



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, November 29, 2022  
5:00 p.m.**

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

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, November 29, 2022 @ 5:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

**COVID-19 Public Health / Attendance Measures**

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:

<https://admin.southtexascollege.edu/president/agendas/live.html>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations**
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    - 2. Ratification of Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$159,863
    - 3. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
    - 4. Additional funds for the Texas Pioneer Foundation, High School Equivalency Leads to College and Employment in the amount of \$50,000

5. Texas Mutual Insurance Company, Workforce Development and Safety Training grant in the amount of \$100,000
6. Texas Higher Education Coordinating Board, Student Success Acceleration Program Implementation Grant in the amount of \$180,000
7. Texas Workforce Commission, Child Care Apprenticeship Grant in the amount of \$36,830
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      - 2) Compact Utility Vehicle (Award)
      - 3) Full Size Sport Utility Vehicle (Award)
      - 4) Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award)
      - 5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award)
      - 6) Purchase of Portable Air Purifiers - II (Award)
    - B. Rejection of Proposal
      - 7) Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject)

- C. Purchases and Renewals
    - a. Instructional Items
      - 8) Assessments and Study Guides (Purchase)
      - 9) Online Tutoring Services Agreement (Purchase)
      - 10) Case Management Services (Renewal)
    - b. Non-Instructional Items
      - 11) Furniture (Purchase)
      - 12) Training and Consulting Agreement (Purchase)
      - 13) Campus Dining and Food Truck Services - II (Renewal)
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      - 14) Computers, Laptops, and Monitor (Purchase)
      - 15) Network Equipment Replacements (Purchase)
      - 16) Systems and Network Support Consulting Services (Purchase)
      - 17) Mobile Hotspot Services (Renewal)
  - D. Additional Award Not Included in Committee Packet
    - a. Award of Proposals
      - 18) District Wide Wireless Network Equipment Upgrade and Installation (Award)
      - 19) Purchase of Fitness Equipment (Award)
    - b. Purchases and Renewals
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A.	Next Meetings:	
•	<u>Thursday, December 1, 2022</u>	
➤	3:00 p.m. - Education & Workforce Development Committee	
➤	4:00 p.m. – Facilities Committee	
➤	5:00 p.m. – Finance, Audit and Human Resources Committee	
•	<u>Tuesday, December 13, 2022</u>	
➤	5:30 p.m. – Regular Board Meeting	

B. Other Announcements:

- The Fall Commencement Ceremonies will be held on Saturday, December 10, 2022 at the Bert Ogden Arena.
  - 9 a.m. Ceremony
    - Liberal Arts Division
    - Social & Behavioral Sciences Division
  - 12:30 p.m. Ceremony
    - Business, Public Safety & Technology Division
    - Nursing & Allied Health Division
  - 3:30 p.m. Ceremony
    - Math, Science & Information Technology Division
    - Bachelor's Programs
- The College will be closed for Winter Break from Saturday, December 17, 2022 – Tuesday, January 3, 2023.

## **Presentations**

### **1. Update on December 10, 2022 Commencement Ceremonies**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Services, will provide a brief update on the logistics and planning for the Saturday, December 10, 2022 Commencement Ceremonies to be held at the Bert Ogden Arena in Edinburg.

Certificates and degrees are expected to be conferred to over 2,400 graduates from the Summer and Fall 2022 semesters, with three graduation ceremonies scheduled as follows:

### **Saturday, December 10, 2022**

#### **9 a.m. Ceremony**

- » *Liberal Arts Division*
- » *Social & Behavioral Sciences Division*

#### **12:30 p.m. Ceremony**

- » *Business, Public Safety & Technology Division*
- » *Nursing & Allied Health Division*

#### **3:30 p.m. Ceremony**

- » *Math, Science & Information Technology Division*
- » *Bachelor's Programs*

### **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) October 18, 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 October 18, 2022 Regular Board Meeting as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**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**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, October 18, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 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., Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: Mrs. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mr. George McCaleb, Mrs. Myriam Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Rebeca De Leon, Dr. Jesus Campos, Dr. Carlos Margo, Mr. Leonel Garcia, Ms. Olivia De La Rosa, Mr. Hugo Avila, Ms. Susan Anderson, Ms. Emily Upshaw, 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**

Dr. Rebecca De Leon, Dean for Dual Credit Programs and School District Partnerships, said the invocation.

**Public Comments**

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

## **Presentation**

### **1. Update on the South Texas College Foundation**

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, provided 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 would 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.

This item was 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. Dr. Solis supported Dr. Rodriguez' update on the South Texas College Foundation and assured the Trustees that this Board priority was well underway.
2. Dr. Solis advised the Board that PR & Marketing was working toward a Board Workshop in November to discuss the rebranding project.
3. Dr. Solis further advised that strategic planning around the reorganization of the College was continuing, as a reflection of the College's size, scope of activities, and lean administrative structure.
4. Dr. Solis provided a brief update on enrollment strategies in Mexico to support concurrent enrollment of international high school students.
5. Dr. Solis announced a recommendation on community college funding, which would focus support for Colleges with high student success metrics and would also recognize and support the vital role of workforce development programs.

No action was requested.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

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

Dr. Salinas stated that the Minutes for the September 27, 2022 Regular Board Meeting should be amended to reflect that Chair Benavidez had appointed Mr. Rene Guajardo to serve on a special Committee to review evaluation instruments.

Upon a motion by Dr. Alejo Salinas, Jr., and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approves and adopted the Minutes for the September 27, 2022 Public Hearing and Special Board Meeting as written and the September 27, 2022 Regular Board Meeting as revised. The motion carried.

## **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, was presented. The Board was asked to approve the Investment Report as presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented 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 would present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Justification – The report provided 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) reviewed the information presented.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended August 31, 2022 was provided 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 Board Meeting to address any questions.



Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended August 31, 2022, as presented. The motion carried.

### **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 reviewed the attached joint statement, and requested 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 prohibited any release of student records or registration for classes for students with an outstanding balance, though a provision was provided for students with a payment plan in good standing.

Administration requested 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 would review the impact that this policy change would have on efforts to encourage student responsibility and accountability for outstanding balances to the College, and would 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.

Upon a motion by Dr. Alejo Salinas, Jr., and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorized and supported administration in the development of policy revisions and procedures as necessary to support students with outstanding balances as presented. The motion carried.

### **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 district 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.

On October 11, 2022, 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 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.

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

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 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

At the October 18, 2022 Regular Board Meeting, administration requested that item g, for the approval of Resolution 2023-003, be removed from the Consent Agenda for separate deliberation, due to a proposed change.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Alcantar, the Board of Trustees of South Texas College approved and authorized items a – f of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. The motion carried.

### Consent Agenda:

#### a. Approval of Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements

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

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

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
<b>All Affairs and Occasions</b> (Elsa, TX) (New)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX) (New)
<b>Pappa's Pizza, Inc.</b> (Alton, TX) (New)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX) (New)	<b>Rise &amp; Shine Café</b> (McAllen, TX)(New)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (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	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,140.00

#	Services	Vendor	Amount
4	Kitchen Hood Repairs	1 <sup>st</sup> FP McAllen, LLC. (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	1 <sup>st</sup> FP McAllen, LLC. (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	1 <sup>st</sup> FP McAllen, LLC. (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	1 <sup>st</sup> 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.

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

**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 requested 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 was 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:

<b>Peer College (Per THECB)</b>	<b>EAP Provided</b>	<b>EAP Provider</b>
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) were currently being used by other colleges and universities, as follows:

<b>Colleges</b>	<b>Universities</b>
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 were 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 was considered a draft at the time of this publication, since the UTEAP Legal Counsel had not completed their review of the revisions presented by South Texas College.

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.

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

**Consent Agenda:**

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

Administration requested 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 was 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 would issue a \$50 reimbursement benefit payment for each qualifying month.

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

- Employees would be required to submit a request electronically by November 18, 2022, in adherence to the College’s reimbursement process.
- The reimbursement benefit payment would 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 would 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 was an average cost of cell phone expenses and was a reasonable amount for reimbursement.
- This reimbursement benefit payment would 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 would not incur any employer benefit expenses for this reimbursement benefit payment.

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

Funding Source – The technology reimbursement benefit payment would 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.

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

**Consent Agenda:**

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

Administration requested 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 was 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 were 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 would 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 was as follows:

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

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

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

Reviewers – Cabinet members reviewed this information and recommended 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.

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

#### **Consent Agenda:**

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

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

Purpose, Justification, and Benefit - The proposed budget amendment was 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 would 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 were included in the packet for the Board's information and review.

The budget amendment was proposed as follows:

**1. Budget Amendment – Increase the Unrestricted Fund Revenues**

A budget amendment was 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
Total Carryover Allocations	3,331,871
<b>Total Revenue Increase</b>	<b>\$7,162,199</b>

**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
<b>Total Unrestricted Fund Revenue Increase</b>	<b>\$46,109,151</b>	<b>\$7,162,199</b>	<b>\$53,271,350</b>

Tuition revenue was 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 was 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 was 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 were proposed to increase by \$7,162,199.

## 2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment was 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
Total Travel	8,000
Total HEERF Fund Balance Reserve	3,424,970
<b>Total Expenditure Increase</b>	<b>\$7,162,199</b>

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
<b>Total Unrestricted Fund Expenditures and Reserves Increase</b>	<b>\$177,909,868</b>	<b>\$7,162,199</b>	<b>\$185,072,067</b>

The Salaries expenditure budget was 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 was 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 was proposed to increase as follows:

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

The Travel expenditure budget was proposed to increase as follows:

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

The HEERF Fund Balance Reserve budget was 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 were proposed to increase by \$7,162,199.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to 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.

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

#### **Consent Agenda:**

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

Administration requested 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 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 was for a two-year period ending August 31, 2024.

Reviewers – The Investment Policy and the Investment Strategy Statement were 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 complied with the Public Funds Investment Act.

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

The revision included in the Investment Policy was 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 were provided 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.

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

**Consent Agenda:**

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

Administration requested 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 were as follows:

	Section	From	To
1	List of Authorized Banks:	American National Bank and Trust	Add - new authorized bank
2		Allegiance Bank	Stellar Bank (merger)
3		<del>Bank of Texas</del>	Remove - acquired by BOK
4		<del>Capital One Bank</del>	Remove – no longer service public funds
5		<del>Comerica Bank</del>	Remove – no longer service public funds

	Section	From	To
6		<del>Southwest Bank</del>	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, 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 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, 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.

Subsequent to the Finance, Audit, and Human Resources Committee recommendation, Valley View Consulting, LLC recommended also adding American National Bank and Trust as an authorized bank. This revision was incorporated into the proposed Resolution 2023-003, and presented to the Board for deliberation and action.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which superseded any previously adopted Board Resolution. The motion carried.

## **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.

All trustees were invited to request that the item 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 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

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 item a of the Facilities Committee Consent Agenda as presented. The motion carried.

### **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 was 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 was 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 recommended **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)
<b>Total Amount</b>	<b>\$294,000</b>	<b>\$331,731</b>	<b>(\$37,731)</b>

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 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, Maintenance & Operations, and Purchasing departments.

### Estimated Project Timeline

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

### Enclosed Documents

A presentation of the project was 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.

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

### **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 September 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 **September 2022**, and was available to respond to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by 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 September 2022. The motion carried.

## **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.

## **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:27 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 18, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary



## **Approval and Acceptance of Grant Awards**

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

**1. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000**

This grant is awarded to the Institute for Advanced Manufacturing (IAM) to provide customized training in the areas of Advanced Technologies, Manufacturing, IT, Healthcare and Construction. IAM will partner with the Lower Rio Grande Valley Workforce Board to identify skilled workers in need of training. Additional funding may be requested to provide additional training. The funding period is pending contract execution.

The award aligns with Strategic Direction #3, High Success Rate. Participating trainees would develop knowledge and skills that would help them in their current employment, which can also increase the potential for economic and social mobility among residents in our region.

**2. Ratification of Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$159,863**

The Board of Trustees is asked to ratify the funding from this grant. Funds were received by the Institute for Advanced Manufacturing (IAM) for OSHA Targeted Topic Training that will deliver valuable safety and health training and educational programs that aim to prevent work-related injuries, illnesses, and deaths. The IAM will provide safety and targeted topic training for workers in high-risk, high hazard working conditions, as well as minority workers, low literacy workers, and limited English proficiency and eligible workers covered under the OSH Act of 1970. The training topic consists of Personal Protective Equipment with approximately 650 participants for sessions lasting at least two hours during each training event. The IAM will update existing training material developed by IAM and also acquire new training material from OSHA for workers in the light manufacturing industry. The funding period is September 30, 2022 through September 30, 2023.

The award aligns with Strategic Direction #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs. 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 ratifies the receiving of funds from the Occupational Safety and Health Administration (OSHA) as presented.

**3. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000**

Funding from the Gene Haas Foundation will provide scholarships for students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology or students enrolled in the Associate Degree in Precision Manufacturing Program. Scholarship funds can be used for tuition, books, and small personal tools such as calipers, micrometers and safety glasses. The funding period is October 11, 2022 through October 10, 2023.

This award aligns with Strategic Direction # 2, Access and Success by providing students with scholarship opportunities.

**4. Additional funds for the Texas Pioneer Foundation, High School Equivalency Leads to College and Employment in the amount of \$50,000**

Authorization is requested to accept additional funds in the amount of \$50,000. Funds will be used by the Department of Continuing, Professional, and Workforce Education to serve 200 low-income residents of Hidalgo and Starr counties through 150 hours of GED preparation contextualized to various industry clusters. In addition, residents will receive six hours of Academic Success Skills, four hours of College Connections, five hours of Job Readiness Skills, and four hours of CPR/AED Certification.

