



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, October 18, 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, October 18, 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**
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- III. Invocation**
- IV. Public Comments**
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 - a. Presentation and Discussion of School District Partnerships and Services Offered by South Texas College

B. Finance, Audit, and Human Resources Committee Items

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 - a. Approval of Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements 73 - 88
 - A. Award of Proposals
 - 1) Catering Services (Award)
 - 2) Equipment Rental Services (Award)
 - 3) Fire Suppression Systems Service (Award)
 - 4) In-Store Purchase of Materials and Supplies (Award)
 - B. Rejection of Qualifications
 - 5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject)
 - C. Purchases and Renewals
 - a. Instructional Item
 - 6) Admission Assessment Exams (Purchase)
 - b. Non-Instructional Items
 - 7) Chiller Maintenance Agreement and Repair Services (Purchase)
 - 8) Purchase of Materials and Supplies (Purchase)
 - 9) Purchase of Law Enforcement Vehicles (Purchase)
 - 10) Depository Bank Services Agreement (Renewal)
 - 11) Graduation Caps and Gowns (Renewal)
 - 12) HEP Grant Consultant (Renewal)
 - 13) Merchant Services (Renewal)
 - 14) Signs, Banners, and Related Products (Renewal)
 - 15) Vehicle Fuel Program (Renewal)
 - c. Technology Items
 - 16) Computers and Laptops (Purchase)
 - 17) Microsoft Campus License Agreement (Renewal)
 - D. Interlocal Agreements
 - 18) Facility Usage Interlocal Agreements (Lease/Rental)
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C. Facilities Committee Items

- 1. Review and Action as Necessary on Consent Agenda Item from the Facilities Committee..... 156
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- 2. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects..... 167 - 172

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A. Next Meetings:

- Tuesday, November 8, 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
- Thursday, November 17, 2022
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Association of Community College Trustees will hold its 2022 Leadership Congress in New York City from Wednesday, October 26 – Saturday, October 29, 2022.
- The College will be closed in observance of Thanksgiving from Thursday, November 24 – Sunday, November 27, 2022.

Presentation

1. Update on the South Texas College Foundation

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, will provide an update on the South Texas College Foundation.

On Friday, October 6, 2022, the South Texas College Foundation Board of Directors held their first meeting under newly inducted Directors.

The seven new Directors elected Mrs. Bonnie Gonzalez to serve as Board Chair, Mr. Gary Gurwitz to serve as Vice Chair, and Ms. Adelita Felix to serve as Secretary/Treasurer. Mr. Alonso Cantu, Mrs. Sally Fraustro Guerra, Mr. Robert Rosell, and Mr. Sam Vale serve as Directors.

In the coming months, Dr. Rodriguez will work with the Foundation Board of Directors to update its articles of incorporation and bylaws, a Memorandum of Understanding for its partnership with South Texas College, and to take its first steps in directly supporting the College and its students.

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

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) September 27, 2022 Public Hearing and Special Board Meeting
- 2) September 27, 2022 Regular Board Meeting

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 September 27, 2022 Public Hearing and Special Board Meeting and the September 27, 2022 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, September 27, 2022 @ 5:15 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, September 27, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:21 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, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mr. George McCaleb, Mrs. Becky Cavazos, Mr. Rick De La Garza, Dr. Ali Esmaeili, Mrs. Lynda Lopez, Mrs. Olivia De La Rosa, Mr. Khalil Abdullah, Mrs. Lisa Aleman, Mr. Javier Villalobos, Ms. Carla Rodriguez, Mrs. Gardenia Perez, Ms. Stephanie Hinojosa, and Mr. Andrew Fish.

Determination of a Quorum

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

The Public Hearing on South Texas College Proposed 2022 Tax Rate

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2022 tax rate for South Texas College to the public and Board of Trustees.

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

09/27/2022

*Public Hearing and
Special Board Meeting Minutes*

tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

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 tax rate and/or the voter-approval tax 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 notice concerning the 2022 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements on the South Texas College website. The Notice of Public Hearing on Tax Increase has been published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website. Attached are copies of the Proposed 2022 Tax Presentation, 2022 Property Tax Rates, and the Notice of Public Hearing on Tax Increase for your information and review.

The tax rate for the 2021 Tax Year was as follows:

2021 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2021 Tax Rate	\$0.1400	\$0.0315	\$0.1715

The proposed tax rate for the 2022 Tax Year is as follows:

2022 Tax Rates				
	M&O Rate	Debt Rate	Total 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

Determination of Tax Rates (M&O Rate)

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.

Public Hearings Prior to Adoption of the Proposed 2022 Tax Rate

South Texas College was required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1615 since this tax rate did exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate. At the August 23, 2022 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled a public hearing for the proposed tax rate of \$0.1615.

Public Hearing

The Public Hearing on the proposed 2022 tax rate was scheduled for Tuesday, September 27, 2022 at 5:15 p.m. and special notices were published in accordance with state law.

The Board of Trustees of South Texas College was scheduled to take action on the proposed 2022 tax rate at a public meeting to be held on September 27, 2022 at South Texas College, Board Room, Annex Bldg., 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:15 p.m.

The Public Hearing on the Proposed 2022 Tax Rate opened at 5:21 p.m. and consisted of:

- Presentation on South Texas College Proposed 2022 Tax Rate
Mrs. Elizondo presented the proposed 2022 Tax Rate.
- Public Comments
No public comments were given and the required notice of the meeting was posted.
- Closing of the Public Hearing on South Texas College Proposed 2022 Tax Rate

The Public Hearing closed at 5:30 p.m.

No action was requested under this presentation agenda item.

Review and Recommend Action on Order 2023-001 Adopting the Tax Rate for 2022

Approval of Order 2023-001 adopting the tax rate for 2022 by taking record vote of the members of the Board was requested.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2022 tax rate for South Texas College to the public and Board of Trustees.

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 rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

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 tax rate and/or the voter-approval tax rate. The College proposed to adopt a tax rate that does exceed the no-new-revenue tax rate but did not exceed the voter-approval tax rate and therefore, is required to hold one public hearing.

The notice concerning the 2022 Property Tax Rates was published in accordance with the Truth-In-Taxation requirements in the South Texas College website. The Notice of Public Hearing on Tax Increase was published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website. The packet included copies of the Proposed 2022 Tax Presentation, 2022 Property Tax Rates, and the Notice of Public Hearing on Tax Increase for the Board's information and review.

The tax rate for 2021 Tax Year was as follows:

2021 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2021 Tax Rate	\$0.1400	\$0.0315	\$0.1715

The tax rate for 2022 Tax Year was as follows:

2022 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)	-	-	\$0.1572	\$79,363,113
Voter-Approval 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

Determination of Tax Rates (M&O Rate)

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

The proposed tax rate reflected a tax decrease of \$0.0100 per hundred dollars in property value.

Public Hearings Prior to Adoption of the Proposed 2022 Tax Rate

South Texas College was required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1615 since this rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate. At the August 23, 2022 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled one public hearing for the proposed tax rate of \$0.1615.

Public Hearing

The Public Hearing on the proposed 2022 tax rate was held on Tuesday, September 27, 2022 at 5:21 p.m. and special notices were published in accordance with state law.

The Board of Trustees of South Texas College was scheduled to take action on the proposed 2022 tax rate at a public meeting to be held on September 27, 2022 at South Texas College, Board Room, Annex Bldg., 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:15 PM.

Voting Requirements

State Tax Code, Sec. 26.05 requires that any action by the South Texas College Board of Trustees to set a tax rate that exceeds the no-new-revenue tax rate must be a record vote, and at least 60 percent of the members of the Board must vote in favor of the ordinance, resolution, or order establishing that rate.

For South Texas College Board of Trustees, this means that successful establishment of the proposed 2022 Tax Rate requires the support of at least five of the seven Trustees. This rule is beyond the normal quorum and voting requirements for other action.

Approval to adopt a debt service rate of \$0.0227 and maintenance and operations rate of \$0.1388 would be required. Approval of the Order 2023-001 would require a roll call vote of the members of the Board. A copy of the Order 2023-001 was provided in the packet for the Board's review.

While the proposed tax rate had not increased over the past year, the proposed rate did exceed the no-new-revenue tax rate, as defined by the State. Because of this, State tax code requires that the motion to adopt the proposed 2022 Tax Rate be made according to the following script:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.1615, which is effectively a 2.74 percent increase in the tax rate."

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 by record vote the Order 2023-001 establishing the tax rate for 2022 tax year as presented.

Mr. Paul R. Rodriguez made the motion that the Board of Trustees of South Texas College approve and authorize by record vote the Order 2023-001 establishing the tax rate for 2022 tax year as presented in the following form: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.1615, which is effectively a 2.74 percent increase in the tax rate." Mrs. Victoria Cantú seconded the motion.

Chair Benavidez called for a role call vote. All seven trustees were present, and voted unanimously in favor of the motion. 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 5:32 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 27, 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 REGULAR MEETING
Tuesday, September 27, 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, September 27, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 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, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: None

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. Lynda Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Chief Ruben Suarez, Ms. Olivia De La Rosa, Mr. Khalil Abdullah, Dr. Ali Esmaeili, Mrs. Laura Requena, Ms. Alicia Correa, Ms. Lauren Starnes, Ms. Carla Rodriguez, Dr. Sylvia Flores, Dr. Carlos Margo, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. Martin Villarreal, Mrs. Lisa Aleman, Mrs. Gardenia Perez, Ms. Stephanie Hinojosa, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

Public Comments

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

Presentations

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

Dr. Anahid Petrosian, Vice President for Academic Affairs, presented 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 was currently accepting sponsorships and individual tickets were on sale for \$50. All net proceeds would benefit Valley Scholars Program scholarships.

2. Presentation of Fall 2022 Enrollment Report

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

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. This update included:

1. Introduction of Carla Rodriguez, Interim Executive Director for Resource Development, Management, & Compliance
2. South Texas College participation on the Hidalgo County Prosperity Task Force
3. Continued progress implementing the compensation study
4. Finalization of the purchase of the Texas A&M McAllen Health Science Center, in accordance with the terms previously approved by the Board of Trustees.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were 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

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

This project would 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 would 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 was from September 1, 2022 to August 31, 2023.

The award aligned 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 would 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 would 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 was designed for a critical gateway course with the highest dropout and failure rates among underserved and minority students. The funding period was August 1, 2022 to August 31, 2023.

The award aligned 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 were 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 allowed 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 would provide curriculum development and online instruction for both camps. The funding period is from September 1, 2021 through August 31, 2023.

This grant 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 would 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 would be used for tuition, training material, supplies and Institute for Advanced Manufacturing personnel. This grant was subject to approval by the City of McAllen

at the next City Commission meeting. The funding period for this grant was from October 1, 2022 to September 30, 2023.

This award aligned 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 would 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 would 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 was upon execution to November 15, 2022.

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

This award aligned 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.

Summary of Grant Award Funding

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

Upon a motion by Mrs. Victoria Cantú and a second by Mr. Rene Guajardo, 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 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

The motion carried.

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

The Board of Trustees 2qw 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 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 2343 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 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 were 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)
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)

Adopt New Policy	Retired Policy(ies)
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	
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)

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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would 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 under separate cover for the Board's information and review.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the proposed adoption of new policies and retirement of existing policies as presented. The motion carried.

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 requested 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 requested 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 would include Floral Wreath Design, Basic Cake Decorating and Computer for Beginners. The participants would be special education students identified by IDEA Public Schools 18+ Program. Upon successful completion of training, participants would 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 requested 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 would provide special education teachers with curriculum in Employability Skills, Leadership Skills, Customer Service and Receptionist that they would imbed in courses being taught by them. The participants would be special education students identified by IDEA Public Schools 18+ Program. Since these courses would be reported to the state for contact hour reimbursement, a stipend of \$7.29 per hour of instruction would be paid to the teachers. Upon successful completion of training, participants would 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 requested 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 would include GED, ESL, Basic Floral Design, Basic Cake Decorating, Beginning Sewing and Beginning Computers. The participants would be parents identified by Weslaco ISD Parent and Family Engagement Programs. Upon successful completion of training, participants would 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 requested to enter into a training agreement in the amount of \$31,680 with PSJA ISD for the FY2022 – 2023 school year.

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

Trusteed noted a typo in the interlocal agreement outlined as number 4 above, which copied a block of text from the previous agreement. Administration confirmed that the information was miscopied, and provided the correction, which has been reflected above in these Minutes.

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 questioned the statutory authority supporting Resolution 2019-005. Administration was 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 would bring interlocal agreements to the Board for approval.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

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 was 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.

The Board Chair announced the creation of the ad-hoc committee to review these evaluation procedures and instruments, and appointed Dr. Alejo Salinas, Jr. to serve as the Committee Chair and Mrs. Dalinda Gonzalez-Alcantar to serve as a member.

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 was requested. These Committee presentations were 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 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 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

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

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:

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 was \$899,307.60.

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

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 was 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 proposed 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 were reviewed by College staff and STC Legal Counsel.

Enclosed documents – Resolution 2023-002 and the Summary of Delinquent Balances report was provided 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.

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.

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

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 was requested.

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 had 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 had increased to 91%.

This trend was 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 would 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 would allow employees to receive both payroll payments along with other disbursements.

There were 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 was the pay card offered and offers many benefits to users of the pay card.

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

Recommendation – Administration recommended 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.

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

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

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

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

The additions to the policies were highlighted in yellow, and the deletions were 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.

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

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) was 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.

On September 27, 2022, the College President presented 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 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 was included 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.

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

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 was 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 was provided 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.

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

Consent Agenda:

g. Acceptance of the Internal Audit Annual Report for FY 2022

Acceptance of the Internal Audit Annual Report was 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 was provided 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 included 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.

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

Review and Action as Necessary to Donate Portable Buildings

Approval was requested to donate portable buildings.

Purpose – The Office of the President requested authorization to donate portable buildings to the Rio Grande City Grulla Independent School District (RGCGISD). The original value of these assets, which were fully depreciated, was 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

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#	Ptag	Description	Silver Tag	Purchase Date	Net Book Value	Purchase Amount
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 was necessary to donate six (6) portable buildings located at the Pecan Campus since these portable buildings would no longer be in use and needed to be removed from the campus.

Both South Texas College and RGCGISD would benefit from this donation since these portable buildings would house their students and potential future students of STC. RGCGISD would 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 were 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 was 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 was included 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 was presented to the Board without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

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.

Trustee were invites 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. 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

After publication of the Board packet, administration was advised of further issues with Consent Agenda Item “e” as presented. Administration requested that the Board remove that item from the consent agenda for separate deliberation and action.

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 – d and f of the Facilities Committee Consent Agenda as presented. The motion carried.

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 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 engineer to the Facilities Committee at a later date.

As recommended by the Facilities Committee, the Board of Trustees was 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, was \$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 were available in the Unexpended Construction Plant Fund for use in FY 2022 – 2023.

Estimated Project Timeline

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

Enclosed Documents

The packet included 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 was preparing to submit 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 was 221.02 feet x 88.5 feet. The Texas Department of Public Safety's minimum size requirements for a skills testing facility was 240 feet x 35 feet. The existing facility needed 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, was \$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 was projected to last until January 2023, with construction to commence in April 2023 and Substantial Completion in September 2023.

Enclosed Documents

The packet included 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.

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

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 was requested.

Purpose

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

Scheduling Priority

This project was developed through the annual Deferred Maintenance process. It was 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 was 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 included replacing one (1) existing diesel generator that was 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 recommended **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 were budgeted in the Renewals and Replacements Fund for available use in FY 2022-2023 in the amount of \$250,000 for construction. Additional funds were available in the FY 2022-2023 Renewals and Replacements Fund to cover the shortfall.

Reviewers

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

Estimated Project Timeline

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

Enclosed Documents

A presentation of the project was 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.

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

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 was requested.

Purpose

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

Scheduling Priority

This project was developed through the annual Deferred Maintenance process. It was 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 was 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 included replacing two (2) existing diesel generators that were 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 recommended **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 were 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 were reviewed by College staff from the Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing departments.

Estimated Project Timeline

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

Enclosed Documents

A presentation of the project was 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.

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

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 was requested.

Purpose

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

Scheduling Priority

This project was requested by the Division of Nursing & Allied Health. It was reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project was 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 recommended **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 were 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 were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

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

Estimated Project Timeline

Construction for this project was to commence in October 2022 and Substantial Completion in March 2023.

Enclosed Documents

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

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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.

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

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 was requested.

Purpose

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

Scheduling Priority

These projects were requested by administrative staff at the RCPSE. The projects were 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 were scheduled as educational space improvements projects. The canopy to provide protection from the elements and security for safety training vehicles was 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 were 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 were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

Reviewers

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

Estimated Project Timeline

Construction for this project was to commence in November 2022 and Substantial Completion in May 2023.

Enclosed Documents

A presentation of the project was 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.

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

Withdrawn from 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 reject contract construction services proposals for the Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition project was requested.

Purpose

The rejection of contract construction services proposals would allow for resolicitation of the project as necessary.

Scheduling Priority

These projects were requested by College management and the Academic Division of Business, Public Safety, & Technology. They are 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 were 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 recommended **5 Star GC Construction, LLC.** as the highest ranked in the amount of \$1,547,000 which included 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 included Alternate #2 for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition.

Reviewers

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

Enclosed Documents

Presentations of the projects were 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.

Subsequent to the Facilities Committee recommendation and publication of the September 27, 2022 Board Meeting packet, both vendors withdrew their proposals for the project.

Due to this withdrawal, administration recommended Board rejection of the proposals, to allow for a re-solicitation of the project.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College authorized the rejection of construction services proposals for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects as presented. The motion carried.

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 was requested.

Purpose

Authorization was 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 was needed to accommodate classes being offered by South Texas College.

Background

The College would utilize space in the Ringgold Middle School for general classrooms, student support office space, and instruction for the Welding Program.

Staff recommended approval of the facility lease agreement for the term of October 5, 2022 to August 31, 2023. The agreement did 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 was presented to the Board without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized 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. 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 August 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 **August 2022**, and responded 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 Mr. Rene Guajardo, 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 August 2022. The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:48 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 27, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending August 31, 2022

A report on the College's Quarterly Investment Report for the Quarter August 31, 2022, is being presented. The Board is asked to approve the Investment Report as presented. Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended August 31, 2022 and provide a further update at the meeting. Ms. Anderson will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Justification – The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended August 31, 2022 to the College's Board of Trustees.

Background – The Texas Public Funds Information Act (PFIA) and the College's Policy #5120: *Investment Policy and Investment Strategy Statement*, requires an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.

Reviewers - The Vice President for Finance and Administrative Services, Business Office staff, and Valley View Consulting, L.L.C. (Investment Advisor) have reviewed the information being presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended August 31, 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, will be present at the Board Meeting to address any questions.

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 Quarterly Investment Report for the Quarter Ended August 31, 2022, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

August 31, 2022

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

_____	_____
Maria G. Elizondo, Vice President for Finance & Administrative Services	Date
_____	_____
Myriam Lopez, Comptroller	Date
_____	_____
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Annual Comparison of Portfolio Performance

FYE Results by Investment Category:

Asset Type	August 31, 2021			August 31, 2022		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/NOW	0.14%	\$ 102,389,353.32	\$ 102,389,353.32	1.63%	\$ 93,696,871.52	\$ 93,696,871.52
Pools	0.02%	1,620,811.85	1,620,811.85	2.16%	1,629,024.44	1,629,024.44
CD/Security	0.49%	227,072,057.97	227,072,057.97	1.29%	272,441,489.64	270,789,043.99
Totals		\$ 331,082,223.14	\$ 331,082,223.14		\$ 367,767,385.60	\$ 366,114,939.95

Fourth Quarter-End Yields **0.39%** **1.38%**

2021 Fiscal Year

2022 Fiscal Year

Average Quarter-End Yields - Fiscal Year (1)

South Texas College	0.64%	0.60%
Rolling Three Mo. Treas. Yield	0.06%	0.80%
Rolling Six Mo. Treas. Yield	0.08%	0.76%
Quarterly TexPool Yield	0.05%	0.72%

Fiscal YTD Interest Earnings \$2,134,664.22 (Approximate) **\$ 1,921,022.72 (Approximate)**

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	May 31, 2022		August 31, 2022		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 123,661,146.67	\$ 123,661,146.67	\$ 93,696,871.52	\$ 93,696,871.52	1.63%
Pools	1,622,605.09	1,622,605.09	1,629,024.44	1,629,024.44	2.16%
CD/Security	249,522,614.32	249,269,340.05	272,441,489.64	270,789,043.99	1.29%
Totals	\$ 374,806,366.08	\$ 374,553,091.81	\$ 367,767,385.60	\$ 366,114,939.95	1.38%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	1.38%
Rolling Three Month Treasury	2.26%
Rolling Six Month Treasury	2.03%
TexPool	2.16%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	0.60%
Rolling Three Month Treasury	0.80%
Rolling Six Month Treasury	0.76%
TexPool	0.72%

INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$353,892.42 (Unaudited)	\$1,034,269.22 (Unaudited)
Accrued Interest-End of Quarter	\$47,910.25 (Unaudited)	\$646,550.96 (Unaudited)
Fiscal YTD Interest Earned	\$2,134,664.22 (Unaudited)	\$1,921,022.72 (Unaudited)

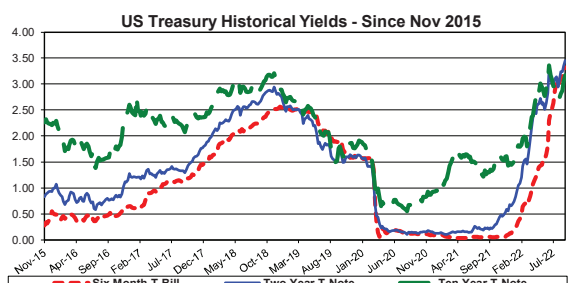
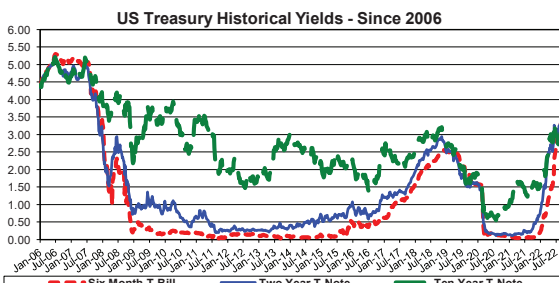
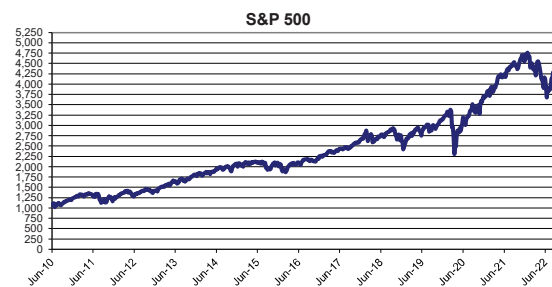
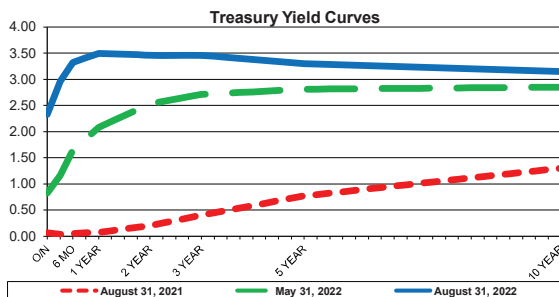
(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Performance** - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

8/31/2022

The Federal Open Market Committee (FOMC) raised the Fed Funds target range 0.75% to 2.25% - 2.50% July 27th (Effective Fed Funds are trading +/-2.30%). The FOMC continued actively reducing their balance sheet. An additional 0.50% - 0.75% increase is currently anticipated September 21. Second Quarter GDP (second estimate) recorded -0.6%. With two consecutive negative quarters, the "recession" label is being actively debated. August Non-Farm Payroll added 315k net new jobs with the Three Month Average decreasing to 378k. Crude oil remained below \$90 per barrel. The Stock Markets lost ground and are down +/-18% from the 2021 peak. The negatively sloped yield curve (6 months to 10 years) may indicated a peak in current interest rates. Inflation remained well over the FOMC 2% target (Core PCE +/-4.6% and CPI exceeding 8%).



