	2705 E Davis Rd	1803 S Cesar Chavez Rd
CITY/STATE/ZIP		Mission, TX 78574	McAllen, TX 78504	Edinburg, TX 78542	Edinburg, TX 78542
PHONE		956-867-5040	956-686-2323	956-513-1849	956-383-8194
FAX		956-599-9055			956-383-4502
CONTACT		Alan Oakley	Michael A. Gerdes	Larry Hinojosa	Stephanie L. Renteria
#	Description	Proposed	Proposed	Proposed	Proposed
1	Total Amount Proposed for Both Projects	\$ 686,000.00	\$ 540,654.00	\$ 656,666.36	\$ 979,800.00
2	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
3	Completion of Work Within:	300 Calendar Days	360 Calendar Days	378 Calendar Days	355 Calendar Days
4	Pecan Campus South Academic Building J Generator Replacement	\$ 456,000.00	\$ 339,251.00	\$ 371,613.35	\$ 580,500.00
5	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
6	Completion of Work Within:	300 Calendar Days	360 Calendar Days		355 Calendar Days
7	Nursing and Allied Health Campus NAH East Building A Generator Replacement	\$ 230,000.00	\$ 201,403.00	\$ 285,052.01	\$ 399,300.00
8	Begin Work Within:	10 Working Days	1 Working Days		10 Working Days
9	Completion of Work Within:	280 Calendar Days	360 Calendar Days		355 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 686,000.00	\$ 540,654.00	\$ 656,665.36	\$ 979,800.00
TOTAL EVALUATION POINTS		81.86	92.26	72.98	40.37
RANKING		2	1	3	4

The Director of Purchasing has reviewed all the responses and evaluations completed.



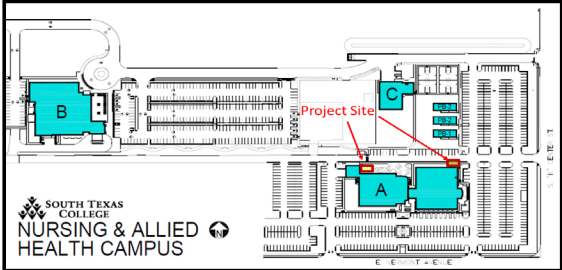
**SOUTH TEXAS COLLEGE
DR. RAMIRO J. CASSO - NURSING AND ALLIED HEALTH CAMPUS
SOUTH ACADEMIC BUILDING J GENERATOR REPLACEMENTS
PROJECT NO. 22-23-1014
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		Metro Electric, Inc.		Renoworks, LLC.		SLR Building Contractors, LLC.	
ADDRESS		3209 Melody Ln		1901 Industrial Dr		2705 E Davis Rd		1803 S Cesar Chavez Rd	
CITY/STATE/ZIP		Mission, TX 78574		McAllen, TX 78504		Edinburg, TX 78542		Edinburg, TX 78542	
PHONE		956-867-5040		956-686-2323		956-513-1849		956-383-8194	
FAX		956-599-9055						956-383-4502	
CONTACT		Alan Oakley		Michael A. Gerdes		Larry Hinojosa		Stephanie L. Renteria	
1	The Respondent's price proposal. (up to 45 points)	35.46	35.46	45	45	37.04	37.04	24.83	24.83
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
		35.46		45		37.04		24.83	
2	The Respondent's experience and reputation. (up to 10 points)	8.5	8.1	8	9	7	6.8	5	3.8
		8		9		8		3	
		8.5		9		6		5	
		8.5		10		7		3	
		7		9		6		3	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.2	8	8.4	7	5.6	3	3
		8		9		5		3	
		9		8		5		3	
		8.5		9		5		3	
		7		8		6		3	
4	The Respondent's safety record. (up to 5 points)	4	3.4	4	4.3	3	3.6	0	0
		4		4.5		5		0	
		3		4		3		0	
		3		5		4		0	
		3		4		3		0	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.6	6	6.9	6	6.2	0	0
		7		7.5		7		0	
		6		7		5		0	
		7		7		7		0	
		6		7		6		0	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.9	6	7.7	7	7	3	2.8
		8		8.5		8		3	
		8		7		6		3	
		8.5		9		8		3	
		7		8		6		2	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.2	4	5.1	1	1	0	0
		6		5.5		1		0	
		5		5		1		0	
		5		6		1		0	
		5		5		1		0	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.86	5.86	5.74	5.74	5.94	5.94
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
		7		5.86		5.74		5.94	
TOTAL EVALUATION POINTS		81.86		92.26		72.98		40.37	
RANKING		2		1		3		4	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

9/8/2022

Project Name: Nursing and Allied Health Campus - East Building A Generator Replacement					Project No. 2022-023R				
Funding Source(s): Renewals & Replacement Fund									
		FY 21-22			FY 22-23				
		FY 21-22 Actual			FY 22-23 Actual				
		Variance of Project Budget vs. Actual			Variance of Project Budget vs. Actual				
	Total Project Budget	Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures	Total Actual Expenditures To Date	
Construction:	\$ 375,000.00	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 375,000.00	\$ -	\$ 375,000.00	\$ -	
Design	\$ 37,500.00	\$ 37,500.00	18,281.25	19,218.75	\$ 20,719.00	\$ -	\$ 20,719.00	18,281.25	
Miscellaneous:	\$ 9,500.00	\$ 9,500.00	228.06	9,271.94	\$ 9,500.00	\$ -	\$ 9,500.00	228.06	
FFE:	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	-	
Technology:	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	-	
Total:	\$ 422,000.00	\$ 422,000.00	\$ 18,509.31	\$ 403,490.69	\$ 405,219.00	\$ -	\$ 405,219.00	\$ 18,509.31	
Project Team					Board Status				
Approval to Solicit					Vendor				
Architect/Engineer: 9/28/2021					Contract Amount				
Architect/Engineer: DBR Engineering					Actual Expenditures				
Contractor: TBD					Variance				
STC FPC Project Manager: Samuel Saldana					Board Approval of Schematic Design				
					N/A				
					Substantial Completion				
					TBD				
					Board Acceptance				
					TBD				
					Board Acceptance				
					TBD				
Project Description					Project Scope				
Replace the two existing diesel generators with two natural gas generators that provides continuous power without the need to refuel.					Replace two (2) existing diesel generators with two (2) natural gas generators, and providing a new natural gas service to each generator.				
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
9/28/2021	3/29/2022	N/A	9/27/2022	10/15/2022	9/26/2023	10/26/2023	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2021-22	\$ -	\$ 18,281.25	\$ 228.06	\$ -	\$ -	\$ 18,509.31			
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Project Total	\$ -	\$ 18,281.25	\$ 228.06	\$ -	\$ -	\$ 18,509.31			
Current Agenda Item									
09/13/2022 Facilities Committee: Review and Recommend Action on Construction Services for Nursing and Allied Health Campus Building A Generator Replacements									
  									

FPC Project Manager SPF

FPC Asst. Director

Rita Geller FPC Director RDA

Consent Agenda:

d. Approval to Contract Construction Services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion

Approval to contract construction services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project has been requested by the Division of Nursing & Allied Health. It has been reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide lab space for instruction and demonstration.

Background

On May 26, 2022, the Board approved the schematic design for this project as prepared by Negrete & Kolar Architects, LLP.

Solicitation of competitive sealed proposals for this project began on August 10, 2022. A total of three (3) sets of construction documents were issued to vendors. A total of two (2) proposals were received on August 25, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
August 10, 2022	Solicitation of competitive sealed proposals began.
August 25, 2022	Two (2) proposals were received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **CRC Development & Construction Co., LLC.** as the highest ranked in the amount of \$184,320.

Funding Source

Source of Funding	Construction Budget	Highest Ranked Proposal CRC Development & Construction Co., LLC.	Budget Variance
Unexpended Construction Plant Fund	\$90,000	\$184,320	(\$94,320)
Total Amount	\$90,000	\$184,320	(\$94,320)

Funds for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion Project 2022-004C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023 in the amount of \$90,000 for construction. The architect's probable construction cost at the end of the Construction Document Phase was \$114,221. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in October 2022 and Substantial Completion in March 2023.

Enclosed Documents

A presentation of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with CRC Development & Construction Co., LLC. in the amount of \$184,320 for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

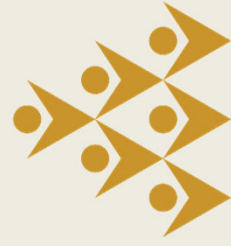
The Board of Trustees of South Texas College approves and authorizes contracting construction services with CRC Development & Construction Co., LLC. in the amount of \$184,320 for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