Additional Funds will increase the awarded amount to \$200,000. This award aligns with Strategic Direction #2, Access and Success, by providing students with access to High School Equivalency preparation.

**5. Texas Mutual Insurance Company, Workforce Development and Safety Training grant in the amount of \$100,000**

This grant will provide training to 160 current and future manufacturing, construction and warehousing employees in Safe Work Practices using Occupational Safety and Health Administration (OSHA) curricula, and train 30 unemployed/underemployed individuals in Safety and Phlebotomy Certification. The funding period is pending contract execution.

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

**6. Texas Higher Education Coordinating Board, Student Success Acceleration Program Implementation Grant in the amount of \$180,000**

Funding from this grant will enhance the College's re-engagement strategies and expand its network of basic needs supports through cross-agency collaborations by developing and institutionalizing a comprehensive re-engagement support plan for students that have some college hours but no credentials. Funds will also be utilized to address existing financial insecurity issues affecting stop-out students who are close to credential completion. The funding period is pending contract execution.

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

**7. Texas Workforce Commission, Child Care Apprenticeship Grant in the amount of \$36,830**

Funding from this grant will be used for the creation of a new Child Care Registered Apprenticeship Program (RAP). The proposed 12-month Child Care RAP will lead to a Nationally Recognized Credential issued by the U.S. Department of Labor (DOL) and to the Child Development Associate (CDA) credential issued by the Council for Professional Recognition; it will also lead to an Articulation Agreement with the Child Development and Early Childhood program at South Texas College whereby Child Care apprentices may earn up to eight (8) semester credit hours upon attaining their CDA credential and enrolling and completing their credit-bearing Infant and Toddler Certificate or Preschool Certificate program. The Child Care RAP will operate in the two counties that the college serves: Hidalgo and Starr. The funding period is upon execution through November 30, 2023.

This award aligns with Strategic Direction #2, Access and Success, by providing students apprenticeship opportunities through related classroom instruction and on-the-job learning.

**8. Any Additional Grants Pending Official Award**

**Summary of Grant Award Funding**

The presented grants will provide up to \$596,693 in funding for the college to provide services and opportunities throughout the region.

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

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

1. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000
2. Ratification of Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$159,863
3. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
4. Additional funds for the Texas Pioneer Foundation, High School Equivalency Leads to College and Employment in the amount of \$50,000
5. Texas Mutual Insurance Company, Workforce Development and Safety Training grant in the amount of \$100,000
6. Texas Higher Education Coordinating Board, Student Success Acceleration Program Implementation Grant in the amount of \$180,000

7. Texas Workforce Commission, Child Care Apprenticeship Grant in the amount of \$36,830
8. Any Additional Grant(s) Pending Official Award

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Review and Recommend Action to Adopt New Policy and Retire Current Policies**

The Board of Trustees is asked to review and approve the proposed new policy for adoption and the proposed policies for retirement to align with the Texas Association of School Boards (TASB) policy manual for the following:

- A-1. Adopt EBA (Local) Alternate Methods of Instruction – Distance Education
- A-2. Retire Current Policy #3111: Instructional Continuity
- A-3. Retire Current Policy #3115: Distance Education

This will align the policies with current practice, and the comprehensive, current, and legally sound policy manual, strengthen the policies' language, as well as transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced. Bulleted items from Current Policy #3115: Distance Education will be added to the College's Distance Education procedures in the Faculty Handbook.

The adoption of new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)
A-1. EBA (Local) Alternate Methods of Instruction – Distance Education	A-2. Policy #3111: Instructional Continuity <ul style="list-style-type: none"><li>• Replaced by EBA (Local)</li></ul> A-3. Policy #3115: Distance Education <ul style="list-style-type: none"><li>• Replaced by EBA (Local)</li></ul>

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

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Interim Vice President for Academic Affairs.

Enclosed Documents - The new and or retired policies follow in the packet for the Board's information and review.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs will be present at the Board Meeting to address questions from the Board members.

This item was not presented to the Education & Workforce Development Committee; however, the proposed adoption of a new policy and the retirement of current policies is time sensitive to meet the deadline for inclusion in the College's Competency-Based

Education Prospectus response to the Southern Association of Colleges and Schools – Commission on Colleges.

**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 proposed adoption of a new policy and the retirement of current policies as presented, and which supersedes any previously adopted Board Policy.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

The College District shall offer distance education in traditional online, hybrid, and competency-based online courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically;
- Policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

### **Instructional Continuity**

In the event of a natural disaster, pandemic, or other event in which instruction is adversely affected at any or all of the College District's campuses or centers, instruction shall, as much as possible, continue and/or be facilitated through the use of the College District's Learning Management System.

The College District, in accordance with local, state, and federal guidelines, will continue instruction for academic and workforce courses, as much as possible, in an online format, with face-to-face instruction as permitted, to ensure the safety of students, faculty, and staff.

The vice president for academic affairs, collaboratively with the other divisions, shall develop specific guidelines for distance education and instructional continuity to implement this policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Instructional Continuity</b>	<b>3111</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated June 23, 2020</b>	

### **I. Purpose**

The purpose of this policy is to establish parameters for South Texas College's Instructional Continuity Plan.

### **II. Policy**

In the event of a natural disaster, pandemic, or other event in which instruction is adversely affected at any or all of South Texas College's campuses or centers, instruction shall continue and/or be facilitated through the use of the College's Learning Management System.

South Texas College, in accordance to local, state, and federal guidelines, will continue instruction for academic and workforce courses in an online format, with face-to-face instruction as permitted, to ensure the safety of students, faculty, and staff.

Specific guidelines for instructional continuity during the specific event will be developed by the Office of the Vice President for Academic Affairs collaboratively with the other divisions to ensure compliance with governmental and accrediting bodies.

### **III. Definitions**

**Academic Courses:** Courses designed to either transfer or lead to a baccalaureate degree.

**Workforce Courses:** Courses not designed to transfer to a baccalaureate degree.

**Learning Management System:** The College's selected software used for the administration, reporting, and delivery of educational courses and programs.

### **IV. History**

Origination Date Approved by Board	June 23, 2020
Date Reviewed and Approved by Board	



## MANUAL OF POLICY

<b>Title</b>	<b>Distance Education</b>	<b>3115</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated July 10, 1997 As Amended by Board Minute Order dated August 19, 2004</b>	

It is the policy of the College to follow the Texas Higher Education Coordinating Board (THECB) rules and regulations with regard to distance education courses. Guidelines are as follows:

- 1) No degree or certificate program will be offered via distance education without prior approval of the Board of Trustees and the Coordinating Board. In addition, this institution will not offer through distance education at any site, an array of courses that would constitute a degree or certificate program without prior approval by the Board of Trustees and the Coordinating Board.
- 2) Distance education offered by any live or telecommunication delivery system will meet the same quality standards as on-campus instruction.
- 3) A distance education course which offers either regular college credit or Continuing Education Units will meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.
- 4) Students enrolled in distance education courses or programs will satisfy the same requirements for admission to the institution, the program of which the course is a part, and to the class/section itself, as are required of on-campus students. Students in distance education programs that are offered collaboratively must meet the admission standards of their home institutions.
- 5) Faculty providing distance education will be selected by the same standards, review, and approval procedures used by the institution to select faculty responsible for on-campus instruction. The institution will provide training and support to enhance the added skills required of faculty to teach classes via instructional telecommunications.
- 6) The instructor of record will be responsible for delivery of instruction and evaluation of student progress.
- 7) All distance education will be administered under the authority of the same office or person administering the corresponding on-campus instruction. The supervision, monitoring, and evaluation processes for distance education instructors will be comparable to those for on-campus instructors.
- 8) Students enrolled in distance education courses and programs will be provided academic support services, including academic advising, counseling, library and other learning resources, tutoring services, and financial aid, that are comparable to those available for on-campus students.
- 9) Facilities for delivering distance education instruction (other than homes as instructional telecommunications reception sites) will be comparable in quality to facilities provided for on-campus instruction.
- 10) The College will adhere to criteria outlined in the THECB Guidelines for Institutional Plans for Distance Education and Off-Campus Instruction.

## **Discussion and Action as Necessary on Interlocal Agreement Between the City of McAllen and South Texas College for American Rescue Plan Act Recovery Funds**

The Board is asked to review and approve the proposed Interlocal Agreement with the City of McAllen for the designation of funds from the Coronavirus State and Local Fiscal Recovery Fund to South Texas College.

In March 2021, the Federal Government passed the American Rescue Plan Act (“ARPA”), including the Coronavirus State and Local Fiscal Recovery Fund (the “SLFRF”) which provides for direct payments to qualifying units of local governments to respond to the COVID-19 public health emergency and its economic impacts through eligible uses.

The City of McAllen has designated funds in the amount of \$2,000,000.00 to be allocated to the College for eligible expenses for the Healthcare Professionals Program. The funds would provide assistance to the College to address the recruitment and retention of faculty and students, the educational training of nurses due to a nursing shortage, and the need for additional staffing to respond to the ongoing declared public health emergency in compliance with the terms and criteria of the SLFRF.

Funds transferred to South Texas College will be used as outlined in the Guidance provided under the ARPA, Coronavirus State and Local Fiscal Recovery Fund, and as more particularly described in section 603(c) of the Social Security Act and any further guidance issued by the United States Department of Treasury.

Language on the Interlocal Agreement has not been finalized as administration is working with legal counsel from the city of McAllen on the allocation of funds in order to comply with grant guidelines.

All funds received through the agreement are to be used beginning Spring 2023 through Spring 2026.

***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 the Interlocal Agreement Between the City of McAllen and South Texas College for American Rescue Plan Act Recovery Funds in the amount of \$2,000,000.00.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Discussion and Action as Necessary on 2022-2024 McAllen Holiday Parade Sponsorship Agreement**

The Board is asked to review and approve the 2022 - 2024 McAllen Holiday Parade Sponsorship Agreement with the city of McAllen.

Purpose – Administration is requesting the College be a sponsor at the annual City of McAllen Holiday Parade to be held on Saturday, December 3, 2022.

Justification and Benefit – The McAllen Holiday Parade is the largest illuminated holiday and helium balloon parade in Texas. Held on the first Saturday in December, the parade is guided by a mission of enhancing the quality of life of its residents and visitors through a large scale illuminated parade of magical floats, giant helium and cold air-filled balloons, marching bands, and celebrities. The parade is a collective effort between city of McAllen departments, sponsors, and community volunteers to bring this uniquely memorable, holiday themed celebration to Texas.

The sponsorship will allow the College to benefit from prominent logo and brand inclusion in promotional materials, artwork, advertisements, signage and other branding elements used in connection with advertisements for the Parade and related activities. As part of the agreement, South Texas College will have a customized branded float on a state-wide broadcast.

The terms of the agreement shall be for a period of three years, beginning in 2022 through 2024. The sponsorship fee as part of this agreement is \$25,000 per year for three years for a total of \$75,000. Non- Public funds will be used for this expenditure.

Dr. Rodney Rodriguez, Vice President of Institutional Advancement and Economic Development and Ms. Lynda Lopez, Executive Director for Public Relations and Marketing, will be present at the Board meeting to address any questions from the Board members.

This item was not presented to the Finance, Audit and Human Resources Committee; however, entering into the sponsorship agreement is time sensitive in order to participate in the Holiday Parade scheduled for December 3, 2022.

***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 2022 – 2024 McAllen Holiday Parade Sponsorship Agreement with the city of McAllen for a total of \$75,000 to be paid at \$25,000 each year for a period of three years.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# 2022-2024 McALLEN HOLIDAY PARADE

## ***SOUTH TEXAS COLLEGE SPONSORSHIP AGREEMENT***

This Sponsorship Agreement (“Agreement”) is made between the City of McAllen (“City”), a municipal corporation of the State of Texas, acting by and through its City Manager and Assistants (“ACM”) and **South Texas College**, hereafter called “Sponsor”, for the following express purposes and conditions. **Whereas**, the City in in charge of organizing and presenting the McAllen Holiday Parade.

**IT IS AGREED** as follows:

### **1. “Sponsor”**

Name: South Texas College  
Authorized Agent: Dr. Rodney Rodriguez  
Title: VP of Institutional Advancement and Economic Development  
Address: 3201 Pecan Blvd, McAllen, TX 78501  
Telephone: (956)872-8311  
E-mail: rodrodriguez@southtexascollege.edu

### **2. “City”**

City of McAllen, P O Box 220, 1300 Houston Avenue  
McAllen, Texas 78505-0220  
Attn: Joe Vera, Assistant City Manager  
Telephone: 956-681-1004  
Facsimile: 956-681-1010  
E-mail: [jvera@mcallen.net](mailto:jvera@mcallen.net)

### **3. “Property”**

McAllen Holiday Parade (“Parade”)  
(Primary route is Bicentennial Boulevard)

### **4. “Term”**

The term of this agreement shall commence upon the effective date of this agreement and shall terminate at 11:59 p.m. on Sunday, December 8, 2024. The term of this agreement shall be for a period of three (3) years (2022, 2023, 2024) from the date of execution, unless extended or terminated earlier in writing in accordance with the terms of this agreement.

### **5. “Sponsorship Category”**

*Corporate Sponsor*

### **6. “Sponsor Rights”**

The City hereby grants to sponsor, during the Term of this Agreement, the following sponsorship benefits (the “Sponsorship Rights”), pursuant to the terms of this Agreement:

6.1 ***Advertisement and Promotion.***

- a. City will provide promotional materials, artwork, advertisements, signs, signage and other branding elements used in connection with advertisements for the Parade and related activities.
- b. Mention and logo inclusion during press conferences and interviews leading up to the event.
- c. Social media, organic and boosted posts, across multiple platforms and handles (including partners, and the McAllen Chamber of Commerce).
- d. Prominent logo and brand inclusion in marketing materials, website, (international bridges, email blasts (McAllen ISD, City of McAllen employees, McAllen Chamber of Commerce) McAllen Memorial Stadium, and television broadcasts.
- e. Mention and logo inclusion during the Texas wide broadcast; Markets: San Antonio, Austin, Houston, Dallas, Rio Grande Valley, and Laredo.
- f. South Texas College, customized branded giant float on Texas wide broadcast.