Investment Holdings
August 31, 2022

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
PNC Bank MMA - Operating		1.00%	09/01/22	08/31/22	26,893,145.60	26,893,145.60	1.00	26,893,145.60	1	1.00%
PNC Bank MMA - Payroll		1.00%	09/01/22	08/31/22	140,835.18	140,835.18	1.00	140,835.18	1	1.00%
PNC Bank MMA - Student		1.00%	09/01/22	08/31/22	681,977.04	681,977.04	1.00	681,977.04	1	1.00%
PNC Bank - Federal Draw Down		1.00%	09/01/22	08/31/22	747.79	747.79	1.00	747.79	1	1.00%
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15		1.00%	09/01/22	08/31/22	4,253,925.25	4,253,925.25	1.00	4,253,925.25	1	1.00%
PNC Bank - Construction E&G Transfer		1.00%	09/01/22	08/31/22	4,227,285.82	4,227,285.82	1.00	4,227,285.82	1	1.00%
Texas Regional Bank MMA - Constr. E&G Transfer		0.75%	09/01/22	08/31/22	12,029,924.38	12,029,924.38	1.00	12,029,924.38	1	0.75%
Veritex Bank MMA		2.24%	09/01/22	08/31/22	3,681,962.03	3,681,962.03	1.00	3,681,962.03	1	2.24%
NexBank MMA		2.38%	09/01/22	08/31/22	41,787,068.43	41,787,068.43	1.00	41,787,068.43	1	2.38%
TexPool LGIP	AAA	2.16%	09/01/22	08/31/22	1,629,024.44	1,629,024.44	1.00	1,629,024.44	1	2.16%
Prosperity Bank CD		0.15%	09/01/22	09/01/21	332,355.84	332,355.84	100.00	332,355.84	1	0.15%
Texas Regional Bank CD		0.35%	09/15/22	02/17/21	8,041,976.41	8,041,976.41	100.00	8,041,976.41	15	0.35%
Bank OZK CD		0.28%	09/15/22	10/21/20	4,020,652.27	4,020,652.27	100.00	4,020,652.27	15	0.28%
Texas Regional Bank CD		0.38%	10/14/22	02/17/21	6,034,187.17	6,034,187.17	100.00	6,034,187.17	44	0.38%
Allegiance Bank CD		0.30%	10/14/22	10/21/20	2,010,428.70	2,010,428.70	100.00	2,010,428.70	44	0.30%
Prosperity Bank CD		0.15%	10/14/22	09/23/21	4,005,493.82	4,005,493.82	100.00	4,005,493.82	44	0.15%
Texas Regional Bank CD		0.35%	10/15/22	03/12/21	2,008,799.00	2,008,799.00	100.00	2,008,799.00	45	0.35%
Texas Regional Bank CD		0.13%	10/17/22	09/23/21	5,004,863.22	5,004,863.22	100.00	5,004,863.22	47	0.13%
Texas Regional Bank CD		0.38%	11/15/22	01/28/21	4,022,793.66	4,022,793.66	100.00	4,022,793.66	76	0.38%
Texas Regional Bank CD		0.35%	11/15/22	03/12/21	6,026,397.01	6,026,397.01	100.00	6,026,397.01	76	0.35%
Bank OZK CD		0.24%	11/15/22	04/07/21	4,012,881.55	4,012,881.55	100.00	4,012,881.55	76	0.24%
East West Bank CD		0.23%	11/30/22	11/22/21	3,779,331.20	3,779,331.20	100.00	3,779,331.20	91	0.23%
Texas Regional Bank CD		0.40%	12/15/22	01/28/21	10,059,984.99	10,059,984.99	100.00	10,059,984.99	106	0.40%
Texas Regional Bank CD		0.13%	12/15/22	09/23/21	5,004,863.22	5,004,863.22	100.00	5,004,863.22	106	0.13%
Prosperity Bank CD		0.15%	03/15/23	09/23/21	2,002,746.92	2,002,746.92	100.00	2,002,746.92	196	0.15%
Texas Regional Bank CD		0.25%	03/15/23	04/27/21	5,015,635.97	5,015,635.97	100.00	5,015,635.97	196	0.25%
Bank OZK CD		0.24%	03/15/23	04/07/21	4,012,881.55	4,012,881.55	100.00	4,012,881.55	196	0.24%
Prosperity Bank CD		0.15%	04/14/23	09/23/21	4,005,493.82	4,005,493.82	100.00	4,005,493.82	226	0.15%
Texas Regional Bank CD		0.27%	04/14/23	04/27/21	10,033,777.06	10,033,777.06	100.00	10,033,777.06	226	0.27%
Texas Regional Bank CD		0.20%	05/07/23	05/10/21	10,023,858.31	10,023,858.31	100.00	10,023,858.31	249	0.20%
Bank OZK CD		0.24%	06/02/23	06/02/21	5,046,827.86	5,046,827.86	100.00	5,046,827.86	275	0.24%
Veritex Bank CD		0.20%	06/15/23	07/12/21	10,020,015.00	10,020,015.00	100.00	10,020,015.00	288	0.20%
Veritex Bank CD		0.20%	07/14/23	07/12/21	8,016,012.00	8,016,012.00	100.00	8,016,012.00	317	0.20%
Bank OZK CD		0.18%	07/14/23	08/20/21	5,009,057.51	5,009,057.51	100.00	5,009,057.51	317	0.18%
East West Bank CD		3.01%	07/14/23	09/23/21	5,020,244.16	5,020,244.16	100.00	5,020,244.16	317	3.01%
US Treasury	Aaa/AAA	0.18%	07/31/23	07/12/22	10,500,000.00	10,227,442.63	97.01	10,185,819.00	334	3.03%
Texas Regional Bank CD		0.17%	08/15/23	09/23/21	5,006,360.23	5,006,360.23	100.00	5,006,360.23	349	0.17%
Bank OZK CD		0.20%	08/15/23	08/20/21	5,010,059.27	5,010,059.27	100.00	5,010,059.27	349	0.20%
Veritex Bank CD		0.25%	09/15/23	09/01/21	10,022,900.51	10,022,900.51	100.00	10,022,900.51	380	0.25%
FHLMC	Aaa/AA+	2.00%	10/17/23	03/10/22	10,000,000.00	10,043,680.93	98.30	9,830,340.00	412	1.61%
US Treasury	Aaa/AAA	1.63%	10/31/23	07/12/22	5,000,000.00	4,920,642.40	97.95	4,897,265.00	426	3.02%
FHLMC	Aaa/AA+	0.25%	11/06/23	03/24/22	10,000,000.00	9,791,316.74	96.26	9,625,750.00	432	2.06%
US Treasury	Aaa/AAA	2.13%	11/30/23	07/12/22	5,000,000.00	4,944,731.97	98.41	4,920,510.00	456	3.04%
FHLB	Aaa/AA+	2.25%	12/08/23	03/24/22	10,000,000.00	10,017,144.23	98.38	9,837,780.00	464	2.11%

South Texas College

Valley View Consulting, L.L.C.

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Investment Holdings
August 31, 2022

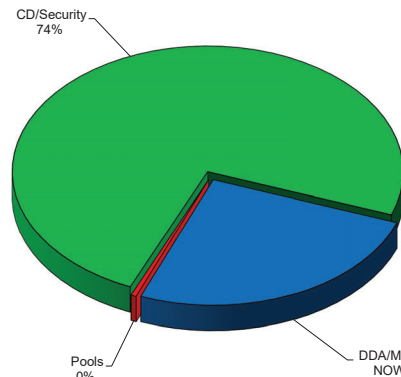
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
US Treasury	Aaa/AAA	2.75%	02/15/24	04/01/22	10,000,000.00	10,065,956.32	99.00	9,899,610.00	533	2.23%
FAMCA	Aaa/AA+	2.33%	03/24/24	04/05/22	10,000,000.00	10,000,000.00	98.29	9,829,150.00	571	2.33%
FAMCA	Aaa/AA+	2.38%	04/29/24	04/05/22	10,000,000.00	10,000,000.00	98.28	9,828,210.00	607	2.38%
FFCB	Aaa/AA+	2.63%	05/03/24	06/01/22	9,249,000.00	9,257,154.71	98.55	9,114,843.26	611	2.57%
US Treasury	Aaa/AAA	2.50%	05/31/24	06/01/22	3,000,000.00	2,996,922.63	98.39	2,951,601.00	639	2.56%
FHLB	Aaa/AA+	2.88%	06/14/24	06/01/22	12,500,000.00	12,561,003.39	98.79	12,349,087.50	653	2.59%
FFCB	Aaa/AA+	3.15%	07/15/24	07/15/22	15,000,000.00	15,004,615.46	99.39	14,908,200.00	684	3.13%
					\$ 368,185,774.19	\$ 367,767,385.60		\$ 366,114,939.95	254	1.38%

(1) (2)

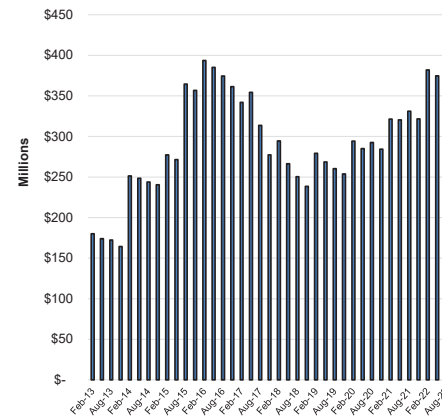
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

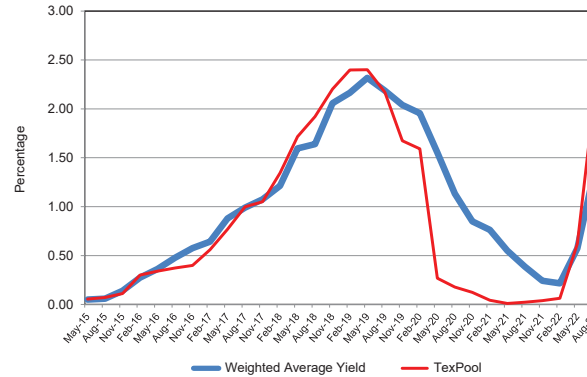
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



South Texas College

Valley View Consulting, L.L.C.

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 05/31/22	Increases	Decreases	Book Value 08/31/22	Market Value 05/31/22	Change in Market Value	Market Value 08/31/22
Prosperity Bank MMA	0.15%	09/01/22	\$ 30,032,337.39	\$ —	\$(30,032,337.39)	\$ —	\$ 30,032,337.39	\$(30,032,337.39)	\$ —
PNC Bank MMA - Operating	1.00%	09/01/22	31,707,464.69	—	(4,814,319.09)	26,893,145.60	31,707,464.69	(4,814,319.09)	26,893,145.60
PNC Bank MMA - Payroll	1.00%	09/01/22	177,278.83	—	(36,443.65)	140,835.18	177,278.83	(36,443.65)	140,835.18
PNC Bank MMA - Student	1.00%	09/01/22	688,362.45	—	(6,385.41)	681,977.04	688,362.45	(6,385.41)	681,977.04
PNC Bank - Federal Draw Down	1.00%	09/01/22	12.10	735.69	—	747.79	12.10	735.69	747.79
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	1.00%	09/01/22	8,074,302.08	—	(3,820,376.83)	4,253,925.25	8,074,302.08	(3,820,376.83)	4,253,925.25
PNC Bank - Construction E&G Transfer	1.00%	09/01/22	5,692,227.97	—	(1,464,942.15)	4,227,285.82	5,692,227.97	(1,464,942.15)	4,227,285.82
Texas Regional Bank MMA - Constr. E&G Transfer	0.75%	09/01/22	12,007,389.07	22,535.31	—	12,029,924.38	12,007,389.07	22,535.31	12,029,924.38
Veritex Bank MMA	2.24%	09/01/22	3,667,659.83	14,302.20	—	3,681,962.03	3,667,659.83	14,302.20	3,681,962.03
NexBank MMA	2.38%	09/01/22	31,614,112.26	10,172,956.17	—	41,787,068.43	31,614,112.26	10,172,956.17	41,787,068.43
TexPool LGIP	2.16%	09/01/22	1,622,605.09	6,419.35	—	1,629,024.44	1,622,605.09	6,419.35	1,629,024.44
Texas Regional Bank CD	0.50%	06/15/22	1,007,557.94	—	(1,007,557.94)	—	1,007,557.94	(1,007,557.94)	—
Bank OZK CD	0.34%	06/15/22	5,028,347.30	—	(5,028,347.30)	—	5,028,347.30	(5,028,347.30)	—
PNC Bank CD	0.25%	06/15/22	4,016,692.21	—	(4,016,692.21)	—	4,016,692.21	(4,016,692.21)	—
Bank OZK CD	0.28%	07/15/22	3,013,354.41	—	(3,013,354.41)	—	3,013,354.41	(3,013,354.41)	—
Allegiance Bank CD	0.15%	07/15/22	7,010,448.31	—	(7,010,448.31)	—	7,010,448.31	(7,010,448.31)	—
East West Bank CD	0.54%	07/31/22	12,020,255.80	—	(12,020,255.80)	—	12,020,255.80	(12,020,255.80)	—
Texas Regional Bank CD	0.35%	08/15/22	1,004,361.00	—	(1,004,361.00)	—	1,004,361.00	(1,004,361.00)	—
Texas Regional Bank CD	0.30%	08/15/22	2,006,023.23	—	(2,006,023.23)	—	2,006,023.23	(2,006,023.23)	—
Bank OZK CD	0.28%	08/15/22	3,013,354.41	—	(3,013,354.41)	—	3,013,354.41	(3,013,354.41)	—
Allegiance Bank CD	0.15%	08/15/22	4,005,970.45	—	(4,005,970.45)	—	4,005,970.45	(4,005,970.45)	—
Prosperity Bank CD	0.15%	09/01/22	332,230.21	125.63	—	332,355.84	332,230.21	125.63	332,355.84
Texas Regional Bank CD	0.35%	09/15/22	8,034,888.10	7,088.31	—	8,041,976.41	8,034,888.10	7,088.31	8,041,976.41
Bank OZK CD	0.28%	09/15/22	4,017,805.89	2,846.38	—	4,020,652.27	4,017,805.89	2,846.38	4,020,652.27
Texas Regional Bank CD	0.38%	10/14/22	6,028,413.11	5,774.06	—	6,034,187.17	6,028,413.11	5,774.06	6,034,187.17
Allegiance Bank CD	0.30%	10/14/22	2,008,926.13	1,502.57	—	2,010,428.70	2,008,926.13	1,502.57	2,010,428.70
Prosperity Bank CD	0.15%	10/14/22	4,003,979.80	1,514.02	—	4,005,493.82	4,003,979.80	1,514.02	4,005,493.82
Texas Regional Bank CD	0.35%	10/15/22	2,007,028.42	1,770.58	—	2,008,799.00	2,007,028.42	1,770.58	2,008,799.00
Texas Regional Bank CD	0.13%	10/17/22	5,003,223.81	1,639.41	—	5,004,863.22	5,003,223.81	1,639.41	5,004,863.22
Texas Regional Bank CD	0.38%	11/15/22	4,018,986.08	3,807.58	—	4,022,793.66	4,018,986.08	3,807.58	4,022,793.66
Texas Regional Bank CD	0.35%	11/15/22	6,021,085.26	5,311.75	—	6,026,397.01	6,021,085.26	5,311.75	6,026,397.01
Bank OZK CD	0.24%	11/15/22	4,010,444.90	2,436.65	—	4,012,881.55	4,010,444.90	2,436.65	4,012,881.55
East West Bank CD	0.23%	11/30/22	3,777,140.85	2,190.35	—	3,779,331.20	3,777,140.85	2,190.35	3,779,331.20
Texas Regional Bank CD	0.40%	12/15/22	10,049,962.56	10,022.43	—	10,059,984.99	10,049,962.56	10,022.43	10,059,984.99
Texas Regional Bank CD	0.13%	12/15/22	5,003,223.81	1,639.41	—	5,004,863.22	5,003,223.81	1,639.41	5,004,863.22
Prosperity Bank CD	0.15%	03/15/23	2,001,989.91	757.01	—	2,002,746.92	2,001,989.91	757.01	2,002,746.92
Texas Regional Bank CD	0.25%	03/15/23	5,012,511.73	3,124.24	—	5,015,635.97	5,012,511.73	3,124.24	5,015,635.97
Bank OZK CD	0.24%	03/15/23	4,010,444.90	2,436.65	—	4,012,881.55	4,010,444.90	2,436.65	4,012,881.55
Prosperity Bank CD	0.15%	04/14/23	4,003,979.80	1,514.02	—	4,005,493.82	4,003,979.80	1,514.02	4,005,493.82
Texas Regional Bank CD	0.27%	04/14/23	10,027,027.36	6,749.70	—	10,033,777.06	10,027,027.36	6,749.70	10,033,777.06
Texas Regional Bank CD	0.20%	05/07/23	10,018,862.60	4,995.71	—	10,023,858.31	10,018,862.60	4,995.71	10,023,858.31
Bank OZK CD	0.24%	06/02/23	5,043,763.39	3,064.47	—	5,046,827.86	5,043,763.39	3,064.47	5,046,827.86
Veritex Bank CD	0.20%	06/15/23	10,015,021.21	4,993.79	—	10,020,015.00	10,015,021.21	4,993.79	10,020,015.00
Veritex Bank CD	0.20%	07/14/23	8,012,016.97	3,995.03	—	8,016,012.00	8,012,016.97	3,995.03	8,016,012.00
Bank OZK CD	0.18%	07/14/23	5,006,772.98	2,284.53	—	5,009,057.51	5,006,772.98	2,284.53	5,009,057.51
East West Bank CD	0.01%	07/14/23	—	5,020,244.16	—	5,020,244.16	—	5,020,244.16	5,020,244.16
US Treasury	3.03%	07/31/23	—	10,227,442.63	—	10,227,442.63	—	10,185,819.00	10,185,819.00
Texas Regional Bank CD	0.17%	08/15/23	5,004,215.96	2,144.27	—	5,006,360.23	5,004,215.96	2,144.27	5,006,360.23
Bank OZK CD	0.20%	08/15/23	5,007,521.88	2,537.39	—	5,010,059.27	5,007,521.88	2,537.39	5,010,059.27

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 05/31/22	Increases	Decreases	Book Value 08/31/22	Market Value 05/31/22	Change in Market Value	Market Value 08/31/22
Veritex Bank CD	0.25%	09/15/23	10,016,587.37	6,313.14	—	10,022,900.51	10,016,587.37	6,313.14	10,022,900.51
FHLMC	1.61%	10/17/23	10,053,434.92	—	(9,753.99)	10,043,680.93	9,949,480.00	(119,140.00)	9,830,340.00
US Treasury	3.02%	10/31/23	—	4,920,642.40	—	4,920,642.40	—	4,897,265.00	4,897,265.00
FHLMC	2.06%	11/06/23	9,746,874.94	44,441.80	—	9,791,316.74	9,707,150.00	(81,400.00)	9,625,750.00
US Treasury	3.04%	11/30/23	—	4,944,731.97	—	4,944,731.97	—	4,920,510.00	4,920,510.00
FHLB	2.11%	12/08/23	10,020,543.51	—	(3,399.28)	10,017,144.23	9,964,340.00	(126,560.00)	9,837,780.00
US Treasury	2.29%	02/15/24	10,077,340.90	—	(11,384.58)	10,065,956.32	10,053,520.00	(153,910.00)	9,899,610.00
FAMCA	2.33%	03/24/24	10,000,000.00	—	—	10,000,000.00	9,973,970.00	(144,820.00)	9,829,150.00
FAMCA	2.38%	04/29/24	10,000,000.00	—	—	10,000,000.00	9,996,460.00	(168,250.00)	9,828,210.00
FFCB	2.57%	05/03/24	—	9,257,154.71	—	9,257,154.71	—	9,114,843.26	9,114,843.26
US Treasury	2.56%	05/31/24	—	2,996,922.63	—	2,996,922.63	—	2,951,601.00	2,951,601.00
FHLB	2.59%	06/14/24	—	12,561,003.39	—	12,561,003.39	—	12,349,087.50	12,349,087.50
FFCB	3.13%	07/15/24	—	15,004,615.46	—	15,004,615.46	—	14,908,200.00	14,908,200.00
TOTALS / AVERAGE	1.38%		\$ 374,806,366.08	\$ 75,286,726.95	\$ (82,325,707.43)	\$ 367,767,385.60	\$ 374,553,091.81	\$ (8,438,151.86)	\$ 366,114,939.95

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**Allocation
August 31, 2022
Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
Prosperity Bank MMA	\$ —	\$ —	\$ —	\$ —	\$ —
PNC Bank MMA - Operating	26,893,145.60	26,893,145.60	—	—	—
PNC Bank MMA - Payroll	140,835.18	140,835.18	—	—	—
PNC Bank MMA - Student	681,977.04	681,977.04	—	—	—
PNC Bank - Federal Draw Down	747.79	747.79	—	—	—
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	4,253,925.25	—	—	—	4,253,925.25
PNC Bank - Construction E&G Transfer	4,227,285.82	—	4,227,285.82	—	—
Texas Regional Bank MMA - Constr. E&G Transfer	12,029,924.38	—	12,029,924.38	—	—
Veritex Bank MMA	3,681,962.03	—	3,681,962.03	—	—
NexBank MMA	41,787,068.43	30,611,658.77	10,034,770.88	—	1,140,638.78
TexPool LGIP	1,629,024.44	—	992,986.73	—	636,037.71
09/01/22—Prosperity Bank CD	332,355.84	—	—	332,355.84	—
09/15/22—Texas Regional Bank CD	8,041,976.41	8,041,976.41	—	—	—
09/15/22—Bank OZK CD	4,020,652.27	4,020,652.27	—	—	—
10/14/22—Texas Regional Bank CD	6,034,187.17	6,034,187.17	—	—	—
10/14/22—Allegiance Bank CD	2,010,428.70	2,010,428.70	—	—	—
10/14/22—Prosperity Bank CD	4,005,493.82	—	4,005,493.82	—	—
10/15/22—Texas Regional Bank CD	2,008,799.00	2,008,799.00	—	—	—
10/17/22—Texas Regional Bank CD	5,004,863.22	5,004,863.22	—	—	—
11/15/22—Texas Regional Bank CD	4,022,793.66	4,022,793.66	—	—	—
11/15/22—Texas Regional Bank CD	6,026,397.01	6,026,397.01	—	—	—
11/15/22—Bank OZK CD	4,012,881.55	4,012,881.55	—	—	—
11/30/22—East West Bank CD	3,779,331.20	—	3,779,331.20	—	—
12/15/22—Texas Regional Bank CD	10,059,984.99	10,059,984.99	—	—	—
12/15/22—Texas Regional Bank CD	5,004,863.22	5,004,863.22	—	—	—
03/15/23—Prosperity Bank CD	2,002,746.92	2,002,746.92	—	—	—
03/15/23—Texas Regional Bank CD	5,015,635.97	5,015,635.97	—	—	—
03/15/23—Bank OZK CD	4,012,881.55	4,012,881.55	—	—	—
04/14/23—Prosperity Bank CD	4,005,493.82	—	4,005,493.82	—	—
04/14/23—Texas Regional Bank CD	10,033,777.06	10,033,777.06	—	—	—
05/07/23—Texas Regional Bank CD	10,023,858.31	10,023,858.31	—	—	—
06/02/23—Bank OZK CD	5,046,827.86	5,046,827.86	—	—	—
06/15/23—Veritex Bank CD	10,020,015.00	10,020,015.00	—	—	—
07/14/23—Veritex Bank CD	8,016,012.00	8,016,012.00	—	—	—
07/14/23—Bank OZK CD	5,009,057.51	5,009,057.51	—	—	—

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Allocation
August 31, 2022
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
07/14/23–East West Bank CD	5,020,244.16	–	5,020,244.16	–	–
07/31/23–US Treasury	10,227,442.63	–	–	–	10,227,442.63
08/15/23–Texas Regional Bank CD	5,006,360.23	5,006,360.23	–	–	–
08/15/23–Bank OZK CD	5,010,059.27	5,010,059.27	–	–	–
09/15/23–Veritex Bank CD	10,022,900.51	10,022,900.51	–	–	–
10/17/23–FHLMC	10,043,680.93	10,043,680.93	–	–	–
10/31/23–US Treasury	4,920,642.40	4,920,642.40	–	–	–
11/06/23–FHLMC	9,791,316.74	9,791,316.74	–	–	–
11/30/23–US Treasury	4,944,731.97	4,944,731.97	–	–	–
12/08/23–FHLB	10,017,144.23	10,017,144.23	–	–	–
02/15/24–US Treasury	10,065,956.32	10,065,956.32	–	–	–
03/24/24–FAMCA	10,000,000.00	10,000,000.00	–	–	–
04/29/24–FAMCA	10,000,000.00	10,000,000.00	–	–	–
05/03/24–FFCB	9,257,154.71	9,257,154.71	–	–	–
05/31/24–US Treasury	2,996,922.63	2,996,922.63	–	–	–
06/14/24–FHLB	12,561,003.39	12,561,003.39	–	–	–
07/15/24–FFCB	15,004,615.46	15,004,615.46	–	–	–
Totals	\$ 367,767,385.60	\$ 303,399,492.55	\$ 47,777,492.84	\$ 332,355.84	\$ 16,258,044.37