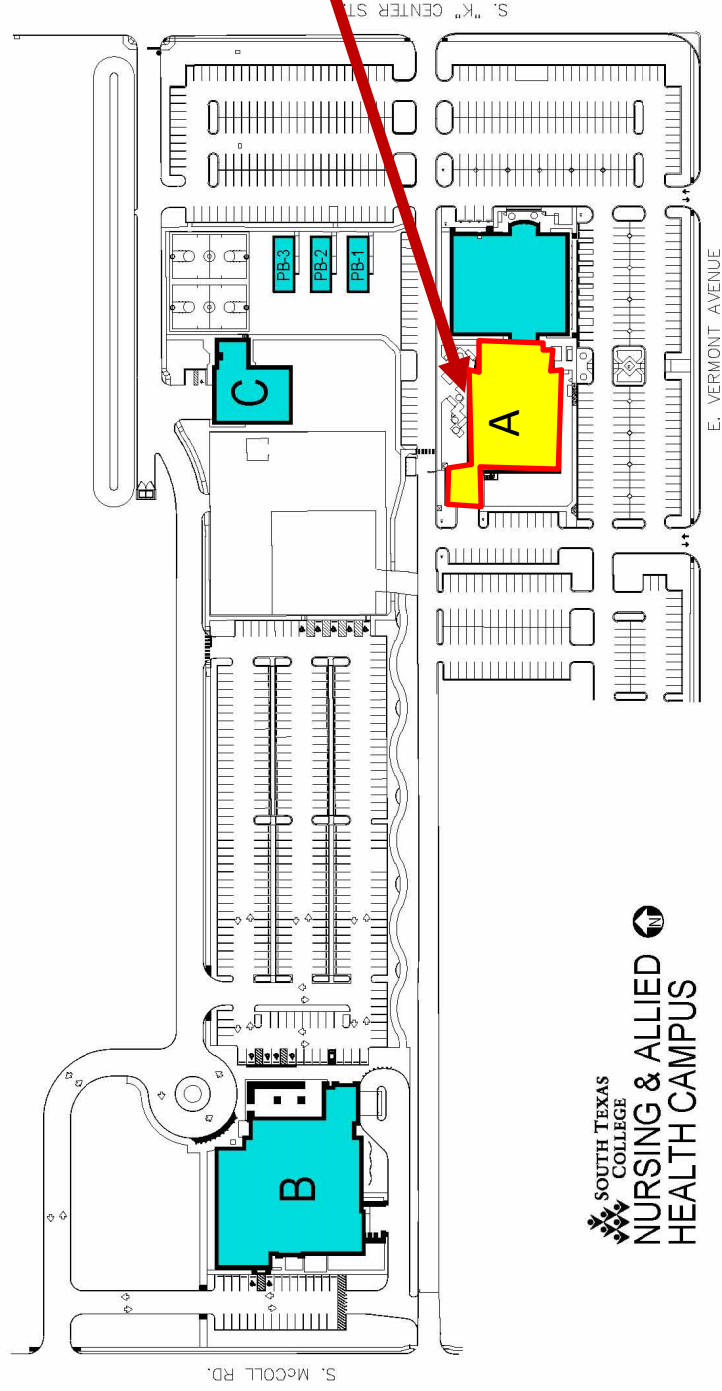


**Nursing and Allied Health Campus
East Building A –
Occupational Therapy Kitchen Expansion
C/P 2122-004**

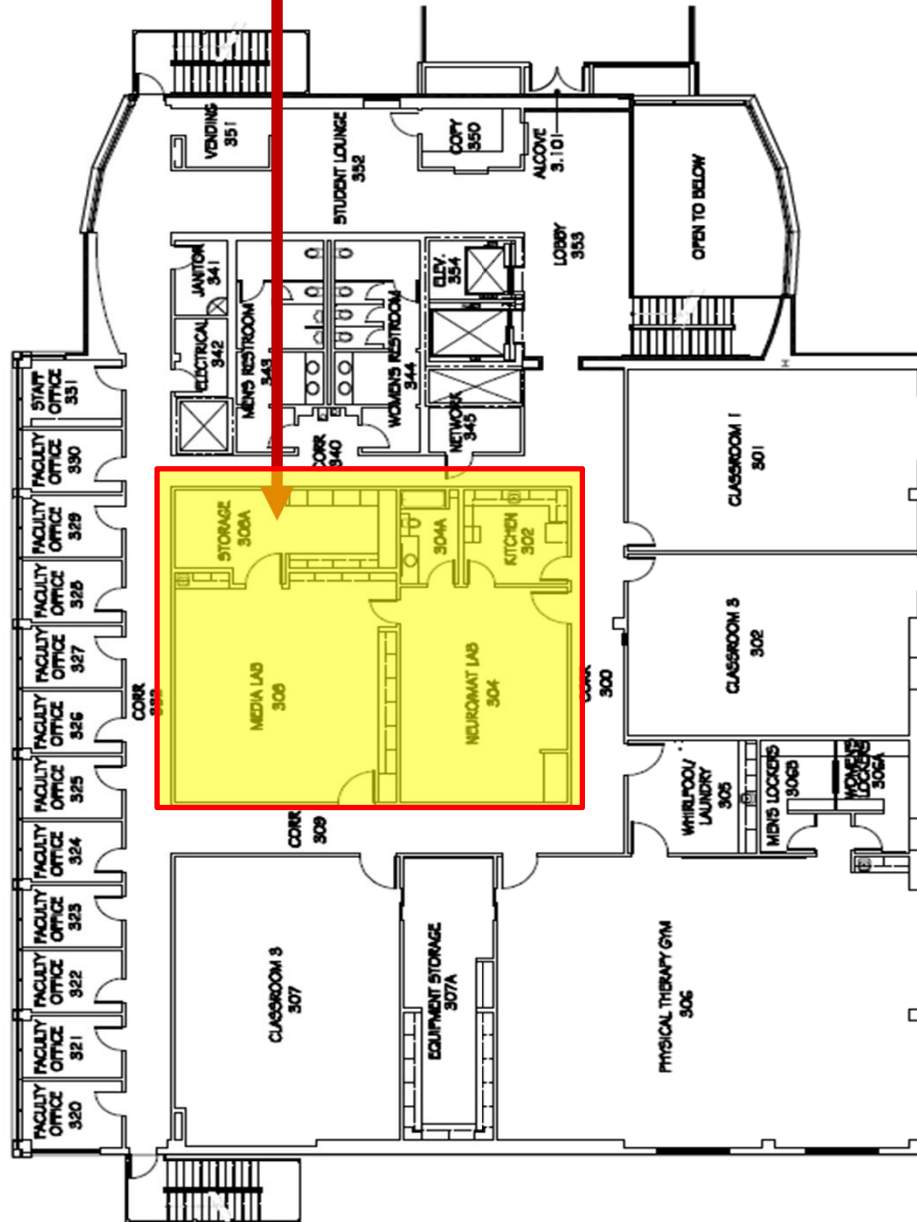


**SOUTH TEXAS
COLLEGE**

Occupational Therapy Program Kitchen Expansion



Occupational Therapy Program Kitchen Expansion



PROJECT
LOCATION

THIRD FLOOR
ROOMS 303, 304,
304A, & 308

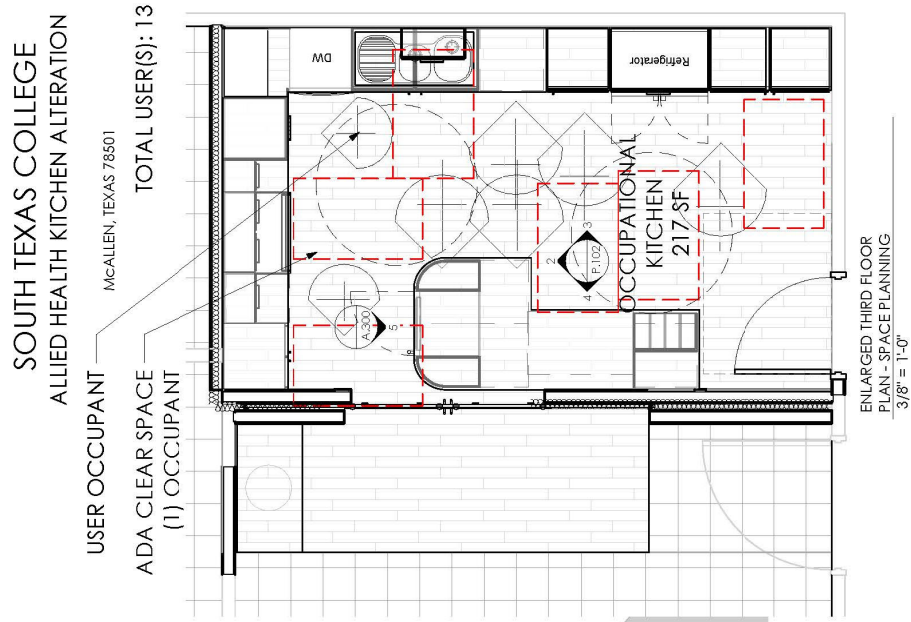
North



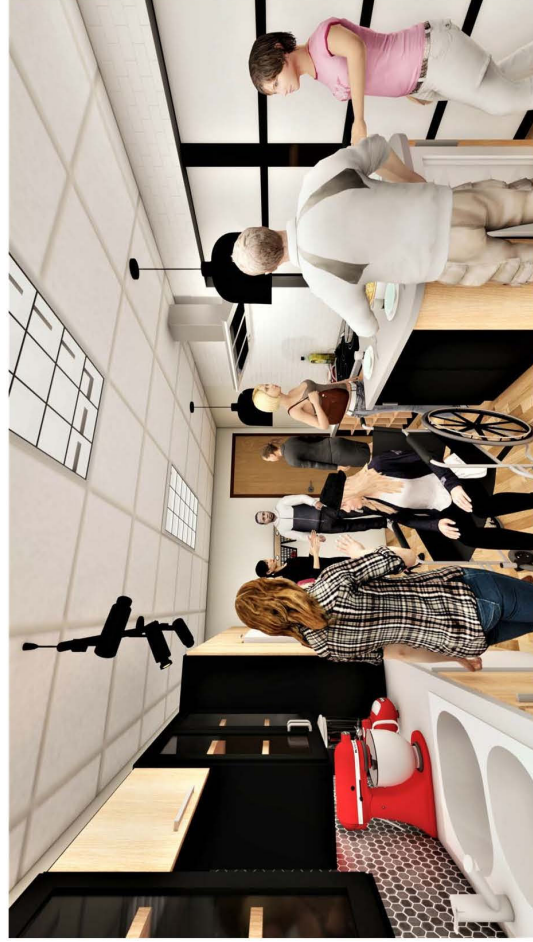
Occupational Therapy Program Kitchen Expansion Proposed Layout



NEGRETE & KOLAR
ARCHITECTS LLP

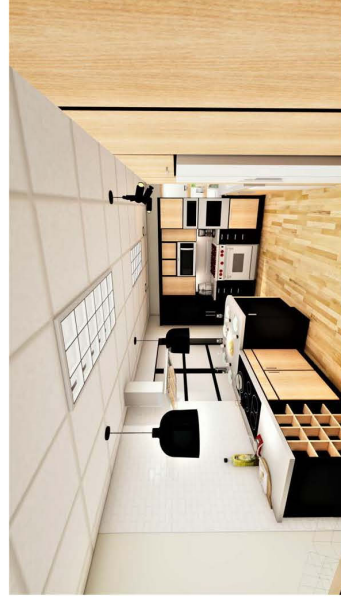


Occupational Therapy Program Kitchen Expansion Interior Renderings



OCCUPATIONAL KITCHEN
PERSPECTIVE
1/2" = 1'-0"

SOUTH TEXAS COLLEGE
ALLIED HEALTH KITCHEN ALTERATION
MCALLEN, TEXAS 78501



3D VIEW - MULTI-USE ISLAND
1/2" = 1'-0"

NEGRETE & KOLAR
ARCHITECTS LLP

Occupational Therapy Program Kitchen Expansion

Project Scope and Budget



Requested By

Occupational Therapy Assistant Program

Scope of work

- Existing Kitchen Lab A303 expanded to allow more counter space for instructional stations and more floor space for teaching students to use assisted devices (wheel chairs and walkers)
- Hand washing station in Neuromat Lab A304.
- Bathroom (A304) to be part of the kitchen expansion.
- Media Lab (A308) remove computer counter and add storage shelving.

Total Renovated Square Feet = 923 sq. ft.