6.2 ***Pre-Events Activities.*** The City shall host a series of events to showcase and tie-in parade partners. The events will include but are not limited to: press conferences and media stunts. There will be eight (8) press conferences leading up to the event. Press releases will include Sponsor's name.

6.3 ***Website Activation/Inclusion.*** The City will include sponsor link to City website as official sponsor. Official Sponsors of the Parade will be included in websites used by the City in connection with the Parade, including [www.mcallenholidayparade.com](http://www.mcallenholidayparade.com). Sponsor will provide high resolution artwork and "link" website addresses for websites used by the City in connection with the Parade.

6.4 ***On Site Activities.***

- a. Sponsor will receive a Parade Presence.
- b. Sponsor will be provided tickets for preferred seating locations, passes to private receptions, or invitations – only hospitality suites, and meet and greets with celebrities. This will include fifteen (15) tickets to "meet & greet" reception at stadium, fifty (50) VIP tickets to football stadium festivities, four (4) tickets to pre-event sponsor reception, and four (4) VIP parking passes for stadium.
- c. Sponsor logo will be included on LED screens inside stadium.
- d. Sponsor will receive two (2) PSAs and two (2) at stadium.
- e. 10x10 Activation Space used for sponsor demonstration at Christmas in the Park.
- f. Signage at various locations, two (2) banners along parade route, and Christmas in the Park – provided by Sponsor.

7. **"Sponsorship Fee"**

For the rights and benefits outlined within this partnership proposal, the Sponsor agrees to a three (3) year sponsorship investment. Sponsor shall pay the City the sum of \$25,000 per year for years 2022, 2023, and 2024 (the "sponsorship fee") for the sponsorship of the Parade in full payment of sponsor's full payment obligations hereunder.

## 8. “Optional Terms”

Sponsor, by providing thirty days prior notice, may extend the Term of this agreement for two (2) additional one-year (1) terms on the same terms and conditions contained in this agreement.

*By signing, you indicate acceptance of this Agreement on behalf of the entity you represent and you declare your ability to sign this Agreement on behalf of the sponsor/City (as the case may be).*

### **Signed for and on behalf of Sponsor:**

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Signature

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Date

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Capacity

### **Signed for and on behalf of City:**

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Signature

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Date

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Capacity

## **McALLEN HOLIDAY PARADE PARTICIPATON POLICY ADDENDUM**

\_\_\_\_\_ (herein after SPONSOR or Participant) and the City of McAllen, Texas a municipal corporation of the State of Texas (hereinafter City of McAllen or City or McAllen Holiday Parade) by this McAllen Holiday Parade Participation Policy Addendum acknowledge and agree as follows:

The McAllen Holiday Parade and all supporting elements of the event were developed in 2014 as a destination signature event to continuously meet multiple goals established by the City of McAllen Strategic Plan.

**Strategic Goal 1:** Promote an unsurpassed quality of life for residents and visitors to McAllen

**Strategic Goal 2:** Strengthen McAllen's dominance as the retail destination of the region

**Strategic Goal 3:** Diversify & Strengthen the local economy

**Strategic Goal 4:** Set the standard for public safety and emergency preparedness ; and

McAllen Holiday Parade Goals:

- To develop a destination signature event for McAllen, that enhances the quality of life of our residents and boosts civic pride.
- To develop the largest illuminated holiday & helium balloon parade in Texas.
- To televise the parade in local and regional markets.
- To offer our community the ultimate world class experience.
- To increase parade corporate sponsor revenue.
- Target audience: Families

The McAllen Holiday Parade is the largest illuminated holiday and helium balloon parade in Texas. Held on the first Saturday in December, the parade is guided by a mission of enhancing the quality of life of its residents and visitors through a large-scale illuminated parade of magical floats, giant helium and cold air-filled balloons, marching bands, and celebrities. The parade is a collective effort between City of McAllen departments, sponsors, and community volunteers to bring this uniquely memorable, holiday-themed celebration to Texas.

In line with the purpose and historical traditions of the McAllen Holiday Season, the City invites entertainers and others to participate based exclusively on their ability to provide appropriate family entertainment suitable to the occasion. Participants consist of a variety of celebrities, who may include athletes, musicians, singers and performers from the worlds of television, film and theater, as well as various talent-based performance organizations, such as high school & college bands, cheerleaders, dancers and choral groups; and

The City of McAllen and the McAllen Holiday Parade respect & embrace America's diversity, it is our policy that the McAllen Holiday Parade will not be used to represent any specific cause or

special interest, no matter how worthy. The City reserves the sole right to determine participation in the McAllen Holiday Parade to preserving the theme of this unique national holiday event; and

### **NON-DISCRIMINATION**

SPONSOR/PARTNER, its agents, and employees agree not to discriminate on account of race, color, religion, national origin, gender, or handicapped condition in the use of, admission, participation in the holiday parade.

### **PERFORMANCE QUALITY**

SPONSOR/PARTNER hereby agrees that no activity, performance, exhibition or entertainment (herein after collectively, “attraction”) shall be given or held or take place in the holiday parade herein described which is potentially dangerous to the public or which is illegal, indecent, obscene, lewd, or immoral, and should any exhibition or performance or any part thereof be deemed by the CITY to be dangerous, illegal, indecent, obscene, lewd, immoral or in any manner offensive to persons of ordinary sensibilities, then CITY shall have the right to demand of SPONSOR that SPONSOR immediately, upon receipt of such notice, make such changes and discontinue such dangerous, illegal, indecent, obscene, lewd, immoral attraction.

The parade route and parade staging area are off-limits to persons wishing to exercise free speech or otherwise engaging in activities not in compliance with this McAllen Holiday parade Participation Policy Addendum including its recitals. This restriction shall apply to the parade staging area for the period of twelve (12) hours before the commencement of the parade through the conclusion of the parade. This restriction shall apply to the parade route for the period of six (6) hours before the commencement of the parade through six (6) hours after the conclusion of the parade. The City reserves the sole right to bar, cancel, or remove from the parade, at any time, any person, organization, group or entry that refuses to adhere to the parade rules, including those contained in this McAllen Holiday Parade Participation Policy Addendum and/or the instructions and directions of the City.

### **PARTICIPANT INFORMATION:**

Parade participation is by invitation based upon the following criteria:

- Corporate Partnerships- overall parade presence based on level of investment
- High School and College Marching Bands, School performers
- Invited Dignitaries
- Celebrity Guests

### **MOTORIZED ENTRIES:**

- No car or truck may participate in the Parade unless it is an approved vehicle pulling a float in the parade.

### **INVITED TRAVELING FLOATS**

- Traveling Float entries must be professionally designed and constructed. Materials used must be flame retardant and all floats must carry a fire extinguisher. Floats must be approved by the parade committee.
- Any logos or other branded elements included on or around the float must be approved in advance by the Parade Director.



## **FLOATS DIMENSIONS**

- No wider than 12' including all decorations or elements.
- No longer than 40' and must be able to negotiate turns without backing up or mounting curbs.
- No taller than 15' including any decorative elements.
- If a float is not self-propelled, the float must be pulled by an approved vehicle or vehicle provided by parade sponsor. A photo of the proposed tow vehicle must be provided.
- City of McAllen will provide sound augmentation for any float requiring sound. Participant must include a request for sound on his/her application.

The McAllen Holiday Parade and the City of McAllen does not discriminate on the basis of race, age, sex, national origin or religious belief; however no political, advertising, or ideological statements may be made or distributed from or by any marchers, floats, performing units, or exhibitors. No entries will be accepted that, in the opinion of a reasonable person, may be deemed derogatory, obscene or in bad taste. Participants may not distribute, hand or throw any items at or into the audience; and

The City organizes and operates the McAllen Holiday Parade for the purposes identified in this McAllen holiday Parade Participation Policy Addendum.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the last date written and signed below.

### **SPONSOR**

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Name/Title:

Date:

### **CITY**

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Name/Title:

Date:

## **Review and Action as Necessary on Consent Agenda Items from the Education and Workforce Development Committee:**

### **a) Review and Recommended Action on Proposed New Program: Patient Care and Administrative Technician Non-Credit Certificate**

The Committee is asked to recommend Board approval to offer the proposed new Patient Care and Administrative Technician (PCAT) Non-Credit Certificate, which would be offered through the College's Continuing, Professional and Workforce Education (CPWE) Department.

At the recommendation of the Advisory Committee, the PCAT non-credit certificate would prepare students for the multi-faceted aspects of patient care operations including, but not limited to, nurse assistance, phlebotomy, and electrocardiography, as well as medical administrative support, such as billing and coding.

Analysis by Economic Modeling Specialists, Inc. anticipated job growth projections of the mapped occupations to this credential, which included 18.2% for Nursing Assistants; 5.6% for Billing and Posting Clerks; 8.1% for Medical Records Specialists; and 8.0%, for Health Technologies and Technicians, from 2020 through 2030 in the South Texas region. Jobs for which graduates would be prepared are among the Texas Workforce Solutions' *2021 Target Occupations List and 2021 Demand Occupations List* for the Rio Grande Valley.

This program would be built upon South Texas College's existing non-credit course offerings through CPWE. Of the nine courses within the program, seven prepare students for individual certifications, as outlined on page 15 of the Program Development Packet.

This program supports a stackable-credential pathway in the healthcare sector. Upon completion of the non-credit PCAT certificate program and passing the corresponding certification exam, students would hold a valuable workforce credential, and would also have:

- 12 semester credit hours escrowed toward the Patient Care Technician for-credit certificate at South Texas College **or**
- 8 semester credit hours escrowed toward the Electronic Health Record Specialist for-credit certificate or the Medical Coding Specialist for-credit certificate at South Texas College.

This potentially provides a meaningful pathway from workforce certification to the Health Information Technology Associate of Applied Science degree or even a baccalaureate degree from South Texas College.

According to Texas Higher Education Coordinating Board data, there are currently no existing non-credit certificate programs in this industry area offered by Texas community colleges.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Ms. Olivia de la Rosa, Director of Continuing, Professional and Workforce Education will present the proposal and respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer the proposed new non-credit Patient Care and Administrative Technician (PCAT) certificate program as presented.

***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 offering the proposed new non-credit Patient Care and Administrative Technician (PCAT) certificate program as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

Program Development Proposal

# Patient Care and Administrative Technician Non-Credit Certificate

Nursing and Allied Health

October 17, 2022



SOUTH TEXAS  
COLLEGE



## **Patient Care and Administrative Technician – Non-Credit Certificate**

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## Patient Care and Administrative Technician – Non-Credit Certificate

APPROVAL PROCESS FOR DEVELOPMENT		DATE
✓	Advisory Committee	10/01/2021
✓	Division Committee	7/15/2022
✓	Continuing Education/Industry Training and Economic Development Approval	7/19/2022
✓	SACSCOC Liaison – PLA Review <ul style="list-style-type: none"> <li>• Prior Learning Assessment Review</li> </ul>	9/14/2022
✓	College-Wide Curriculum Committee (Information Item Only)	9/21/2022
✓	Academic Council	9/26/2022
✓	Institutional Leadership Council	10/7/2022
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	-
<input type="checkbox"/>	Higher Education Regional Council/Workforce Solutions (Letter of Intent)	-
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-

## **Program Development Process**

Proposed non-credit programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by program advisory committees, or local business and industry demands. All proposed non-credit programs undergo a review process before being approved for development. If the proposed non-credit program meets or exceeds 360 hours, the approval process includes reviews by the respective department, academic division counterpart, advisory committee, and Academic Council. Non-credit programs that receive approval to proceed are then presented to the Institutional Leadership Council for review and recommendation. A non-credit program that receives this approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

### **Curriculum Department Review: Non-Credit Certificate – Patient Care and Administrative Technician**

The proposed employer-developed non-credit Patient Care and Administrative Technician Certificate adequately prepares students for the multi-faceted aspects of patient care operations including, but not limited to, nurse assistance, phlebotomy, and electrocardiography, as well as medical administrative support, such as billing and coding. The program was developed in response to employer demand for professionals with skills that include both administrative and patient care skills. Job opportunities exist in the combination of occupational areas including Nursing Assistants, Billing and Posting Clerks, Medical Records Specialist, & Health Technologies and Technicians. According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, occupations in these sectors are expected to grow by the following from 2022 to 2032 in the Lower Rio Grande Regional Area: 18.2%, resulting in an additional 571 job openings for Nursing Assistants; 5.6%, resulting in an additional 102 job openings for Billing and Posting Clerks; 8.1%, resulting in an additional 71 job openings for Medical Records Specialists; and 8.0%, resulting in an additional 37 job



openings for Health Technologies and Technicians. Furthermore, Medical Records Specialist & Health Technologies and Technicians are listed on the Texas Workforce Solutions 2021 Target Occupations List while Nursing Assistants (certified only) and Billing and Posting Clerks are listed on the Texas Workforce Solutions 2021 Demand Occupations List for the Rio Grande Valley. Letters of support from UT Health Rio Grande Valley, Behavioral Wellness Center, P.A., Valley Sun Garden Community Health Care Services, and Texas Oncology have demonstrated strong employer support to address industry needs, the marketable skills, and five certifications recognized by regional health care providers. In addition, they have demonstrated support for the placement of students for onsite external experiences, if needed.