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Allocation
August 31, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
Prosperity Bank MMA	\$ –	\$ –	\$ –	\$ –	\$ –
PNC Bank MMA - Operating	26,893,145.60	26,893,145.60	–	–	–
PNC Bank MMA - Payroll	140,835.18	140,835.18	–	–	–
PNC Bank MMA - Student	681,977.04	681,977.04	–	–	–
PNC Bank - Federal Draw Down	747.79	747.79	–	–	–
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	4,253,925.25	–	–	–	4,253,925.25
PNC Bank - Construction E&G Transfer	4,227,285.82	–	4,227,285.82	–	–
Texas Regional Bank MMA - Constr. E&G Transfer	12,029,924.38	–	12,029,924.38	–	–
Veritex Bank MMA	3,681,962.03	–	3,681,962.03	–	–
NexBank MMA	41,787,068.43	30,611,658.77	10,034,770.88	–	1,140,638.78
TexPool LGIP	1,629,024.44	–	992,986.73	–	636,037.71
09/01/22–Prosperity Bank CD	332,355.84	–	–	332,355.84	–
09/15/22–Texas Regional Bank CD	8,041,976.41	8,041,976.41	–	–	–
09/15/22–Bank OZK CD	4,020,652.27	4,020,652.27	–	–	–
10/14/22–Texas Regional Bank CD	6,034,187.17	6,034,187.17	–	–	–
10/14/22–Allegiance Bank CD	2,010,428.70	2,010,428.70	–	–	–
10/14/22–Prosperity Bank CD	4,005,493.82	–	4,005,493.82	–	–
10/15/22–Texas Regional Bank CD	2,008,799.00	2,008,799.00	–	–	–
10/17/22–Texas Regional Bank CD	5,004,863.22	5,004,863.22	–	–	–
11/15/22–Texas Regional Bank CD	4,022,793.66	4,022,793.66	–	–	–
11/15/22–Texas Regional Bank CD	6,026,397.01	6,026,397.01	–	–	–
11/15/22–Bank OZK CD	4,012,881.55	4,012,881.55	–	–	–
11/30/22–East West Bank CD	3,779,331.20	–	3,779,331.20	–	–
12/15/22–Texas Regional Bank CD	10,059,984.99	10,059,984.99	–	–	–
12/15/22–Texas Regional Bank CD	5,004,863.22	5,004,863.22	–	–	–
03/15/23–Prosperity Bank CD	2,002,746.92	2,002,746.92	–	–	–
03/15/23–Texas Regional Bank CD	5,015,635.97	5,015,635.97	–	–	–
03/15/23–Bank OZK CD	4,012,881.55	4,012,881.55	–	–	–
04/14/23–Prosperity Bank CD	4,005,493.82	–	4,005,493.82	–	–
04/14/23–Texas Regional Bank CD	10,033,777.06	10,033,777.06	–	–	–
05/07/23–Texas Regional Bank CD	10,023,858.31	10,023,858.31	–	–	–
06/02/23–Bank OZK CD	5,046,827.86	5,046,827.86	–	–	–
06/15/23–Veritex Bank CD	10,020,015.00	10,020,015.00	–	–	–
07/14/23–Veritex Bank CD	8,016,012.00	8,016,012.00	–	–	–
07/14/23–Bank OZK CD	5,009,057.51	5,009,057.51	–	–	–

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Allocation
August 31, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
07/14/23–East West Bank CD	5,020,244.16	–	5,020,244.16	–	–
07/31/23–US Treasury	10,185,819.00	–	–	–	10,185,819.00
08/15/23–Texas Regional Bank CD	5,006,360.23	5,006,360.23	–	–	–
08/15/23–Bank OZK CD	5,010,059.27	5,010,059.27	–	–	–
09/15/23–Veritex Bank CD	10,022,900.51	10,022,900.51	–	–	–
10/17/23–FHLMC	9,830,340.00	9,830,340.00	–	–	–
10/31/23–US Treasury	4,897,265.00	4,897,265.00	–	–	–
11/06/23–FHLMC	9,625,750.00	9,625,750.00	–	–	–
11/30/23–US Treasury	4,920,510.00	4,920,510.00	–	–	–
12/08/23–FHLB	9,837,780.00	9,837,780.00	–	–	–
02/15/24–US Treasury	9,899,610.00	9,899,610.00	–	–	–
03/24/24–FAMCA	9,829,150.00	9,829,150.00	–	–	–
04/29/24–FAMCA	9,828,210.00	9,828,210.00	–	–	–
05/03/24–FFCB	9,114,843.26	9,114,843.26	–	–	–
05/31/24–US Treasury	2,951,601.00	2,951,601.00	–	–	–
06/14/24–FHLB	12,349,087.50	12,349,087.50	–	–	–
07/15/24–FFCB	14,908,200.00	14,908,200.00	–	–	–
Totals	\$ 366,114,939.95	\$ 301,788,670.53	\$ 47,777,492.84	\$ 332,355.84	\$ 16,216,420.74

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Allocation
May 31, 2022
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
Prosperity Bank MMA	\$ 30,032,337.39	\$ 13,011,223.36	\$ 12,015,254.78	\$ –	\$ 5,005,859.25
PNC Bank MMA - Operating	31,707,464.69	31,707,464.69	–	–	–
PNC Bank MMA - Payroll	177,278.83	177,278.83	–	–	–
PNC Bank MMA - Student	688,362.45	688,362.45	–	–	–
PNC Bank - Federal Draw Down	12.10	12.10	–	–	–
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	8,074,302.08	–	–	–	8,074,302.08
PNC Bank - Construction E&G Transfer	5,692,227.97	–	5,692,227.97	–	–
Texas Regional Bank MMA - Constr. E&G Transfer	12,007,389.07	–	12,007,389.07	–	–
Veritex Bank MMA	3,667,659.83	–	3,667,659.83	–	–
NexBank MMA	31,614,112.26	30,478,437.48	–	–	1,135,674.78
TexPool LGIP	1,622,605.09	–	989,073.74	–	633,531.35
06/15/22–Texas Regional Bank CD	1,007,557.94	1,007,557.94	–	–	–
06/15/22–Bank OZK CD	5,028,347.30	5,028,347.30	–	–	–
06/15/22–PNC Bank CD	4,016,692.21	4,016,692.21	–	–	–
07/15/22–Bank OZK CD	3,013,354.41	3,013,354.41	–	–	–
07/15/22–Allegiance Bank CD	7,010,448.31	7,010,448.31	–	–	–
07/31/22–East West Bank CD	12,020,255.80	–	–	–	12,020,255.80
08/15/22–Texas Regional Bank CD	1,004,361.00	1,004,361.00	–	–	–
08/15/22–Texas Regional Bank CD	2,006,023.23	2,006,023.23	–	–	–
08/15/22–Bank OZK CD	3,013,354.41	3,013,354.41	–	–	–
08/15/22–Allegiance Bank CD	4,005,970.45	4,005,970.45	–	–	–
09/01/22–Prosperity Bank CD	332,230.21	–	–	332,230.21	–
09/15/22–Texas Regional Bank CD	8,034,888.10	8,034,888.10	–	–	–
09/15/22–Bank OZK CD	4,017,805.89	4,017,805.89	–	–	–
10/14/22–Texas Regional Bank CD	6,028,413.11	6,028,413.11	–	–	–
10/14/22–Allegiance Bank CD	2,008,926.13	2,008,926.13	–	–	–
10/14/22–Prosperity Bank CD	4,003,979.80	–	4,003,979.80	–	–
10/15/22–Texas Regional Bank CD	2,007,028.42	2,007,028.42	–	–	–
10/17/22–Texas Regional Bank CD	5,003,223.81	5,003,223.81	–	–	–
11/15/22–Texas Regional Bank CD	4,018,986.08	4,018,986.08	–	–	–
11/15/22–Texas Regional Bank CD	6,021,085.26	6,021,085.26	–	–	–
11/15/22–Bank OZK CD	4,010,444.90	4,010,444.90	–	–	–
11/30/22–East West Bank CD	3,777,140.85	–	3,777,140.85	–	–
12/15/22–Texas Regional Bank CD	10,049,962.56	10,049,962.56	–	–	–
12/15/22–Texas Regional Bank CD	5,003,223.81	5,003,223.81	–	–	–

South Texas College

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Allocation
May 31, 2022
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/15/23–Prosperity Bank CD	2,001,989.91	2,001,989.91	–	–	–
03/15/23–Texas Regional Bank CD	5,012,511.73	5,012,511.73	–	–	–
03/15/23–Bank OZK CD	4,010,444.90	4,010,444.90	–	–	–
04/14/23–Prosperity Bank CD	4,003,979.80	–	4,003,979.80	–	–
04/14/23–Texas Regional Bank CD	10,027,027.36	10,027,027.36	–	–	–
05/07/23–Texas Regional Bank CD	10,018,862.60	10,018,862.60	–	–	–
06/02/23–Bank OZK CD	5,043,763.39	5,043,763.39	–	–	–
06/15/23–Veritex Bank CD	10,015,021.21	10,015,021.21	–	–	–
07/14/23–Veritex Bank CD	8,012,016.97	8,012,016.97	–	–	–
07/14/23–Bank OZK CD	5,006,772.98	5,006,772.98	–	–	–
08/15/23–Texas Regional Bank CD	5,004,215.96	5,004,215.96	–	–	–
08/15/23–Bank OZK CD	5,007,521.88	5,007,521.88	–	–	–
09/15/23–Veritex Bank CD	10,016,587.37	10,016,587.37	–	–	–
10/17/23–FHLMC	10,053,434.92	10,053,434.92	–	–	–
11/06/23–FHLMC	9,746,874.94	9,746,874.94	–	–	–
12/08/23–FHLB	10,020,543.51	10,020,543.51	–	–	–
02/15/24–T-Note	10,077,340.90	10,077,340.90	–	–	–
03/24/24–FAMCA	10,000,000.00	10,000,000.00	–	–	–
04/29/24–FAMCA	10,000,000.00	10,000,000.00	–	–	–
Totals	\$ 374,806,366.08	\$ 301,447,806.77	\$ 46,156,705.84	\$ 332,230.21	\$ 26,869,623.26

South Texas College

Valley View Consulting, L.L.C.

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Allocation
May 31, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
Prosperity Bank MMA	\$ 30,032,337.39	\$ 13,011,223.36	\$ 12,015,254.78	\$ –	\$ 5,005,859.25
PNC Bank MMA - Operating	31,707,464.69	31,707,464.69	–	–	–
PNC Bank MMA - Payroll	177,278.83	177,278.83	–	–	–
PNC Bank MMA - Student	688,362.45	688,362.45	–	–	–
PNC Bank - Federal Draw Down	12.10	12.10	–	–	–
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	8,074,302.08	–	–	–	8,074,302.08
PNC Bank - Construction E&G Transfer	5,692,227.97	–	5,692,227.97	–	–
Texas Regional Bank MMA - Constr. E&G Transfer	12,007,389.07	–	12,007,389.07	–	–
Veritex Bank MMA	3,667,659.83	–	3,667,659.83	–	–
NexBank MMA	31,614,112.26	30,478,437.48	–	–	1,135,674.78
TexPool LGIP	1,622,605.09	–	989,073.74	–	633,531.35
06/15/22–Texas Regional Bank CD	1,007,557.94	1,007,557.94	–	–	–
06/15/22–Bank OZK CD	5,028,347.30	5,028,347.30	–	–	–
06/15/22–PNC Bank CD	4,016,692.21	4,016,692.21	–	–	–
07/15/22–Bank OZK CD	3,013,354.41	3,013,354.41	–	–	–
07/15/22–Allegiance Bank CD	7,010,448.31	7,010,448.31	–	–	–
07/31/22–East West Bank CD	12,020,255.80	–	–	–	12,020,255.80
08/15/22–Texas Regional Bank CD	1,004,361.00	1,004,361.00	–	–	–
08/15/22–Texas Regional Bank CD	2,006,023.23	2,006,023.23	–	–	–
08/15/22–Bank OZK CD	3,013,354.41	3,013,354.41	–	–	–
08/15/22–Allegiance Bank CD	4,005,970.45	4,005,970.45	–	–	–
09/01/22–Prosperity Bank CD	332,230.21	–	–	332,230.21	–
09/15/22–Texas Regional Bank CD	8,034,888.10	8,034,888.10	–	–	–
09/15/22–Bank OZK CD	4,017,805.89	4,017,805.89	–	–	–
10/14/22–Texas Regional Bank CD	6,028,413.11	6,028,413.11	–	–	–
10/14/22–Allegiance Bank CD	2,008,926.13	2,008,926.13	–	–	–
10/14/22–Prosperity Bank CD	4,003,979.80	–	4,003,979.80	–	–
10/15/22–Texas Regional Bank CD	2,007,028.42	2,007,028.42	–	–	–
10/17/22–Texas Regional Bank CD	5,003,223.81	5,003,223.81	–	–	–
11/15/22–Texas Regional Bank CD	4,018,986.08	4,018,986.08	–	–	–
11/15/22–Texas Regional Bank CD	6,021,085.26	6,021,085.26	–	–	–
11/15/22–Bank OZK CD	4,010,444.90	4,010,444.90	–	–	–
11/30/22–East West Bank CD	3,777,140.85	–	3,777,140.85	–	–
12/15/22–Texas Regional Bank CD	10,049,962.56	10,049,962.56	–	–	–
12/15/22–Texas Regional Bank CD	5,003,223.81	5,003,223.81	–	–	–

South Texas College

Valley View Consulting, L.L.C.

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Allocation
May 31, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/15/23-Prosperity Bank CD	2,001,989.91	2,001,989.91	-	-	-
03/15/23-Texas Regional Bank CD	5,012,511.73	5,012,511.73	-	-	-
03/15/23-Bank OZK CD	4,010,444.90	4,010,444.90	-	-	-
04/14/23-Prosperity Bank CD	4,003,979.80	-	4,003,979.80	-	-
04/14/23-Texas Regional Bank CD	10,027,027.36	10,027,027.36	-	-	-
05/07/23-Texas Regional Bank CD	10,018,862.60	10,018,862.60	-	-	-
06/02/23-Bank OZK CD	5,043,763.39	5,043,763.39	-	-	-
06/15/23-Veritex Bank CD	10,015,021.21	10,015,021.21	-	-	-
07/14/23-Veritex Bank CD	8,012,016.97	8,012,016.97	-	-	-
07/14/23-Bank OZK CD	5,006,772.98	5,006,772.98	-	-	-
08/15/23-Texas Regional Bank CD	5,004,215.96	5,004,215.96	-	-	-
08/15/23-Bank OZK CD	5,007,521.88	5,007,521.88	-	-	-
09/15/23-Veritex Bank CD	10,016,587.37	10,016,587.37	-	-	-
10/17/23-FHLMC	9,949,480.00	9,949,480.00	-	-	-
11/06/23-FHLMC	9,707,150.00	9,707,150.00	-	-	-
12/08/23-FHLB	9,964,340.00	9,964,340.00	-	-	-
02/15/24-T-Note	10,053,520.00	10,053,520.00	-	-	-
03/24/24-FAMCA	9,973,970.00	9,973,970.00	-	-	-
04/29/24-FAMCA	9,996,460.00	9,996,460.00	-	-	-
Totals	\$ 374,553,091.81	\$ 301,194,532.50	\$ 46,156,705.84	\$ 332,230.21	\$ 26,869,623.26

Investment Policy Compliance
August 31, 2022

Authorized Investments	Maximum %	Actual Market Value	% of Portfolio	Status
U.S. Treasury Bills/Notes/Bonds	100%	\$ 32,854,805	9.0%	Pass
U.S. Agencies and Instrumentalities	100%	85,323,361	23.3%	Pass
States, Counties, Cities and Other	25%	-	0.0%	N/A
Financial Institution Deposits	100%	246,307,750	67.3%	Pass
Government Money Market Mutual Funds	25%	-	0.0%	N/A
Eligible Investment Pools	50%	1,629,024	0.4%	Pass
Total		\$ 366,114,939.95	100.0%	

Discussion and Action as Necessary Regarding Student Record Holds Stemming from Delinquent Accounts

On October 12, 2022, the following organizations issued a joint statement encouraging institutions of higher education to reconsider a long-standing, widespread practice of withholding transcripts from students with outstanding balances owed to the College:

Achieving the Dream
ACPA-College Student Educators International
American Association of Colleges and Universities
American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Association of University Professors
American Council on Education
American Indian Higher Education Consortium
APPA, "Leadership in Educational Facilities"
Association of Community College Trustees
Association of Governing Boards of Universities and Colleges
Career Education Colleges and Universities
Common App
Council for Higher Education Accreditation
Council for Opportunity in Education
HACU
NASPA - Student Affairs Administrators in Higher Education
National Association for College Admission Counseling
National Association of College and University Business Officers
National Association of Colleges and Employers
National Association of Student Financial Aid Administrators
UPCEA

Administration has reviewed the attached joint statement, and requests Board authorization and support to develop a strategic approach for South Texas College to support students who owe amounts within specific thresholds to the institution. The idea would be to allow access to student records, and perhaps even allow registration for classes to continue at South Texas College, for eligible students.

Any change would require, at the minimum, revisions to Policy #5537: Collection of Delinquent Accounts. This policy currently prohibits any release of student records or registration for classes for students with an outstanding balance, though a provision is provided for students with a payment plan in good standing.

Administration requests Board approval to demonstrate the College's support for the national impetus to remove barriers that inhibit students from continuing their educational studies or leveraging earned credentials for employment.

Administration will review the impact that this policy change would have on efforts to encourage student responsibility and accountability for outstanding balances to the College, and will develop appropriate policy revision recommendations and supporting procedures for a proportionate response to outstanding student balances.

The subsequent policy revisions and procedures would be presented to the Board for review and 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 authorizes and supports administration in the development of policy revisions and procedures as necessary to support students with outstanding balances as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Joint Statement by Higher Education Associations on Importance of Clear, Fair Transcript Withholding Policies

Oct. 12, 2022

The American Council on Education (ACE) and the undersigned higher education associations urge our member institutions, and the leaders of all colleges and universities in this country, to have a clear understanding of institutional policies regarding transcript and enrollment holds, and be prepared to explain how they determined these policies to be effective and fair.

We take extremely seriously the recent Consumer Financial Protection Bureau (CFPB) [report](#) that included “supervisory findings” on problems the Bureau identified with student loan servicing. We paid close attention to the finding by the CFPB identifying the practice of institutions withholding transcripts from current or former students as a top concern. Specifically, the CFPB “determined that blanket policies to withhold transcripts in connection with an extension of credit are abusive under the Consumer Financial Protection Act” and the CFPB “directed institutional lenders to cease this practice.”

We note that over the past several years national higher education organizations have called on institutional leaders to closely examine their policies on withholding transcripts, determine under what circumstances such policies may be contributing to existing inequities in higher education, and, if so, take steps to amend those policies to the extent they are not bound by relevant state laws or other external rules or regulations. In particular, withholding transcripts from, or placing enrollment holds on, students who owe de minimis amounts of money to an institution can be harmful to students and counter-productive to institutional goals.

The American Association of Collegiate Registrars and Admissions Officers (AACRAO), in its [2020 white paper](#) “Stranded Credits: Another Perspective on the Lost Credits Story,” recommended reconsidering the practice of withholding a transcript for an outstanding balance of \$25 or less. It noted that institutions might establish an internal fund to eliminate these small debts or develop debt elimination and debt forgiveness programs if none exists. Regardless of the steps an institution takes to remove unnecessary barriers, colleges and universities should make their policies on transcript holds clear for students to access and understand and provide a formal avenue for students to appeal a transcript hold, the AACRAO report recommended.

A [2021 report](#) by ACE’s National Task Force on the Transfer and Award of Credit recommended that institutions adjust their policies to remove unnecessary obstacles that prevent students from accessing their education at another college or university. “Institutional policies for withholding transcripts should reflect a proportionate response, and transcripts should only be withheld for the most severe situations and as a last resort, not in the ordinary course of business,” stated the Task Force report. “Institutions are encouraged to consider adopting policies that make clear transcripts will not be withheld for outstanding balances of less than a specified amount.”

In addition, a [2022 joint statement](#) by AACRAO and the National Association of College and

University Business Officers notes that an examination of institutional policies regarding transcript holds shows them to often be vague and unclear. That statement noted that while administrative-process holds can be carried out effectively, they “should not be tied to trivial or minor debt compared to the overall fees already paid to the institution by the student” lest a hold become a “stop sign rather than a yield sign.”

Clearly, some institutions still have work to do in this area, and the CFPB’s heightened scrutiny follows years of increased attention to transcript withholding policies by the public and policymakers. A number of states have barred the practice, and legislation has been introduced in Congress that would impose similar limitations. Secretary of Education Miguel Cardona has publicly [declared](#) that “institutional leaders must embrace long-term change. That means evaluating longstanding institutional policies that block retention and completion for our most underserved students, such as enrollment and transcript holds for students with unpaid balances.”

The CFPB findings and possible enforcement actions are likely to affect a large number of institutions. While the CFPB has previously considered its oversight authority to be limited to situations in which institutions make private student loans directly to their students, in these findings the CFPB expands the scope of institutional lending to include situations in which “institutions also extend credit for postsecondary education through products like deferred tuition or tuition payment plans.” Given the widespread use of tuition payment plans across campuses, the CFPB findings will have a broad impact across higher education.

We urge all college and university institutional and system leaders to review their existing transcript-hold policies and consider how they might be revised to address inequities, improve educational access and better serve their students. We will continue to work with our institutions to make progress on this important issue and ensure that all students are served fairly and effectively.

On behalf of:

Achieving the Dream

ACPA-College Student Educators International

American Association of Colleges and Universities

American Association of Collegiate Registrars and Admissions Officers

American Association of Community Colleges

American Association of University Professors

American Council on Education

American Indian Higher Education Consortium

APPA, “Leadership in Educational Facilities”

Association of Community College Trustees

Association of Governing Boards of Universities and Colleges

Career Education Colleges and Universities

Common App

Council for Higher Education Accreditation

Council for Opportunity in Education

HACU

NASPA - Student Affairs Administrators in Higher Education

National Association for College Admission Counseling

National Association of College and University Business Officers

National Association of Colleges and Employers

National Association of Student Financial Aid Administrators

UPCEA

Review of Presentation to the Education and Workforce Development Committee:

a) Discussion of School District Partnerships and Services Offered by South Texas College

South Texas College is a state and national leader in pioneering partnerships with school districts within its region.

The College offers the first dual credit program in the State of Texas accredited by the National Alliance of Concurrent Education Programs (NACEP), which attests to the rigor of higher education opportunities to enrolled students and the value provided to families. These dual credit programs take form in four different models:

1. Dual Credit Courses
2. Career & Technical Education Programs
3. Designated High Schools
4. Academy Programs

The College also offers robust Continuing Education opportunities to help school districts prepare students for industry-based certifications that prepare students for skilled work and meaningful career paths. For many of these programs, the College has also incorporated non-credit to credit pathways to provide significant advantages and opportunities for students to further develop skills and earnings.

As of Fall 2022, South Texas College partners with 21 school districts at 70 high school sites across Hidalgo and Starr Counties, and has additional partnerships developing outside of this immediate region, and including partnerships in Mexico to provide South Texas College's high-quality dual credit programs to international students.

These school districts serve vastly different communities, and have highly individualized needs. While South Texas College offers great value to its partners, school districts are continually sought out by competing private, for-profit, and public institutions.

Several Trustees have requested more information on how they might assist the College in outreach to our school district partners, to promote better relations and increase enrollment opportunities across the region.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, and Mrs. Olivia De La Rosa, Director of Professional and Workforce Education, led a discussion with the Committee to outline the current status of school district partnerships, including:

- A series of meetings scheduled throughout the year with partnering school district leadership;
- Ongoing collaboration and supportive strategies to support current partnerships and increase student success; and,
- Engagement strategies and resources to support South Texas College Trustees in advocacy for the College's partnerships with school districts and within the community at large.

As part of the discussion, Dr. De Leon and Ms. De La Rosa reviewed a sample of resources that were currently available to share with Trustees, and solicited feedback on what other resources or strategies the Trustees would recommend for further development.

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.

Items b, c, d, and e have been updated to ensure the same estimated count of employees is used consistently across each item. During the Committee presentations, estimates varied due to rounding differences as each item was separately developed.

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 Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements
- b. Approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP)
- c. Approval of a Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees
- d. Approval to Use Unrestricted Funds for a Retention Payment for Regular and Temporary Full-Time and Part-Time Employees
- e. Approval of Proposed Budget Amendment for FY 2022 – 2023
- f. Approval to Revise Policy #5120: Investment Policy and Investment Strategy Statement
- g. Approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

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 Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements

Administration requests Board approval of the following award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

A. Award of Proposals

1) Catering Services (Award)

Award the proposal for catering services for the period beginning November 28, 2022 through November 27, 2023 with two one-year options to renew, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
All Affairs and Occasions (Elsa, TX) (New)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX) (New)
Pappa's Pizza, Inc. (Alton, TX) (New)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)
Pineapple Ninjaz, LLC. (Penitas, TX) (New)	Rise & Shine Café (McAllen, TX) (New)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (Brownsville, TX) (New)

Purpose, Justification, and Benefit – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community.