Estimated Total Project Budget

Construction	\$ 90,000
Design	6,000
Miscellaneous	1,500
FFE	3,000
Total Project Budget	\$ 100,500

**SOUTH TEXAS COLLEGE
DR. RAMIRO R. CASSO - NURSING AND ALLIED HEALTH CAMPUS
EAST BUILDING A OCCUPATIONAL THERAPY KITCHEN LAB EXPANSION
PROJECT NO. 22-23-1008**

NAME		CRC Development & Construction Co., LLC.	SLR Building Contractors, LLC.
ADDRESS		2016 S 45th St	1803 S Cesar Chavez Rd
CITY/STATE/ZIP		McAllen, TX 78503	Edinburg, TX 78542
PHONE		208-972-1192	956-383-8194
FAX			956-383-4502
CONTACT		Carlo Cantu	Stephanie L. Renteria
#	Description	Proposed	Proposed
1	Base Bid: Dr. Ramiro R. Casso - Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion	\$ 184,320.00	\$ 182,460.00
2	Bid Bond Provided	Yes	Yes
3	Begin Work Within	5 Working Days	60 Working Days
4	Completion of Work Within	140 Calendar Days	90 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 184,320.00	\$ 182,460.00
TOTAL EVALUATION POINTS		86.24	64.36
RANKING		1	2

The Director of Purchasing has reviewed all the responses and evaluations completed.

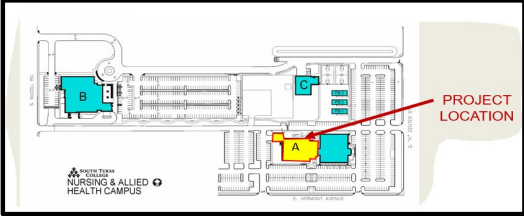
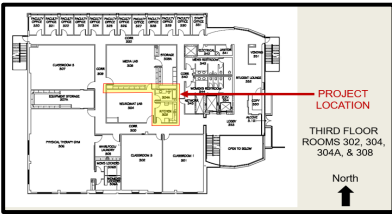

**SOUTH TEXAS COLLEGE
DR. RAMIRO R. CASSO - NURSING AND ALLIED HEALTH CAMPUS
EAST BUILDING A OCCUPATIONAL THERAPY KITCHEN LAB EXPANSION
PROJECT NO. 22-23-1008**

VENDOR		CRC Development & Construction Co., LLC.		SLR Building Contractors, LLC.	
ADDRESS		2016 S 45th St		1803 S Cesar Chavez Rd	
CITY/STATE/ZIP		McAllen, TX 78503		Edinburg, TX 78542	
PHONE		208-972-1192		956-383-8194	
FAX				956-383-4502	
CONTACT		Carlo Cantu		Stephanie L. Renteria	
1	The Respondent's price proposal. (up to 45 points)	44.54	44.54	45	45
		44.54		45	
		44.54		45	
		44.54		45	
		44.54		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	7.2	5	4.8
		6		3	
		8		4	
		6		6	
		8		6	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	6.8	5	3.4
		6		3	
		6		3	
		6		3	
		8		3	
4	The Respondent's safety record (up to 5 points)	4	3.8	0	0
		4		0	
		3		0	
		4		0	
		4		0	
5	The Respondent's proposed personnel. (up to 8 points)	7	6	0	0
		6		0	
		5		0	
		6		0	
		6		0	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	6.7	5	4.4
		6.5		5	
		7		4	
		7		4	
		6		4	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.2	0	0
		5		0	
		3		0	
		4		0	
		4		0	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	6.76	6.76
		7		6.76	
		7		6.76	
		7		6.76	
		7		6.76	
TOTAL EVALUATION POINTS		86.24		64.36	
RANKING		1		2	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

9/8/2022

Project Name: Nursing Allied Health Campus - East Building A Occupational Therapy Kitchen Expansion										Project No. 2022-004C	
Funding Source(s): Unexpended Plant Fund											
				FY 21-22			FY 22-23				
				FY 21-22 Actual Expenditures			FY 22-23 Actual Expenditures				
		* Revised Total Project Budget		Variance of Project Budget vs. Actual			Variance of Project Budget vs. Actual			Total Actual Expenditures To Date	
		Total Project Budget		Project Budget			Project Budget			Project Budget	
		\$ 63,000.00		\$ 63,000.00			\$ 90,000.00			\$ -	
Construction:		\$ 63,000.00		\$ 63,000.00			\$ 90,000.00			\$ -	
Design:		6,000.00		4,094.50			2,760.00			4,094.50	
Miscellaneous:		1,500.00		456.12			1,000.00			456.12	
FFE:		3,000.00		3,000.00			3,000.00			-	
Technology:		-		-			-			-	
Total:		\$ 73,500.00		\$ 4,550.62			\$ 96,760.00			\$ -	
* Probable Cost revised and approved at Schematic Design											
Project Team				Board Status							
Approval to Solicit Architect/Engineer: 9/28/2021				Board Approval of Schematic Design 5/26/2022 Substantial Completion TBD Final Completion TBD							
Architect/Engineer: Negrete and Kolar Architects											
Contractor: TBD											
STC FPC Project Manager: Samuel Saldana				Board Acceptance TBD Board Acceptance TBD							
Project Description				Project Scope							
Expansion of the Occupational Therapy Kitchen				Expansion of the Occupationals Therapy Kitchen, removal of existing training restroom, additional plumbing and storage shelving.							
Projected Timeline											
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date		Board Approval of Final Completion Date	FFE Completion of Move In			
9/28/2021	12/14/2021	5/26/2022	9/27/2022	10/15/2022	3/28/2023		4/25/2023	N/A			
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2021-22	\$ -	\$ 4,094.50	\$ 456.12	\$ -	\$ -	\$ 4,550.62					
Project Total	\$ -	\$ 4,094.50	\$ 456.12	\$ -	\$ -	\$ 4,550.62					
Current Agenda Item											
09/13/2022 Facilities Committee: Review and Recommend Action on Construction Services for Nursing and Allied Health Campus Building A Occupational Therapy Kitchen Expansion											
											
Project Location				Proposed Location				Proposed Layout			

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

e. Approval to Contract Construction Services for the Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition

Approval to contract construction services for the Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

These projects have been requested by College management and the Academic Division of Business, Public Safety, & Technology. They have been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects are scheduled as educational space improvements.

Background

On February 22, 2022, the Board approved the schematic design for these projects as prepared by Able City, LLC.

Solicitation of competitive sealed proposals for this project began on August 17, 2022. A total of three (3) sets of construction documents were issued to vendors. A total of two (2) proposals were received on September 1, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
August 17, 2022	Solicitation of competitive sealed proposals began.
September 1, 2022	Two (2) proposals were received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **5 Star GC Construction, LLC.** as the highest ranked in the amount of \$1,547,000 which includes Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and **Summit Building & Design** as the highest ranked in the amount of \$432,336 which includes Alternate #2 for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition.

Funding Source

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal Amount	Alternate Amount	Subtotal	Budget Variance
Automotive Lab Expansion - 5 Star GC Construction, LLC.	\$902,948	\$1,455,000	\$92,000*	\$1,547,000	(\$644,052)
HVAC-R Outdoor Covered Area Addition - Summit Building & Design	277,576	367,477	64,859**	432,336	(\$154,760)
Total Amount	\$1,180,524	\$1,822,477	\$156,859	\$1,979,336	(\$798,812)

*Automotive Lab Expansion Alternate #1: Provide exterior metal canopy to the restrooms.

**HVAC-R Outdoor Covered Area Addition Alternate #2: Provide additional electrical for mechanical equipment in HVAC-R Labs.

Funds for the Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C and the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Project 2022-007C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023 in the combined total amount of \$1,180,514 for construction. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

Construction for the Automotive Lab Expansion project is to commence in November 2022 and obtain Substantial Completion in November 2023.

Construction for the HVAC-R Labs Expansion and Renovation project is to commence in November 2022 and obtain Substantial Completion in April 2023.

Enclosed Documents

Presentations of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with 5 Star GC Construction, LLC. in the amount of \$1,547,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and Summit Building & Design as the highest ranked in the amount of \$432,336 including

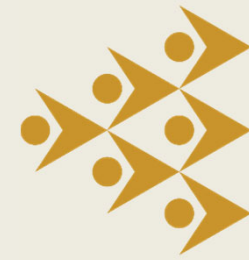
Alternate #2 for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with 5 Star GC Construction, LLC. in the amount of \$1,547,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and Summit Building & Design as the highest ranked in the amount of \$432,336 including Alternate #2 for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