Student demand exists and is documented through historical enrollment in coursework offered through the Continuing Professional and Workforce Education department. Historical enrollment for these courses totaled **1,285** trainees in the past five years. In addition, student enrollment in for-credit courses offered in the Patient Care Technician and the Health & Medical Administrative Services Programs totaled **3,128** students for the past two years. Both the growth in this occupation and the demand for the credit program, indicates that a non-credit program can complement the College's current offering to meet the needs of non-credit students. Students that complete coursework for the non-credit Patient Care and Administrative Technician Certificate will be eligible for certifications from the National Healthcareer Association and the Texas Health and Human Services Department of Aging and Disability Services, as outlined on pg. 15. In addition, students that complete and successfully pass the NUPC 1020, NUPC 1060, NURA 1001, NURA 1060, PLAB 1023, and ECRD 1011 courses are eligible to earn up to twelve credit hours held in escrow that can be applied towards the College's for-credit Patient Care Technician Certificate. Students that complete and successfully pass the HITT 1005, POFM 1017, and HITT 1053 courses are eligible to earn eight credit hours toward HITT 1305, POFM 1317, and HITT 1253 held in escrow that can be applied towards the College's for-credit Electronic Health Record Specialist Certificate or the Medical Coding Specialist Certificate. Thus, this program offers various pathways allowing students to enter a high skill profession while continuing their progress towards higher education.



*A review conducted by the Curriculum Department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed non-credit Patient Care and Administrative Technician Certificate continue through the established approval process.*

## Non-Credit Certificate

Program Demand and Projected Outcomes must be documented prior to the development of any new non-credit workforce certificates. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

### Proposed Non-Credit Certificate:

Program Title: Patient Care and Administrative Technician Certificate

**For Curriculum Office Use Only**

Proposed CIP Code: 51.3902

Term/Year to be Implemented: Spring 2023

Please list any related credit programs currently offered by STC in this subject area, if applicable:

CT1 – Patient Care Technician, CT1 – Medical Coding Specialist, CT1 – Electronic Health Record Specialist, AAS – Health Information Technology

### 1. Documentation of Workforce Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Curriculum Department) projects a significant occupational growth rate in <b>South Texas, the state, and/or nationally.</b>	✓		<u>Nursing Assistants</u> South Texas: 18.2% (+571 jobs) Texas: 10.6% (+8,404 jobs) Nation: 6.3% (+87,176 jobs)  <u>Billing and Posting Clerks</u> South Texas: 5.6% (+102 jobs) Texas: 5.4% (+2,477 jobs) Nation: 4.0% (+18,559 jobs)  <u>Medical Records Specialists</u> South Texas: 8.1% (+71 jobs) Texas: 7.6% (+1,635 jobs) Nation: 6.2% (+11,612 jobs)  <u>Health Technologies and Technicians</u> South Texas: 8.0% (+37 jobs) Texas: 8.0% (+1,110 jobs) Nation: 8.8% (+13,264 jobs)
	A-1)*Wage data			<u>Nursing Assistants</u> South Texas: \$12.97/hour Texas: \$14.14/hour National: \$14.56/hour  <u>Billing and Posting Clerks</u> South Texas: \$15.50/hour

Category	Standard	Met the Standard	Did not meet the Standard	Comments
				Texas: \$18.71/hour National: \$19.02/hour  <u>Medical Records Specialists</u> South Texas: \$14.17/hour Texas: \$18.83/hour National: \$22.44/hour  <u>Health Technologists and Technicians</u> South Texas: \$16.22/hour Texas: \$18.23/hour National: \$21.99/hour
	A-2)*Job Posting Intensity			<u>Nursing Assistants</u> South Texas – 3:1 (499 unique postings out of a total 1,684 postings) compared to 2:1 for the region.  Texas – 4:1 (17,590 unique postings out of a total of 72,132) compared to 3:1 for the state.  <u>Billing and Posting Clerks</u> South Texas – 1:1 (88 unique postings out of a total 125 postings) compared to 2:1 for the region.  Texas – 3:1 (3,632 unique postings out of a total of 10,071) compared to 3:1 for the state.  <u>Medical Records Specialists</u> South Texas – 2:1 (327 unique postings out of a total 584 postings) compared to 2:1 for region.  Texas – 3:1 (10,742 unique postings out of a total of 33,655) compared to 3:1 for the state.  <u>Health Technologies and Technicians</u> South Texas – 3:1 (500 unique postings out of a total 1,402 postings) compared to 2:1 for the region.  Texas – 4:1 (21,384 unique postings out of a total of 87,445) compared to 3:1 for the state.
*Growth rates and wage data are estimated projections for a 10-year period from 2022-2032. Job Posting Intensity is derived from the time period of January 2022 – July 2022. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.				
	B) Occupational Outlook Handbook indicates an average or above average job outlook for the next 5 to 10 years (national data).	✓		9% (As fast as average) for Medical Records and Health Information Specialists and 5% (as fast as average) for Nursing Assistants.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
				No information found for Billing and Posting Clerks.
	C) Program is on Targeted/In-Demand Occupations lists produced by the <b>Texas Workforce Commission</b> <u>OR</u> Program is an emerging and/or evolving occupation for the region or state in the <b>Texas Workforce Commission's Labor Market and Career Information</b> .	✓		Medical Records Specialist & Health Technologies and Technicians are listed on the Texas Workforce Solutions 2021 Target Occupations List for the Rio Grande Valley.  Nursing Assistants (certified only) and Billing and Posting Clerks are listed on the Texas Workforce Solutions 2021 Demand Occupations List for the Rio Grande Valley.
	D) Job demand and wage data is documented through the <b>survey of 8-12 top local employers</b> .	<i>If requested by VPAA.</i>		
	E) High employer demand exists and is documented through <b>letters of support</b> .	✓		
	F) <b>Educational and/or employer publications</b> or news articles document a growth in the industry or demand for employees.	N/A		
<b>2. Student Demand</b>	<b>High enrollment</b> exists in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
	High number of <b>graduates</b> are produced in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
<b>3. Existing Programs</b>	Similar programs from institutions of higher education, as defined by Texas Education Code §61.003, <b>do not exist</b> within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		Austin Community College (which is approximately 307 miles from McAllen) offers Continuing Education certificate in Medical Billing Certified Coding Specialist.
<b>4. Program Linkage &amp; Opportunities for Further Education</b>	<b>Program-specific articulation</b> agreements with institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)/ <b>Prior Learning Assessment (PLA)</b> consideration for non-credit to credit pathway.	✓		PLA opportunities for escrow credit are being developed. Refer to program summary

## 2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Graduate Earnings	EMSI data (provided by the Curriculum Department) projects that program graduates will earn a <b>median hourly earnings</b> wage that is above the “living wage” for South Texas, the state, and/or nationally.	✓		<p><u>Nursing Assistants</u>            South Texas: \$12.97/hour            Texas: \$14.14/hour            National: \$14.56/hour</p> <p><u>Billing and Posting Clerks</u>            South Texas: \$15.50/hour            Texas: \$18.71/hour            National: \$19.02/hour</p> <p><u>Medical Records Specialists</u>            South Texas: \$14.17/hour            Texas: \$18.83/hour            National: \$22.44/hour</p> <p><u>Health Technologists and Technicians</u>            South Texas: \$16.22/hour            Texas: \$18.23/hour            National: \$21.99/hour</p> <p><b>According to the Bureau of Labor Statistics:</b>            -Nursing Assistants earned a median salary of \$30,290 as of May 2021.            -Billing and Posting Clerks earned a median salary of \$42,750 as of May 2021.            -Medical Records &amp; Health Information Specialists earned a median salary of \$45,240 as of 2020.</p> <p>Living wage calculation for Hidalgo County is \$14.49/hr. and for Starr County is \$14.26/hr.            Source:  <a href="https://livingwage.mit.edu/states/48/locations">https://livingwage.mit.edu/states/48/locations</a></p>

## Program Summary

**Institution:** South Texas College, McAllen, Texas

**Proposed Award:** Patient Care and Administrative Technician  
Non-Credit Certificate

### PROGRAM DESCRIPTION

**Program Objective:** The Patient Care and Administrative Technician non-credit certificate adequately prepares students for the multi-faceted aspects of patient care operations including, but not limited to, nurse assistance, phlebotomy, and electrocardiography, as well as medical administrative support, such as billing and coding.

**Curriculum:** The non-credit certificate is comprised of 9 courses and totals 684 contact hours. The courses are derived from the Workforce Education Course Manual (WECM). Students that complete coursework for the non-credit Patient Care and Administrative Technician Certificate will be eligible for certifications from the National Healthcareer Association and the Texas Health and Human Services Department of Aging and Disability Services as outlined on pg. 15.

**Admissions Requirements:** The admissions requirements for this certificate would follow the general admissions procedures set forth by the Continuing Education department.

### PROGRAM DEMAND

#### Occupational Need:

##### Nursing Assistants

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Nursing Assistants are expected to experience an 18.2% growth from 2022 to 2032 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 571 additional job openings expected during this time period; a 10.6% growth between 2022 and 2032 in the State of Texas with 8,404 additional job openings expected during this time period; and a 6.3% growth between 2022 and 2032 nationally with a total of 87,176 additional job openings expected during this time period. Sample job titles include Patient Care Assistant (PCA), Certified Nursing Assistant (CNA), and Nursing Assistant.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Nursing Assistants is \$12.97/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$14.14/hr. for the State of Texas; and \$14.56/hr. as a national average.

The job posting intensity for this occupation for the region was 3:1, meaning for every 3 job postings, there was 1 unique job to fill for a total of 499 unique job postings. This ratio is above

the 2:1 average for the region, which indicates they may be trying harder to hire for this position. The job posting intensity for the state was 4:1, with a total of 17,590 unique job postings. Job posting data was derived from a 6-month time period from January 2022 – July 2022. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **Billing and Posting Clerks**

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Billing and Posting Clerks are expected to experience a 5.6% growth from 2022 to 2032 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 102 additional job openings expected during this time period; a 5.4% growth between 2022 and 2032 in the State of Texas with 2,477 additional job openings expected during this time period; and a 4.0% growth between 2022 and 2032 nationally with a total of 18,559 additional job openings expected during this time period. Sample job titles include Medical Biller, Billing Specialist, and Statement Clerk.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Billing and Posting Clerks is \$15.50/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$18.71/hr. for the State of Texas; and \$19.02/hr. as a national average.

The job posting intensity for this occupation for the region was 1:1, meaning for every job posting, there was 1 unique job to fill for a total of 88 unique job postings. This ratio is close the average of 2:1 for the region and indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 3:1, with a total of 3,632 unique job postings. Job posting data was derived from a 6-month time period from January 2022 – July 2022. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **Medical Records Specialists**

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Medical Records Specialists are expected to experience an 8.1% growth from 2022 to 2032 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 71 additional job openings expected during this time period; a 7.6% growth between 2022 and 2032 in the State of Texas with 1,635 additional job openings expected during this time period; and a 6.2% growth between 2022 and 2033 nationally with a total of 11,612 additional job openings expected during this time period.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Medical Records Specialists is \$14.17/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$18.83/hr. for the State of Texas; and \$22.44/hr. as a national average.

The job posting intensity for this occupation for the region was 2:1, meaning for every 2 job postings, there was 1 unique job to fill for a total of 327 unique job postings. This ratio is close to the 2:1 average for the region, which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 3:1, with a total of 10,742 unique job postings. Job posting data was derived from a 6-month time period from January 2022 – July

2022. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **Health Technologies and Technicians**

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Health Technologies and Technicians are expected to experience an 8.0% growth from 2022 to 2032 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 37 additional job openings expected during this time period; an 8.0% growth between 2022 and 2032 in the State of Texas with 1,110 additional job openings expected during this time period; and an 8.8% growth between 2022 and 2033 nationally with a total of 13,264 additional job openings expected during this time period.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Medical Records Specialists is \$14.17/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$18.83/hr. for the State of Texas; and \$22.44/hr. as a national average.

The job posting intensity for this occupation for the region was 3:1, meaning for every 3 job postings, there was 1 unique job to fill for a total of 500 unique job postings. This ratio is close to the 2:1 average for the region, which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 4:1, with a total of 21,384 unique job postings. Job posting data was derived from a 6-month time period from January 2022 – July 2022. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

### **EMSI Data Summary:**

Occupation	Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings
Nursing Assistants	Regional	18.2%	571	\$12.97
	State	10.6%	8,404	\$14.14
	National	6.3%	87,176	\$14.56
Billing and Posting Clerks	Regional	5.6%	102	\$15.50
	State	5.4%	2,477	\$18.71
	National	4.0%	18,559	\$19.02
Medical Records Specialists	Regional	8.1%	71	\$14.17
	State	7.6%	1,635	\$18.83
	National	6.2%	11,612	\$22.44
Health Technologies and Technicians	Regional	8.0%	37	\$16.22
	State	8.0%	1,110	\$18.23
	National	8.8%	13,264	\$21.99

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, employment for Nursing Assistants was expected to grow by 5% (as fast as the average) over the 2020-2030 decade; for Medical Records and Health Information Specialists it was 9% (as fast as the average). No data was available for the Billing and Posting Clerks.



According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, in 2021 the median annual earnings for Nursing Assistants was \$30,290 and for Billing and Posting Clerks it was \$42,750. In 2020, the median annual earning for Medical Records & Health Information Specialists was \$45,240.

#### **Student Demand:**

Student demand exists and is documented through historical enrollment in coursework offered through the Continuing Professional and Workforce Education department for the past five academic years. Historical enrollment totaled **1,285** trainees.