The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2023 and issued to fifteen (15) vendors. Ten (10) responses were received on September 28, 2022 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in various auxiliary budgets for FY 2022 – 2023.

2) Equipment Rental Services (Award)

Award the proposal for equipment rental services to **Backstage Productions, LLC.** (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023

with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – Student Services – Graduation, Student Activities, and the Office of Public Relations and Marketing rent various types of equipment, tables, chairs, linens, lighting, audio systems, and stages for various College events.

The rental services will be used for South Texas College sponsored events and student events at all campuses.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to four (4) vendors. Two (2) responses were received on September 28, 2022 and reviewed by Purchasing Department. One (1) vendor did not submit the required documents, therefore was not considered.

Funds for this expenditure are budgeted in Student Services – Graduation, Student Activities, and the Office of Public Relations and Marketing budgets for FY 2022 – 2023.

3) Fire Suppression Systems Service (Award)

Award the proposal for fire suppression systems service for the period beginning November 29, 2022 through November 28, 2023 with two one-year options to renew, at an estimated amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	1st FP McAllen, LLC. (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	1st FP McAllen, LLC. (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00

Purpose, Justification and Benefit – Facilities Operations and Maintenance is requesting fire suppression systems service and repairs for all campuses district-wide.

The building fire suppression systems are inspected and repaired on an annual basis, which includes the fire alarm system, fire sprinkler system, kitchen hoods, and portable fire extinguishers.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to nine (9) vendors. Three (3) responses were received on September 21, 2022 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

4) In-Store Purchase of Materials and Supplies (Award)

Award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2022 through November 26, 2023 with two one-year options to renew, at an estimated amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose, Justification, and Benefit – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses for faculty, staff, students, and the community.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to two (2) vendors. Two (2) responses were received on September 28, 2022 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2022 – 2023.

B. Rejection of Qualifications

5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject)

Reject the qualifications of two (2) responses that were received for civil engineering services for the subdivision plat for Pecan Campus West property project. The request for qualifications must be re-issued to include the appropriate requirements per the Code of Federal Regulations 2-CFR-200.320 – Methods of Procurement provisions, which were not included in the original request for qualifications.

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

6) Admission Assessment Exams (Purchase)

Purchase admission assessment exams from **Elsevier, Inc.** (New York NY), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$119,600.00.

Purpose, Justification, and Benefit – The Student Assessment Center is anticipating to purchase up to eighteen hundred (2,600) Registered Nurse Admission Assessment Exams which will be used through the Fall 2022, Spring 2023, and Summer 2023 semesters.

These assessments and preparation products improve student performance, promote clinical judgement, and help students achieve higher levels of success.

Funds for this expenditure are budgeted in the Testing Center budget for FY 2022 – 2023.

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

7) Chiller Maintenance Agreement and Repair Services (Purchase)

Purchase a chiller maintenance agreement and repair services from **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX) (New), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2022 through November 20, 2023, at an annual total amount of \$57,784.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The estimated total amount is \$137,784.00.

Purpose, Justification, and Benefit – Facilities Operations and Maintenance is requesting to purchase a chiller maintenance agreement and as needed repairs services for the air-cooled and water-cooled chillers districtwide.

The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

- Quarterly Inspections – 18 Chillers
 - ⇒ Check refrigerant circuit for leaks
 - ⇒ Check operating pressures and temperatures
 - ⇒ Oil Analysis
 - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
 - ⇒ Operating Controls
 - ⇒ Inspect thermal insulation for integrity
 - ⇒ Clean condenser tubes

⇒ Clean control panel interior

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

8) Purchase of Materials and Supplies (Purchase)

Purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning November 27, 2022 through August 31, 2023, at an estimated amount of \$70,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

Funds for this expenditure are budgeted in the various requesting budgets for FY 2022 – 2023.

9) Purchase of Law Enforcement Vehicles (Purchase)

Purchase of law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total amount of \$88,750.00.

Purpose, Justification, and Benefit – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles that will serve all the college campuses.

The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all college campuses. These new vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs.

Funds for this expenditure are budgeted in the STC Police budget for FY 2022 – 2023.

10) Depository Bank Services Agreement (Renewal)

Renew the depository bank services agreement with **PNC Bank** (formerly BBVA Compass) (McAllen, TX) for the period beginning February 1, 2023 through January 31, 2025, with a minimal cost to the College.

Purchase, Justification, and Benefit – The Business Office is requesting to renew the depository bank services agreement for an additional two years period.

PNC Bank does not charge for most services, including wire transfers, book transfers, ACH transactions, stop payments, balance reporting, positive pay, and account reconciliation. Interest bearing accounts have an Annual Percentage Yield Earned (APYE) of 1.00. The bank does not offer Certificates of Deposit (CD).

Background – The Board awarded the contract for the depository bank services at the October 27, 2020 Board of Trustees meeting for two years with three two-year renewals. The first renewal period begins February 1, 2023 and ends January 31, 2025.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	02/01/21 – 1/31/23	3 – two year options
1 st Renewal	10/18/22		02/01/23 – 1/31/25

11) Graduation Caps and Gowns (Renewal)

Renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period January 1, 2023 through December 31, 2023, at an estimated annual amount of \$66,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The Office of Admissions and Records is requesting to purchase graduation caps and gowns, as needed, which will be used to distribute to South Texas College graduates.

The graduation caps and gowns will be used for all South Texas College graduates participating in the May 2023 and December 2023 commencement ceremonies.

Background – The Board awarded the contract for the graduation caps and gowns at the October 27, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins January 1, 2023 and ends December 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	01/01/21 – 12/31/21	2 – one year options
1 st Renewal	10/26/21		01/01/22 – 12/31/22
2 nd Renewal	10/18/22		01/01/23 – 12/31/23

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

Funds for this expenditure are budgeted in the Graduation budget for FY 2022 – 2023 and FY 2023 and 2024 pending Board approval of the budget.

12) HEP Grant Consultant (Renewal)

Renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2023 through January 31, 2024, at an estimated amount of \$60,000.00.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to renew the consultant to develop and conduct a longitudinal study to evaluate the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019 Board of Trustees meeting.

The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) Migrant and Seasonal Farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry recognized certification, a certificate, or a degree program.

Background – The Board awarded the contract for the HEP grant consultant at the January 26, 2021 Board of Trustees meeting for one year with three one-year annual renewals. The second renewal period begins February 1, 2023 and ends January 31, 2024.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	02/01/21 – 1/31/22	3 – three year options
1 st Renewal	11/23/21		02/01/22 – 1/31/23
2 nd Renewal	10/18/22		02/01/23 – 1/31/24

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

13) Merchant Services (Renewal)

Renew the merchant services contract with **PNC Bank Merchant Services** provided by First Data Merchant Services, LLC. (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023, at an estimated total annual amount of \$350,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by the College with credit and debit cards.

The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments, or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 2019 Board of Trustees meeting for one year with three one-year annual renewals. The last renewal period beginnings December 1, 2022 and ends November 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 st Renewal	11/24/20		12/01/20 – 11/30/21
2 nd Renewal	11/23/21		12/01/21 – 11/30/22
3 rd Renewal	10/18/22		12/01/22 – 11/30/23

Funds for this expenditure are budgeted in the Business Office – Credit Card Charge budget for FY 2022 – 2023 and FY 2023 – 2024

14) Signs, Banners, and Related Products (Renewal)

Renew the signs, banners, and related products contracts for the period beginning February 1, 2023 through January 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ana C. Tobias / Satori Display** (McAllen, TX)
- **FedEx Office and Print Services, Inc.** (Plano, TX)
- **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

Purpose, Justification, and Benefit – The Office of Public Relations and Marketing, Facilities Planning and Construction, Student Services, Department of Public Safety, and various other departments are requesting to renew the contracts to purchase signs, banners, and related products for identification purposes and event awareness on an as needed basis only.

The signs, banners, and related products will be used college-wide to promote and market the instructional programs, departments, events, and South Texas College in the community and public schools.

Background – The Board awarded the contract for the signs, banners, and related products at the December 15, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2023 and ends January 31, 2024.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/20	2/01/21 – 1/31/22	2 – one year options
1 st Renewal	11/23/21		2/01/22 – 1/31/23
2 nd Renewal	10/18/22		2/01/23 – 1/31/24

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 various requesting department budgets for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

15) Vehicle Fuel Program (Renewal)

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$160,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The vehicle fuel program is used for College-owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, Information Technology, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount, weekly usage, and daily usage limits
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the agreement, a quarterly rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on the state's average volume and usage, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052. The College has received the following rebates:

Fiscal Year	Amount
2022	\$2,875.87
2021	\$1,828.65
2020	\$2,175.31
2019	\$2,459.42
2018	\$2,584.80
2017	\$1,610.82
2016	\$1,435.84

Funds for this expenditure are budgeted in various programs and department budgets for FY 2022 – 2023.

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

16) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$146,715.58.

All purchase requests for computers and laptops have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new system will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 21 Computers for Architectural and Engineering Design Technology Program
- Staff Computers
 - ⇒ 1 Computer for Counseling and Student Access Services
 - ⇒ 1 Computer for Division of Social and Behavioral Sciences
 - ⇒ 3 Computers for Division of Mathematics, Science, Information Technology, and Bachelor Programs

- Staff Laptops
 - ⇒ 1 Laptop for Patient Care Technician Program
 - ⇒ 1 Laptop for Division of Business Public Safety and Technology
 - ⇒ 2 Laptops for Political Science Program
 - ⇒ 1 Laptop for Distance Learning
- Faculty Laptops
 - ⇒ 1 Laptop for Division of Business Public Safety and Technology
 - ⇒ 2 Patient Care Technician Program
 - ⇒ 1 Laptop for College Success Healthcare Program
 - ⇒ 1 Laptop for Mathematics Program
- Grant Staff Laptops
 - ⇒ 2 Laptops for Office of Institutional Equity
 - ⇒ 4 Laptops for the Office of the President
- Grant Student Laptops
 - ⇒ 50 Laptops for Library Public Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Counseling and Student Access Services, Division of Social and Behavioral Sciences, Patient Care Technician, Division of Business Public Safety and Technology, Division of Mathematics, Science, Information Technology, and Bachelor Programs, Political Science, Distance Learning, College Success Healthcare, Mathematics, and Higher Education Emergency Relief Funds (HEERF) - Grant.

17) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2022, through October 31, 2023, at a total amount of \$204,035.40.

Purpose, Justification, and Benefit - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance, a non-perpetual license that includes upgrades for currently used software products, and to ensure that all of the College-owned computers have copyright complaint software installed. These software licenses are used by faculty, staff, and students for instructional and operational purposes.

The Microsoft campus license agreement includes the following software: Microsoft Enterprise Client Access License (CAL) Suite, CAL for: Office 365 A3 for faculty and staff, and Office 365 A3 for students, Microsoft Exchange Online Advanced Threat Protection for faculty, staff, and students, one hundred seventy (170) Microsoft Windows Server Datacenter Licenses and software assurance, fifteen (15) Microsoft Visual Studio

Professional with MSDN Licenses, four hundred (400) Windows Server Standard Licenses and software assurance, three hundred fifty (350) Microsoft Windows Virtual Desktop Access, one hundred (100) Microsoft Windows Remote Desktop Services Licenses and software assurance, six (6) Microsoft Project Online Premium Subscription Licenses, twenty (20) Power BI Pro Subscription Licenses five (5) Power BI Premium Subscription USL Edu, and three (3) ProjectPro ALNG LicSPAK MVL.

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2022 - 2023.

D. Interlocal Agreements

18) Facility Usage Interlocal Agreements (Lease/Rental)

Lease/rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and **City of McAllen** (McAllen TX), for the period beginning November 18, 2022 through April 16, 2023, at an estimated total amount of \$19,494.00.

Purpose, Justification, and Benefit – The Center for Mexican American Studies and Ballet Folkloric is requesting to lease/rent several facilities for the upcoming events that facilitate student and community engagement through the fine arts.

Aside from helping promote and advance the culture programming at South Texas College, these annual events are done in an effort to promote student engagement and retention.

Date	Location	Event	Amount
11/18/22	City of Edinburg – Edinburg Municipal Auditorium	Amistades Concert Series 2022 – Fall Showcase	\$1,175.00
01/28/23	City of Edinburg – Edinburg Municipal Auditorium	Amistades Concert Series 2023 – Spring Showcase	\$1,175.00
2/9/23 2/10/23	City of McAllen – McAllen Performing Arts Center	Tradiciones 2023 – Annual Concert Series	\$7,350.00
4/15/23 4/16/23	City of McAllen – McAllen Convention Center	South Texas College State Dance Competition – Folklórico & Contemporary Dance Competition	\$9,794.00

Funds for this expenditure are budgeted in the Center of Mexican American Studies and Ballet Folkloric budget for FY 2022 – 2023.

19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental)

Lease/rental of a city vehicle usage interlocal agreement ratification with the **City of McAllen** (McAllen, TX), for the period beginning May 1, 2022 through August 1, 2023, at no cost to the College.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting the city vehicle usage interlocal agreement for the bus driving training program and the ratified of the interlocal agreement.

The interlocal agreement will allow South Texas College to use a city vehicle so students in the two (2) week bus driving program can practice their maneuvers and driving skills in preparation for the skills test to obtain their Class A commercial driver's license which will include the passenger endorsement. The borrowed bus will eliminate the need for the College to purchase a bus thus keeping the program costs low. Classes are scheduled to start every month with a maximum enrollment of four (4) students per class.

Recommendation:

The Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements at a total cost of \$1,911,303.98 as listed below:

A. Award of Proposals

- 1) **Catering Services (Award):** award for proposal for catering services for the period beginning November 28, 2022 through November 27, 2023 with two one-year options to renew, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
All Affairs and Occasions (Elsa, TX) (New)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX) (New)
Pappa's Pizza, Inc. (Alton, TX) (New)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)
Pineapple Ninjaz, LLC. (Penitas, TX) (New)	Rise & Shine Café (McAllen, TX)(New)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (Brownsville, TX) (New)

- 2) **Equipment Rental Services (Award):** award the proposal for equipment rental services to **Backstage Productions, LLC.** (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures:
- 3) **Fire Suppression Systems Service (Award):** award the proposal for fire suppression systems service for the period beginning November 29, 2022 through November 28, 2023 with two one-year options to renew, at an estimated amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00

#	Services	Vendor	Amount
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	1st FP McAllen, LLC. (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	1st FP McAllen, LLC. (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00

- 4) In-Store Purchase of Materials and Supplies (Award):** award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2022 through November 26, 2023 with two one-year options to renew, at an estimated amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

B. Rejection of Qualifications

- 5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject):** reject the qualifications of two (2) responses that were received for civil engineering services for the subdivision plat for Pecan Campus West property project. The request for qualifications must be re-issued to include the appropriate requirements per the Code of Federal Regulations 2-CFR-200.320 – Methods of Procurement provisions, which were not included in the original request for qualifications.

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

- 6) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (New York, NY), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$119,600.00;

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

- 7) Chiller Maintenance Agreement and Repair Services (Purchase):** purchase a chiller maintenance agreement and repair services from **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX) (New), The Interlocal Purchasing System (TIPS) purchasing cooperative and Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning November 21, 2022 through November 20, 2023,

at an annual amount of \$57,784.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The total estimated amount is \$137,784.00;

- 8) Purchase of Materials and Supplies (Purchase):** purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning November 27, 2022 through August 31, 2022, at an estimated amount of \$70,000.00, which is based on prior year expenditures;
- 9) Purchase of Law Enforcement Vehicles (Purchase):** purchase of law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total cost of \$88,750.00;
- 10) Depository Bank Services Agreement (Renewal):** renew the depository bank services agreement with **PNC Bank** (formerly BBVA Compass) (McAllen, TX), for the period beginning February 1, 2023 through January 31, 2025, with a minimal cost to the College;
- 11) Graduation Caps and Gowns (Renewal):** renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2022 through December 31, 2022, at an estimated annual amount of \$66,000.00, which is based on prior year expenditures. The graduation caps and gowns are for the May 2023 and December 2023 ceremonies;
- 12) HEP Grant Consultant (Renewal):** renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2023 through January 31, 2024, at an estimated amount of \$60,000.00;
- 13) Merchant Services (Renewal):** renew the merchant services contract with **PNC Bank Merchant Services** provided by First Data Merchant Services, LLC. (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023, at an estimated total annual amount of \$350,000.00, which is based on prior year expenditures;
- 14) Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2023 through January 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ana C. Tobias / Satori Display** (McAllen, TX)
 - **FedEx Office and Print Services, Inc.** (Plano, TX)
 - **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
 - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- 15) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$160,000.00, which is based on prior year expenditures;

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

- 16) Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$146,715.58;
- 17) Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2022 through October 31, 2023, at a total amount of \$204,035.40;

D. Interlocal Agreements

- 18) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and the **City of McAllen** (McAllen, TX), for the period beginning November 18, 2022 through April 16, 2023, at an estimated total amount of \$19,494.00;
- 19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental):** lease/rental of a city vehicle usage interlocal agreement ratification with the **City of McAllen** (McAllen, TX), for the period beginning May 1, 2022 through August 1, 2023, at no cost to the College.

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 award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements at a total cost of \$1,911,303.98 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP)

Administration requests Board approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and the University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the period of November 1, 2022 through October 31, 2023 at a total estimated amount of \$20,262 with an option to renew annually.

Purpose, Justification, and Benefit – To enter into an interagency contract with the University of Texas Health Science Center at Houston (UTHealth -UTEAP) to provide an Employee Assistance Program (EAP) for Benefit Eligible College employees for resources related to mental health services, work-life services, and leadership development services to resolve some of the gaps in employee benefits that currently exist at South Texas College.

Background – A core value of South Texas College is a commitment to excellence and innovation in teaching, learning, and services. This EAP proposal takes a holistic approach to supporting workplace issues by enhancing employee morale, increasing productivity, and improving quality of life, resulting in providing a better service to students. As such, Administration recommends that South Texas College enter into an interagency contract with the University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the EAP needs of the College. Participation in the Employee Assistance Program (EAP) by College Faculty and Staff is in accordance with Policy #4300, Eligibility for Employee Benefits.

Administration conducted research on employee assistance programs and found that UTEAP meets the College's needs. In addition to providing EAP services to their own employees, UTEAP has been providing Employee Assistance Program services throughout Texas to municipalities, and institutions of higher learning for almost 40 years. Correspondingly, UTEAPs focus on providing supplemental well-being services to institutions of higher education ensures that the College augments employee benefits in a manner that is responsive and reflective of current standards within the industry.

The estimated annual cost of this contract of \$20,262 is for 1,535 full-time employees at a per employee monthly rate of \$1.10.

The Finance and Administrative Services Division evaluated the gap between the College's current workplace benefit structure and desired goals for its future state. The analysis identified three areas that could be supplemented in the College's benefit resources. These unduplicated benefit resources relate to employee mental health

services, work-life resources, and leadership development resources. The supplemental benefit resources as part of this proposal are summarized as follows:

- **Mental Health Services:** With recent national concern about the mental health of students and school staff, providing mental health resources/services to employees provides a valued resource to address workplace stress, fatigue, and life balance issues.
- **Work-Life Services:** Offering work-life service resources (i.e., financial consultations, estate planning resources, identity theft support, etc.) assist employees in dealing with personal and work-related concerns that can increase their stress and lessen their productivity.
- **Leadership Development Services:** A major component for the continued success of the College is the development of faculty and staff. The availability of leadership development service gives employees an instrumental tool to refine their leadership approach, understand their leadership styles, evaluate areas for improvement, and strengthen skills based on identified goals.

Currently, eight of the nine (89 percent) South Texas College peer colleges make an Employee Assistance Program available to their employees. A detail of these findings is outlined in the following table:

Peer College (Per THECB)	EAP Provided	EAP Provider
Alamo CC District	Yes	Deer Oaks
Austin CC	Yes	Deer Oaks
Collin County CC District	Yes	Deer Oaks
Dallas County CC District	Yes	Alliance Work Partners
El Paso CC	No	N/A
Houston CC System	Yes	COMPSYCH
Lone Star College District	Yes	UTHealth - UTEAP
San Jacinto College District	Yes	UTHealth -UTEAP
Tarrant County College District	Yes	Alliance Work Partners

In addition, the services provided through this proposed partnership between South Texas College and the University of Texas Health Science Center at Houston (UTHealth - UTEAP) are currently being used by other colleges and universities, as follows:

Colleges	Universities
Alvin Community College	Baylor College of Medicine
College of the Mainland	Stephen F. Austin State University
Lee College	Rice University
	Texas Southern University

	University of Texas HSC at San Antonio
	University of Texas – Rio Grande Valley
	University of Texas Medical Branch Galveston

Funding Source - Funds for this expenditure are budgeted in the Human Resources Department Employee Wellness budget for FY 2022 - 2023.

Reviewers – The interagency contract was reviewed by Todd Nelson, South Texas College Contract Manager - Purchasing, and by South Texas College's legal counsel, Mr. Jose Guerrero. The suggested revisions provided by Mr. Todd Nelson and Mr. Jose Guerrero have been adopted into the interagency contract presented as part of this packet.

Enclosed Documents – The EAP interagency contract, summary of components, and Employee Assistance Program Executive Summary follows in the packet for the Board's information and review. This document is considered a draft at the time of this publication, since the UTEAP Legal Counsel has not completed their review of the revisions presented by South Texas College. A final contract will be presented at the October 18, 2022, Board meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Director of Human Resources, attended the Committee Meeting to address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the period of November 1, 2022 through October 31, 2023 at a total estimated amount of \$20,262 with an option to renew annually 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 an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the period of November 1, 2022 through October 31, 2023 at a total estimated amount of \$20,262 with an option to renew annually as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

THE STATE OF TEXAS

COUNTY OF HIDALGO

INTERAGENCY COOPERATION CONTRACT

THIS CONTRACT is entered into by and between the State agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of the *Interagency Cooperation Act*, Chapter 771, *Texas Government Code*.

I. CONTRACTING PARTIES:

<i>Receiving Agency:</i>	South Texas College
<i>Agency Address:</i>	2501 W. Pecan Blvd.
<i>City/State/Zip:</i>	McAllen, TX 78501
<i>Agency Contact:</i>	Maria G. Elizondo
<i>Contact Telephone No.:</i>	956-872-3559
<i>FAX No.:</i>	956-872-8304
<i>Contact E-mail:</i>	marye@southtexascollege.edu

<i>Performing Agency:</i>	The University of Texas Health Science Center at Houston
<i>Agency Address:</i>	7000 Fannin, Suite 1670
<i>City/State/Zip:</i>	Houston, TX 77030
<i>Agency Contact:</i>	Monica Guidry, Executive Director UTEAP
<i>Contact Telephone No.:</i>	(713) 500-3321
<i>FAX No.:</i>	(713) 500-3330
<i>Contact E-mail:</i>	Monica.K.Guidry@uth.tmc.edu

II. STATEMENT OF SERVICES TO BE PERFORMED:

See Exhibit A - Summary of Components for a listing of services to be performed.

Unless otherwise expressly stated in the Contract, all representations, claims, warranties, descriptions and services set forth in the Employee Assistance Program Executive Summary for South Texas College, dated September 16, 2022 which is attached hereto as Exhibit "B" and prepared by performing Agency, are incorporated herein by reference for all purposes.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS:

Cost will be billed monthly at a per employeeper month(PEPM) rate of \$1.10 PEPM. The initial employee count will be provided by Receiving Agency upon execution of this Contract and will be updated annually and the PEMP will be adjusted accordingly via an amendment to this Contract.

IV. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.

Payments for services performed shall be billed: **monthly**. Electronic wire transfer is the preferred method of payment.

V. TERM OF CONTRACT:

This Contract is to begin November 1, 2022 and shall remain in effect until canceled as provided for herein.

VI. OTHER PROVISIONS, IF ANY:

- The Contract may be canceled by either party by giving 60 days written notice to the other party of its intention to terminate. The Receiving Agency shall remain liable for prorated monies outstanding as of the date of termination.
- The Receiving Agency shall pay the Performing Agency on a monthly basis for services rendered under this Contract. Payment shall be made within 30 days after receipt of billing. Reimbursement shall be made payable as designated on billings received from the Performing Agency.
- All notices, consents, approvals, demands, requests or other communications provided for, or permitted to be given, under any of the provisions of this Contract shall be in writing and shall be deemed to have been duly given or served when delivered by hand delivery or when deposited in the U.S. mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to Receiving Agency: Mary Elizondo
South Texas College
2501 W. Pecan Blvd.
McAllen, TX 78501

If to Performing Agency: Attention: Monica Guidry, Executive Director, UTEAP
The University of Texas Health Science Center at Houston
7000 Fannin, Suite 1670
Houston, TX 77030

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the *Constitution of Texas* to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in: Texas Education Code, Section 130.010 and the current General Appropriation for the biennium.