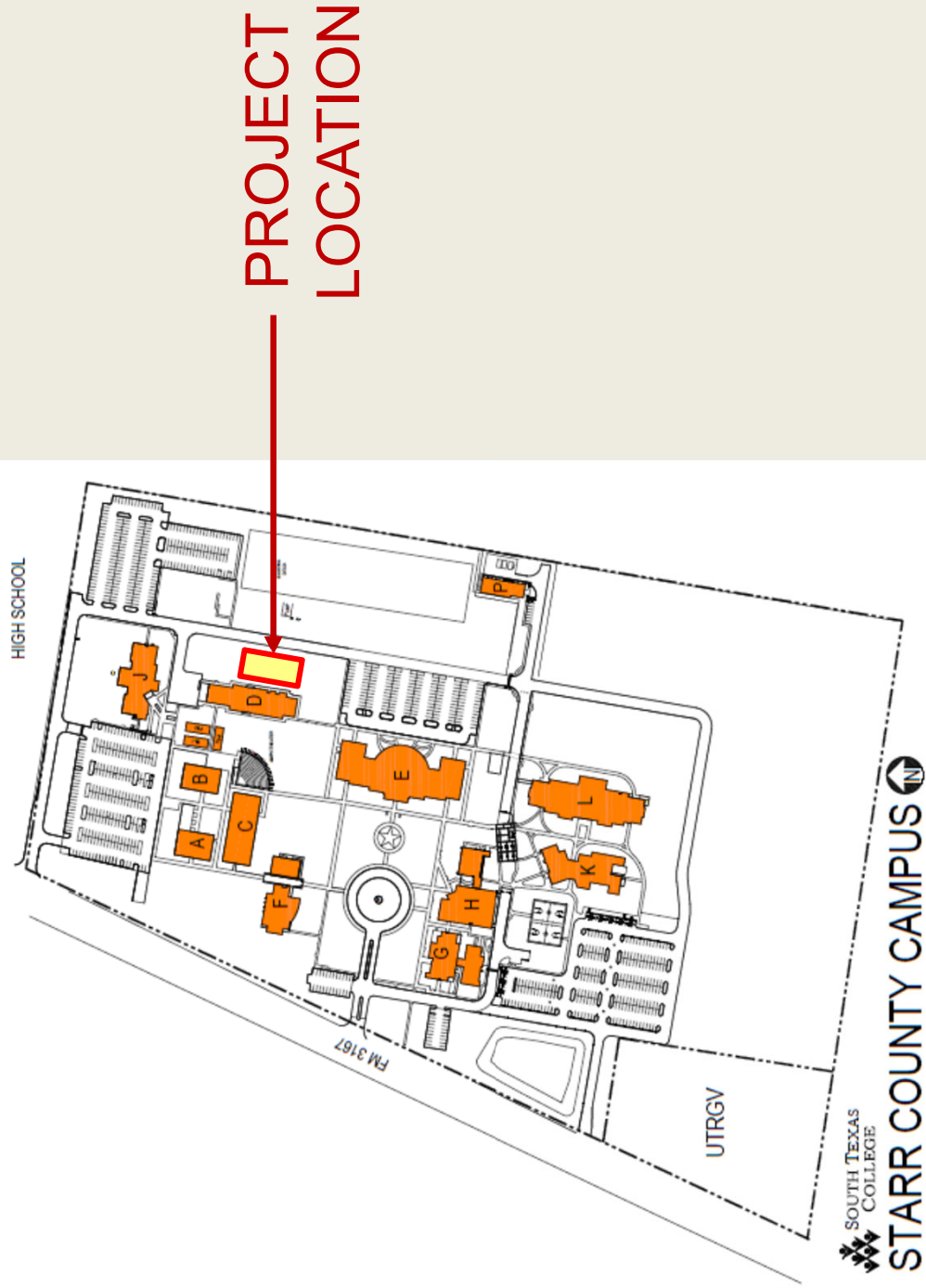


**SOUTH TEXAS
COLLEGE**

**Starr County Campus
Workforce Center Building D
Automotive Lab Expansion
RFP 22-23-2016**

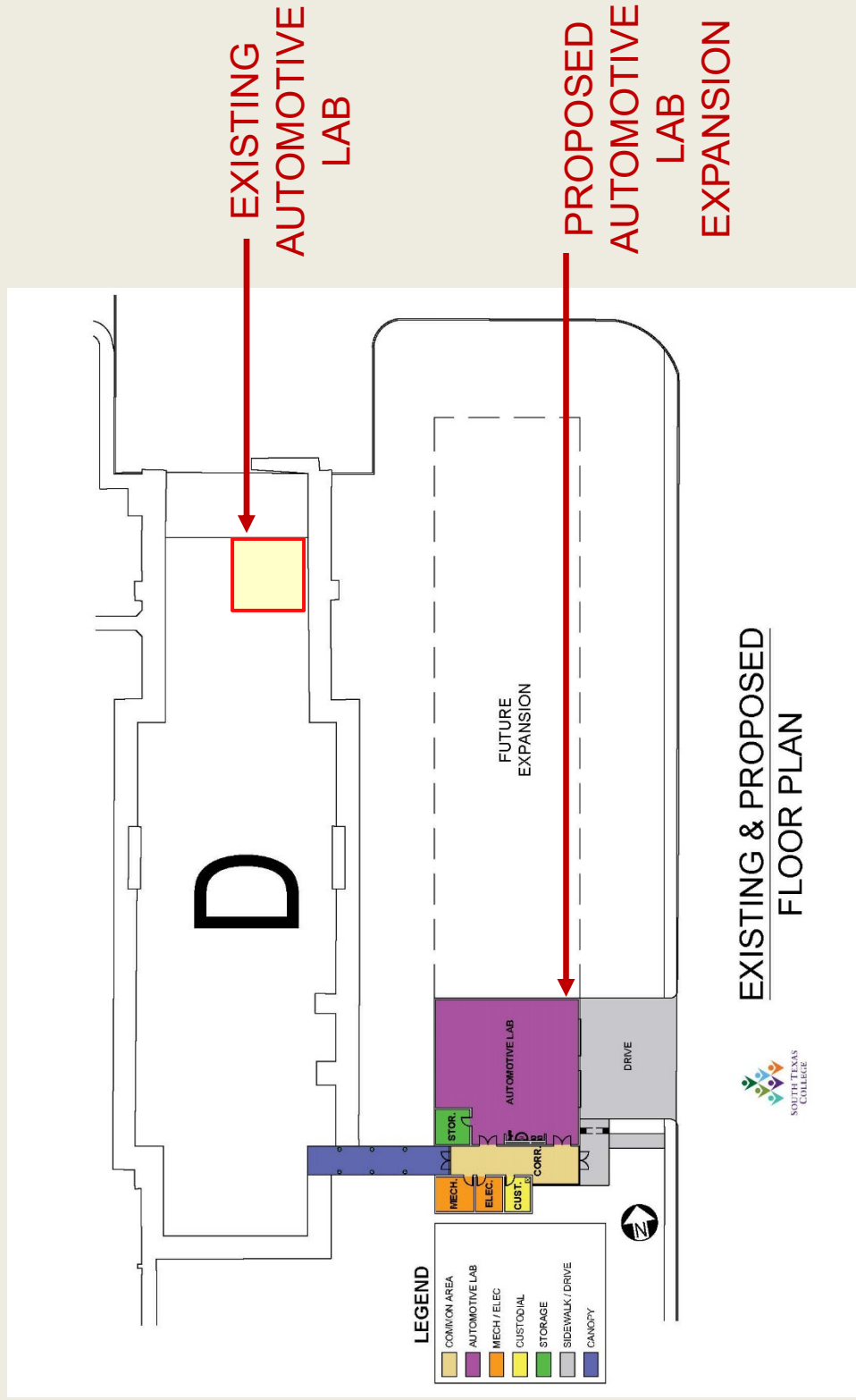
Starr County Campus Automotive Lab Expansion

Project Proposed Site



Starr County Campus Automotive Lab Expansion

Project Proposed Location



WORKFORCE CENTER BUILDING D

Starr County Campus Automotive Lab Expansion

Interior Photo



Starr County Campus Automotive Lab Expansion

Proposed Scope & Budget



Requested By

Automotive Department

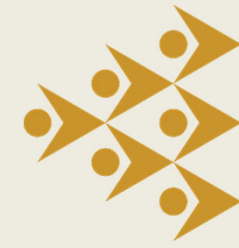
Scope of Work

Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D

Total Square Feet Area = 4,100

Estimated Total Project Budget

Construction	\$ 902,948
Design	86,000
Miscellaneous	20,500
FFE	45,100
Technology	69,700
Total Project Budget	\$ 1,124,248



**SOUTH TEXAS
COLLEGE**

**Starr County Campus
North Academic Building C
HVAC-R Outdoor Covered Area Addition
RFP 22-23-2016**

Starr County Campus HVAC-R Labs Expansion and Renovation

Proposed Project Site



PROJECT
LOCATION

Starr County Campus HVAC-R Labs Expansion and Renovation Proposed Project Location



NORTH ACADEMIC
BUILDING C

Proposed Scope & Budget

Requested By

HVAC Department

Scope of Work

Design and construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315.

Total Square Feet Area = 600

Estimated Total Project Budget

Construction	\$ 277,576
Design	26,628
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Total Project Budget	\$ 354,204

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS AUTOMOTIVE LAB EXPANSION
AND HVAC-R OUTDOOR COVERED AREA ADDITION
PROJECT NO. 22-23-1016**

NAME		5 Star GC Construction, LLC.	Summit Building & Design
ADDRESS		3209 Melody Ln	4506 Hwy 359
CITY/STATE/ZIP		Mission, TX 78574	Laredo, TX 78043
PHONE		956-867-5040	956-727-6601
FAX		956-599-9055	956-753-4005
CONTACT		Alan Oakley	David Acevedo
#	Description	Proposed	Proposed
Automotive Lab Expansion			
1	Starr County Campus Workforce Center Building D Automotive Lab Expansion	\$ 1,455,000.00	\$ 2,532,523.00
2	Begin Work Within:	10 Working Days	
3	Completion of Work Within:	290 Calendar Days	300 Calendar Days
4	Alternate No. 1: Include Foundation, Steel Columns, Steel Beams, Metal Roof, Metal Soffit, Lighting, and All Associated Electrical for New Canopy	\$ 92,000.00	\$ 72,662.00
5	Begin Work Within:	10 Working Days	
6	Completion of Work Within:	65 Calendar Days	90 Calendar Days
	Total Proposal Amount with Alternate	\$ 1,547,000.00	\$ 2,605,185.00
TOTAL EVALUATION POINTS		93.57	75.69.2
RANKING		1	
HVAC-R Outdoor Covered Area Addition			
7	Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition	\$ 840,000.00	\$ 367,477.00
8	Begin Work Within:	10 Working Days	
9	Completion of Work Within:	235 Calendar Days	120 Calendar Days
10	Alternate No. 2: Additional Electrical Infrastructure to Power the Added HVAC-R Equipment	\$ 88,000.00	\$ 64,859.00
11	Begin Work Within:	10 Working Days	
12	Completion of Work Within:	30 Calendar Days	30 Calendar Days
	Total Proposal Amount with Alternate	\$ 928,000.00	\$ 432,336.00
TOTAL EVALUATION POINTS		65.62	94.82
RANKING		2	1
TOTAL AMOUNT PROPOSED		\$ 2,295,000.00	\$ 2,900,000.00
TOTAL AMOUNT PROPOSED WITH ALTERNATES		\$ 2,475,000.00	\$ 3,037,521.00

The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS AUTOMOTIVE LAB EXPANSION
PROJECT NO. 22-23-1016
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		Summit Building & Design	
ADDRESS		3209 Melody Ln		4506 Hwy 359	
CITY/STATE/ZIP		Mission, TX 78574		Laredo, TX 78043	
PHONE		956-867-5040		956-727-6601	
FAX		956-599-9055		956-753-4005	
CONTACT		Alan Oakley		David Acevedo	
1	The Respondent's price proposal. (up to 45 points)	45	45	26.72	26.72
		45		26.72	
		45		26.72	
		45		26.72	
		45		26.72	
		45		26.72	
2	The Respondent's experience and reputation. (up to 10 points)	10	8.75	8	8.58
		8.5		8.5	
		9		9	
		9		9	
		8		8	
		8		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	10	8.91	10	8.41
		8.5		8.5	
		8		8	
		9		8	
		8		8	
		10		8	
4	The Respondent's safety record (up to 5 points)	5	4.25	4	4.33
		4		4	
		3.5		4	
		5		5	
		4		4	
		4		5	
5	The Respondent's proposed personnel. (up to 8 points)	7	6.83	7	7.16
		7		7	
		5		7	
		7		7	
		7		7	
		8		8	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.83	8	8.16
		8		8	
		7		8	
		8		8	
		7		8	
		9		9	
7	The Respondent's organization and approach to the project. (up to 6 points)	6	5	5	5.33
		5		5	
		4		5	
		4		6	
		5		5	
		6		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7
		7		7	
		7		7	
		7		7	
		7		7	
		7		7	
TOTAL EVALUATION POINTS		93.57		75.69	
RANKING		1		2	