	<b>AY 17</b>	<b>AY18</b>	<b>AY19</b>	<b>AY20</b>	<b>AY21</b>
<b>No. of Trainees</b>	<b>240</b>	<b>277</b>	<b>280</b>	<b>216</b>	<b>272</b>

In addition, the for-credit version of nine courses, NUPC 1320, NUPC 1360, NURA 1401, NURA 1160, PLAB 1323, ECRD 1211, HITT 1305, HITT 1253, and POFM 1317 in the proposed curriculum, are offered under the Patient Care Technician and the Health & Medical Administrative Services department. Student enrollment for these nine courses totaled **3,128** students for the past two years. The number of declared majors and graduates for the related programs is indicated below.

### **Declared Majors**

<b>Award</b>	<b>Fall 2017</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>
<b>Patient Care Technician Certificate</b>	<b>134</b>	<b>148</b>	<b>99</b>	<b>90</b>	<b>58</b>
<b>Medical Coding Specialist Certificate</b>	<b>61</b>	<b>64</b>	<b>60</b>	<b>49</b>	<b>73</b>
<b>Electronic Health Record Specialist Certificate</b>	<b>8</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>12</b>
<b>Health Information Technology AAS</b>	<b>82</b>	<b>91</b>	<b>59</b>	<b>65</b>	<b>64</b>

### **Graduates**

<b>Award</b>	<b>Fall 2017</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>
<b>Patient Care Technician Certificate</b>	<b>82</b>	<b>98</b>	<b>106</b>	<b>103</b>	<b>81</b>
<b>Medical Coding Specialist Certificate</b>	<b>19</b>	<b>13</b>	<b>16</b>	<b>29</b>	<b>10</b>
<b>Electronic Health Record Specialist Certificate</b>	<b>17</b>	<b>11</b>	<b>22</b>	<b>25</b>	<b>11</b>
<b>Health Information Technology AAS</b>	<b>19</b>	<b>19</b>	<b>22</b>	<b>16</b>	<b>16</b>

#### **Existing Programs:**

- Austin Community College (which is approximately 307 miles from McAllen) offers Continuing Education certificate in Medical Billing Certified Coding Specialist.

#### **Program Linkage and Opportunities for Further Education:**

The proposed non-credit Patient Care and Administrative Technician Certificate is comprised of a nine-course curriculum. Out of the nine courses, seven of the courses would prepare students for individual certifications, as indicated in the table below. Students would be eligible to sit for the respective certification exam upon completion of each course(s).

<b>Course</b>	<b>Course Title</b>	<b>Certification Name</b>	<b>Certifying Agency</b>
<b>NUPC 1020</b>	Patient Care Technician/Assistant	Patient Care Technician/Assistant	National Healthcareer Association
<b>NUPC 1060</b>	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide	N/A	N/A
<b>NURA 1001</b>	Nurse Aide for Health Care	Certified Nurse Assistant	Texas Health and Human Services Department of

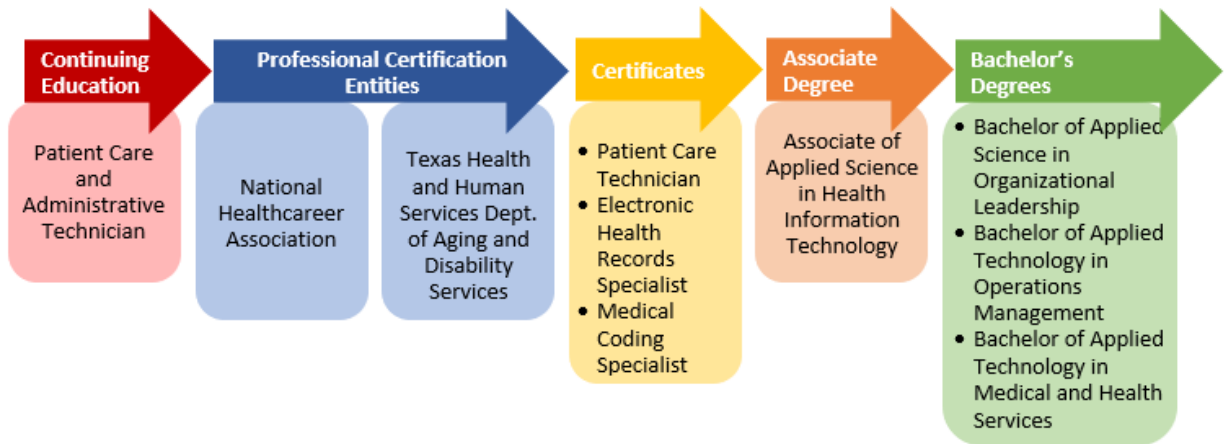
			Aging and Disability Services
<b>NURA 1060</b>	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide	N/A	N/A
<b>PLAB 1023</b>	Phlebotomy	Phlebotomy Technician	National Healthcareer Association
<b>ECRD 1011</b>	Electrocardiography	EKG Technician	National Healthcareer Association
<b>HITT 1005</b>	Medical Terminology I	Billing and Coding Specialist	National Healthcareer Association
<b>POFM 1017</b>	Medical Administrative Support		
<b>HITT 1053</b>	Legal & Ethical Aspects of Health Information		

Students that complete and successfully pass the NUPC 1020, NUPC 1060, NURA 1001, NURA 1060, PLAB 1023, and ECRD 1011 courses and earn their Certified Nursing Assistant (CNA), Patient Care Technician/Assistant (PCT/A), Phlebotomy, and Electrocardiogram (EKG) certifications are eligible to earn credit hours towards NUPC 1320, NUPC 1360, NURA 1401, NURA 1160, PLAB 1323, and ECRD 1211. However, due to the institutional residency requirement, the maximum number of credits held in escrow would be twelve semester credit hours. Depending on the combination of courses applied, students will need to take the remainder of the credit courses to earn the College's for-credit Patient Care Technician Certificate.

In addition, students that complete and successfully pass the HITT 1005, POFM 1017, and HITT 1053 courses and earn their Billing and Coding Specialist certification from National Healthcareer Association are eligible to earn eight credit hours toward HITT 1305, POFM 1317, and HITT 1253 held in escrow that can be applied towards the College's for-credit Electronic Health Record Specialist Certificate or the Medical Coding Specialist Certificate. If students continue to the Associate of Applied Science in Health Information Technology, a total of eight credits would apply to the technical coursework.

Coursework from the credit programs are derived from the Workforce Education Course Manual (WECM) and should transfer to other community or technical colleges offering the same courses within a related program.

South Texas College offers the Bachelors of Applied Science in Organizational Leadership, the Bachelors of Applied Technology in Medical and Health Services Management and Bachelors of Applied Technology in Operations Management. These degrees accept eight credits from the technical coursework of the AAS – Health Information Technology towards the lower-division requirement, should a student choose to continue on the pathway to a baccalaureate degree.



### Expected Enrollment:

The projected enrollment is based on three factors, the first being historical enrollment in Certified Nurse Assistant, Phlebotomy, Electrocardiography, and Medical Billing and Coding Specialist non-credit courses previously and currently offered. The second factor is based on the 2021 Target Occupations List published by Texas Workforce Solutions which lists Medical Records Specialist and Health Technologists and Technicians as well as the 2021 Demand Occupations List which lists Nursing Assistants (certified only) and Billing and Posting Clerks. The third factor is the opportunity arising from this program development which would form a pathway towards credit into the Patient Care Technician certificate, the Electronic Health Records Specialist certificate and the Medical Coding Specialist certificate.

Year	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Enrollees	10	10	10	20	20

## PROGRAM SUPPORT

**Faculty:** Currently, the STC Continuing Professional and Workforce Education department utilizes qualified adjunct faculty from the Nursing & Allied Health division. It is expected that these faculty will carry the majority of the teaching workload for these courses. However, the program anticipates hiring one additional qualified adjunct faculty in the fourth year after implementation to supplement the existing faculty over the 5-year period.

**Supplies and Materials:** Costs for supplies and materials would be used towards instructor books, office and classroom supplies. Costs are projected to increase by 5% in years 2 and 3, increase by 5% in year 4 and double the expense to accommodate the two cohorts. In addition, costs are projected to increase by 5% in year 5.

**Facilities and Equipment:** Current classroom and lab facilities will be used for all courses required by this program. Costs for equipment will be used to cover the purchase of phlebotomy arms in years 2-5, a 5% increase each year, and mannequins and wheelchairs in year 4. Furniture to equip a C.N.A lab such as patient beds, patient chairs, and mannequin beds will be purchased in year 4.

**New Costs:** Total costs for this program are projected to be \$198,515.25. The funding to defray the costs of this program will come from state appropriations: \$109,782.00 and tuition and fees: \$393,890.00. The additional fees will cover charges for insurance (\$30), liability (\$25), and lab fees (\$100), totaling \$155 per student. The total projected 5-year revenue is \$503,672.00. See attached specific budget details.

# **Enrollment Management Plan**

## **POTENTIAL SOURCE OF STUDENTS**

The number of students identified as potential participants for the non-credit Patient Care and Administrative Technician Certificate includes various sources. Students in the program will be comprised of the general current STC non-credit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, healthcare workers seeking to advance their skill set, and members of the community at large.

## **MARKETING**

The non-credit Patient Care and Administrative Technician Certificate will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will be those without a high school diploma or GED, the general current STC non-credit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, healthcare workers seeking to advance their skill set, and members of the community at large. The program will be promoted through various activities that will include student advising sessions, high school career fairs, employer presentations, specialized events hosted by the STC Continuing Professional and Workforce Education department, presentations at various STC campuses, social media, distribution of flyers, brochures, rack cards, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

## **RETENTION**

Trainer support, assistance, and tutoring will be the primary resource for high retention and graduation rates for the program. Trainers will continue utilizing student-centered learning techniques, encourage active participation, and promote outside student learning activities. Tutoring will also be available through the Centers for Learning Excellence. Case management provided by the Student Success Assistant will contribute significantly to student retention and graduation. Student involvement activities such as clubs, student workshops and healthcare networking events will be offered.

## **ENROLLMENT PROJECTIONS**

The projected enrollment is based on three factors, the first being historical enrollment in Certified Nurse Assistant, Phlebotomy, Electrocardiography, and Medical Billing and Coding Specialist non-credit courses previously and currently offered. The second factor is based on the 2021 Target Occupations List published by Texas Workforce Solutions which lists Medical Records Specialist and Health Technologists and Technicians as well as the 2021 Demand Occupations List which lists Nursing Assistants (certified only) and Billing and Posting Clerks. The third factor is the opportunity arising from this program development which would form a pathway towards credit into the Patient Care Technician certificate, the Electronic Health Records Specialist certificate, and the Medical Coding Specialist certificate.

<b>Year</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>Enrollees</b>	10	10	10	20	20

### **PROJECTED NUMBER OF GRADUATES**

The department projects that at least 90% of students enrolled in the program will complete the non-credit Patient Care and Administrative Technician Certificate. This target is based on the average course completion rate of 93% for all non-credit courses offered through the Continuing Professional and Workforce Education department.

<b>Year</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Enrollees</b>	10	10	10	20	20
<b>Graduates</b> (90% target)	9	9	9	18	18

# Proposed Curriculum & Course Descriptions



# Patient Care and Administrative Technician

## Non-Credit Certificate

AY 2022-2023

<b>Title:</b> Patient Care and Administrative Technician Non-Credit Certificate						FICE CODE: 031034
						CIP CODE: 51.3902
<b>TSI Exempt</b>						
<b>Semester One (10 Weeks)</b>				Lecture Hours	Lab Hours	External Hours
HITT	1005	Medical Terminology I				68
POFM	1017	Medical Administrative Support □				118
HITT	1053	Legal and Ethical Aspects of Health Information □				34
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>220</b>
<b>Semester Two (5 Weeks)</b>				Lecture Hours	Lab Hours	External Hours
NURA	1001	Nurse Aide for Health Care				60
NURA	1060	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide □				60
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>120</b>
<b>Semester Three (15 Weeks)</b>				Lecture Hours	Lab Hours	External Hours
NUPC	1020	Patient Care Technician/Assistant				48
PLAB	1023	Phlebotomy □				68
ECRD	1011	Electrocardiography □				48
NUPC	1060	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide □				180
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>344</b>
						<b>Total Contact Hours: 684</b>
Escrowed courses towards for-credit awards						

# **Patient Care and Administrative Technician**

## **Non-Credit Certificate**

### **Course Descriptions – Workforce Courses**

#### **HITT 1005 – MEDICAL TERMINOLOGY I**

Contact Hours: 68

This course is a study of medical terms through word origin and structure and an introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

##### Course Learning Outcomes

- Identify, pronounce, and spell medical terms
- Use terms in context
- Utilize prefixes, suffixes, root words, and plurals to construct medial terms
- Analyze medical terms
- Translate abbreviations
- Interpret symbols

#### **POFM 1017 – MEDICAL ADMINISTRATIVE SUPPORT**

Contact Hours: 118

This course covers instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third- party reimbursement.

##### Course Learning Outcomes

- Schedule patient appointments
- Create, document, and maintain patient medical records
- Correlate coding, billing, collecting, and filing procedures
- Utilize interpersonal communication skills
- Apply governmental health care guidelines

#### **HITT 1053 – LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION**

Contact Hours: 34

This course covers concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

##### Course Learning Outcomes

- Apply local, state, and federal standards and regulations for the control and use of health information
- Demonstrate appropriate health information disclosure practices
- Identify and discuss ethical issues in health care

### **NURA 1001 – NURSE AIDE FOR HEALTH CARE**

Contact Hours: 60

This course covers knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

#### Course Learning Outcomes

- Discuss basic care of residents in a long-term care facility
- Communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs
- Discuss the rights of the residents
- Provide safety and preventive measures in the care of residents
- Demonstrate skills in observing and reporting
- Assist residents in attaining and maintaining maximum functional independence
- Function effectively as a member of the health care team

### **NURA 1060 – CLINICAL – NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE**

Contact Hours: 60

This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

#### Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

### **NUPC 1020 – PATIENT CARE TECHNICIAN/ASSISTANT**

Contact Hours: 48

This course covers the training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.