PERFORMING AGENCY further certifies that it has the authority to contract for the above services by authority granted in: Texas Education Code, Section 65.31 and the current General Appropriation for the biennium.

WITNESS THE DULY AUTHORIZED SIGNATURES of the persons hereinafter set out. The undersigned parties bind themselves to the faithful performance of this contract.

RECEIVING AGENCY	PERFORMING AGENCY
<u>South Texas College</u>	<u>The University of Texas Health Science Center at Houston</u>
(Name of Agency)	Name of Agency
By: _____	By: _____
Authorized Signature	Authorized Signature
<u>Dr. Ricardo J. Solis, President</u>	<u>T. Kevin Dillon, Senior Executive Vice President, Chief Operating Office</u>
Title	Title
Date: _____	Date: _____

Exhibit A -SUMMARY OF COMPONENTS

The annual cost of performance of this Agreement for 1,535 full-time employees is Twenty Thousand Two Hundred Sixty Two and 00/100 Dollars (\$20,262.00). The payment schedule is as follows:

Number of Employees.....	1,535
Total Annual Cost	\$20,262.00
Monthly cost per employee & family	\$1.10
Monthly installments.....	\$1,688.50

Included in the PEPM rate:

Mental Health Services

- ♦ Assessment, referral and short-term counseling (up to 3 sessions per employee/retiree per issue)
- ♦ Management/HR referrals for performance based issues

Legal/Financial/Identity Theft Services

- ♦ Free 30-minute (telephonic or in-person) consultation with an attorney
- ♦ 25% discount on hourly attorney fees for issues requiring representation
- ♦ Toll-free access to qualified financial advisors for a wide variety of financial issues along with supporting educational materials
- ♦ Online access to downloadable legal documents, legal/financial articles, and financial calculators
- ♦ Free 30-minute phone consultation with an identity recovery specialist

WorkLife Services

- ♦ Telephonic access to Child Care/Elder Care/Adoption resources and referrals
- ♦ Consultation, Interactive Tools and Resources for Daily Living issues

Promotional

- ♦ Trifolds/Posters/Wallet Cards available upon request
- ♦ Electronic promotional materials for distribution and posting on website
- ♦ Monthly on-line newsletter for employees, "Frontline Employees"
- ♦ Monthly on-line newsletter for Supervisors, "Frontline Supervisor"
- ♦ Monthly on-line worklife newsletter for employees

On-site/Virtual Services

- ♦ 2 Onsite Orientation, Kickoff, or Healthfair/Benefits to be agreed upon.
- ♦ 3 Virtual training, webinar and presentations topics to be agreed upon.

Other Services

- ♦ Ready access to UT Counseling and WorkLife Services website & resources (www.uteap.org)
- ♦ Quarterly Utilization Reports

Optional services to be provided on a fee-for-service basis:

Additional Critical Incident Stress Debriefings.....	\$300.00 hr. plus travel
Additional Topical Seminars/Workshops, Leadership Trainings	\$250.00 hr.
Attendance at Wellness Fairs and Health Promotion Events	\$500.00/day

****Fitness for Duty evaluations and management of the return to work are not included but can be arranged through the EAP***



**Employee Assistance Program
Executive Summary
for South Texas
College
September 16, 2022**

Introductory Letter

Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
2501 W. Pecan Blvd.
McAllen, TX 78501

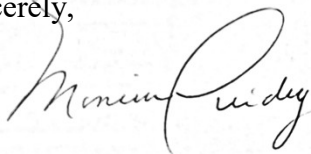
Dear Mrs. Elizondo:

Enclosed please find UTEAP's Employee Assistance Program Executive Summary for South Texas College. We are honored to be considered as a possible service vendor for the South Texas College campuses. UTEAP brings unique qualifications which include providing EAP services to our own employees as well as more than 50 external customers for more than thirty years. UTEAP has an unsurpassed level of experience in dealing with institutions of higher learning staff and faculty. We understand issues, successes, and challenges higher education experiences on a daily basis and are committed to a holistic approach in the design of our proposed services.

The attached proposal provides you with our core EAP services which are based on the information that we discussed previously which includes some your organization's commitment to address the mental health needs of your employees and their family members. An EAP program provides your employees and their family members with the knowledge that leadership cares and they have the ability to confidentially reach out when they require counseling assistance or other resources to address the challenges. You mentioned that South Texas College was also looking at developing relationships through a MOU with some local mental health providers as an alternative to the EAP. If chosen as your EAP partner, we are willing to include these providers in our network, if they are not already contracted with us.

Our goal is to provide employees with 24/7 access to WorkLife and counseling services before there are workplace performance concerns and or in response to any community incident that might occur requiring a mental health response. Our work is to enhance employee engagement through our proposed activities and services, as well as be a partner with management regarding distressed employees and workplace productivity. We want to be your EAP. Please do not hesitate to contact me if I can provide any additional information regarding UTEAP or the services we provide.

Sincerely,



Monica Guidry, LCSW
Executive Director UTEAP
7000 Fannin Street, Suite 1670
Houston, TX 77030
Monica.K.Guidry@uth.tmc.edu

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About UTEAP

UTEAP is based in Houston, Texas, and is a program of The University of Texas Health Science Center at Houston (UTHealth). In addition to providing EAP services to our own employees, we have been providing Employee Assistance Program services throughout Texas to institutions of higher learning as well as Texas non-profit organizations and municipalities for almost forty years. Our EAP has been successful in meeting the needs of these organizations by building our service around the unique requirements in today's workplace. Our focus is on providing EAP services to Texas Employers only, thus allowing us to better respond to the needs of Texas employers.

It is our experience that most organizations need more than an insurance network of mental health clinicians. Organizations need a partner that can help their employees with personal well-being and managing life during difficult times. South Texas College deserves an EAP partner that is experienced in an evolving landscape as well as understands the unpredictability and unique situations that can occur with institutions of Higher Education. We also understand that South Texas College employees, in all positions, must be exceptional in their ability to maintain composure when dealing with the students, the parents and the community. Employees in various departments must always be professional with their students, peers, and the community, as a whole. We are aware that issues such as Title IX investigations, diversity and inclusion among faculty, staff and students, as well as violence at the workplace or away from work, may affect your employees, their families, and your organization. Alcohol and drug use can also a significant risk for any of your employees. We also recognize the impact that the COVID pandemic has had on mental health as a whole and UTEAP has the resources available to assist employees and family members find tools to deal with this.

UTEAP has a state-wide network of providers and can deliver both tele-health and in-person counseling. Over the years, we have increased our offerings of WorkLife services, to address the ever-changing needs of the employees we serve, including legal consultations, identity theft, financial services and consultations, caregiver support, online workshops, and online health screenings to bring awareness to and support the well-being of any organization.

Our front-line staff and clinicians are acutely aware of the need to deliver a unique and individualized service for every telephone caller. We recognize that when individuals call us, they may be in emotional distress. We listen respectfully to each caller and take the time to understand the concerns of each situation. We recognize we have that one moment in time to make a difference with every call. Assisting callers with drug and alcohol problems or mental health concerns is a specialized skill that we take pride in facilitating immediately. This may include guiding the employee or family members through the multitude of choices using their insurance plan, selecting the best level of care or closest available facility on their health plan. We will continue to engage and monitor that employee through the entire treatment process. If there is concern at the workplace, we are available to consult with HR and the manager to discuss the best way to approach the employee. We also offer bilingual counselors, a language line, match counselors to fit the needs of employees and their family members, and provide 24-hour crisis assistance. Our goal is to assist your employees in solving their personal problems and develop strategies for well-being before their workplace performance suffers. We also offer ways to manage risk for supervisors and managers when dealing with difficult workplace situations. **We are that EAP!**

Why We Are Different

UTEAP offers more than counseling services. You have described your specific employee demographic in the South Texas region. Many of them are impacted by the mental and physical impact of COVID, are teaching, guiding and graduating first generation college students, or may even be part-time students themselves. And although there is a willingness to recognize the mental health needs of our employees and our community, there are still employees who experience stigma or fear in reaching out for help. Even with the most sophisticated promotional program, many of your employees will not always reach out for counseling but our goal is to offer more than counseling. Some employees do not know that the EAP can assist them in developing new skills to manage stress, get along with co-workers or effectively resolve conflict. Although our counseling services provide exceptional and effective resources to those who call for help, UTEAP provides avenues for those employees who may not have a need for personal or family counseling, but instead have a life issue and need guidance or coaching. Our mission is to find opportunities to reach out to all employees about ways to be successful in their personal and professional lives. Our strategy is multi-focused:

- **Individual and family services through our network of mental health professionals as well as our Resources for Living** (WorkLife services) to assist employees with solutions for their legal, financial, childcare and eldercare issues, family and other personal needs that may impact their performance and productivity.
- **Organizational support to ensure that our services are aligned with South Texas College’ policies and procedures as well as your institution’s benefits and other programs.** As a part of the organizational support, UTEAP will assign an account manager who will be your first point of contact for issues or requests regarding workplace consultation. UTEAP strives to integrate our services into all aspects of the health and safety of your organization. If there is an annual benefits fair, we can also use that opportunity to offer employee or management skill-building. We can offer live-streaming workshops or information sessions as well as recorded, on-demand, workshops or resources. Our website provides webinars on a wide range of topics to assist employees and leadership who may need additional tools for workplace success such as anger management and dealing with difficult people.
- **Unlimited management and supervisory consults and resources to become knowledgeable about what prevents them from having crucial conversations with employees as well as how to approach and deal with distressed, disruptive, or impaired staff.** These services assist the organization in managing overall workplace productivity and employee engagement. The workplace is not immune from the personal life events as well as professional challenges our employees experience. 20% of our previously productive employees may have a change in the ability to perform their jobs due to a personal or workplace event or challenge. Traditional management techniques do not seem to be effective typically because it is about a life situation or emotional well-being of the employee. Employee retention can be a focus of the discussion and UTEAP can be a thought partner with you and your leadership to collaborate to identify and develop the right strategy to refer the employee to the EAP for assistance in addressing the issue that is impacting on their performance. This process and scope of services is more completely explained on page 8 and 9 of this document.

Program Promotion

Making the EAP easily accessible for both managers and employees involves much more than simply handing your employees an EAP brochure during orientation or open enrollment. At UTEAP, we are committed to ongoing promotion of the EAP for your employees. We will work with you to identify avenues in which the EAP can be integrated, such as web links specific for South Texas College, articles in your employee newsletters, webinars at department meetings, joining with your wellness promotions, etc. Some examples include:

Promotional Materials: As part of our implementation plan, we will send you a variety of electronic materials that you can distribute promoting the EAP. These include electronic brochures (in English and Spanish) that you can display on your HR website and other material that you can place in break rooms or at key locations for employees to see. In addition, we send the Human Resources liaison links to the monthly newsletters for supervisors and employees on key topics that impact both the workplace and work life. The HR Liaison can then distribute these or post on your website. Many promotional materials are available in both English and Spanish.

Employee Orientation: This orientation available through a webinar, online, or in-person (if agreed upon), provides your employees with valuable information about who is eligible for the services, the process for making an appointment and what the employee can expect when they call in. In addition, the information session also covers confidentiality, how to use the website, and will provide your employees with examples of the most common type of problems that are helped through the EAP. This training is also available on-demand on our website or recorded for your website.

Wellness/Benefit Fair: Many organizations have a yearly benefits fair or a wellness/health fair. These types of events give us the opportunity to be visible, answer questions for those employees who may not pick up the phone and call us and enables us to demonstrate the website resources we will make available to South Texas College employees. UTEAP can also partner with your wellness program staff as a way to connect mental health into the in-person or for live virtual events.

Management and other Training: South Texas College may choose to also provide a workshop for your HR staff as well as your department leaders and/or managers. The typical format includes a review of the Employee Assistance Program so that supervisors can remind employees of the services when life events happen to your employees; and not all of these are negative life events. For example, when an employee submits a request for FMLA due to the birth or adoption of a child, it is a good time to also mention the services provided through the EAP and WorkLife. Our WorkLife team offers tool kits for expecting parents and new parents as a means to help deal with the stress, suggestions on taking care of yourself as well as ways to re-organize your life as a new parent. Examples of difficult situations are also included in the management training which can include a roundtable of various issues that managers can experience along with examples of how to be compassionate but also aware of trends that may be happening. Supervisory training can be delivered via webinar or streamed to various locations. It is also available online for viewing anytime and can be presented as a part of any new manager's orientation. As part of this proposal, we have provided some workshop/training hours that can provide employees tools on a variety of topics, such as Managing Stress, Dealing with Difficult Situations, Resiliency, Mindfulness, Positive Self-Care and many

other informative seminars, geared to meet your organization's needs. These can also be delivered virtually or in-person, if agreed upon.

Trauma/Critical Incident Services: Trauma in the workplace is a frightening and unfortunate reality that occurs unexpectedly. Serious injury or death of an employee following a workplace accident, an act of violence, the death of a beloved employee or a natural disaster can have unforeseen repercussions throughout your entire organization. Should South Texas College experience a traumatic event, we will arrange for your employees to speak with a professional. In addition, we can discuss ways we can assist you in crisis management response that begins with a consultation with your account manager to determine the best approach to the situation.

Clinical Component

(1) 24-hour Access: Employees and family members can contact the EAP in a variety of ways: telephone, email, or via our website just to name a few. During normal business hours, callers will reach our office and the customer service triage staff are there to assist. Employees can also use our online request for services form to begin the EAP process. Regardless of how they contact us, the EAP is available 24 hours a day, seven days a week, for crisis situations. All calls after-hours and on weekends/holidays are answered by masters-level mental health clinicians who assess the needs of the caller and ensure that any crisis/emergency situation is handled according to our protocol. Our Houston based on-call counselors are also available for in the moment support if needed. We also offer a language line that is accessible 24/7.

Emergent Issues during Business Hours: During normal office hours, if a client states that they are in crisis and/or they request to speak with a counselor immediately, our normal procedure is to have the caller speak to one of our Houston licensed mental health staff at the time of the call. A clinician will assess the client by phone to determine stabilization or need for immediate referral to a local resource.

Telephone Assistance: Many employees call to simply gather information about UTEAP or to have a specific question answered. These may involve questions such as the following:

"I'm really having some problems with my teenage daughter. It seems like every time we talk, we end up yelling at each other."

"My mother needs in-home meal services. She refuses to allow me to set up the delivery, what can I say to her to encourage her to take advantage of the services?"

"I have been really feeling depressed lately. I really don't want an appointment; can I just talk with someone?"

Regardless of the question or the need for support, we are here to provide reassurance, offer solutions and encourage face-to-face services.

(2) Short Term Counseling and Referrals to Private Practitioner and Community Resources: We understand that often it is difficult to make the first call to the EAP to ask for help. Our goal is always to make that call as easy as possible. All UTEAP Customer Service staff receive extensive training in telephone response and etiquette and are experts in arranging individualized services to meet the needs of each caller. Through

reassurance and a calm approach, our front office triage staff provide a list of referrals that meet the caller's needs for counseling, WorkLife services, or schedule multiple levels of service. The employee or family member can then choose which provider they want to see for their EAP issues. We match callers to counselors best suited to help them.

At times callers are distressed, tearful or in need of immediate therapeutic support. These callers will be triaged and able to talk with one of our licensed staff. On more routine calls, the employee will be welcomed to UTEAP, reassured, and asked a few brief questions to determine where they work, the type of problem they are experiencing and what geographic area they would like to be seen. A coordinated referral is then made to one of our UTEAP network providers who is skilled in treating the presenting concern and also covered under the individual's health benefit plan. UTEAP can assist with any work or personal related issue/problem that is causing the employee or family member distress. Our clinicians are trained to start the sessions based upon what the client identifies as the issue. *What is most critical is to help the employee explore the extent to which the problem is affecting the workplace.* This can include traditional mental health issues, stress, depression, alcohol/drug addiction, marriage and family issues etc.

In addition, our EAP counselors can assist with co-worker communication, time management, and identify ways to handle issues with a supervisor. Of greatest concern are also issues associated with safety including unsafe relationships, spousal abuse, child abuse and elder abuse. Although our counselors do not provide legal or financial advice, these types of problems greatly upset an individual's ability to concentrate and can generate significant stress for the individual. Our counselors are available to provide support during these stressful times. The counseling provides employees and their eligible dependents face-to-face (or virtual) assessment and counseling sessions per problem area at no cost to the client, addressing any of the issues below, or any other problems that may be influencing the individual's work performance or home life. If individuals require long-term counseling or more intensive treatment, a referral will be made to the benefit plan or a community resource. The number of sessions is listed at the end of this document.

Recently it has been our experience that many employees identify workplace stress, fatigue, and life balance issues as some of the major reasons for needing assistance. In addition, clients calling in for some of the issues below (legal, financial, retirement, health, and wellness) are helped through our WorkLife services.

Issues may include:

- Marital, family, or relationship issues
- Substance abuse/addictions
- Job dissatisfaction
- Workplace professionalism
- Conflicts with co-workers
- Financial and legal issues
- Emotional problems
- Health and wellness
- Legal issues
- Retirement transition
- Elder Care and Child Care Resources and Tools

(3) Confidentiality

Confidentiality, recordkeeping, and the release of information related to EVERY employee or family member's contact with UTEAP is held in strict confidence. Exceptions to Confidentiality are defined by law and include the threat of harm to self or others, child abuse/elder abuse and court-ordered release of Protected Health Information. Information regarding the use of the EAP by employees or family members is never released to the college without the written consent of the employee.

(4) Credentialed Provider Network

About 10% of the + 300+ statewide providers in UTEAP's network are licensed psychologists; the remainder are licensed professional counselors, licensed marriage and family therapists, licensed social workers, and licensed alcohol and drug counselors. Requirements for acceptance to the UTEAP Network include that a provider must be licensed to practice in their state, with no actions recorded against them from the licensing Board. They must practice in a professional office location and adhere to our Practitioner Credentialing and Re-Credentialing Policies and Procedures. All providers must re-apply for continued provider status every three years. We currently have 142 providers who speak a second language. Many providers offer evening appointment hours and some practices offer services on weekends. In addition, some of our providers also have been approved to offer telephone or confidential telehealth counseling services for those employees or family members who are unable to meet face to face with a counselor.

(5) Online Web Services

UTEAP offers those employees and family members, who wish to explore in the comfort of their own home, a website with all of our EAP offerings as well as information on how to access our WorkLife portal. If chosen as the EAP vendor, UTEAP will create a landing page with login credentials specific to the South Texas College, which will also give us aggregate statistics on the EAP websites most visited by your employees or family members.

www.uteap.org Web Resources available include:

- Online information request and appointment availability requests
- Direct access to the WorkLife portal through www.mylifevalues.com
- Online trainings geared towards staff, and supervisors on a variety of topics
 - Trainings for Employees
 - Customer Service Fundamentals
 - Dealing with Conflict
 - Effective Communication
 - Effective Time Management
 - Employee Drug Free Workplace Education
 - Valuing Diversity
 - Trainings for Supervisors
 - UTEAP Leadership Training
 - Workplace Harassment Prevention

South Texas College Leadership and Management Services

Liaison Coordination: UTEAP will assign an Account Manager, who is an experienced licensed clinician, to meet with the South Texas College at contract award and periodically throughout the term of the agreement. The Account Manager will be the first point of contact for all questions regarding the contract, specific customer issues and management consultations and referrals.

Management Consultations: UTEAP will provide coordinate with your HR team to provide *unlimited* telephonic management consultations with your UTEAP Account Management team. UTEAP realizes that it is essential our team be available to your supervisors and managers at times where they may need help, suggestions, and support in approaching difficult situations or confronting behavior and performance concerns within the workplace.

When job performance problems surface, we will encourage your supervisors and leadership to coordinate with your HR staff and to call our office and discuss methods to approach the troubled employee and confront the behavior or concern. We find that the longer a manager waits to address the behavior the more other employees become angry or disengaged. Consultation with UTEAP staff offers an opportunity to discuss various aspects of the behavior and to develop a “plan of action” that will result in change while ensuring that the action taken is not discriminating or harassing. We want to reassure you that we will always involve your Human Resource Department or other designated individuals in these consultations and always refer the supervisor or manager back to your organizational Policies and Procedures prior to taking any action.

Supervisors call for consultation for many reasons, below are examples of a few recent requests.

- *You have a relatively new but skilled IT Help Desk Technician. This employee is always responsive to internal customers and adds a great deal to the team. Unfortunately, the employee has been late for work three times in the past week and shares “I am just not a morning person.” Your staff expects you to “deal with the situation.”*
- *It is Performance Appraisal time again. You have documented several performance concerns on a long-time employee but last time you confronted the behaviors, she became angry. You need some ideas on a new approach.*
- *Leadership discovers that an incident happened over the weekend at a bar that involved a teacher. There were claims that alcohol played a role in the incident, but what is your role in addressing the issue since it was off hours?*
- *Three of your administrative support staff members who have always worked well together are “no longer speaking with each other.”*
- *A long-term employee collapses at work and his co-workers take heroic measures to assist the employee prior to being transported to the hospital. The co-worker seems medically critical. Your team is very upset.*

We will coordinate with your HR team to understand the policies and procedures of your organization. We are aware of the critical regulatory responsibilities of the College.

Management Referrals:

If South Texas College wants to consider using management referrals through the EAP, UTEAP will work with your South Texas College HR Leadership to define a process for Management Referrals. Management Referrals can be a very proactive tool to assist employees in changing their performance or workplace behavior. Typically, Management Referrals are included in the organization's policies and procedures as an optional tool available to managers and/or the HR performance improvement process. Most often, this type of referral is made following a policy violation. Perhaps an employee has an anger problem and is explosive in the workplace, or a harassment complaint is filed, maybe two team members are in constant conflict, or an employee fails a drug or alcohol screen. These are only a few of the many reasons your leadership may wish to make a management referral to UTEAP.

The first step in making a management referral is a telephone consultation with a UTEAP management referral specialist. This individual has received special training, will be assigned to your account and will be your primary contact for making a referral. During the consult, your supervisor will be coached through the process of securing a Release of Information, having the Supervisory Referral Agreement signed, conducting the meeting with the employee along with the exact process of making the referral.

Our team will be there to assist you in supporting your Drug Free Workplace and in meeting State and/or Federal Regulations for education, testing, documentation, treatment compliance, follow-up testing and providing continued support to your leadership in confronting and dealing with substance abuse issues.

The EAP Account Managers' role is to support your leadership in applying your policy and freeing your supervisors, safety managers and human resource staff from the tedious and time-consuming monitoring of countless details associated with the return of an employee to full production following a failed drug screen. All compliance monitoring, case management and monthly reporting is included in our quoted costs.

Utilization Reports: Utilization Reports are sent to the district every quarter. These reports are easy to read and present a confidential review of clinical assessments and WorkLife cases, types and number of issues presented, some demographics of the users (faculty/staff; number of users by gender, ethnicity, and even campus, supervisor consultations) and other information important in measuring the value of your program and in evaluating the services received. Your organization can use this information to plan future health benefits, select topics for health fairs and other education events and begin to design strategies to contain health care costs. Reports are also available On Demand at no additional cost, if they are part of our data gathering process. When you are preparing reports or budget meetings and have a need for utilization information, simply call our office and your latest utilization information will be sent to you via e-mail. Website utilization will be available every six months.



Legal Resources and Referrals

Our network of legal professionals can assist your employees with everything from preparing a simple will to handling a liability lawsuit. Core benefits include:

- **Consultation:** Each employee is entitled to one initial thirty-minute office or telephone consultation per issue at no cost with a network attorney. If the employee wishes to retain the participating attorney after the initial consultation, they will receive a preferred rate reduction of 25% from the attorney's normal hourly rate.
- **"Do It Yourself" Legal Forms Document Preparation:** Our simple and inexpensive online/assisted (access to telephonic document preparers) process will enable consumers to complete their own legal document preparation from the comfort of their own home, without incurring the cost of an attorney, or dealing with lengthy completion and delivery periods. Employees will receive a preferred discount of 10% off regular rates.

"When I heard at our open enrollment meeting that we were able to do a Simple Will through our EAP service I was surprised. Today, for the first time we have a Will. This is something my husband and I had discussed for years and never contacted an attorney. We are so happy to finally have this done."

--Lone Star College - North Harris

Types of forms include divorce, wills, living wills, powers of attorney, immigration, and much more.