The Director of Purchasing has reviewed all the responses and evaluations completed

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS HVAC-R OUTDOOR COVERED AREA ADDITION
PROJECT NO. 22-23-1016
EVALUATION SUMMARY**

VENDOR		5 Star GC Construction, LLC.		Summit Building & Design	
ADDRESS		3209 Melody Ln		4506 Hwy 359	
CITY/STATE/ZIP		Mission, TX 78574		Laredo, TX 78043	
PHONE		956-867-5040		956-727-6601	
FAX		956-599-9055		956-753-4005	
CONTACT		Alan Oakley		David Acevedo	
1	The Respondent's price proposal. (up to 45 points)	20.96	20.96	45	45
		20.96		45	
		20.96		45	
		20.96		45	
		20.96		45	
		20.96		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.58	9	8.75
		9		9	
		8.5		8.5	
		9		9	
		9		9	
		8		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	10	8.75	8	8.41
		9		10	
		8.5		8.5	
		8		8	
		9		8	
		8		8	
4	The Respondent's safety record (up to 5 points)	4	4.25	5	4.5
		5		5	
		4		4	
		3.5		4	
		5		5	
		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	8	6.83	8	7.33
		7		8	
		7		7	
		5		7	
		7		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	9	8	9	8.33
		9		9	
		8		8	
		7		8	
		8		8	
		7		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	6	4.83	6	5.5
		5		6	
		5		5	
		4		5	
		4		6	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	3.42	3.42	7	7
		3.42		7	
		3.42		7	
		3.42		7	
		3.42		7	
		3.42		7	
TOTAL EVALUATION POINTS		65.62		94.82	
RANKING		2		1	

The Director of Purchasing has reviewed all the responses and evaluations completed



Project Fact Sheet
9/8/2022

Project Name: Starr County Campus - Workforce Center Building D Automotive Lab Expansion										Project No. 2022-005C	
Funding Source: Unexpended Plant Fund											
				FY 21-22			FY22-23				
				FY 21-22 Variance of Project Budget vs. Actual Expenditures			FY 22-23 Variance of Project Budget vs. Actual Expenditures			Total Actual	
		Original Total Project Budget		Revised Total Project Budget*		Project Budget Actual Expenditures Expenditures			Project Budget Actual Expenditures Expenditures		
		\$		\$		\$			\$		
Construction:		820,000.00		902,948.00		172,000.00 - 172,000.00			902,948.00 - 902,948.00		
Design:		82,000.00		86,000.00		65,600.00 55,169.68 10,430.32			13,650.00 - 13,650.00		
Miscellaneous:		20,500.00		20,500.00		5,500.00 784.50 4,715.50			5,500.00 - 5,500.00		
FFE:		45,100.00		45,100.00		-			-		
Technology:		69,700.00		69,700.00		-			-		
Total:		\$ 1,037,300.00		\$ 1,124,248.00		\$ 243,100.00 \$ 55,954.18 187,145.82			\$ 922,098.00 - 922,098.00 \$ 55,954.18		
*Project Estimate Adjusted after Schematic Design.											
Project Team						Board Status					
Approval to Solicit Architect/Engineer: 7/27/2021 Architect/Engineer: Able City Architects Contractor: TBD						Board Approval of Schematic Design 2/22/2022					
						Board Approval of Revised Schematic Elevation 4/26/2022					
						Substantial Completion TBD					
STC FPC Project Manager: Martin Villarreal						Board Acceptance TBD					
						Final Completion TBD					
Project Description						Project Scope					
Expansion of the Automotive Lab by providing a new facility .						Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D.					
Projected Timeline											
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Board Approval of Substantial Completion Date	
7/27/2021		10/26/2021		2/22/2022		9/27/2022		11/8/2022		8/22/2023	
										Board Approval of Final Completion Date	
										9/26/2023	
										FFE Completion of Move In	
										7/23/2023	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year		Construction		Design		Misc.		FFE		Tech	
2021-22		\$ -		\$ 55,169.68		\$ 784.50		\$ -		\$ -	
Project Total		\$ -		\$ 55,169.68		\$ 784.50		\$ -		\$ -	
Current Agenda Item											
N/A											



FPC Project Manager

Martin Villarreal

FPC Asst. Director




Rita Geller

FPC Director

RARA

Project Fact Sheet

9/8/2022

Project Name: Starr County Campus - North Academic Building C HVAC-R Outdoor Covered Area Addition										Project No. 2022-007C	
Funding Source Unexpended Plant Fund											
				FY 21-22			FY22-23				
				<u>FY 21-22</u> <u>Actual</u> <u>Expenditures</u>			<u>FY 22-23</u> <u>Actual</u> <u>Expenditures</u>			<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>	
		<u>Original Total</u> <u>Project Budget</u>		<u>Revised Total</u> <u>Project Budget*</u>		<u>Project Budget</u> <u>Expenditures</u>			<u>Project Budget</u> <u>Expenditures</u>		
		\$ 90,000.00		\$ 277,576.00		\$ 19,000.00			\$ 277,576.00		
Construction:											
Design:		9,000.00		26,628.00		7,200.00			13,802.00		
Miscellaneous:		15,000.00		15,000.00		5,500.00			5,500.00		
FFE:		10,000.00		10,000.00		-			-		
Technology:		25,000.00		25,000.00		-			-		
Total:		\$ 149,000.00		\$ 354,204.00		\$ 31,700.00			\$ 296,878.00		
						*Project Estimate Adjusted after Schematic Design.					
Project Team						Board Status					
Approval to Solicit Architect/Engineer: 7/27/2021 Architect/Engineer: Able City Architects Contractor: TBD						Board Approval of Schematic Design 2/22/2022 Substantial Completion TBD Final Completion TBD					
						Vendor Contract Amount Actual Expenditures Variance Able City Architects \$ 8,550.00 \$ 12,826.54 \$ (4,276.54) TBD \$- \$- \$-					
STC FPC Project Manager: Martin Villarreal						Board Acceptance TBD					
						Board Acceptance TBD					
Project Description						Project Scope					
HVAC-R Outdoor Covered area for Brazing						Design and Construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional /data in classrooms C312, C313, C314 and C315					
Projected Timeline											
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Board Approval of Substantial Completion Date	
7/27/2021		10/26/2021		2/22/2022		9/27/2022		11/8/2022		8/22/2023	
										Board Approval of Final Completion Date	
										9/26/2023	
										FFE Completion of Move In	
										7/23/2023	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction		Design		Misc.		FFE		Tech		Contingency
2021-22	\$	-	\$	12,826.54	\$	846.21	\$	-	\$	-	\$
Project Total	\$	-	\$	12,826.54	\$	846.21	\$	-	\$	-	\$
Current Agenda Item											
N/A											
  											

FPC Project Manager Martin Villarreal

FPC Asst. Director Rita Celler

FPC Director RMA

Consent Agenda:

f. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

Approval to contract construction services for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

These projects have been requested by administrative staff at the RCPSE. The projects have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. The canopies for students & instructors and the F.L.A.G. fire training area are scheduled as educational space improvements projects. The canopy to provide protection from the elements and security for safety training vehicles is scheduled as a non-educational space improvement project.

Background

On January 25, 2022, the Board approved the schematic design for these projects as prepared by Gignac & Associates, LLP.

Solicitation of competitive sealed proposals for this project began on August 3, 2022. A total of four (4) sets of construction documents were issued to vendors. A total of one (1) proposal was received on August 18, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
August 3, 2022	Solicitation of competitive sealed proposals began.
August 18, 2022	One (1) proposal was received.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **5 Star GC Construction, LLC.** as the highest ranked vendor for the following projects:

- \$760,560.20 for the RCPSE Canopy for Training Vehicles,
- \$553,048.02 for the RCPSE Canopies for Students and Instructors,
- \$345,641.78 for the RCPSE F.L.A.G. Fire Training Area.
- The amounts include additional infrastructure costs which are prorated in the following table.

Funding Source

Construction Project	Original Construction Budget	Highest Ranked Proposal 5 Star GC Construction, LLC.	Highest Ranked Proposal: Infrastructure Costs 5 Star GC Construction, LLC.	Subtotal	Original Budget Variance
Canopy for Safety Training Vehicles	\$405,000.00	\$275,000.00	\$485,560.20*	\$760,560.20*	(\$355,560.20)
Canopies for Students and Instructors	144,000.00	200,000.00	353,048.02*	553,048.02*	(409,048.02)
F.L.A.G. Fire Training Area	284,173.00	125,000.00	220,641.78*	345,641.78*	(61,468.78)
Total Amount	\$833,173.00	\$600,000.00	\$1,059,250.00	\$1,659,250.00	(\$826,077.00)

*Prorated amount

Funds for the RCPSE Canopy for Safety Training Vehicles Project 2019-016C, the RCPSE Canopies for Students and Instructors Project 2019-017C, and the RCPSE Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Project 2019-020C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023 in the combined total amount of \$833,173 for construction. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

The proposals have been reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in November 2022 and Substantial Completion in May 2023.