#### Course Learning Outcomes

- Assist patients in the acute care setting with activities of daily living
- Measure vital signs
- Communicate effectively with patients, family members, and staff

### **PLAB 1023 - PHLEBOTOMY**

Contact Hours: 68

This course covers the skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

#### Course Learning Outcomes

- Demonstrate infection control and safety practices
- Describe quality assurance as it relates to specimen collection
- Explain the role of specimen collection in the overall patient care system
- Identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents
- Demonstrate venipuncture and capillary puncture techniques on adults, children, and infants
- Explain requisitioning, transport and processing.

### **ECRD 1011 - ELECTROCARDIOGRAPHY**

Contact Hours: 48

This course covers the fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

#### Course Learning Outcomes

- Describe the anatomy and physiology of the cardiovascular system
- Perform basic electrocardiography procedures
- Interpret basic dysrhythmias

### **NUPC 1060 – CLINICAL – NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE**

Contact Hours: 180

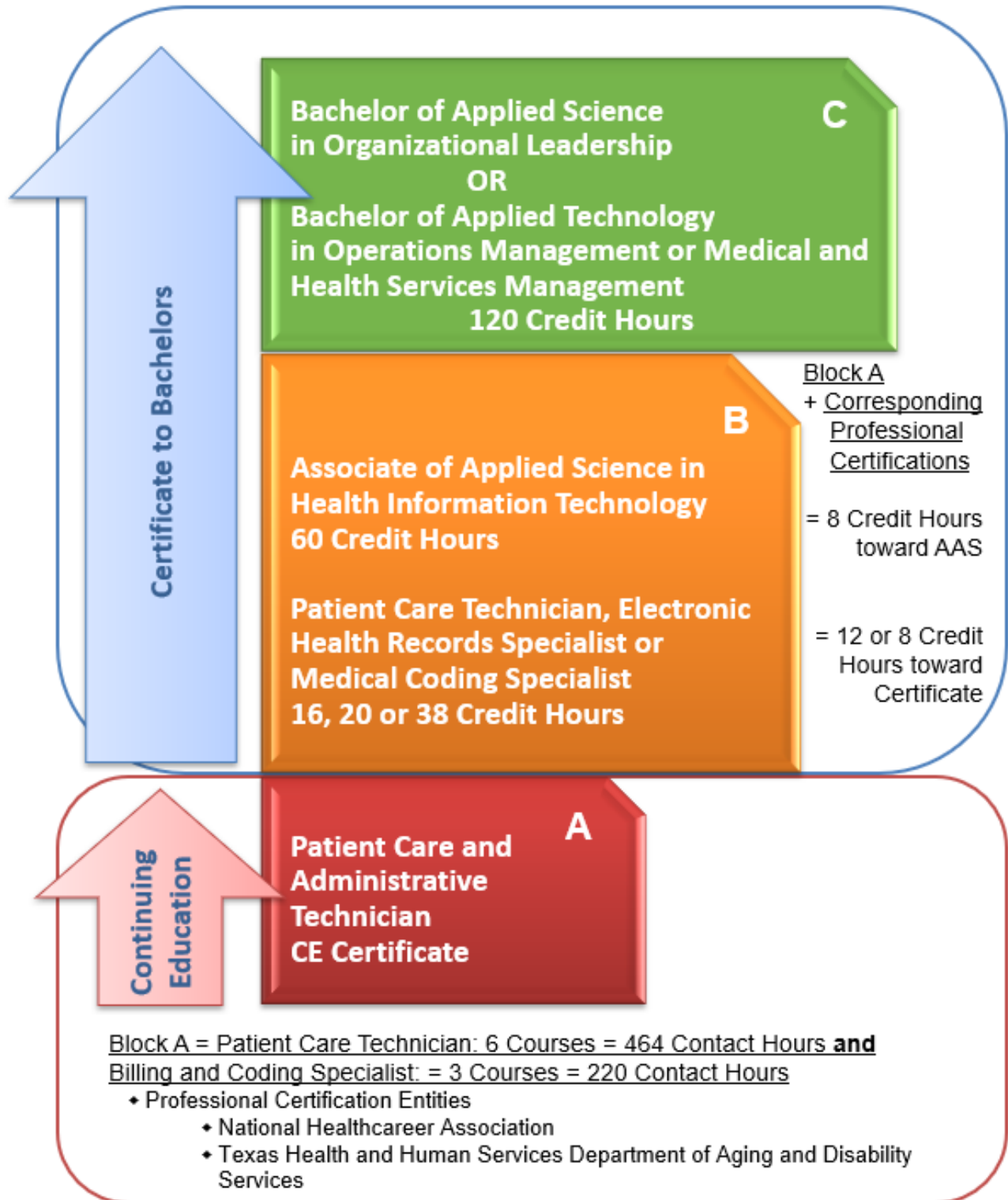
This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

#### Course Learning Outcomes

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

# South Texas College Stackable Credentials

## South Texas College Stackable Credentials Non-Credit to Credit Pathway



# Instructional Costs & Projected Revenue

**Instructional Costs and Projected Revenue  
for  
Patient Care and Administrative Technician Non-Credit Certificate**

Faculty Compensation & Benefits	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Totals
Compensation Rate per Contact Hour	\$ 31.25	\$ 31.25	\$ 31.25	\$ 31.25	\$ 31.25	
# of Contact Hours Taught by P/T, CAD	220	220	220	440	440	
# of Contact Hours Taught by C F/T	464	464	464	928	928	
P/T Salary	\$ 6,875.00	\$ 6,875.00	\$ 6,875.00	\$ 13,750.00	\$ 13,750.00	
Multiplied by Benefits Rate (9%)	1.09	1.09	1.09	1.09	1.09	
Total Salary for P/T	\$ 7,493.75	\$ 7,493.75	\$ 7,493.75	\$ 14,987.50	\$ 14,987.50	
C F/T Faculty Compensation	\$14,500	\$14,500	\$14,500	\$29,000	\$29,000	
Benefit Rate (C F/T teaching CE courses = 9%)	\$ 1,305.00	\$ 1,305.00	\$ 1,305.00	\$ 2,610.00	\$ 2,610.00	
Cost for Faculty Compensation/Benefits	\$ 23,298.75	\$ 23,298.75	\$ 23,298.75	\$ 46,597.50	\$ 46,597.50	\$ 163,091.25

Projected Revenue	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Totals
State Appropriations *						
# of Cohorts	1	1	1	2	2	
# of Students per Cohort	10	10	10	10	10	
Total # of Students per Year	10	10	10	20	20	
# of Contact Hours per Student	684	684	684	684	684	
Total Contact Hours	6840	6840	6840	13680	13680	
Multiplied by Average State Funding Rate for CE (3.21)	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	
State Appropriations Generated	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 43,912.80	\$ 43,912.80	
State Appropriations Received	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 109,782.00

\* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition and Fees	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Totals
Enrollment # Projected	10	10	10	20	20	
Tuition Rate per Contact Hour	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	
Subtotal	\$ 80.00	\$ 80.00	\$ 80.00	\$ 160.00	\$ 160.00	
# of Contact Hours per Student	684	684	684	684	684	
Total Tuition	\$ 54,720.00	\$ 54,720.00	\$ 54,720.00	\$ 109,440.00	\$ 109,440.00	\$ 383,040.00
Additional Student Fees	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	
Student Fees by Enrollment # Projected	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 3,100.00	\$ 3,100.00	\$ 10,850.00
Total Tuition and Fees	\$ 56,270.00	\$ 56,270.00	\$ 56,270.00	\$ 112,540.00	\$ 112,540.00	\$ 393,890.00

Notes: Compensation rate of \$31.25 was used as this program would anticipate faculty teaching would hold a minimum of an Associate's degree and certification in subject taught. The number of contract hours per academic year was derived from the total contact hours from the proposed curriculum and the number of cohorts expected to be offered. Contact Hours per student was derived from the proposed curriculum which totals 684 contact hours for the award.



### Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2022-2027
Faculty Compensation and Benefits	\$23,298.75	\$23,298.75	\$23,298.75	\$46,597.50	\$46,597.50	\$163,091.25
Supplies and Materials (Operating)	\$1,040.00	\$1,092.00	\$1,147.00	\$2,409.00	\$2,529.00	\$8,217.00
Library Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment and Software (Capital)	\$0.00	\$1,000.00	\$1,050.00	\$4,000.00	\$1,157.00	\$7,207.00
Facilities (Furniture) (Operating)	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
Faculty Professional Development/Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Instructional & Operating Budget	\$24,338.75	\$25,390.75	\$25,495.75	\$73,006.50	\$50,283.50	\$198,515.25
Total Budget Per Year	\$24,338.75	\$25,390.75	\$25,495.75	\$73,006.50	\$50,283.50	\$198,515.25

CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2022-2027
State Appropriations	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 21,956.40	\$ 109,782.00
Tuition and Fees	\$ 56,270.00	\$ 56,270.00	\$ 56,270.00	\$ 112,540.00	\$ 112,540.00	\$ 393,890.00
TOTAL REVENUE	\$ 78,226.40	\$ 78,226.40	\$ 78,226.40	\$ 134,496.40	\$ 134,496.40	\$ 503,672.00

# Supporting Documentation

- Advisory Committee List
- Letters of Support

## Patient Care and Administrative Technician Non-Credit Certificate Advisory Committee Membership

Name	Title	Business	Email
Jose Ramirez	Lab Supervisor	Valley Oncology	<a href="mailto:jose.ramirez@usoncology.com">jose.ramirez@usoncology.com</a>
Cielo Garcia	Center Supervisor	Valley Sun Garden Health Center	<a href="mailto:cielocervantes21@yahoo.com">cielocervantes21@yahoo.com</a>
Maria Carmen Alarcon	Office Manager and Medical Assistant	Behavioral Wellness Center	<a href="mailto:cgarcon6@gmail.com">cgarcon6@gmail.com</a>
Griselda Jimenez	Billing Specialist	Doctors Hospital at Renaissance (DHR)	<a href="mailto:grisjay06@icloud.com">grisjay06@icloud.com</a>



January 27, 2022

South Texas College  
McAllen, Texas 78501

To whom it may concern,

This letter is to support the Patient Care and Administrative Technician program established by South Texas College Continuing Education's PCAT program advisory committee.

UT Health RGV has cooperated with Continuing Education for the past 4 years by providing healthcare information and quality-based training to achieve job duties. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have evaluated the PCAT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and five certifications recognized by regional health care providers.

UT Health Rio Grande Valley is estimating 10 new Patient Care and Administrative Technician available positions in the next 1-2 years.

We will work closely with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are certain that Continuing Education has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-231-3686 if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Griselda Jimenez".

Griselda Jimenez,  
Billing Specialist I-  
School of Medicine  
Clinical Affairs Department

## **Behavioral Wellness Center, P.A.**

**Esteban A. Gonzalez, M.D.**

Diplomat in Psychiatry  
American Board of Psychiatry and Neurology

2208 Primrose Ste B2  
McAllen, Texas 78504

Tel (956) 668-0655  
Fax (956) 668-0943

November 29, 2021

South Texas College  
McAllen, TX 78501

To whom it may concern,

I'm writing to express our support for the Patient Care and Administrative Technician (PCAT) program designed by the PCAT program advisory committee at South Texas College Continuing Education.

For the past few years, the Behavioral Wellness Center has provided services to Continuing Education. Both organizations have had a fruitful partnership in supporting students in gaining valuable knowledge, skills, and certifications throughout the Rio Grande Valley.

We studied the proposed PCAT program design and highly approve it because it satisfies industry needs and leads to marketable skills as well as five certificates recognized by regional health care providers.

Behavioral Wellness Center expects to add three new Patient Care and Administrative Technician positions in the next three years, based on our predictions.

When practicum locations and job opportunities become available, we will collaborate with South Texas College to help students find them. We are convinced that Continuing Education has the experience and capacity to conduct this program, and we applaud their efforts to improve the skills and quality of life of our community. If you have any questions, please do not hesitate to contact me at 956-668-0655.

Respectfully,



Maria D Alarcon

**Valley Sun Garden  
Community Health Care Services**  
Provider Services

501 W. TOM LANDRY ST  
Mission, TX 78572

Tel (956) 583-8740  
Fax (956) 5814053

December 6, 2021

South Texas College  
McAllen, TX 78501

To whom it may concern,

I am writing to convey our support for the Patient Care and Administrative Technician (PCAT) program developed by South Texas College Continuing Education's PCAT program advisory committee.

Valley Sun Garden Community Health Care Services has collaborated with Continuing Education for the past 2 years by providing informational Knowledge and skill-based training to complete job duties to quality performance. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills, and credentials of value in the Rio Grande Valley.

We have reviewed the PCAT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and five certifications recognized by regional health care providers.

According to our projections, Valley Sun Garden is forecasting approximately around 7 new Patient Care and Administrative technician positions in the next 2 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that Continuing Education has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-996-7595 if you have any questions.

Respectfully

C. Garcia, Supervisor.







October 29, 2021

South Texas College  
McAllen, TX 78501

To whom it may concern,

This letter is to support the Patient Care and Administrative Technician (PCAT) program developed by South Texas College Continuing Education's PCAT program advisory committee.

Valley Oncology has collaborated with Continuing Education for the past 10 years by providing our facility as a practicum site for students. We have enjoyed working with South Texas College and have enjoyed collaborating in assisting students gain knowledge, skills and credentials of value in the RGV.

We have reviewed the PCAT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and five certifications recognized by regional health care providers.