- **Free Simple Will:** Employees may complete a simple will at no charge. Our interactive Online Will Program provides employees with a resource to create their own State-specific Will privately in a secure online environment.
- **Estate Planning:** Through relationships with estate planning law firms, employees can access the most popular of estate planning/asset preservation vehicles at prices as low as 25% off the normal fees. These services include Wills, Revocable Living Trusts, Charitable Trusts, and others.
- **Online Services:** Each employee has unlimited access to our legal web platform which includes over 5,000 enhanced legal and financial forms, more than 45 financial calculators, professionally written articles, FAQs, and much more.

The above services are available for a variety of legal issues that may be concerning your employees. Some of the more common issues that we see legal referrals for include:

- **Civil/Consumer:** Retail transactions, warranty, and other consumer product matters, issues relating to governmental entitlements and benefits, advice on small claims court and other general legal matters

- Personal/Family: Adoption and guardianship, custody and support matters, divorce, separation, and annulment issues, name changes, other domestic or family law issues
- Financial: bankruptcy representation and defense of related legal issues
- Real estate: assistance in the sale or acquisition of property, lease and other rental agreements, property boundary disputes, and other matters surrounding personal property
- Criminal: defense of both misdemeanor and felony criminal acts
- IRS/Taxes: negotiation with the IRS, whether in an audit environment or to assist them with a lien or balance due, in order to affect the most favorable outcome
- Immigration and Naturalization: green cards, U.S. citizenship, work and student visas, family-based immigration, deportation and removal defense, INS and immigration court appeals, asylum and many immigration issues

Matters involving disputes or actions between employees and their employer, plan sponsors, agents or their offices, directors or employees are specifically excluded from eligibility of this plan. Also excluded are matters that in the attorney's opinion, lack merit. Court costs, filing fees, and fines are the responsibility of the employee.

Financial Consultations and Referrals

Financial Consultations: Each employee is entitled to a no-cost telephonic consultation with our financial counselors. Typical matters include credit-counseling, debt and budgeting assistance, tax planning, retirement, and college planning questions. These services are provided by seasoned financial professionals and licensed CPAs. Telephone consultations are generally limited to 60 minutes per issue.



Tax Preparation and Consultation Component: Employees are entitled to receive a 30-minute income tax planning related consultation per year on each separate tax issue they encounter. Preparation of all personal income tax documents are prepared by a CPA at a preferred rate reduction of 25% from the CPA's normal fee.

Examples of the types of covered matters include:

- Developing a Spending Plan
- Rebuilding Your Credit
- Getting Out of Debt
- Tax Levy/Wage Garnishment Resolution
- Pre-Retirement Analysis
- Home Buying Strategies
- Mortgage Refinance Check-Up
- College Funding Analysis
- Income Tax Services

Identity Theft Resolution Service

Identity theft and other related crimes can be devastating. Our comprehensive free program provides legal, financial and ID theft resolution services. Employees will have one point of contact for all their ID theft resolution needs. These services can save the employee thousands of dollars in legal expenses and countless hours of valuable time.

The Identity Theft Resolution Service is an interactive advocacy service that provides education, guidance, counseling, legal, and financial assistance to victims of fraud related crimes. This service includes:

- Fraud resolution counseling, deterrence, and education
- Assistance with notification to creditors and third parties of ID theft
- Case file preparation
- Assistance with ID theft affidavits and fraudulent account summaries
- Financial counseling
- Legal document preparation assistance
- Free legal consultations and discounts on legal services
- Mediation assistance

WorkLife Resources and Referrals

As part of the EAP benefit, UTEAP offers a variety of different WorkLife services for your employees and their family members. Employees can receive immediate, one-on-one assistance from our WorkLife Counselors. In addition, employees may also seek assistance on their own via UTEAP's confidential website.

Below are examples of WorkLife referrals that are commonly provided:

- Child care centers
- Care for children with special needs
- Adoption agencies and services
- Before- and after-school child care programs
- In-home child care (nanny, au pair)
- Emergency and back-up care
- Tool kits for new parents
- Tool kits for expecting parents
- Enrichment programs
- Schools
- Adult day care
- Assisted living facilities
- Senior centers and housing
- Respite and home health care
- Geriatric care management
- Tool kits for adult care-givers
- Tool kits for healthy living and exercise

Our WorkLife counselors are uniquely poised to respond to your employees' dependent care needs based on their outstanding educational credentials and professional experience. Each counselor is familiar with a wide range of care resources and is adept at customizing searches for the best possible solutions for the employee's WorkLife problems.

What this means for your employee is that the WorkLife counselor will handle all the legwork: calling every prospective provider to verify pricing and availability and to make sure the services provided by that organization meet the needs of the employee.

WorkLife counselors will call providers, facilities, and agencies in order to find appropriate referrals with openings that meet the employee's needs. Finding appropriate referrals can take 50 or more phone calls that the counselor (not the employee) makes. Once providers are identified, the WorkLife counselor calls the employee back with confirmed referrals. As per the employee's needs, the WorkLife counselor will mail, and also fax or email the provider profiles. They will also read and explain the referrals over the phone.

The provider profiles that the employee will receive are comprehensive summaries of the provider's services and features. Each profile contains information about the provider including name of the provider, service(s) provided, location, phone number, price, provider training, staff to child/elder ratio, health and safety information, availability of service and other essentials. The WorkLife counselor always emphasizes that, after receiving the profiles and referral packet, the employee is encouraged to call back as needed to clarify and discuss the referrals and care issues. In addition, the WorkLife counselor will follow-up with the employee two weeks after the referral packet is mailed to confirm that all materials were received and understood and that a decision about care has been reached.



Summary

Thank you very much for reviewing our proposal. When we spoke, South Texas College was looking for ways to provide confidential and local mental health services to your employees and their family members. During our conversation, we shared that there are many life events that impact on an employee's energy, productivity and satisfaction with their career, life, and family. We would appreciate the opportunity to work in partnership with South Texas College to design and provide the Employee Assistance Program to serve your employees and families. From the first call, your employees will receive the best of care from our Customer Service Representatives who will arrange service personalized to your employee or family member's needs through our network of community-based clinicians. Our Account Managers are here to support you, your leadership, and your employees dealing with difficult situations and it is our belief that you will see a change in employee performance and morale, reduce absenteeism and accidents, and assist you in maintaining a positive and supportive work environment, conducive to employee retention, health, loyalty, and dedication.

Our intention in delivering EAP services to the South Texas College is to establish a long-lasting business relationship. We promise we will listen and respond to your business concerns, needs, and preferences.

We want to be that EAP for South Texas College.

We look forward to future discussions and welcome further questions.

Respectfully submitted by

Monica

Monica Guidry, LCSW
Executive Director
UTEAP
7000 Fannin Street, Suite 1670
Houston, TX 77030
Monica.K.Guidry@uth.tmc.edu
713 500-3321

EAP SERVICE GRID COST FOR SOUTH TEXAS COLLEGE COVERAGE OF 1535 EMPLOYEES		
Clinical Service		
Face to Face and Virtual Assessment and Short-Term Counseling with Licensed Clinician	Three (3) Visits per Issue plus trainings: 2 Onsite trainings & 3 Virtual trainings	Five (5) Visits per Issue plus trainings : 2 Onsite trainings & 3 Virtual trainings
Specialized services for emergency personnel on burn-out prevention and crisis response	Included	Included
Program Features		
24-Hour Phone Access-Licensed Counselor ALWAYS available	Included	Included
Internet Appointment Request	Included	Included
ATT Language Line--140+ languages	Included	Included
Toll Free Number	Included	Included
Houston Based Designated Account Manager	Included	Included
Program Promotion and Training		
Program Launch with live-streamed presentation at key events such as health fair, benefit fair, convocation. Recordings Available	One live-stream session within 2 weeks of program launch	One live-stream session within 2 weeks of program launch
Monthly Employee Newsletter in English and Spanish emailed to your HR Liaison for distribution	Included	Included
Monthly Leadership/Supervisor Newsletters emailed to your HR Liaison for distribution	Included	Included
Pamphlets at Program Introduction & Health Fairs	Included	Included
Color Posters as well as Electronic File	Included	Included
Promotional materials available in Spanish	Included	Included
Virtual Training or Onsite Workshops – Topics at the Choice of Leadership (Grief Groups, Leadership Training, Stress, Mindfulness, etc.)	5 virtual	5 virtual
Onsite or Virtual Services in excess of hours above	\$300 per hour	\$300 per hour
Online Presence and Online Education		
Unlimited webpage browsing, access to tools within robust work-life services	Included	Included
Harassment Prevention	Included	Included
Violence Prevention Training	Included	Included
Workplace Diversity Training	Included	Included
Conflict Resolution Training	Included	Included
Drug Free Workplace (Employee)	Included	Included
Online and on-demand Leadership Training for EAP	Included	Included
Employee and Family Orientation	Included	Included
Work Life Services		
Care Kits for the Following Life Events: Pregnancy Care Kit, New Baby Care Kit, Child Safety Care Kit, Active Adult Care Kit, Elder Care Kit	Included	Included
Elder Care and Child Care Consultation & Referral	Included	Included
Financial Consultation-Free Phone Consultation with Certified Financial Consultant	Included	Included
Legal Consultation/Referral – 30 min Free Consultation with Network Attorney	Included	Included
ID Theft & Fraud Protection	Included	Included
Financial and Legal Forms including Free Simple Will	Included	Included
Leadership Support		
Quarterly Utilization Reports	Included	Included
Unlimited Leadership Consultation Re: Difficult Workplace Situations	Included	Included
Unlimited Performance Related Management Referrals. Case Management	Included	Included
Cost		
Per Employee Per Month (Guaranteed for 3 Years Under Interagency Agreement) Based on 1535 Employees	\$1.10	\$1.18

Our Featured Clients

Alvin Community College
Baylor College of Medicine
College of the Mainland
Stephen F. Austin State University
San Jacinto College District
Lone Star College System
Rice University
Texas Southern University
Lee College
University of Texas HSC at San Antonio
University of Texas – Rio Grande Valley
University of Texas Medical Branch Galveston

UTEAP can provide you with references from any of our current customers.



People Who Use UTEAP Say, "It Works!"

"...My counselor really listened to my concerns, and he was genuinely interested in helping me."

"...I was so anxious when I called. My counselor calmed my fears in no time, and found care for my mother in another state!"

"...She was professional, knowledgeable and did all the legwork — saving me many hours of frustration and effort."

"...I was relocating from another state. Having this service to help me find child care was tremendously valuable."

"...The referrals and educational materials are all first-rate. My counselor was helpful, kind, and efficient!"

Child Care • Elder Care
Care for Disabilities
Legal Services • Financial Counseling
Counseling Services • Wellness Resources

**Your Free One-Stop
Referral Benefit**

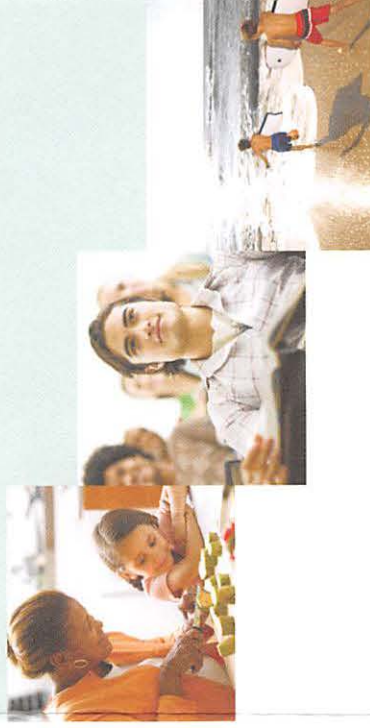
UT Employee Assistance Programs (UTEAP)
7000 Fannin, Suite 1670,
Houston, TX 77030



The EAP and Worklife Services are administered by UTEAP. All calls are confidential, except as required by law. This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change. 44.02.953.1-UTE (9/15)



We are here
to **help** you when
life happens



Life is a balancing act between work and family...

...and UTEAP is the resource you can turn to for expert, caring help when "life happens."

UTEAP provides an Employee Assistance Program, (EAP) for you and your family members. Through the EAP, you can access free, convenient, and confidential services. The EAP offers a variety of services including counseling with a licensed mental health professional.

What types of problems can UTEAP help with?

UTEAP provides counseling and consultative services for all types of life concerns. Some of the most common reasons that employees contact the EAP are:

- Stress & Anxiety
- Depression
- Alcohol/Drug problems
- Parenting & Family Concerns
- Couples & Relationship Issues
- Grief or Bereavement
- Anger Management
- Change & Life Transitions
- Work Conflicts
- Communication Skills

You Have A Need. We Find A Solution.

- UTEAP provides you and your family with personalized consultation and referral services.
- We specialize in care for children, elders, people with disabilities, and caregivers.
- We can locate care anywhere in the United States.
- We help you and your dependents.
- Services provided by UTEAP are free and confidential.

What can you expect when you call UTEAP?

You'll talk to one of our experienced EAP staff who take the time to fully understand your concerns and explore care options with you.

For Worklife services, the counselor will start researching your care needs immediately.

You'll receive a return call and a packet containing educational materials to help you and your family make informed decisions.

Two weeks later, your counselor will follow up to find out if you have all the information you need, and to answer any questions you may have.

- Can you help me find child care for my toddler, and an after-school program for my third grader?
- What transportation is available for my frail grandfather who lives in another state and must get to weekly doctor appointments?
- How do I prepare a simple will and health care power of attorney?
- If I am interested in adopting a child, what resources are available?
- How will I ever pay off my credit card debt?
- Can you locate an attorney in my town to help me with my legal issue, at a discounted rate?
- Where can I find a program to lose weight or stop smoking?

Not sure if we can help you with your situation? Contact us!



How do I make an appointment?

Making an appointment is easy. Simply call us or visit our website to request an appointment or Worklife services.

And of course, UTEAP counselors are available to help you at anytime!

We are here to help you when life happens!

**(713) 500-3327
or toll free (800) 346-3549
www.uteap.org**

UT Employee Assistance Program

**(713) 500-3327
or toll free (800) 346-3549
www.uteap.org**

EMPLOYEE ASSISTANCE PROGRAM

uteap.org

The UT Employee Assistance program is available for you and your family members. Through the EAP, you can access free, convenient and confidential services.



COUNSELING

You and your family members can access convenient and confidential services at no cost to you. The EAP offers a variety of services including counseling and consultation services with a licensed mental health professional.

WORKLIFE SERVICES MyLifeValues.com | user:uteap pass: uteap

Consultation and assistance for a wide range of WorkLife referrals are available through the EAP. We can help you find real solutions for childcare, elder care, legal and financial assistance, and other convenience and wellness issues. When you call or go to our website, Worklife staff can assist you with:



ELDER CARE AND CARE FOR ADULTS WITH DISABILITIES:

Home health care, rehabilitation centers, nursing homes, adult day care, transportation services, support groups, meal programs, assisted living, emergency response, independent and assisted living options, and more.



CHILD CARE:

Childcare centers, family daycare homes, summer camps, nanny/au pair agencies, nursery schools, before and after-school programs, care for children with special needs, pregnancy resources and adoption information.



PERSONAL RESOURCES:

Relocation guidance, home cleaning, lawn and landscaping, plumbing, automotive, travel information, pet care, entertainment and dining. Help with long-distance caregiving issues, respite services, community resources, and support groups.



LEGAL/FINANCIAL:

You can receive legal and financial guidance from qualified professionals, including a free initial consultation for each issue. Typical financial matters include tax, retirement and college planning, debt and budgeting assistance and credit counseling.



DISASTER RESOURCES:

Emergency preparedness, coping with disasters, disaster resources

WEBINARS:

Free webinars are available for a variety of topics: Supervisor trainings, Communication, stress management, emotional intelligence, anger management, powerful parenting, relationships, are but a fraction of the list of webinars.

KITS for expecting parents, child safety, caring for elderly and more.

BE WELL

wherever you are

www.mylifevalues.com



user: uteap | pass: uteap

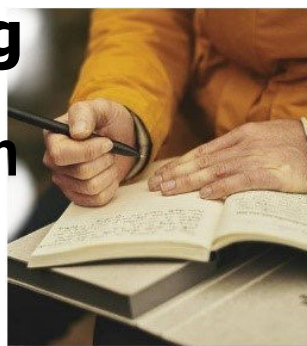
uteap.org



FrontLine Employee

UT Employee Assistance Program • (800) 346-3549

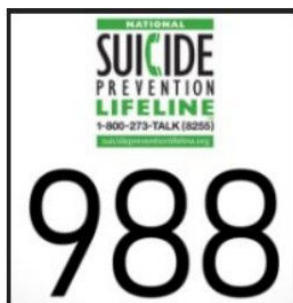
Could Keeping a Happiness Journal Lengthen Your Life?



Journaling (expressive writing) has been studied scientifically. It's considered a powerful tool to support change, overcome challenges, and accelerate goal achievement. It is often used to support therapy and medical treatment. This includes anxiety, depression, grief, and stress. It's not a gimmick. UCLA scientists in a brain-imaging study discovered that putting feelings into words produces therapeutic changes in the brain. The real news is that everyone can benefit from journaling, and the theme you might want to consider is "happiness." Journaling daily about happy moments in your life may lead to more of them, an upbeat mood, and perhaps a longer life, because happy people have been shown to live longer. Learn more by reading "The Healing Power of Journaling" by Zoe McKey.

Source: www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047

Dial 988 for Suicide Prevention



On July 16, 2022, "988," the new suicide and mental health crisis hotline, became active in the United States. (The newly named "Talk Suicide Canada" suicide prevention phone number is 1-833-456-4566.) 988 callers are connected to "a compassionate, supportive, and trained counselor" ready to give assistance to callers experiencing thoughts of suicide, a mental health crisis, and/or a substance use-related crisis. 988 is also for those concerned about someone they care about who may be in crisis. A network of over 200 locally operated and funded crisis centers across the country make it all possible.

Learn more at www.samhsa.gov/find-help/988/key-messages.

What You Forgot About Dietary Fat



Many dietary fats are healthy. They give you energy and support cell growth, but they are calorie dense, and more so than carbohydrates are. Olive oil is a healthy fat, but do you know a tablespoon of it has around 120 calories? Use it in many dishes, but sparingly—splashing it on with abandon every day can add 3,500–4,000 calories to your diet each month! When you consider that a person who weighs 155 lbs. uses fewer than 100 calories to walk a mile, you can see how consuming even healthy fats can

Learn more: "Dietary Fats: Balancing Health & Flavor"; International Food Information Council

Family Goals: Making Good Stuff Happen



Helping to ensure plenty of happy, memorable moments with your family is something no one would consciously shy away from; however, most people do just that, by default. Busyness gets in the way. Time passes and it is finite, so don't let happiness be something that happens only by accident. 1) Decide what you and your partner or spouse want to do for the family. Try making weekly, monthly, and yearly goals. 2) Get everyone involved in the discussions and decisions. 3) Conduct these discussions at regular intervals as part of a larger family meeting. 4) Get things scheduled. 5) Consider scrapbooking everything so memories stick around. Get more ideas from www.lifehack.org/864433/family-goals.

Chronic Pain and the Family



Chronic pain has many secondary effects. You know this already if you live with a chronic pain sufferer or endure chronic pain yourself. Pain can influence moods because of the resulting associated irritability it creates. Communication dysfunction can contribute to everyone becoming angry and snappy. Family members of the pain-impacted individual—the ones who care the most and feel helpless—become victims. But it doesn't end there. Family members also develop unhealthy coping strategies like avoidance and isolation. Household conflicts may be frequent, and even normal conversations become triggers for conflict. The pain sufferer's personality may be wrongly labeled as selfish, narcissistic, or anxiety disordered rather than simply pain affected. Change and relief begin with education about chronic pain dynamics, particularly the "mind body" connection and how pain creates mental stress and how mental stress makes pain worse. If your family or relationship is affected by chronic pain, it is not just about pain medication. It is also about education for learning how to communicate effectively with real conversations, avoiding triggers, separating the pain from the person you love, and dropping the blame game. Seek to overcome personal resistance to professional counseling with experts who specialize in the psychological issues associated with pain. Discover the life-changing positivity of self-help support groups for family members and the pain sufferer. And learn how to take care of your personal physical and mental health so you are more resilient in a relationship with the person experiencing chronic pain. Start with a visit to your company EAP, but also review the educational resources at www.uspainfoundation.org, www.paincanada.ca, and painscale.com.

Renewing Relationships at Work



Does your team or employee group need to get reacquainted after its return to on-site work? Being deliberate and organized about this goal can greatly improve communication, reduce any stress associated with leaving a remote job, and rekindle trust so you are in sync with your peers. Try weekly meetings to discuss ongoing concerns about interpersonal communication and teamwork; talk about your individual roles/duties, successes, and need for support and resources as well as any issues relating to the work environment, customer stress, and growing concerns. Make honesty a tradition of this group, and follow up at the next meeting. Start the meeting and end it on time. Make it unvaryingly regular. You will quickly refresh your commitment to each other and fire up the productivity of your group.

Don't Skip Your Health Checkups

So, you are feeling well and are without any apparent health problems? Great, but are you postponing preventive health care, screenings, and examinations because you don't seem to have any cause for concern? Don't do it, especially as you grow older. Delays in identifying and treating some medical conditions can make doing so harder or even futile later. Many detectable health conditions, like high blood pressure, diabetes, vision problems, and cancer, can be cured when they are spotted early, and you won't notice any symptoms in early stages. Postponing preventive health care might be more likely if you live alone, without someone who may urge and prod you to see a doctor because of conditions like sleep apnea. Use this month (August is National Wellness Month) as your reason for making preventive health care a routine part of your life, so you can enjoy your life longer.

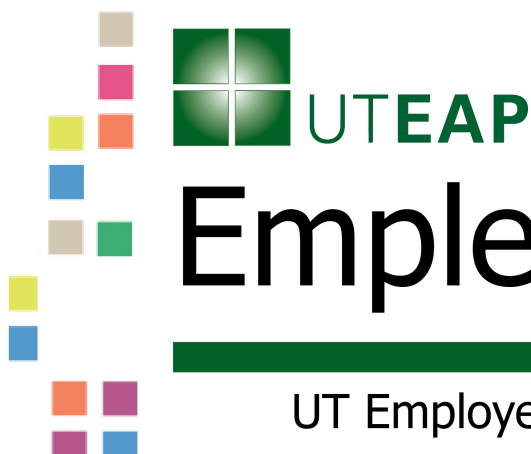


What Women Should Know About Alcohol

Men have higher rates of alcohol-related hospitalizations and deaths than women do, but unfortunately these statistics overshadow alcohol's *disease effects* on women: Illnesses associated with alcohol use claim more lives of women than of men. Women who drink alcohol face a higher risk of alcohol-related problems than men do because women, on average, weigh less and have less water in their bodies than men, so their blood alcohol concentration will be higher after the same number of drinks. Because most women do not metabolize alcohol as quickly as men do, they also are more susceptible to long-term health problems. The risk of alcohol-related liver disease, brain shrinkage, heart damage, and breast and other cancers are all greater for women, even if they consume less alcohol over a lifetime than men.



Learn more at www.niaaa.nih.gov/publications/brochures-and-fact-sheets/women-and-alcohol and www.niaaa.nih.gov/news-events/news-releases/alcohol-related-deaths-increasing-united-states.



Empleado de FrontLine

UT Employee Assistance Program • (800) 346-3549

¿Llevar un diario de felicidad podría alargar tu vida?

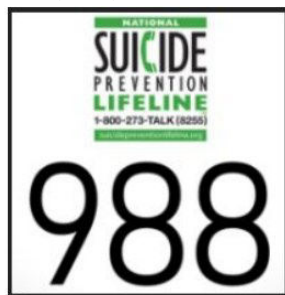


El diario (escritura expresiva) ha sido estudiado científicamente. Se considera

una herramienta poderosa para respaldar el cambio, superar desafíos, acelerar el logro de objetivos y respaldar la terapia y los tratamientos médicos usados para muchos desafíos. Estos incluyen ansiedad, depresión, duelo y estrés. No es un truco. Científicos de La Universidad de California en Los Ángeles, en un estudio de imágenes cerebrales descubrieron que poner sentimientos en palabras produce cambios terapéuticos en el cerebro. La verdadera noticia es que todos pueden beneficiarse de escribir un diario, y el tema que tal vez usted quiera considerar es la “felicidad”. Escribir un diario sobre los momentos felices de su vida puede generar más de ellos, un estado de ánimo optimista y quizás una vida más larga, porque se ha demostrado que las personas felices viven más tiempo. Obtenga más información leyendo “El Poder Curativo de Escribir un Diario” de Zoe McKey.

Fuente: www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047

Marque 988 para la prevención del suicidio



El 16 de julio de 2022, “988” la nueva línea directa de crisis de salud mental y suicidio, se activó en los Estados Unidos. (El nuevo número de teléfono de prevención del suicidio llamado “Talk Suicide Canada” es 1-833-456-4566). Las personas que llaman al 988 están conectadas con “un consejero compasivo, comprensivo y capacitado” listo para brindar asistencia a las personas que llaman con pensamientos suicidas, una crisis de salud mental y/o una crisis relacionada con el uso de sustancias. El 988 también es para aquellos preocupados por alguien cercano y que puede estar en crisis. Una red de más de 200 centros de crisis operados y financiados localmente en todo el país lo hace posible.