Enclosed Documents

A presentation of the project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Canopy for Safety (RCPSE) Training Vehicles in the amount of \$760,560.20, the RCPSE Canopies for Students and Instructors in the amount of \$553,048.02, and the RCPSE

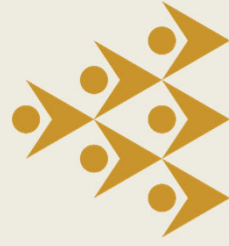
Flammable Liquid and Gas (F.L.A.G.) Fire Training Area in the amount of \$345,641.78 as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Canopy for Safety (RCPSE) Training Vehicles in the amount of \$760,560.20, the RCPSE Canopies for Students and Instructors in the amount of \$553,048.02, and the RCPSE Flammable Liquid and Gas (F.L.A.G.) Fire Training Area in the amount of \$345,641.78 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

Regional Center for Public Safety Excellence

**Canopy for Safety Training Vehicles, Canopies for
Students and Instructors, and Fire Training Area**

RCPSE Canopies and Fire Training Area

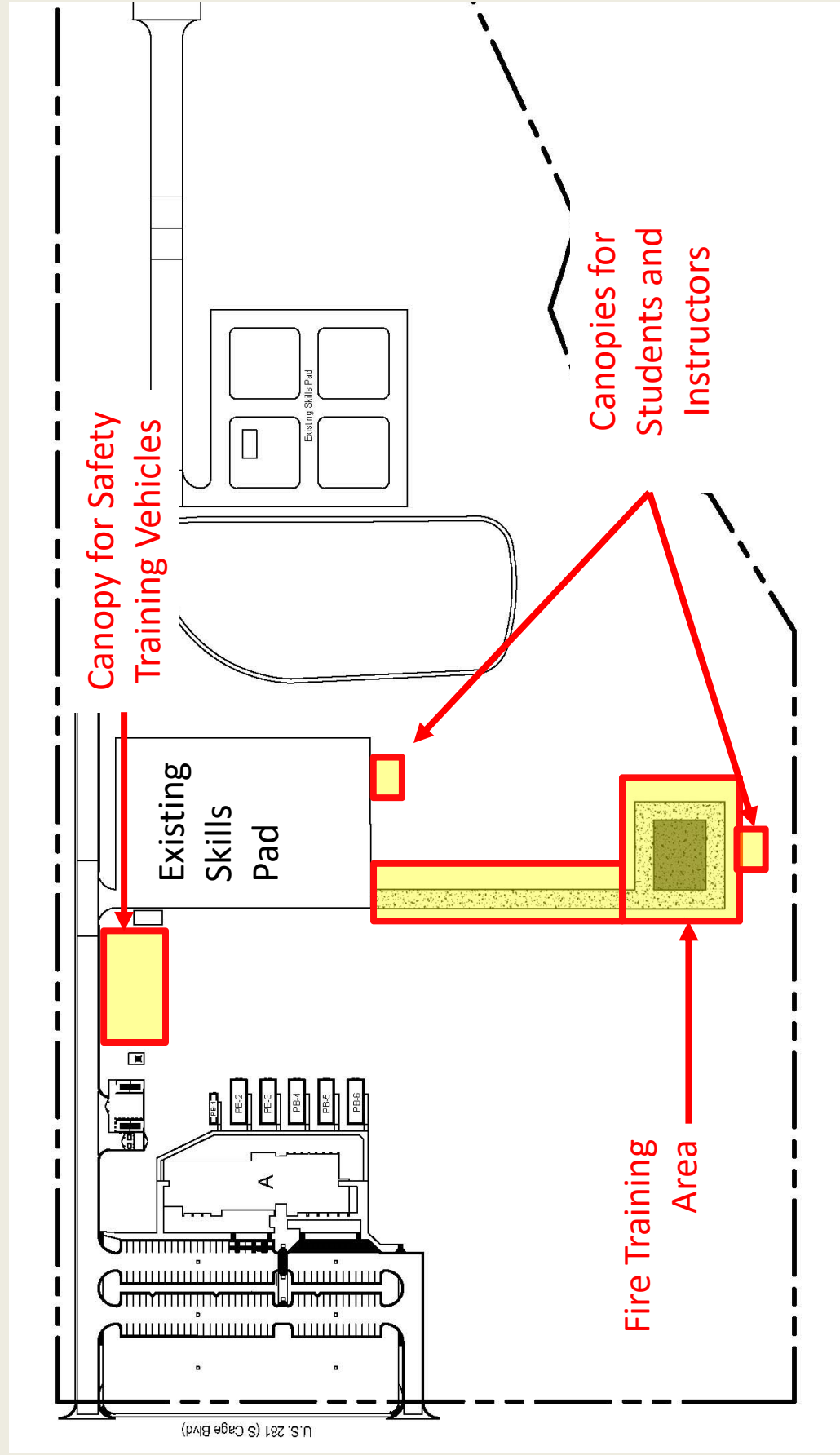
Proposed Locations



Master Plan
Regional Center for Public Safety Excellence

RCPSE Canopies and Fire Training Area

Proposed Locations



Regional Center for Public Safety Excellence

Canopy for Safety Training Vehicles

Proposed Budget



Scope of work

Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.

Estimated Total Project Budget

Construction	\$ 405,000
Design	24,500
Miscellaneous	10,000
Technology	<u>6,000</u>
Total Project Budget	\$ 445,500

Regional Center for Public Safety Excellence

Canopies for Students and Instructors

Proposed Budget



Scope of work

Design and construction of canopies for students and instructors to provide covered protection during outdoor instruction and to perform pre/post check routines.

Estimated Total Project Budget

Construction	\$ 144,000
Design	20,500
Miscellaneous	10,000
FFE	5,500
Technology	<u>6,000</u>
Total Project Budget	\$ 186,000

Regional Center for Public Safety Excellence

Fire Training Area

Proposed Budget



Scope of work

Design and construction of a concrete pad, associated fire line, and access drive to conduct fire training for the fire science program.

Estimated Total Project Budget

Construction	\$ 284,173
Design	30,000
Miscellaneous	13,600
FFE	<u>100,000</u>
Total Project Budget	\$ 427,773

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE: FLAMMABLE LIQUID AND
GAS TRAINING AREA, CANOPIES FOR STUDENTS, INSTRUCTORS, AND SAFETY
TRAINING VEHICLES
PROJECT NO. 22-23-1007**

NAME		5 Star GC Construction, LLC.
ADDRESS		3209 Melody Ln
CITY/STATE/ZIP		Mission, TX 78574
PHONE		956-867-5040
FAX		956-599-9055
CONTACT		Alan Oakley
#	Description	Proposed
1	Base Bid: Regional Center for Public Safety Excellence: Flammable Liquid and Gas Training Area, Canopies for Students, Instructors, And Safety Training Vehicles	\$ 1,059,250.00
2	Begin Work Within:	10 Working Days
3	Completion of Work Within:	175 Calendar Days
4	Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area	\$ 125,000.00
5	Regional Center for Public Safety Excellence Canopies for Students and Instructors	\$ 200,000.00
6	Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles	\$ 275,000.00
TOTAL AMOUNT PROPOSED		\$ 1,659,250.00
TOTAL EVALUATION POINTS		90.9
RANKING		1

The Director of Purchasing has reviewed all the responses and evaluations completed.

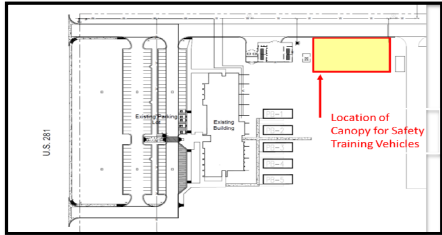
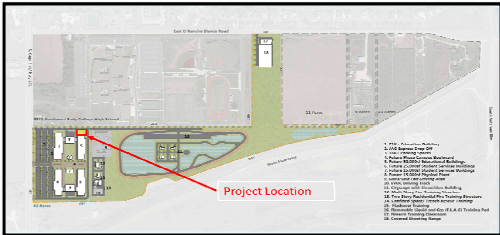
**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE: FLAMMABLE LIQUID AND
GAS TRAINING AREA, CANOPIES FOR STUDENTS, INSTRUCTORS, AND SAFETY
TRAINING VEHICLES
PROJECT NO. 22-23-1007
EVALUATION SUMMARY**

VENDOR		5 Star GC	
ADDRESS		Construction, LLC.	
CITY/STATE/ZIP		3209 Melody Ln	
PHONE		Mission, TX 78574	
FAX		956-867-5040	
CONTACT		956-599-9055	
		Alan Oakley	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	7.9
		8	
		8	
		8.5	
		7	
3	The quality of the Respondent's goods or services. (up to 10 points)	7.5	8
		8	
		8	
		8.5	
		8	
4	The Respondent's safety record (up to 5 points)	3	4
		4	
		5	
		4	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	6.5	6.7
		7	
		7	
		7	
		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.6
		7	
		8	
		8	
		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.7
		4	
		5	
		5	
		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
		7	
		7	
TOTAL EVALUATION POINTS		90.9	
RANKING		1	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

9/8/2022

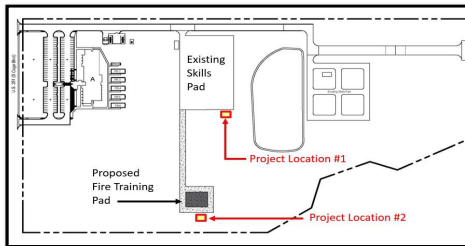
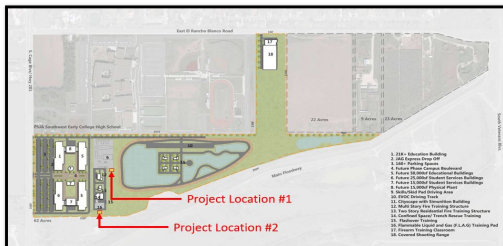
Project Name: Regional Center for Public Safety Excellence - Canopy for Safety Training Vehicles										Project No. 2019-016C	
Funding Source(s): Unexpended Plant Fund											
			* FY 20-21			* FY 20-21			FY 21-22		
				Variance of			Variance of			Variance of	
	Original Total	Revised Total	FY 19-20	Project Budget	Actual	FY 20-21	Project Budget	Actual	FY 21-22	Project Budget	Actual
	Project Budget	Project Budget	Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures
Construction:	\$ 245,000.00	\$ 405,000.00	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 245,000.00	\$ -	\$ 245,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Design:	24,500.00	24,500.00	8,500.00	-	8,500.00	24,500.00	-	24,500.00	20,000.00	19,773.31	226.69
Miscellaneous:	10,000.00	10,000.00	4,000.00	-	4,000.00	10,000.00	159.67	9,840.33	9,833.00	1,668.80	8,164.20
FFE:	-	-	-	-	-	-	-	-	-	-	-
Technology:	6,000.00	6,000.00	6,000.00	-	6,000.00	6,000.00	-	6,000.00	-	-	-
Total:	\$ 285,500.00	\$ 445,500.00	\$ 103,500.00	\$ -	\$ 103,500.00	\$ 285,500.00	\$ 159.67	\$ 285,340.33	\$ 79,833.00	\$ 21,442.11	\$ 58,390.89
* Budget adjusted due to change in scope of work											
Project Team						Board Status					
Approval to Solicit						Board Approval					
Architect/Engineer: 4/27/2021						of Schematic 1/25/2022					
Architect/Engineer: Gignac Associates						Design					
Contractor: TBD						Substantial					
						Completion TBD					
STC FPC Project Manager: David Valdez						Final Completion TBD					
Project Description						Project Scope					
Design and construction of a canopy for the safety training vehicles.						Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.					
Projected Timeline											
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In				
4/27/2021	7/27/2021	1/25/2022	9/27/2022	10/24/2022	3/28/2023	4/25/2023	N/A				
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
2020-21	-	-	-	159.67	-	159.67					
2021-22	-	19,773.31	21,442.11	-	-	41,215.42					
Project Total	\$ -	\$ 19,773.31	\$ 21,442.11	\$ -	\$ -	\$ 41,215.42					
Current Agenda Item											
09/13/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area											
											

FPC Project Manager FPC Project Manager David A. Valdez

FPC Asst. Director Rita Geller FPC Director R. R. R.