According to our projections, Valley Oncology is forecasting approximately 10 new Patient Care and Administrative Technician positions in the next 2 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that Continuing Education has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-687-5150 if you have any questions.

Respectfully,

Jose Ramirez  
Valley Oncology

Program Development Proposal Presentation  
**Education & Workforce Development Committee**  
**November 8, 2022**



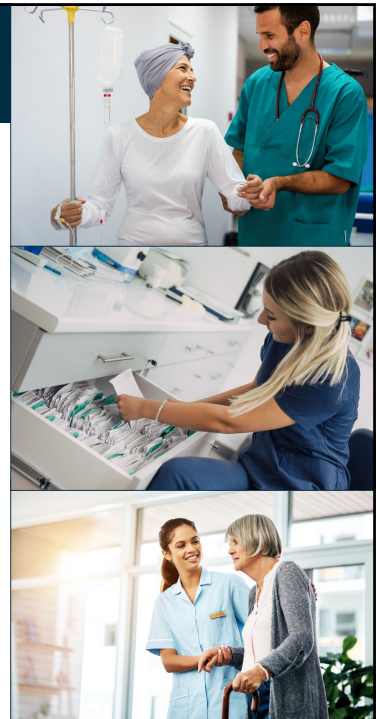
**Non-Credit Certificate**  
**Patient Care and Administrative**  
**Technician**

**Presenters:**

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs  
Olivia de la Rosa, Director of Professional and Workforce Education

## Outline

- **Program Description**
- **Approval Process**
- **Occupational Need**
- **Program Support & Cost**
- **Approved Curriculum**
  - Non-Credit to Credit Pathway
  - Industry Certifications
- **Advisory Committee Membership**





# Program Description



## Patient Care and Administrative Technician non-credit certificate will:

- Prepare students for the multi-faceted aspects of **patient care operations** including, but not limited to, nurse assistance, phlebotomy, and electrocardiography, as well as **medical administrative support**, such as billing and coding
- Developed in response to **employer demand** for professionals with skills that include both administrative and patient care skills



# Approval Process



## APPROVAL PROCESS FOR IMPLEMENTATION

INTERNAL	✓ Advisory Committee (external stakeholders and internal resources)
	✓ Continuing Education Department
	✓ Vice President for Academic Affairs
	✓ SACSCOC Liaison (Prior Learning Assessment Review)
	✓ Division Curriculum Committee
	✓ College-Wide Curriculum Committee
	✓ Academic Council
	✓ Institutional Leadership Council
	❑ <b>Education and Workforce Development Committee</b>
	❑ STC Board of Trustees (Certification Form)
EXTERNAL	❑ Higher Education Regional Council/Workforce Solutions (Letter of Intent)
	❑ Texas Higher Education Coordinating Board
	❑ Department of Education

# Occupational Need



Occupation	Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings
Nursing Assistants	Regional	18.2%	571	\$12.97
	State	10.6%	8,404	\$14.14
	National	6.3%	87,176	\$14.56
Billing and Posting Clerks	Regional	5.6%	102	\$15.50
	State	5.4%	2,477	\$18.71
	National	4.0%	18,559	\$19.02
Medical Records Specialists	Regional	8.1%	71	\$14.17
	State	7.6%	1,635	\$18.83
	National	6.2%	11,612	\$22.44
Health Technologies and Technicians	Regional	8.0%	37	\$16.22
	State	8.0%	1,110	\$18.23
	National	8.8%	13,264	\$21.99

## Program Support



- **Faculty**
  - Existing **qualified** faculty from the NAH division would teach the courses
  - Additional adjunct faculty will be hired as needed
  - The courses would average **10** students per course the first 3 years and increase to **20** students in the 4<sup>th</sup> and 5<sup>th</sup> year
- **Facilities & Equipment**
  - Current classroom and lab facilities would be utilized
  - Funding to purchase additional equipment, such as mannequins, wheelchairs, and patient beds would be allocated in the 4<sup>th</sup> year.
- **Program Costs**
  - The cost to implement this program is expected to be minimal compared to other programs due to the existing course work being offered. **The revenue, including contact hour reimbursement and student tuition, would offset the cost.**

# Cost Comparison



## Sources of Funding for Students:

- Texas Public Educational Grant (TPEG)
- Bank of America Foundation Grant
- Non-Credit Pell (If approved)

Student Costs	Non-Credit Certificate	*Credit Certificate
Tuition	\$5,472.00	\$1848.00
Registration Fee		\$300.00
IT Fee		\$744.00
Learning Support Fee		\$336.00
Student Activity Fee		\$96.00
Lab Fees	\$100.00	\$80.00
Differential Tuition Fees		\$560.00
Insurance	\$30.00	
Liability	\$25.00	
<b>Total:</b>	<b>\$5,627.00</b>	<b>\$3,964.00</b>

\*Based on completion in two semesters.

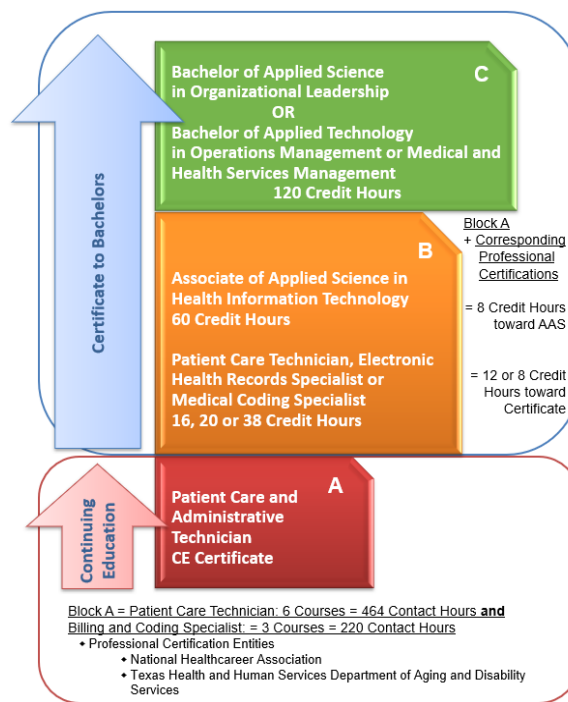
## Approved Curriculum

## Non-Credit Certificate



<b>Title:</b> Patient Care and Administrative Technician Non-Credit Certificate				<b>FICE CODE:</b> 031034			
				<b>CIP CODE:</b> 51.3902			
<b>TSI Exempt</b>							
<b>Semester One (10 Weeks)</b>				Lecture Hours	Lab Hours	External Hours	Contact Hours
HITT	1005	Medical Terminology I					68
POFM	1017	Medical Administrative Support					118
HITT	1053	Legal and Ethical Aspects of Health Information					34
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>220</b>
<b>Semester Two (5 Weeks)</b>				Lecture Hours	Lab Hours	External Hours	Contact Hours
NURA	1001	Nurse Aide for Health Care					60
NURA	1060	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide					60
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>120</b>
<b>Semester Three (15 Weeks)</b>				Lecture Hours	Lab Hours	External Hours	Contact Hours
NUPC	1020	Patient Care Technician/Ass istant					48
PLAB	1023	Phlebotomy					68
ECRD	1011	Electrocardiography					48
NUPC	1060	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide					180
<b>Total Semester Hours:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>344</b>
						<b>Total Contact Hours: 684</b>	
Escrowed courses towards for-credit awards							

## Non-Credit to Credit Pathway



## Industry Certifications



Course	Course Title	Certification Name	Certifying Agency
NUPC 1020	Patient Care Technician/Assistant	Patient Care Technician/Assistant	National Healthcareer Association
NURA 1001	Nurse Aide for Health Care	Certified Nurse Assistant	Texas Health and Human Services Department of Aging and Disability Services
PLAB 1023	Phlebotomy	Phlebotomy Technician	National Healthcareer Association
ECRD 1011	Electrocardiography	EKG Technician	National Healthcareer Association
HITT 1005	Medical Terminology I	Billing and Coding Specialist	National Healthcareer Association
POFM 1017	Medical Administrative Support		
HITT 1053	Legal & Ethical Aspects of Health Information		

## Advisory Committee Membership



**Jose Ramirez**, Lab Supervisor  
*Valley Oncology.*

**Ceilo Garcia**, Center Supervisor  
*Valley Sun Garden Health Center.*

**Maria Carmen Alarcon**, Office Manager and Medical Assistant  
*Behavioral Wellness Center.*

**Griselda Jimenez**, Billing Specialist  
*Doctor's Hospital at Renaissance (DHR)*

## QUESTIONS?



# Thank you



SOUTH TEXAS  
COLLEGE

## **Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing Tax Resale Private Bid**

The Board is asked to approve a Starr County Tax Resale Private Bid and Resolution #2023-004 authorizing the Tax Resale Bid of one (1) property as requested for consideration and possible action by the law office of Linebarger Goggan Blair & Sampson, LLP.

The Texas Property Tax Code requires approval from all taxing entities for the resale of a property.

Background - On October 17, 2022, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Roma for one (1) property located within Starr County, and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$399.89.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Board packet, the private bid is pending approval by Starr County, the City of Roma, and the Roma Independent School District.

Enclosed Documents – The Resolution, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the Board meeting to address any questions.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

***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 the Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing the Tax Resale Bid as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

ATTORNEYS AT LAW

1512 S. LONE STAR WAY

EDINBURG, TEXAS 78539

Tel: (956) 383-4500 / Fax: (956) 383-7820

November 08, 2022

Mrs. Rose Benavidez, Chair  
South Texas College  
3201 W. Pecan  
McAllen, Texas, 78501

RE: TS-14-5; Roma Independent School District, Starr County, City of Roma and South Texas College vs. Albeza De La Cruz, aka Maria Albesa Delacruz, Et Al

Dear Mrs. Benavidez,

As your delinquent tax attorneys, we are tasked with foreclosing and selling certain delinquent accounts within your jurisdiction. Although the Texas Property Tax Code allows taxing jurisdictions the ability to sell certain properties thru a *public auction* or a *private bid process*, our firm has a policy to sell most foreclosure properties thru *public auction*. We believe such a policy ensures the greatest financial recovery for taxes owed to our clients and provides the greatest transparency with how foreclosed properties are sold. However, there are a few exceptions when we will consider the acceptance of a *private bid* to be presented for possible approval: when the private bid is made by a taxing entity and/or governmental entity for the purpose of acquiring the property for public use; the private bid offered satisfies all outstanding delinquent taxes, fees and costs, or; the private bid is to accommodate any legal/hardship necessary.

We recently received a private bid from the City of Roma for the above-reference property, which was sold and struck-off on July 05, 2022. After reviewing the file and all applicable circumstances, our firm is of the opinion the board of trustees should be presented with the private bid for discussion and possible approval.

Attached is an analysis of the private bid, Please: 1) review the attached Private Bid Analysis, and if acceptable; 2) place an action item on your next board meeting agenda, 3) if approved, execute the attached Resolution, and; 4) return the executed Resolution to our office.

If you have any questions or would like additional information, please do not hesitate to contact me.

Respectfully,

Linebarger Goggan Blair & Sampson, LLP

A handwritten signature in black ink, appearing to read 'M G C', with a stylized flourish at the end.

Michael G. Cano  
Partner



# SOUTH TEXAS COLLEGE

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SOUTH TEXAS  
COLLEGE

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**TAX RESALE PRIVATE BID**  
**November 08, 2022**



**LINEBARGER**  
ATTORNEYS AT LAW

1512 SOUTH LONE STAR WAY, EDINBURG, TEXAS 78539 ★ TEL. (956) 383-4500

**SOUTH TEXAS COLLEGE**

**RESOLUTION NO. \_\_\_\_\_**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2022, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to sell the property described on the attached list, which was bid off to South Texas College through previous tax foreclosure proceedings. All relevant provision of sec. 34.05 of the Texas Property Tax Code have been complied with.