Obtenga más información en www.samhsa.gov/find-help/988/key-messages.

Lo que olvidó de la grasa dietética



Muchas grasas dietéticas son saludables. Le dan energía y apoyan el crecimiento celular, pero son densas en calorías, y más que los carbohidratos. El aceite de oliva es una grasa saludable, pero ¿sabe que una cucharada tiene alrededor de 120 calorías? Úselo en muchos platos, pero con moderación: ¡rociarlo sin cuidado todos los días puede agregar de 3.500 a 4.000 calorías a su dieta cada mes! Cuando considera que una persona que pesa 155 libras, usa menos de 100 calorías para caminar una milla, ¡puede ver cómo incluso el consumo de grasas saludables puede hacerle subir de peso!

Obtenga más información: “Grasas Dietéticas: Equilibrando la Salud y el Sabor”; Consejo Internacional de Información Alimentaria

Metas familiares: hacer que sucedan cosas buenas

Ayudar a garantizar muchos momentos felices y memorables con su familia es algo que nadie evitaría conscientemente; sin embargo, la mayoría de la gente hace precisamente eso, de forma predeterminada. El ajetreo se interpone en el camino. El tiempo pasa y es finito, así que no dejes que la felicidad sea algo que sucede solo por accidente. 1)



Decida lo que usted y su pareja o cónyuge quieren hacer por la familia. Trate de hacer metas semanales, mensuales y anuales. 2) Involucre a todos en las discusiones y decisiones. 3) Lleve a cabo estas discusiones a intervalos regulares como parte de una reunión familiar más grande. 4) Programe las cosas. 5) Considere hacer un álbum de recortes para que los recuerdos se queden. Obtenga más ideas en www.lifehack.org/864433/family-goals.

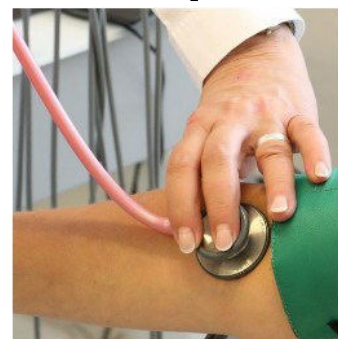
El dolor crónico y la familia

El dolor crónico tiene muchos efectos secundarios. Ya lo sabe si vive con una persona que sufre de dolor crónico o si usted mismo sufre de dolor crónico. El dolor puede influir en el estado de ánimo debido a la irritabilidad asociada resultante que crea. La disfunción de la comunicación puede contribuir a que todos se enojen y se vuelvan irritables. Los familiares de la persona afectada por el dolor, los que más se preocupan y se sienten impotentes, se convierten en víctimas. Pero esto no termina ahí. Los miembros de la familia también desarrollan estrategias de afrontamiento poco saludables como la evasión y el aislamiento. Los conflictos domésticos pueden ser frecuentes, e incluso las conversaciones normales se convierten en desencadenantes de conflictos. La personalidad de la persona que sufre dolor puede etiquetarse erróneamente como egoísta, narcisista o de trastorno de ansiedad en lugar de simplemente afectada por el dolor. El cambio y el alivio comienzan con educación sobre la dinámica del dolor crónico, particularmente la conexión “mente-cuerpo” y cómo el dolor crea estrés mental y cómo el estrés mental empeora el dolor. Si su familia o relación se ve afectada por el dolor crónico, no se trata solo de medicamentos para el dolor. También se trata de educación para aprender a comunicarse de manera efectiva con conversaciones reales, evitando desencadenantes, separando el dolor de la persona que usted ama y abandonando el juego de la culpa. Busque superar la resistencia personal a través de asesoramiento profesional con expertos que se especializan en los problemas psicológicos asociados con el dolor. Descubra la positividad que cambia la vida de los grupos de apoyo de autoayuda para familiares y personas que sufren dolor. Y aprenda a cuidar su salud personal, física y mental para ser más resistente en una relación con la persona que experimenta dolor crónico. Comience con una visita al Programa de Asistencia para Empleados (EAP) de su empresa, pero también revise los recursos educativos en www.uspainfoundation.org, www.paincanada.ca y painscale.com.



No se salte sus chequeos de salud

Entonces, ¿se siente bien y no tiene ningún problema de salud aparente? Genial, pero ¿está posponiendo la atención médica preventiva, las pruebas de detección y los exámenes porque no parece tener ningún motivo de preocupación? No lo haga, especialmente a medida que envejece. Los retrasos en la identificación y el tratamiento de algunas afecciones médicas pueden hacer que sea más difícil o incluso inútil en el futuro. Muchas condiciones de salud detectables, como presión arterial alta, diabetes, problemas de visión y cáncer, se pueden curar cuando se detectan temprano y usted no notará ningún síntoma en las primeras etapas. Es más probable posponer la atención médica preventiva si vive solo, sin alguien que pueda instarlo y empujarlo a ver a un médico debido a afecciones como la apnea del sueño. Use este mes (agosto es el Mes Nacional del Bienestar) como su razón para hacer de la atención médica preventiva una parte rutinaria de su vida, para que pueda disfrutar de su vida por más tiempo.



Lo que las mujeres deben saber sobre el alcohol

Los hombres tienen tasas más altas de hospitalizaciones y muertes relacionadas con el alcohol que las mujeres, pero desafortunadamente estas estadísticas eclipsan los efectos de las enfermedades del alcohol en las mujeres: las enfermedades asociadas con el consumo de alcohol cobran más vidas de mujeres que de hombres. Las mujeres que beben alcohol enfrentan un mayor riesgo de problemas relacionados con el alcohol que los hombres porque las mujeres, en promedio, pesan menos y tienen menos agua en el cuerpo que los hombres, por lo que su concentración de alcohol en la sangre será mayor después de la misma cantidad de tragos. Debido a que la mayoría de las mujeres no metabolizan el alcohol tan rápido como los hombres, también son más susceptibles a problemas de salud a largo plazo. El riesgo de enfermedad hepática relacionada con el alcohol, encogimiento del cerebro, daño cardíaco y cáncer de mama y otros tipos de cáncer es mayor para las mujeres, incluso si consumen menos alcohol que los hombres a lo largo de su vida.



Renovar las relaciones en el trabajo

¿Su equipo o grupo de empleados necesita volver a familiarizarse después de su regreso al trabajo en sitio? Ser deliberado y organizado con respecto a este objetivo puede mejorar en gran medida la comunicación, reducir el estrés asociado con dejar un trabajo remoto y reavivar la confianza para estar sincronizado con sus compañeros. Intente realizar reuniones semanales para discutir las preocupaciones actuales sobre la comunicación interpersonal y el trabajo en equipo; hable sobre sus roles/deberes individuales, éxitos y necesidad de apoyo y recursos, al igual que de cualquier problema relacionado con el entorno de trabajo, el estrés del cliente y las preocupaciones crecientes. Haga de la honestidad una tradición de este grupo y haga un seguimiento en la próxima reunión. Comience la reunión y téminela a tiempo. Hágala invariablemente regular. Rápidamente refrescarán su compromiso mutuo y aumentarán la productividad de su grupo.



Consent Agenda:

c. Approval of a Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees

Administration requests Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2022 through December 2022.

Purpose, Justification, and Benefit –To reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned asset), including, but not limited to cell phones, home printer, home virtual broadband service, personal computer/laptop, and other technology resources used to perform College related operations while working remotely. The reimbursement benefit is proposed to be \$600 per qualified employee or \$50 a month for 12 months, January 2022 through December 2022, and to be paid in December 2022.

Background – As a result of the pandemic, various operations and functions, including instructional courses, transitioned to be conducted remotely (off campus). College departments incorporated employee rotational work schedules to complete business functions.

It is proposed that qualifying employees receive reimbursement to assist in defraying the costs associated with performing College-related business on personally owned devices and equipment. This reimbursement benefit would provide employees with payment for costs of acquiring and maintaining technology resources, such as internet, cell phone data plans, etc. used to conduct College business. The reimbursement benefit is not intended to cover 100% of the costs incurred by an employee's personal device or equipment given that the device or equipment is expected to be owned by the employee and used for both personal and business use.

To assist in defraying costs employees incurred in all of the calendar year 2022 and in conducting work-related duties on a personally owned device and equipment, the College will issue a \$50 reimbursement benefit payment for each qualifying month.

The proposed monthly \$50 reimbursement benefit payment will be paid as follows:

- Employees will be required to submit a request electronically by November 18, 2022, in adherence to the College's reimbursement process.
- The reimbursement benefit payment will be reduced by the amount the employee received in Cell Phone Stipend Payments in calendar year 2022.
- Reimbursement for the months of January 2022 through December 2022 will be non-taxable and will be paid to eligible current full-time regular employees and full-

time temporary employees upon request, at a rate of \$50 per month per the qualifications for reimbursement benefit as specified below.

- The proposed monthly amount of \$50 is an average cost of cell phone expenses and is a reasonable amount for reimbursement.
- This reimbursement benefit payment will be issued in December 2022.
- Qualifications for reimbursement benefit:
 - ⇒ Regular or Temporary Full-time employment status.
 - ⇒ Employees must have received a payroll check in the month during the time period of January 2022 to December 2022 in order for the month to qualify for reimbursement benefit.
 - ⇒ Employees must have worked in the month.
 - ⇒ Employees out for specific month(s) due to approved leave such as FMLA, will not qualify for payment for that specific month(s).
 - ⇒ Employees must request reimbursement electronically from the College by November 18, 2022.
 - ⇒ Employees must have an active assignment date as of December 5, 2022.

Total Estimated Reimbursement Benefit for January 2022 to December 2022

Estimated Number of Employees Eligible to Receive Payment	Estimated Total Reimbursement
1,535	\$831,000

The College will not incur any employer benefit expenses for this reimbursement benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Board's consideration.

Funding Source – The technology reimbursement benefit payment will be funded by Unrestricted Funds.

Reviewers – The Technology Reimbursement Benefit Payment was reviewed by Cabinet Members and Administrative Staff.

Dr. Ricardo Solis, President, and 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 of a technology support reimbursement benefit payment for full-time regular and full-time

temporary employees for the time period of January 2022 through December 2022, subject to approval of budget amendment 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 a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the time period of January 2022 through December 2022, subject to approval of budget amendment as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

d. Approval to Use Unrestricted Funds for a Retention Payment for Regular and Temporary Full-Time and Part-Time Employees

Administration requests Board approval to use unrestricted funds for a retention payment for regular and temporary full-time and part-time employees.

Purpose, Justification, and Benefit – To provide a retention payment to regular and temporary full-time and part-time employees active on October 18, 2022 and November 23, 2022 using the unrestricted funds. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the retention payment.

The retention payment to eligible full-time and part-time employees is proposed in appreciation and acknowledgment from the College Board and College Leadership for the extraordinary contribution made by faculty and staff in fulfilling the mission of the College during the pandemic and the current state of fewer applicants, higher turnover, and competing opportunities.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on October 18, 2022, and November 23, 2022.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the retention payment.
 - Executive
 - Administrative
 - Professional/Technical Support Full-Time Exempt
 - Professional/Technical Support Full-Time Non-Exempt
 - Classified
 - Faculty (Including Full-Time Lecturers)
 - Adjunct Faculty
 - Direct Wage
 - Trainers
 - Work Study
- Part-time employees in the following category will not be eligible for the retention payment:
 - Dual Credit Faculty (High School Employees)

The total estimated cost for the retention payment to regular and temporary full-time and part-time employees, including employer paid benefits costs, who are paid from the Unrestricted, Auxiliary, and Restricted Funds is as follows:

Full-Time \$1,250.00 and Part-Time \$600.00						
Employee	No. of	Gross	Average	Total	Total	Total
Type	Employees		Net Pay	Gross Pay	Employer Paid	Salaries and
Full-Time	1,535	\$ 1,250	\$ 1,025	\$ 1,918,750	\$ 146,784	\$ 2,065,534
Part-Time	674	600	534	404,400	30,937	435,337
Total	2,209	1,850	1,559	2,323,150	177,721	2,500,871

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Board's consideration.

Funding Source – The reimbursement payment will be funded by Unrestricted Funds.

Reviewers – Cabinet members have reviewed this information and recommend the proposed payment.

Dr. Ricardo Solis, College President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to any address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to use unrestricted funds for retention payment for regular and temporary full-time and part-time employees 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 the proposed use of unrestricted funds for retention payment for regular and temporary full-time and part-time employees as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

e. Approval of Proposed Budget Amendment for FY 2022 – 2023

Administration requests Board approval of a proposed budget amendment for FY 2022 – 2023.

Purpose, Justification, and Benefit - The proposed budget amendment is necessary to increase the Unrestricted Fund revenue and expenditure budgets for the following reasons:

1. To increase the Unrestricted Fund Industrial Training and Economic Development (ITED) Mexico revenue and expenditure budget.
2. To increase the Unrestricted Fund Industrial Training and Economic Development (ITED) revenue and expenditure budget.
3. To increase the Unrestricted Fund Higher Education Emergency Relief Fund (HEERF) lost revenue and fund balance reserve.
4. To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment and the proposed Technology Support Reimbursement Payment for eligible employees.

Background - The total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2022 – 2023 will increase as follows:

**Fiscal Year 2022 - 2023
Budgeted Revenues and Expenditures**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$186,693,736	\$7,162,199	\$193,855,935

The budget amendment details and presentation follow in the packet for the Board's information and review.

The budget amendment is proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund by \$7,162,199 as follows:

**Fiscal Year 2022 – 2023
Summary of Unrestricted Fund Revenue Increase**

Revenue Source	Proposed Amendment
Total Tuition	\$405,358
Total HEERF Lost Revenue	3,424,970

Fiscal Year 2022 – 2023
Summary of Unrestricted Fund Revenue Increase

Total Carryover Allocations	3,331,871
Total Revenue Increase	\$7,162,199

Fiscal Year 2022 - 2023
Unrestricted Fund Revenue Increase

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Total Tuition	\$33,038,685	\$405,358	\$33,444,043
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,331,871	12,319,652
Total Unrestricted Fund Revenue Increase	\$46,109,151	\$7,162,199	\$53,271,350

Tuition revenue is proposed to increase \$405,358 as follows:

- \$182,360 due to the increase for the ITED Mexico fund, and
- \$222,998 due to the increase in the ITED fund.

HEERF Lost Revenue is proposed to increase as follows:

- \$3,424,970 due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College. The HEERF Lost Revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic.

Carryover Allocations revenue is proposed to increase \$3,331,871 as follows:

- \$2,500,871 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and
- \$831,000 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

In total, the Unrestricted Fund Revenues are proposed to increase by \$7,162,199.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$7,162,199.

Fiscal Year 2022 - 2023
Summary of Unrestricted Fund Expenditures and Reserve Adjustments

Expenditures	Proposed Amendment
Total Salaries	\$2,588,964
Total Benefits	1,064,525
Total Operating	75,740

Fiscal Year 2022 - 2023
Summary of Unrestricted Fund Expenditures and Reserve Adjustments

Total Travel	8,000
Total HEERF Fund Balance Reserve	3,424,970
Total Expenditure Increase	\$7,162,199

Fiscal Year 2022 - 2023
Unrestricted Fund Expenditures and Reserves Increase

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$105,614,008	\$2,588,964	\$108,202,972
Total Benefits	24,328,765	1,064,525	25,393,290
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
Total Unrestricted Fund Expenditures and Reserves Increase	\$177,909,868	\$7,162,199	\$185,072,067

The Salaries expenditure budget is proposed to increase by \$2,588,964 as follows:

- \$83,866 due to the additional funds for the ITED Mexico fund,
- \$181,948 due to the additional funds for the ITED fund, and
- \$2,323,150 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees.

The Benefits expenditure budget is proposed to increase by \$1,064,525 as follows:

- \$14,754 due to the additional funds for the ITED Mexico fund,
- \$41,050 due to the additional funds for the ITED fund,
- \$177,721 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, and
- \$831,000 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

The Operating expenditure budget is proposed to increase as follows:

- \$75,740 due to the additional funds for the ITED Mexico fund.

The Travel expenditure budget is proposed to increase as follows:

- \$8,000 due to the additional funds for the ITED Mexico fund.

The HEERF Fund Balance Reserve budget is proposed as follows:

- \$3,424,970 due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College. The HEERF Lost

Revenue represents the revenues expected by the College, but were reduced or eliminated as a result of the COVID-19 pandemic.

•
In total, the Unrestricted Fund Expenditures and Reserves are proposed to increase by \$7,162,199.

Enclosed Documents - The budget amendment details and presentation follow in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2022 – 2023.

The Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2022 – 2023 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 the proposed budget amendment for FY 2022 – 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2023
AMENDED

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,038,685	405,358	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,331,871	12,319,652
Total Revenues and Carryover Allocations	\$ 186,693,736	\$ 7,162,199	\$ 193,855,935

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,614,008	\$ 2,588,964	\$ 108,202,972
Total Benefits	24,328,765	1,064,525	25,393,290
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
Total Expenditures	\$ 177,111,051	\$ 3,737,229	\$ 180,848,280
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
Total Transfers & Reserves	9,582,685	3,424,970	13,007,655
Total Expenditures/Transfers & Reserves	\$ 186,693,736	\$ 7,162,199	\$ 193,855,935

South Texas College

Proposed Budget Amendment for Unrestricted Fund FY 2022 - 2023 October 18, 2022

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Summary of Proposed Budget Amendment

Budgeted Revenues and Expenditures

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$186,693,736	\$7,162,199	\$193,855,935

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Proposed Budget Amendment Summary Unrestricted Fund

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,038,685	405,358	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,331,871	12,319,652
Total Revenues and Carryover Allocations	\$ 186,693,736	\$ 7,162,199	\$ 193,855,935

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Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Tuition	\$405,358	To increase the ITED Mexico fund by \$182,360 and increase the ITED fund by \$222,998
Total HEERF Lost Revenue	3,424,970	To increase the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College
Total Carryover Allocations	3,331,871	To fund the proposed Retention Incentive Payment in the amount of \$2,500,871 and the proposed Technology Support Reimbursement Payment in the amount of \$831,000
Total Revenue Increase	\$7,162,199	

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Proposed Budget Amendment Summary Unrestricted Fund

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,614,008	\$ 2,588,964	\$ 108,202,972
Total Benefits	24,328,765	1,064,525	25,393,290
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
Total Expenditures	\$ 177,111,051	\$ 3,737,229	\$ 180,848,280
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
Total Transfers & Reserves	9,582,685	3,424,970	13,007,655
Total Expenditures/Transfers & Reserves	\$ 186,693,736	\$ 7,162,199	\$ 193,855,935

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Summary of Budget Changes Unrestricted Fund Expenditures and Reserves

Expenditures and Reserves	Increase/ (Decrease)	Description
Total Salaries	\$2,588,964	To increase the ITED Mexico fund by \$83,866, increase the ITED fund by \$181,948, and fund the proposed Retention Incentive Payment in the amount of \$2,323,150
Total Benefits	1,064,525	To increase the ITED Mexico fund by \$14,754, increase the ITED fund by \$41,050, fund the proposed Retention Incentive Payment in the amount of \$177,721, and fund the proposed Technology Support Reimbursement Payment in the amount of \$831,000
Total Operating	75,740	To increase the ITED Mexico fund
Total Travel	8,000	To increase the ITED Mexico fund
Total HEERF Fund Balance Reserve	3,424,970	To increase the HEERF Fund Balance Reserve due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College
Total Expenditures Increase	\$7,162,199	

6

Thank You

Questions?

7

Consent Agenda:

f. Approval to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Administration requests Board approval of Policy #5120: Investment Policy and Investment Strategy Statement.

Purpose, Justification, and Benefit – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 26, 2021. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College has received the Certification of Investment Policy from the Government Treasurers' Organization of Texas (GTOT) for the past seven two-year periods, beginning August, 2009. The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate is for a two-year period ending August 31, 2024.

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and also by South Texas College's legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended include minor changes to wording in an effort to provide clarification.

The revisions included in the Investment Policy are as follows:

	Section	From	To
1	On page 7, Section III E 4 b	Must at all times be	Must be

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy follow 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, attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement 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 revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Investment Policy	5120
Legal Authority	Approval of the Board of Trustees	Page 1 of 12
Date Approved by Board	As Amended by Board Minute Order Dated October 18, 2022	

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Tax Exempt Bond Issue requirements, adopted Investment Policy and adopted Investment Strategy Statement.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College investment portfolio shall conform to the strict requirements of the Act and this Policy.

Investments shall be made with the primary objectives of:

- Preservation of capital and safety of South Texas College funds,
- Maintenance of sufficient liquidity,
- Maximization of return within acceptable risk constraints, and
- Diversification of investments.

I. PURPOSE

A. Formal Adoption

This Investment Policy (hereinafter “Investment Policy” or “Policy”) is adopted by South Texas College (hereinafter “South Texas College” or the “College”) in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the “Act,” “Public Funds Investment Act,” or “PFIA”) and shall be interpreted at all times to comply with the Act.

B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) Designation of Investment Officers and Investment Committee to invest South Texas College funds,
- 2) Authorized investments, and
- 3) Review and oversight of investments.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

MANUAL OF POLICY

Title	Investment Policy	5120
Legal Authority	Approval of the Board of Trustees	Page 2 of 12

C. Review and Amendment

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

D. Investment Strategy

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College's funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

- 1) understanding of the suitability of the investment to the financial requirements of South Texas College,
- 2) preservation and safety of principal,
- 3) liquidity,
- 4) marketability of the investment if the need arises to liquidate the investment prior to maturity,
- 5) diversification of the investment portfolio, and
- 6) yield.

II. INVESTMENT OBJECTIVES

A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they result from securities investments defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- **Credit Risk:** In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk (the risk that the issuer of a debt security will not pay its par value upon maturity) by limiting its investments to only those authorized in Section III.A in accordance with the PFIA. In Section III.E.1, the College's Investment Policy seeks to further minimize its concentration of credit risk by establishing maximum investment percentages of classes of investments and a diversification strategy for the total College portfolio.
- **Interest Rate Risk:** In accordance with its Investment Policy, the College limits its exposure to interest rate risk by utilizing investments whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, are limited to a weighted average maturity of 365 days for all investments, with a maximum allowable maturity of two years for any investment type. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

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B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification.

C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.

III. INVESTMENT POLICIES

A. Authorized Investments

South Texas College restricts its investments to the following eligible securities, as authorized by the Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent.
- 5) Financial institution deposits issued by a depository institution that has its main office or branch in Texas and is:
 - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor,
 - b) secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 102% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or
 - c) secured in any other manner and amount provided by law for deposits of the College,
 - d) issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit,
 - e) governed by a Depository Agreement, as described in Section E.4 herein, that complies with Federal and State Regulation, and
 - f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.

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- 6) No-load government money market mutual funds registered with and regulated by the Securities and Exchange Commission whose investment objectives seek to maintain a stable \$1.0000 net asset value and that comply with the requirements of State law.
- 7) Eligible investment pools organized and operating in compliance with the Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.

B. Existing Investments

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

C. Prohibited Investment

In accordance with Texas state law, the following are not authorized investments:

- 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal,
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest,
- 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years, and
- 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

D. Credit Rating Review and Effect of Loss of Required Rating

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of an investment issuer or grantor. Such risk shall be limited by utilizing only the least-risk types of investments as defined in the Act and the Policy, by qualifying the broker, dealer, and financial institution with whom the College will transact, by collateralization as required by law, and through portfolio diversification by maturity and type.

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The purchase of individual securities shall be executed on “delivery versus payment” (DVP) terms through the South Texas College Safekeeping Agent. By so doing, South Texas College’s funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio securities and by opportunity risks associated with specific security types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. Financial Institution Deposits 100%
- e. Government Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

2. Diversification by Investment Maturity

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the “Temporary Period,” as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with the yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

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c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments mature on dates such that the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College's funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings ("rebate liability") will be segregated and made available for any necessary payments to the U.S. Treasury.

3. South Texas College Liquidity

Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible money market mutual funds and eligible investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing,
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset,
- the Agreement must be executed in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College,
- the Agreement must be part of the Depository's "official record" continuously since its execution, and
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

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b) Collateral Levels

The market value of the principal portion of securities that are pledged as collateral must **at all times** be equal to or greater than 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

d) Additional Collateral

If the market value of the securities pledged as collateral for a deposit falls below 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Safekeeping

a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in an account in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third-party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

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6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding those transactions with financial institution deposits, eligible money market mutual funds, and eligible investment pools) and require any investment advisor to do the same. Rather than relying solely on yield, investments in financial institution deposits, eligible money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.