Project Fact Sheet

9/8/2022

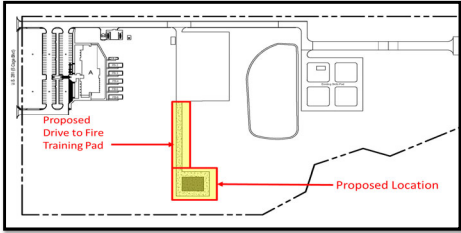
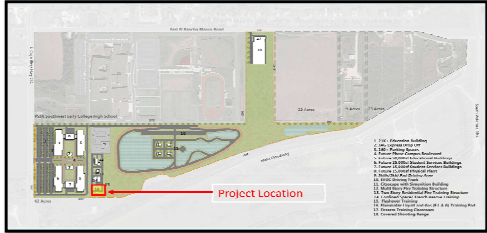
Project Name:		Regional Center for Public Safety Excellence - Canopies for Students and Instructors							Project No.		2019-017C				
Funding Source(s):		Unexpended Plant Fund													
			* FY 20-21			FY 21-22			FY 22-23						
					Variance of			Variance of			Variance of				
	Original Total	Revised Total	FY 20-21	Actual	Project Budget	FY 21-22	Actual	Project Budget	FY 22-23	Actual	Project Budget	Total Actual			
	Project Budget	Project Budget	Project Budget	Expenditures	vs. Actual	Project Budget	Expenditures	vs. Actual	Project Budget	Expenditures	vs. Actual	Expenditures			
												To Date			
Construction:	\$ 205,000.00	\$ 144,000.00	\$ 205,000.00	\$ -	\$ 205,000.00	\$ 41,000.00	\$ -	\$ 41,000.00	\$ 144,000.00	\$ -	\$ 144,000.00	\$ -			
Design	20,500.00	20,500.00	20,500.00	-	20,500.00	16,500.00	11,769.31	4,730.69	4,583.00	-	4,583.00	11,769.31			
Miscellaneous:	10,000.00	10,000.00	10,000.00	159.67	9,840.33	9,833.00	3,337.60	6,495.40	6,495.00	-	6,495.00	3,497.27			
FFE:	5,500.00	5,500.00	5,500.00	-	5,500.00	-	-	-	-	-	-	-			
Technology:	6,000.00	6,000.00	6,000.00	-	6,000.00	-	-	-	-	-	-	-			
Total:	\$ 247,000.00	\$ 186,000.00	\$ 247,000.00	\$ 159.67	\$ 246,840.33	\$ 67,333.00	\$ 15,106.91	\$ 52,226.09	\$ 155,078.00	\$ -	\$ 155,078.00	\$ 15,266.58			
			*Budget adjusted due to change in scope of work												
Project Team						Board Status									
Approval to Solicit Architect/Engineer: 4/27/2021						Board Approval of Schematic Design		1/25/2022		Vendor		Contract Amount	Actual Expenditures	Variance	
Architect/Engineer: Gignac Associates						Substantial Completion		TBD		Gignac		\$ 14,862.50	\$ 11,769.31	\$ 3,093.19	
Contractor: TBD										TBD		\$ -	\$ -	\$ -	
STC FPC Project Manager: David Valdez						Final Completion		TBD		Board Acceptance		TBD			
Project Description						Project Scope									
Design and construction of canopies for students and instructors.						Design and construction of two (2) open canopies for students and instructors to conduct class instructions for the EVOC and Fire Training Areas and provide protection from weather conditions.									
Projected Timeline															
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Board Approval of Substantial Completion Date		Board Approval of Final Completion Date		FFE Completion of Move In	
4/27/2021		7/27/2021		1/25/2022		9/27/2022		10/24/2022		3/28/2023		4/25/2023		N/A	
Project Calendar of Expenditures by Fiscal Year															
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech		Project Total			
2019-20		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -			
2020-21				11,769.31		3,337.60						\$ 15,106.91			
2021-22												\$ -			
Project Total		\$ -		\$ 11,769.31		\$ 3,337.60		\$ -		\$ -		\$ 15,106.91			
Current Agenda Item															
09/13/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area															
															

FPC Project Manager *C Project Manager David A. Valdez

FPC Asst. Director Rita G. Galt FPC Director R. R. R.

Project Fact Sheet

9/8/2022

Project Name: Regional Center for Public Safety Excellence - Flammable Liquid and Gas (FLAG) Fire Training Area						Project No. 2019-020C																		
Funding Source(s): Unexpended Plant Fund																								
			* FY 20-21			FY 21-22			FY 22-23															
	Original Project Budget	Revised Project Budget	Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date												
Construction:	\$ 300,000.00	\$ 284,173.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 284,173.00	\$ -	\$ 284,173.00	\$ -												
Design	30,000.00	30,000.00	30,000.00		30,000.00	24,000.00	27,595.31	(3,595.31)	10,418.00	-	10,418.00	27,595.31												
Miscellaneous:	13,600.00	13,600.00	13,600.00	159.67	13,440.33	13,433.00	3,337.60	10,095.40	1,095.00	-	1,095.00	3,497.27												
FFE:	100,000.00	100,000.00	100,000.00	-	100,000.00	-	-	-	-	-	-	-												
Technology:	-	-	-	-	-	-	-	-	-	-	-	31,092.58												
Total:	\$ 443,600.00	\$ 427,773.00	\$ 443,600.00	\$ 159.67	\$ 443,440.33	\$ 97,433.00	\$ 30,932.91	\$ 66,500.09	\$ 295,686.00	\$ -	\$ 295,686.00	\$ 62,185.16												
* Budget adjusted due to change in scope of work																								
Project Team						Board Status																		
Approval to Solicit Architect/Engineer: 4/27/2021						Board Approval of Schematic Design 1/25/2022																		
Architect/Engineer: Gignac Associates						<table border="1"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>Gignac</td> <td>\$ 21,750.00</td> <td>\$ 27,595.31</td> <td>\$ (5,845.31)</td> </tr> <tr> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>							Vendor	Contract Amount	Actual Expenditures	Variance	Gignac	\$ 21,750.00	\$ 27,595.31	\$ (5,845.31)	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount	Actual Expenditures	Variance																					
Gignac	\$ 21,750.00	\$ 27,595.31	\$ (5,845.31)																					
TBD	\$ -	\$ -	\$ -																					
Contractor: TBD						<table border="1"> <tr> <th>Substantial Completion</th> <th>Board Acceptance</th> </tr> <tr> <td>TBD</td> <td>TBD</td> </tr> </table>							Substantial Completion	Board Acceptance	TBD	TBD								
Substantial Completion	Board Acceptance																							
TBD	TBD																							
STC FPC Project Manager: David Valdez						<table border="1"> <tr> <th>Final Completion</th> <th>Board Acceptance</th> </tr> <tr> <td>TBD</td> <td>TBD</td> </tr> </table>							Final Completion	Board Acceptance	TBD	TBD								
Final Completion	Board Acceptance																							
TBD	TBD																							
Project Description						Project Scope																		
Design and construction of a fire training area for the fire science program.						Design and construction of a concrete pad, associated fire line, and access drive for a new fire training area for the fire science program and to conduct fire training exercises.																		
Projected Timeline																								
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In																	
4/27/2021	7/27/2021	1/25/2022	9/27/2022	10/24/2022	3/28/2023	4/25/2023	N/A																	
Project Calendar of Expenditures by Fiscal Year																								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total																		
2019-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																		
2020-21	-	27,595.31	3,337.60	-	-	\$ 30,932.91																		
2021-22	-	-	-	-	-	\$ -																		
Project Total	\$ -	\$ 27,595.31	\$ 3,337.60	\$ -	\$ -	\$ 30,932.91																		
Current Agenda Item																								
09/13/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area																								
																								

FPC Project Manager



FPC Asst. Director



FPC Director



**Review Action as Necessary on Lease Agreement with Rio Grande
City Grulla Independent School District for the Ringgold Middle
School Facility**

Approval of the facility lease agreement with Rio Grande City Grulla Independent School District (RGCG) for use of space in the Ringgold Middle School facility in Rio Grande City by South Texas College is requested.

Purpose

Authorization is requested to enter a new facility lease agreement for the use of classroom facilities by South Texas College.

Justification

The initiation of the lease of this facility is needed to accommodate classes being offered by South Texas College.

Background

The College will utilize space in the Ringgold Middle School for general classrooms, student support office space, and instruction for the Welding Program.

Staff recommends approval of the facility lease agreement for the term of October 5, 2022 to August 31, 2023. The agreement does not include a cost to either entity.

Facility	Term	Anticipated Lease Cost
Ringgold Middle School	10/5/22 – 8/31/23	None.

This item was not available for presentation to the Facilities Committee. It is presented to the Board without a Committee recommendation.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed classroom lease agreement with RGCG for use of the Ringgold Middle School facility by South Texas College for the period of October 5, 2022 to August 31, 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2022 - 2023

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																				
1	Library Building F Renovation and Expansion	DV			●						●	\$ 17,015,000	\$ -	\$ 17,015,000	\$ 2,557,313	High	TBD	TBD	ERO Architects	TBD
2	New Continuing Education Building	TBD		●								\$ 9,898,468	\$ -	\$ 9,898,468	\$ 603,828	Low	July 2022	Approval to Solicit for Architectural Services	TBD	TBD
3	Ann Richards Administration Building A Renovation of Administration Offices	DV					●					\$ 660,000	\$ 36,626	\$ 623,374	\$ 638,800	Low	TBD	TBD	The Warren Group Architects	TBD
4	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV			●							\$ 1,034,110	\$ 456	\$ 1,033,654	\$ 865,600	Low	TBD	Approval of Schematic Design	Able City, LLC	TBD
5	Pecan Campus Kinesiology Building Phase I	SS		●								\$ 3,240,000	\$ 446	\$ 3,239,554	\$ 483,660	Low	November 2022	Approval of Schematic Design	Boultinghouse Simpson Gates Architects	TBD
6	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 4,536,000	\$ 456	\$ 4,535,544	\$ 618,400	Low	November 2022	Approval of Schematic Design	DRW Architects	TBD
7	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 35,000	Low	TBD	TBD	TBD	TBD
8	Ann Richards Administration Building A Additional Parking Lot	DV	●									\$ 200,000	\$ -	\$ 200,000	\$ 200,000	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 37,083,578	\$ 37,985	\$ 37,045,593	\$ 6,002,601					
Pecan Plaza																				
9	Human Resources Building A Renovation	RG									●	\$ 5,000	\$ 24,240	\$ (19,240)	\$ 600	Completed	N/A		N/A	O&M
Pecan Plaza Subtotal												\$ 5,000	\$ 24,240	\$ (19,240)	\$ 600					
Mid-Valley Campus																				
10	Workforce Center Building D Welding Expansion	MV				●						\$ 537,500	\$ 4,579	\$ 532,921	\$ 721,273	High	December 2022	Approval of Construction Services	PBK Architects	TBD
11	Workforce Center Building D Automotive Lab Expansion	MV				●						\$ 920,500	\$ 7,088	\$ 913,413	\$ 915,668	High	December 2023	Approval of Construction Services	PBK Architects	TBD
12	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV				●						\$ 528,000	\$ 4,950	\$ 523,050	\$ 425,868	High	December 2024	Approval of Construction Services	PBK Architects	TBD
13	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV					●					\$ 531,365	\$ 116,096	\$ 415,269	\$ 488,099	High	December 2022	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects	Holchemont
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 132,712	\$ 2,384,653	\$ 2,550,908					