F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and terms of this Policy and shall invest within the same “Standard of Care.” Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that “Standard of Care.”

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College’s policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College’s requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College’s objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Local Government Investment Pools and discretionary investment management firms seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College’s entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority .

South Texas College shall not enter into an investment transaction with a Local Government Investment Pool or discretionary investment advisor prior to receiving the written instrument described above.

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The Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

G. Responsibility and Controls

1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institutions, an investment pool or money market mutual fund to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine, and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall accumulate not less than 5 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the Investment Officers shall receive investment training not less than once each state fiscal biennium and accumulate not less than 5 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Act. The investment training shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers, or the University of North Texas Center for Public Management.

2. Prudent Investment Management

The Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

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3. Standard of Care

The standard of care used by the College shall be the “prudent person rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Act states:

“Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

4. Standard of Ethics and Conflicts of Interest

The Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Act. This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization,
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year, or
- c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

5. Establishment of Internal Controls

South Texas College’s Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College,
- 2) be prepared jointly by all Investment Officers of the College,
- 3) be signed by each Investment Officer of the College,
- 4) contain a summary statement of each pooled fund group that states the:
 - a. beginning market value for the reporting period,
 - b. ending market value for the period, and

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- c. fully accrued interest for the reporting period,
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested,
- 6) state the maturity date of each separately invested asset that has a maturity date,
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired,
- 8) provide the credit rating for each separately invested asset that has a required minimum rating, and
- 9) state the compliance of the investment portfolio of the College as it relates to:
 - a) the investment strategy expressed in the College's Investment Policy, and
 - b) relevant provisions of the Act.

7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of financial institution deposits, investment pool funds and mutual funds.

9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

10. Investment Policy Adoption

The Investment Policy and Investment Strategy Statement shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review the Investment Policy and Investment Strategy Statement not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

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IV. HISTORY

Origination Date Approved by Board	October 12, 1995
Date Amended and Approved by Board	August 8, 1996 December 11, 1997 October 15, 1998 October 17, 2002 October 16, 2003 October 21, 2004 November 17, 2005 October 19, 2006 February 15, 2007 October 18, 2007 October 13, 2008 June 25, 2009 November 23, 2009 October 25, 2010 October 27, 2011 October 30, 2012 October 28, 2013 October 28, 2014 October 27, 2015 October 25, 2016 October 24, 2017 October 30, 2018 October 29, 2019 October 27, 2020 October 26, 2021

INVESTMENT STRATEGY STATEMENT

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PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy Statement.

In accordance with the Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- * Understanding of the suitability of the investment to the financial requirements of South Texas College,
- * Preservation and safety of principal,
- * Liquidity,
- * Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- * Diversification of the investment portfolio, and
- * Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

INVESTMENT STRATEGY

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

A. Funds

South Texas College's funds include:

- Unrestricted Fund
- Auxiliary Fund
- Restricted Fund
- Loan Fund
- Endowment Fund
- Agency Fund
- Funds for Renewal and Replacement

INVESTMENT STRATEGY STATEMENT

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Unexpended Plant Funds
Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for all fund types.

Safety of Principal: All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur, however by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 365 days for all investments and restricting the maximum allowable maturity to two years for any investment type, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investments should be as per Section III.E.2.c.

Marketability: Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than ten basis points shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investment should be as per Section III.E.2.c.

Liquidity: All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require short-term liquidity. Short-term investment pools, bank deposits, and eligible money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification: Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out over two years.

Yield: Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of a rolling three-month Treasury bill portfolio shall be the minimum yield objective.

Consent Agenda:

g. Approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Administration requests Board approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.

Purpose, Justification, and Benefit – To approve Resolution 2023-003 to update the Investment Brokers, Dealers, Banks and Investment Pools list.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 26, 2021, as amended. A revised list of brokers, dealers, banks, and investment pools is included in Exhibit "A".

The recommended changes to the investment brokers, dealers, and banks list are as follows:

	Section	From	To
1	List of Authorized Banks:	Allegiance Bank	Stellar Bank (merger)
2		Bank of Texas	Remove - acquired by BOK
3		Capital One Bank	Remove – no longer service public funds
4		Comerica Bank	Remove – no longer service public funds
5		Southwest Bank	Remove – no longer service public funds

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 26, 2021, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the changes.

Reviewers – The Resolution 2023-003 was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel.

Enclosed Documents – The revised Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 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, attended the Committee meeting to address any questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

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 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Approval Recommended:

Dr. Ricardo J. Solis
President

Resolution No. 2023-003

A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKERS/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKERS/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; 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 Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized brokers/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized brokers/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College's Investment Policy; now, therefore,

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

SECTION 1: The Board has reviewed list of authorized brokers/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized brokers/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College's Investment Policy.

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 the Act and the College's Investment Policy.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: 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 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: 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 8: 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:

Alejo Salinas, Jr., Vice Chair
Board of Trustees

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Brokers/Dealers:

FHN Securities
Duncan Williams
Multi-Bank Securities
Rice Financial
SAMCO
Wells Fargo Securities

List of Authorized Banks:

~~Allegiance Bank~~ Stellar Bank
~~Bank of Texas~~ *acquired by BOK*
Bank OZK
Bank of South Texas
BTH Bank
BOK Financial
~~Capital One Bank~~
~~Comerica Bank~~
East West Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Veritex Bank
Independent Financial
International Bank of Commerce
Vantage Bank
JPMorgan Chase
Lone Star National Bank
NexBank
Plains Capital Bank
PNC Bank
Prosperity Bank
Rio Bank
Southside Bank
~~Southwest Bank~~
Texas Capital Bank
Texas Regional Bank
Wallis Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

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

The following Consent Agenda item was 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 the 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 item were resolved to the Committee's satisfaction at the meeting, and the item is presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item 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 the item in the following pages

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

- a. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting

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 item a of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Contract Construction Services for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting

Approval to contract construction services for the Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting project is requested.

Scheduling Priority

This project was requested by the Regional Center for Public Safety Excellence staff. It as reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide lighting for night time training courses at the Skills Pad and EVOC training areas.

Background

On January 25, 2022, the Board approved contracting engineering services with DBR Engineering Consultants, Inc. for this project. Solicitation for this project was originally done on August 10, 2022, but no competitive sealed proposals were received. The project required re-solicitation.

The re-solicitation of competitive sealed proposals for this project began on September 7, 2022. A total of three (3) sets of construction documents were issued to plan rooms. One (1) proposal was received on September 22, 2022.

Timeline for Solicitation of Competitive Sealed Proposals	
September 7, 2022	Solicitation of competitive sealed proposals began.
September 22, 2022	One (1) proposal was 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 \$331,731.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Metro Electric, Inc.	Original Budget Variance
Unexpended Construction Plant Fund	\$294,000	\$331,731	(\$37,731)
Total Amount	\$294,000	\$331,731	(\$37,731)

Funds for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting Project 2022-010C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. 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, Maintenance & Operations, and Purchasing departments.

Estimated Project Timeline

Construction for this project is to commence in November 2022 and obtain Substantial Completion in September 2023.

Enclosed Documents

A presentation of the project is enclosed. The evaluation team members completed evaluations for the company 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 \$331,731 for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting 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 \$331,731 for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Regional Center for Public Safety Excellence

Skills Pad and EVOC Lighting
CIP-2022-010

Skills Pad and EVOC Lighting Master Site Plan Locations



Project Locations



RCPSE Skills Pad and EVOC Lighting Site Photos - EVOC



Installation of Skills Pad and Emergency Vehicle
Operator Course (EVOC) Site Lighting

RCPSE Skills Pad and EVOC Lighting Site Photos – Skills Pad



Installation of Skills Pad and Emergency Vehicle
Operator Course (EVOC) Site Lighting

Skills Pad and EVOC Lighting Proposed Scope and Budget



Requested By

RCPSE

Scope of Work

Installation of Skills Pad and Emergency Vehicle Operator Course (EVOC) site lighting

Estimated Total Project Budget

Construction	\$ 294,000
Design	28,000
Miscellaneous	20,000
Total Project Budget	\$ 342,000

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE SKILLS PAD AND
EMERGENCY VEHICLE OPERATOR COURSE LIGHTING
PROJECT NO. 22-23-1022**

NAME		Metro Electric, Inc.
ADDRESS		1901 Industrial Dr
CITY/STATE/ZIP		McAllen, TX 78504
PHONE		956-686-2323
CONTACT		Michael A. Gerdes
#	Description	Proposed
1	Base Bid: Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting	\$ 331,731.00
2	Bid Bond Provided	Yes
3	Begin Work Within	14 Working Days
4	Completion of Work Within	280 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 331,731.00
TOTAL EVALUATION POINTS		94.8
RANKING		1


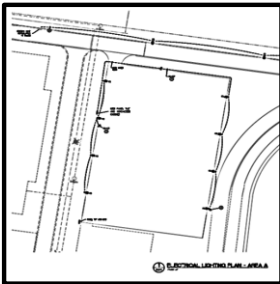
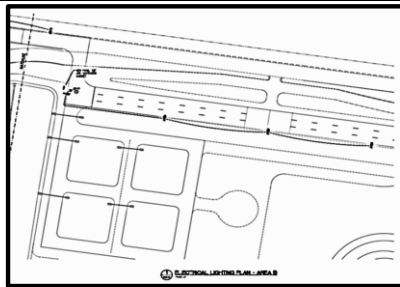
The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE SKILLS PAD AND
EMERGENCY VEHICLE OPERATOR COURSE LIGHTING
PROJECT NO. 22-23-1022
EVALUATION SUMMARY**

VENDOR		Metro Electric, Inc.	
ADDRESS		1901 Industrial Dr	
CITY/STATE/ZIP		McAllen, TX 78504	
PHONE		956-686-2323	
CONTACT		Michael A. Gerdes	
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	9.2
		9	
		10	
		10	
		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6
		9	
		9	
		9	
		8	
4	The Respondent's safety record. (up to 5 points)	4	4.5
		4.5	
		5	
		5	
		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.1
		7.5	
		7	
		7	
		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	8.1
		8.5	
		7	
		9	
		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.3
		5.5	
		5	
		6	
		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
		7	
		7	
TOTAL EVALUATION POINTS		94.8	
RANKING		1	

The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet
10/3/2022

Project Name: Regional Center for Public Safety Excellence - Skills Pad and EVOC Lighting					Project No. 2022-010C				
Funding Source(s): Unexpended Plant Fund									
		FY 21-22			FY 22-23				
		<u>FY 21-22</u> <u>Project Budget</u> <u>Actual</u> <u>Expenditures</u>			<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>				
		<u>Total Project</u> <u>Budget</u>			<u>FY 22-23</u> <u>Project Budget</u> <u>Actual</u> <u>Expenditures</u>			<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	
		<u>Project Budget</u> <u>Expenditures</u>			<u>Project Budget</u> <u>Expenditures</u>			<u>Expenditures To Date</u>	
Construction:		\$ 294,000.00	\$ 280,000.00	\$ 280,000.00	\$ 294,000.00	\$ -	\$ 294,000.00	\$ -	
Design:		\$ 28,000.00	28,000.00	14,700.00	\$ 3,920.00	\$ -	\$ 3,920.00	14,700.00	
Miscellaneous:		\$ 20,000.00	20,000.00	998.74	\$ 16,000.00	\$ -	\$ 16,000.00	998.74	
FFE:		\$ -	-	\$ -	\$ -	\$ -	\$ -	-	
Technology:		\$ -	-	\$ -	\$ -	\$ -	\$ -	-	
Total:		\$ 342,000.00	\$ 328,000.00	\$ 15,698.74	\$ 313,920.00	\$ -	\$ 313,920.00	\$ 15,698.74	
Project Team					Board Status				
Approval to Solicit Architect/Engineer: 9/28/2021 Architect/Engineer: DBR Engineering Contractor: TBD					Board Approval of Schematic Design N/A Substantial Completion TBD Final Completion TBD				
STC FPC Project Manager: Samuel Saldana					Board Acceptance TBD Board Acceptance TBD				
Project Description					Project Scope				
Add lighting at the Skills Pad and EVOC training area.					Provide lighting for night training at the Skills Pad and EVOC training area.				
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	1/25/2022	N/A	10/18/2022	11/15/2022	5/15/2023	6/27/2023	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total			
2021-22	\$ -	\$ 14,700.00	\$ 998.74	\$ -	\$ -	\$ 15,698.74			
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Project Total	\$ -	\$ 14,700.00	\$ 998.74	\$ -	\$ -	\$ 15,698.74			
Current Agenda Item									
10/11/22 Facilities Committee Meeting - Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting.									
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Project Locations</p> </div> <div style="text-align: center;">  <p>Skills Pad Location</p> </div> <div style="text-align: center;">  <p>EVOC Location</p> </div> </div>									

FPC Project Manager

SPS

FPC Asst. Director

Rita Geller

FPC Director

RDA

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	November 2022	Approval to Contract Architectural and Engineering Services	TBD	TBD
3	Ann Richards Administration Building A Renovation of Administration Offices	DV					●					\$ 660,000	\$ 36,626	\$ 623,374	\$ 638,800	Low	March 2023	Approval of Substantial Completion	The Warren Group Architects	CRC Development and Construction, LLC
4	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV			●							\$ 1,034,110	\$ 456	\$ 1,033,654	\$ 865,600	Low	November 2022	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	BRW 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	November 2022	Approval to Contract Engineering Services	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	\$ 40,240	\$ (35,240)	\$ 600	Completed	N/A		N/A	O&M
Pecan Plaza Subtotal												\$ 5,000	\$ 40,240	\$ (35,240)	\$ 600					
Mid-Valley Campus																				
10	Workforce Center Building D Welding Expansion	MV			●							\$ 537,500	\$ 7,497	\$ 530,003	\$ 721,273	High	December 2022	Approval of Construction Services	PBK Architects	TBD
11	Workforce Center Building D Automotive Lab Expansion	MV			●							\$ 920,500	\$ 10,306	\$ 910,194	\$ 915,668	High	December 2022	Approval of Construction Services	PBK Architects	TBD
12	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV			●							\$ 528,000	\$ 6,690	\$ 521,310	\$ 425,868	High	December 2022	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	\$ 172,211	\$ 359,154	\$ 488,099	High	December 2022	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects	Holchemont
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 196,705	\$ 2,320,660	\$ 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	\$ 6,238	\$ 192,862	\$ 198,224	High	December 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	December 2022	Approval of Schematic Design	EGV Architects	TBD
16	Truck Driving Range Expansion	DV		●								\$ 49,620	\$ -	\$ 49,620	\$ 41,350	Low	November 2022	Approval to Contract Engineering Services	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	\$ 17,981	\$ 2,074,919	\$ 646,974					
Nursing and Allied Health Campus Subtotal																				
18	East Building A Occupational Therapy Kitchen Lab Expansion	SS				●						\$ 99,500	\$ 8,621	\$ 90,879	\$ 96,760	High	February 2023	Approval of Substantial Completion	Negrete & Kolar Architects, LLP	CRC Development and Construction, LLC
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	\$ 8,621	\$ 402,125	\$ 116,116					
Starr County Campus																				
21	Workforce Center Building D Welding Expansion	MV				●						\$ 598,000	\$ 30,632	\$ 567,368	\$ 395,594	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	Kimber 1985
22	Workforce Building D Automotive Expansion	MV				●						\$ 1,078,300	\$ 66,145	\$ 1,012,155	\$ 922,098	High	October 2022	Approval of Construction Services	Able City, LLC	TBD
23	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV				●						\$ 153,000	\$ 17,009	\$ 135,991	\$ 296,878	High	October 2022	Approval of Construction Services	Able City, LLC	TBD
Starr County Campus Subtotal												\$ 1,829,300	\$ 113,786	\$ 1,715,514	\$ 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	\$ 33,438	\$ 79,764	\$ 421,051	High	April 2023	Approval of Substantial Completion	Gignac & Associates, LLP	TBD
25	Canopy for Students/Instructors	DV			●							\$ 247,000	\$ 22,372	\$ 67,264	\$ 155,078	High	April 2023	Approval of Substantial Completion	Gignac & Associates, LLP	TBD
26	Chiller Installation	MV					●					\$ 170,000	\$ 199,938	\$ 157,262	\$ 22,000	High	November 2022	Approval of Substantial Completion	Half Associates, Inc	Johnson Controls
27	Fire Training Area	DV			●							\$ 443,000	\$ 46,590	\$ 97,364	\$ 295,686	High	April 2023	Approval of Substantial Completion	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	\$ 15,689	\$ 341,532	\$ 313,920	High	October 2023	Approval of Substantial Completion	DBR	TBD
30	Two-Story Residential Fire Training Structure	SS			●							\$ 1,581,200	\$ 4,996	\$ 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	\$ 323,024	\$ 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	\$ 738,343	\$ 54,484,752	\$ 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	TBD
2	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD	TBD
3	Stucco Repainting	SS					●					\$ 137,000	\$ 109	\$ 136,891	\$ 137,000	High	November 2022	Approval of Substantial Completion	TBD	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	TBD
5	South Academic Building J Generator Replacement	SS					●					\$ 280,000	\$ 12,691	\$ 267,309	\$ 270,063	High	August 2023	Approval of Substantial Completion	DBR	TBD
6	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,022,000	\$ 40,020	\$ 981,980	\$ 996,063					
Pecan Plaza																				
7	Stucco Repainting	SS					●					\$ 12,000	\$ 109	\$ 11,891	\$ 12,000	High	November 2022	Approval of Substantial Completion	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 Substantial Completion	TBD	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	TBD
10	North Academic Building G Analog to Digital Conversion	RC					●					\$ 720,000	\$ 194,677	\$ 525,323	\$ 720,000	Low	TBD	TBD	TBD	TBD
11	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	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	TBD
13	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	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	\$ 273,190	\$ 19,810	\$ 15,850	High	October 2022	Approval of Substantial Completion	Chanin Engineering, LLC
17	NAH East Building A Generator Replacements	SS				●						\$ 422,000	\$ 18,785	\$ 403,215	\$ 405,219	Low	August 2023	Approval of Substantial Completion	TBD
Nursing and Allied Health Campus Subtotal												\$ 1,055,000	\$ 291,975	\$ 763,025	\$ 761,069				
Starr County Campus																			
20	Stucco Repainting	SS					●					\$ 253,000	\$ 109	\$ 252,891	\$ 253,000	High	TBD	Approval of Substantial Completion	Terra Fuerte, LLC
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		N/A
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	0	2	2	0	0	0	0	\$ 9,779,925	\$ 722,133	\$ 9,057,792	\$ 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 September 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 **September 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 September 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 September 2022.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for September 2022.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for September 2022.
- 4) Release of Construction Fund Checks for September 2022.
- 5) Quarterly Investment Report and Money Market Accounts for September 2022.
- 6) Summary of Revenues for September 2022.
- 7) Summary of State Appropriations Revenue for September 2022.
- 8) Summary of Property Tax Revenue for September 2022.
- 9) Summary of Expenditures by Classification for September 2022.
- 10) Summary of Expenditures by Function for September 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for September 2022.
- 12) Summary of Grant Revenues and Expenditures for September 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- *Tuesday, November 8, 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
- *Thursday, November 17, 2022*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Association of Community College Trustees will hold its 2022 Leadership Congress in New York City from Wednesday, October 26 – Saturday, October 29, 2022.
- The College will be closed in observance of Thanksgiving from Thursday, November 24 – Sunday, November 27, 2022.

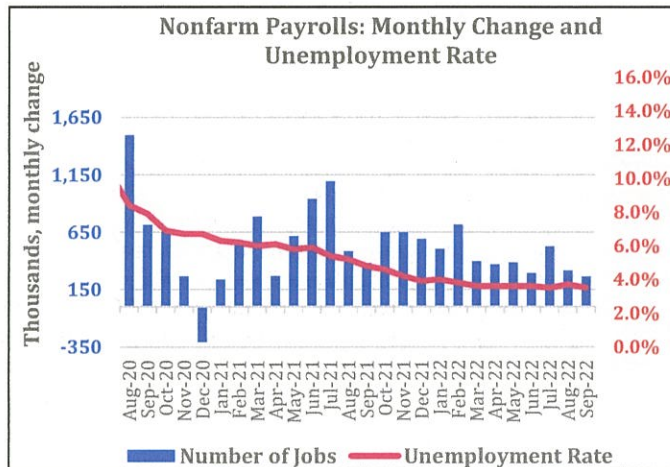
*The following document
was provided as a
handout at the meeting.*

Market Outlook

October 7, 2022

A strong U.S. labor market continues to apply pressure on the Federal Open Market Committee (FOMC) as they maintain their restrictive measures to rein in inflation. The housing sector remained mixed with potential buyers faced with high prices and mortgage rates at levels not seen since 2006. Drops in gas prices provided some relief throughout September, but recent OPEC production cuts may bring more pain at the pump. This coupled with increasing food prices may ultimately hurt consumers that showed recent signs of returning confidence. The final GDP number confirmed an economic contraction in the second quarter of 2022 where the economy may have entered recession territory. The FOMC met in September and raised the Fed Funds rate another 75 basis-points with Chair Powell emphasizing their need to act as restrictively as possible as soon as possible as justification for another large increase.

The September Employment report showed that 263,000 jobs were added, higher than the 255,000 jobs expected. The previous two months were adjusted with a net increase of 11,000 jobs. August remained unchanged at +315,000 while July was revised to +537,000 jobs from the previous report of +526,000. The three-month average is now +372,000 per month (the previous three-month average was +378,000 per month). Several sectors saw large improvements, most notably Health/Education (+90,000) and Leisure/Hospitality (+83,000). Others with favorable increases: Professional/Business (+46,000), Manufacturing (+22,000), Construction (+19,000), and Mining (+3,000). Several saw relatively minor reductions: Transportation/Warehousing (-8,000), Retail (-1,000), and Government (-25,000). The September Labor Participation Rate, a measure of the percentage of eligible workers that hold jobs inched downward to 62.3% from 62.4% in August. Pre-pandemic that number was 63.4%. The Unemployment Rate fell to 3.5% from August's rate of 3.7%. The U6 rate (or the under-employed rate – those that are either over-qualified for their job or working fewer hours than they desire) fell to 6.7% from August's 7.0%. Average Hourly Earnings (AHE) rose 0.3% in September after also rising 0.3% in August. Year-over-year AHE dropped 0.2% since last month to +5.0%. While job openings declined in August, there are still over 10.1 million active job openings. Approximately 6.0 million people report that they are currently unemployed and looking for work. Pre-pandemic the number of job seekers averaged 5.7 million people. As of August, there are 1.7 jobs for every unemployed person, down from 2.0 in July.



Several saw relatively minor reductions: Transportation/Warehousing (-8,000), Retail (-1,000), and Government (-25,000). The September Labor Participation Rate, a measure of the percentage of eligible workers that hold jobs inched downward to 62.3% from 62.4% in August. Pre-pandemic that number was 63.4%. The Unemployment Rate fell to 3.5% from August's rate of 3.7%. The U6 rate (or the under-employed rate – those that are either over-qualified for their job or working fewer hours than they desire) fell to 6.7% from August's 7.0%. Average Hourly Earnings (AHE) rose 0.3% in September after also rising 0.3% in August. Year-over-year AHE dropped 0.2% since last month to +5.0%. While job openings declined in August, there are still over 10.1 million active job openings. Approximately 6.0 million people report that they are currently unemployed and looking for work. Pre-pandemic the number of job seekers averaged 5.7 million people. As of August, there are 1.7 jobs for every unemployed person, down from 2.0 in July.

Existing Home Sales decreased 0.4% in August after falling 5.7% in July continuing the seventh consecutive monthly decline. The median existing-home sales price rose 7.7%, now at \$389,500, and recorded the 126th straight month of increases, the longest-running streak on record. Inventories of Existing Homes for sale decreased 1.5% from July. New Home Sales jumped 28.8% in August after a decrease of 8.6% in July. The supply of New Homes for sale is currently at 8.1 months, a decrease from the previous 10.9 months, getting us closer to the normal 6-month supply in a balanced market. The median sales price of new homes was \$436,800, up 8% year-over-year. The average 30-year mortgage rate hit its highest level since July 2006, now at 6.75%. That average was 3.1% one year ago. This sizeable difference has weighed on buyers cooling the previously overheated market. The S&P Case Shiller report of home prices in 20 metropolitan areas reported a 0.8% decrease in home values during July and the Federal Housing Finance Agency (FHFA), the entity that analyzes all domestic home prices, showed a 0.6% decrease. Year-over-year Case Shiller is up 16.1% (vs. 18.7% in June) and the FHFA index is up 13.9% (vs. 16.3% in June). Housing Starts increased 12.2% in August while Permits fell 10%. Pending Home Sales dropped 2.0% in August after falling 0.6% in July. Construction Spending dropped 0.7% in August after falling 0.6% in July, the biggest decline since February 2021. In the wake of Hurricane Ian, rebuilding may bring