South Texas College
Unexpended Plant Fund - Capital Improvement Projects (CIP)
Project Status
FY 2022 - 2023

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Technology Campus																				
14	Exterior Solar Panels Structure	SS			●							\$ 199,100	\$ 2,034	\$ 197,066	\$ 198,224	High	August 2022	Approval of Construction Services	SAMES, Inc	TBD
15	Welding Lab Expansion Building	SS			●							\$ 1,559,180	\$ 11,744	\$ 1,547,436	\$ 122,400	High	August 2022	Approval of Schematic Design	EGV Architects	TBD
16	Truck Driving Range Expansion	TBD	●									\$ 49,620	\$ -	\$ 49,620	\$ 41,350	Low	TBD	TBD	TBD	TBD
17	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 2,092,900	\$ 13,778	\$ 2,079,122	\$ 646,974					
Nursing and Allied Health Campus Subtotal																				
18	East Building A Occupational Therapy Kitchen Lab Expansion	SS			●							\$ 99,500	\$ 4,734	\$ 94,766	\$ 96,760	High	September 2022	Approval of Construction Services	Negrete & Kolar Architects, LLP	TBD
19	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 10,106	Low	TBD	TBD	TBD	TBD
20	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 9,250	Low	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 410,746	\$ 4,734	\$ 406,012	\$ 116,116					
Starr County Campus																				
21	Workforce Center Building D Welding Expansion	MV				●						\$ 598,000	\$ 28,182	\$ 569,818	\$ 395,594	High	TBD	TBD	Gignac & Associates, LLP	TBD
22	Workforce Building D Automotive Expansion	MV				●						\$ 1,078,300	\$ 65,749	\$ 1,012,551	\$ 922,098	High	September 2022	Approval of Construction Services	Able City, LLC	TBD
23	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV				●						\$ 153,000	\$ 16,613	\$ 136,387	\$ 296,878	High	September 2022	Approval of Construction Services	Able City, LLC	TBD
Starr County Campus Subtotal												\$ 1,829,300	\$ 110,543	\$ 1,718,757	\$ 1,614,570					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2022 - 2023																				
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Regional Center for Public Safety Excellence																				
24	Canopy for Safety Training Vehicles	DV			●							\$ 285,000	\$ 21,852	\$ 79,764	\$ 421,051	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
25	Canopy for Students/Instructors	DV			●							\$ 247,000	\$ 15,517	\$ 67,264	\$ 155,078	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
26	Chiller Installation	MV					●					\$ 170,000	\$ 185,925	\$ 157,262	\$ 22,000	High	October 2022	Approval of Substantial Completion	Half Associates, Inc	Johnson Controls
27	Fire Training Area	DV			●							\$ 443,000	\$ 31,343	\$ 97,364	\$ 295,686	High	August 2022	Approval of Construction Services	Gignac & Associates, LLP	TBD
28	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
29	Skills Pad and EVOC Lighting	SS			●							\$ 342,000	\$ 12,656	\$ 341,532	\$ 313,920	High	July 2022	Approval of Construction Services	DBR	TBD
30	Two-Story Residential Fire Training Structure	SS			●							\$ 1,581,200	\$ 49,996	\$ 381,055	\$ 1,274,750	Medium	September 2022	Approval of Construction Services	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 3,261,200	\$ 317,288	\$ 1,317,241	\$ 2,675,485					
District Wide																				
31	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Completed	N/A		N/A	TBD
32	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
33	Land	N/A	N/A									\$ 5,500,000	\$ -	\$ 5,500,000	\$ 5,500,000	N/A	N/A		N/A	N/A
34	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD
35	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
36	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
37	Project Cost Control Reserve	N/A	●									\$ 3,059,291	\$ -	\$ 3,059,291	\$ 3,119,291	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,643,941	\$ -	\$ 9,643,941	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	2	\$ 56,844,030	\$ 641,280	\$ 54,576,079	\$ 23,311,195					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Student Activities Building H Data Cabling Infrastructure Replacement	RC	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD
2	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD
3	Stucco Repainting	SS				●						\$ 137,000	\$ 109	\$ 136,891	\$ 137,000	High	TBD	Approval of Construction Services	Noble Texas Builders
4	Resurfacing of East Drive	SS			●							\$ 280,000	\$ 27,219	\$ 252,781	\$ 264,000	High	July 2022	Approval of Construction Services	Perez Consulting Engineers
5	South Academic Building J Generator Replacement	SS			●							\$ 280,000	\$ 11,613	\$ 268,387	\$ 270,063	High	July 2022	Approval of Construction Services	DBR
6	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,022,000	\$ 38,942	\$ 983,058	\$ 996,063				
Pecan Plaza																			
7	Stucco Repainting	SS				●						\$ 12,000	\$ 109	\$ 11,891	\$ 12,000	High	TBD	TBD	Noble Texas Builders
Pecan Plaza Subtotal												\$ 12,000	\$ 109	\$ 11,891	\$ 12,000				
Mid Valley Campus																			
8	Stucco Repainting and Exterior Upgrades	SS				●						\$ 323,000	\$ 109	\$ 322,891	\$ 323,000	Low	TBD	Approval of Construction Services	Terra Fuerte, LLC
9	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV			●							\$ 985,700	\$ 456	\$ 985,244	\$ 695,163	Low	TBD	TBD	Milnet Architectural Services
10	North Academic Building G Analog to Digital Conversion	RC					●					\$ 720,000	\$ 194,677	\$ 525,323	\$ 720,000	Low	TBD	TBD	TBD
11	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 2,453,700	\$ 195,243	\$ 2,258,457	\$ 2,163,163				
Technology Campus																			
12	Emerging Technologies Building A Analog to Digital Replacement	TBD	●									\$ 515,000	\$ 194,677	\$ 320,323	\$ 515,000	Low	TBD	TBD	TBD
13	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD
Technology Campus Subtotal												\$ 575,000	\$ 194,677	\$ 380,323	\$ 575,000				

South Texas College
Renewal and Replacement Projects
Project Status
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
14	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD
15	NAH East Building A Westside Elevators Repairs	RC/O&M				●						\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A
16	NAH East Building A Exterior Stair Repairs and Replacement	SS					●					\$ 293,000	\$ 135,132	\$ 157,868	\$ 15,850	High	October 2022	Approval of Substantial Completion	Chanin Engineering, LLC
17	NAH East Building A Generator Replacements	SS			●							\$ 422,000	\$ 17,260	\$ 404,740	\$ 405,219	Low	August 2022	Approval of Construction Services	TBD
Nursing and Allied Health Campus Subtotal												\$ 1,055,000	\$ 152,392	\$ 902,608	\$ 761,069				
Starr County Campus																			
20	Stucco Repainting	SS				●						\$ 253,000	\$ 109	\$ 252,891	\$ 253,000	High	TBD	Approval of Construction Services	TBD
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
22	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 433,000	\$ 109	\$ 432,891	\$ 433,000				
District Wide																			
26	Renewals & Replacements	N/A	N/A									\$ 484,135	\$ -	\$ 484,135	\$ 151,000	N/A	N/A		N/A
27	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 201,963	\$ -	\$ 201,963	\$ 102,500	Low	N/A		N/A
28	Interior LED Lighting Replacements	RC/O&M		●								\$ 577,945	\$ -	\$ 577,945	\$ 110,000	Low	N/A		N/A
29	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 98,443	\$ -	\$ 98,443	\$ 50,000	Low	N/A		N/A
30	Building Automation Systems Replacements	RC/O&M		●								\$ 174,048	\$ -	\$ 174,048	\$ 76,500	Low	N/A		N/A
31	Flooring Replacements	TBD	●									\$ 756,380	\$ -	\$ 756,380	\$ 504,000	Medium	N/A		Terra Fuerte, LLC Diaz Flooring, Inc.
32	HVAC Replacements	RC/O&M		●								\$ 829,910	\$ -	\$ 829,910	\$ 325,000	Low	TBD		N/A
33	Exterior Lighting Replacements	RC/O&M		●								\$ 324,912	\$ -	\$ 324,912	\$ 279,000	Low	N/A		N/A
34	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A
35	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A
36	Project Cost Control Reserve	N/A	●									\$ 676,489	\$ -	\$ 676,489	\$ 676,489	N/A	TBD		N/A
District Wide Subtotal												\$ 4,229,225	\$ -	\$ 4,229,225	\$ 2,379,489				
Totals		0	8	6	1	2	1	0	0	0	0	\$ 9,779,925	\$ 581,472	\$ 9,198,453	\$ 7,319,784				

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of August 2022. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **August 2022**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of August 2022.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consideration and Approval of Checks and Financial Reports

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- 1) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for August 2022.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for August 2022.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for August 2022.
- 4) Release of Construction Fund Checks for August 2022.
- 5) Quarterly Investment Report and Money Market Accounts for August 2022.
- 6) Summary of Revenues for August 2022.
- 7) Summary of State Appropriations Revenue for August 2022.
- 8) Summary of Property Tax Revenue for August 2022.
- 9) Summary of Expenditures by Classification for August 2022.
- 10) Summary of Expenditures by Function for August 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for August 2022.
- 12) Summary of Grant Revenues and Expenditures for August 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- *Tuesday, October 11, 2022*
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- *Tuesday, October 18, 2022*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Valley Scholars Program *A Night with the Stars* Gala will be held on Thursday, October 13, 2022.
- The Association of Community College Trustees will hold its 2022 Leadership Congress in New York City from Wednesday, October 26 – Saturday, October 29, 2022.