Discussion was then conducted, and upon completion of the same the South Texas College Board of Trustees called for a vote on the motion, and the same was passed by majority. Now therefore:

**BE IT RESOLVED** that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mrs. Rose Benavidez  
Chair  
South Texas College

**ATTEST:**

\_\_\_\_\_  
Mrs. Victoria Cantu  
Secretary

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**PROPERTY INFORMATION**  
**SOUTH TEXAS COLLEGE**

<b>SUIT NUMBER</b>	<b>LEGAL DESCRIPTION</b>	<b>ACCOUNT NUMBER</b>
TS-14-5	2.02 acres, more or less, situated in Porcion 72, Share 4-A, Parcel 3, J. A. Saenz (Salinas) Survey, Abstract 164, Starr County, Texas, as described in deed dated August 9, 2000, from Albeza De La Cruz to Bertha Munoz etal, in Volume 869, Page 466, Official Records of Starr County, Texas.	0073592 (001640720000401003030)



PROPERTY INFORMATION			
<b>CASE NO / STYLE:</b>	TS-14-5; Roma Independent School District, Starr County, City of Roma and South Texas College vs. Albeza De La Cruz, aka Maria Albesa Delacruz, Et Al		
<b>LEGAL DESCRIPTION:</b>	2.02 acres, more or less, situated in Porcion 72, Share 4-A, Parcel 3, J. A. Saenz (Salinas) Survey, Abstract 164, Starr County, Texas, as described in deed dated August 9, 2000, from Albeza De La Cruz to Bertha Munoz etal, in Volume 869, Page 466, Official Records of Starr County, Texas.		
<b>TAX ACCT. NO.:</b>	0073592 (001640720000401003030)	<b>PROPERTY ADDRESS:</b>	-
<b>JUDGMENT DATE:</b>	February 13, 2020	<b>JUDGMENT YEARS:</b>	2003 - 2019
<b>TAX SALE DATE:</b>	July 05, 2022	<b>SHERIFF'S DEED RECORDED DATE:</b>	August 23, 2022

TAX / BID INFORMATION			
<b>TOTAL BID AMT:</b>		\$10,000.00	
<b>TOTAL JUDGMENT AMT:</b>	\$113,988.78	<b>APP. VALUE AT JUDGMENT:</b>	\$110,000.00
<b>Est. Costs of Sale:</b>	\$2,579.00	<b>CURRENT APP. VALUE:</b>	\$110,000.00
<b>TAXING ENTITIES:</b>	<b>JUDGMENT AMOUNT DUE:</b>	<b>PERCENTAGE TO BE RECEIVED</b>	<b>AMOUNT YOU WILL RECEIVE</b>
Roma I. S. D.	\$56,193.74	49.29%	\$3,658.38
Starr County	\$34,020.35	29.85%	\$2,214.82
City of Roma	\$17,632.23	15.47%	\$1,147.91
South Texas College	\$6,142.46	05.39%	\$399.89

**NOTE:** All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).

# Starr CAD

Property Search > 73592 DE LA CRUZ ALBEZA ETAL for Year 2022 Tax Year: 2022

## Property

### Account

Property ID: 73592 Legal Description: AB 164 POR 72 J A SAENZPT SH 4-A (PARCEL 3)  
 Geographic ID: 00164-07200-00401-003030 Zoning:  
 Type: Real Agent Code:  
 Property Use Code:  
 Property Use Description:

### Location

Address: Mapsco:  
 Neighborhood: Map ID:  
 Neighborhood CD:

### Owner

Name: DE LA CRUZ ALBEZA ETAL Owner ID: 43200  
 Mailing Address: 201 S ESTRELLA % Ownership: 100.000000000000%  
 ROMA, TX 78584  
 Exemptions:

## Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$110,000	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$110,000	
(-) Ag or Timber Use Value Reduction:	-	\$0	
<hr/>			
(=) Appraised Value:	=	\$110,000	
(-) HS Cap:	-	\$0	
<hr/>			
(=) Assessed Value:	=	\$110,000	

## Taxing Jurisdiction

Owner: DE LA CRUZ ALBEZA ETAL  
 % Ownership: 100.000000000000%  
 Total Value: \$110,000

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
01	STARR COUNTY	0.525000	\$110,000	\$110,000	\$577.50

01S	XXXXXSTARR COUNTY I&S	0.000000	\$110,000	\$110,000	\$0.00
01R	STARR COUNTY FM & FC	0.225000	\$110,000	\$110,000	\$247.50
02	STARR COUNTY DRAINAGE DISTRICT	0.013200	\$110,000	\$110,000	\$14.52
10	ROMA CITY	0.602256	\$110,000	\$110,000	\$662.48
31	ROMA I.S.D.	1.411600	\$110,000	\$110,000	\$1,552.76
61	STARR CO HOSP DIST	0.264146	\$110,000	\$110,000	\$290.56
62	SO TEXAS COLLEGE	0.171500	\$110,000	\$110,000	\$188.65
CAD	STARR COUNTY APPR DIST	0.000000	\$110,000	\$110,000	\$0.00
Total Tax Rate:		3.212702			
				Taxes w/Current Exemptions:	\$3,533.97
				Taxes w/o Exemptions:	\$3,533.97

## Improvement / Building

No improvements exist for this property.

## Land

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	FV-VAC	FLAT VALUE VACANT	2.0200	87991.20	0.00	0.00	\$110,000	\$0

## Roll Value History


Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2023	N/A	N/A	N/A	N/A	N/A	N/A
2022	\$0	\$110,000	0	110,000	\$0	\$110,000
2021	\$0	\$110,000	0	110,000	\$0	\$110,000

## Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1	2/17/2000				DE LA CRUZ JOSE	0	0	
2	2/18/2000			DE LA CRUZ JOSE	DE LA CRUZ ALBEZA ETAL	855	606	207481

## Tax Due

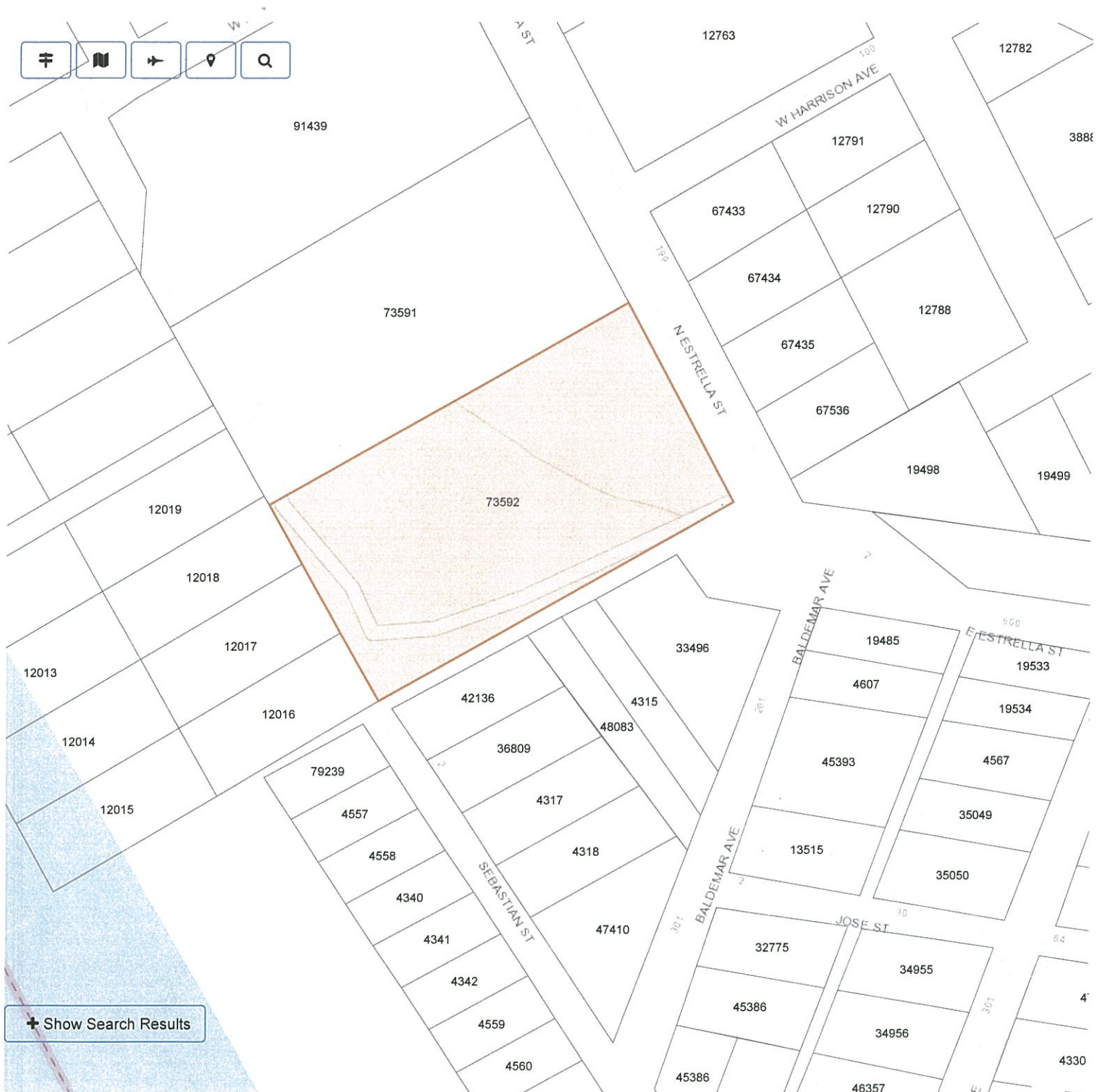
Property Tax Information as of 08/23/2022

Amount Due if Paid on: 

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due
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NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

Questions Please Call (956) 487-5613













## **Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, and Renewals**

The Board is asked to approve the following award of proposals, rejection of proposal, purchases, and renewals.

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) Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award)**

Award the proposal for audio visual equipment and installation classroom upgrades – Mid Valley and Starr County campuses to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$92,359.12.

Purpose, Justification, and Benefit – Educational Technologies is requesting to purchase audio visual equipment for five (5) classrooms at the Mid Valley Campus and one (1) classroom at the Starr County Campus. The purchase will include smart podiums, webcams, document cameras, microphones, table top light stands, switchers, cables, displays, and miscellaneous hardware.

This equipment will provide state-of-the-art resources that will enhance (enrich, elevate) learning experiences for students, faculty, staff, and community and update or replace outdated/obsolete equipment. It will also enhance communication, collaboration, and knowledge sharing across all environments.

Background – Proposal documents were advertised on September 14, 2022 and September 21, 2022 and issued to eleven (11) vendors. Two (2) responses were received on September 29, 2022, and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies - budget for FY 2022 – 2023.

#### **2) Compact Utility Vehicle (Award)**

Award the proposal for a compact utility vehicle to **Spikes Ford** (Mission, TX), at a total amount of \$28,355.00.

Purpose, Justification, and Benefit – The Department of Public Safety is requesting to purchase a compact utility vehicle for the day-to-day operation at all campuses, which will be conducted by the Safety and Security staff.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to nine (9) vendors. One (1) response was received on October 13, 2022, and reviewed by the Department of Public Safety and the Purchasing Department.

Funds for this expenditure are budgeted in the Safety and Security budget for FY 2022 – 2023.

### **3) Full Size Sport Utility Vehicle (Award)**

Award the proposal for a full size sport utility vehicle to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$64,990.00.

Purpose, Justification, and Benefit – The Department of Public Safety is requesting to purchase a full-size sport utility vehicle that will be used to transport faculty and staff throughout the College district to various College and community events.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to eleven (11) vendors. Two (2) responses were received on October 13, 2022, and reviewed by the Department of Public Safety, Facilities Operations and Maintenance, and the Purchasing Department.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2022 – 2023.

### **4) Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award)**

Award the proposal for the Mid Valley Campus Building G analog to digital audio visual upgrade – phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$468,002.06.

Purpose, Justification, and Benefit – Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audiovisual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the last bond. The upgrade to the equipment will allow the audiovisual systems in the Mid-Valley Campus Building G classrooms to support the digital video signals that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of obsolete analog audiovisual equipment.

This project will upgrade twenty-three (23) classroom spaces to the college digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution display images and improved sound quality for instruction and student presentations.

Background – Proposal documents were advertised on September 14, 2022 and September 21, 2022, and issued to eleven (11) vendors. One (1) response was received on September 29, 2022, and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

Funds for this expenditure are budgeted in the Education Technologies budget for FY 2022 – 2023.

**5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award)**

Award the proposal for the purchase of automatic heavy-duty tractor trailers to **Doggett Freightliner of South Texas, LLC**. (Pharr, TX), at a total amount of \$128,000.00 for one (1) tractor trailer that meets the FY 2023 available budget.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to purchase one (1) automatic heavy-duty tractor trailer for the Commercial Driver's License (CDL) Program at the Mid Valley and Starr County campuses.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to seven (7) vendors. One (1) response was received on October 19, 2022, and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education budget for FY 2022 – 2023.

**6) Purchase of Portable Air Purifiers - II (Award)**

Award the proposal for the purchase of portable air purifiers – II, at a total amount of \$257,450.00. The vendors are as follows:

#	Vendor	Quantity	Amount
1	<b>Esparza Pest Control &amp; Eco-Logic Systems, Inc.</b> (Edinburg, TX)	100	\$136,000.00
2	<b>South Texas Solar Systems</b> (McAllen, TX)	100	\$121,450.00

Purpose, Justification, and Benefit – Facilities Operations and Maintenance are requesting to purchase two hundred (200) portable air purifiers that will be installed in classrooms, libraries, common areas, and instructional labs. This equipment will create a safer classroom environment for students, faculty, and staff by reducing the spread of COVID-19.

Background – Proposal documents were advertised on September 21, 2022 and September 28, 2022 and issued to nine (9) vendors. Four (4) responses were received on October 6, 2022, and reviewed by Facilities Operations and Maintenance, Mid Valley Campus, Starr County Campus, and the Purchasing Department.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2022 – 2023.

**B. Rejection of Proposal**

**7) Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject)**

Reject the two (2) proposals received for the Technology Campus Building A – analog to digital audio visual upgrade solicitation since one vendor did not receive the addendum issued with the proposal clarifications.

## **C. Purchases and Renewals (C-a. Instructional Items)**

### **8) Assessments and Study Guides (Purchase)**

Purchase assessments and study guides from **National Healthcareer Association** (Leawood, KS), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$62,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to purchase practice tests and study guides that will prepare students in the EKG program for the certification exam.

Funds for this expenditure are budgeted in the Continuing Education – Local Grant budget for FY 2022 – 2023.

### **9) Online Tutoring Services Agreement (Purchase)**

Purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$192,000.00, which includes eight thousand (8,000) professional tutoring service hours.

Purpose, Justification, and Benefit – The Centers for Learning Excellence is requesting to purchase online tutoring service hours which are utilized by students district wide. This service will provide access to online tutoring and retention services in English, Math, Developmental English, Developmental Math, Developmental Reading, History, Economics, Philosophy, Education, Business, Political Science, Nursing, Psychology, Spanish, Allied Health, Biology, Chemistry, Physics, Sociology, and several other subjects.

These services supplement and enhance the College's Centers for Learning Excellence mission of allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors. The provision of online tutoring services is in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus.

Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2022 – 2023.

### **10) Case Management Services (Renewal)**

Renew the case management services with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at a total amount of \$81,000.00.

Purpose, Justification, and Benefit – The Office of Enrollment Services is requesting case management and mentoring services for fifty (50) economically disadvantaged students per semester. These services will be conducted in the Spring, Summer, and Fall 2023 semesters and will include financial assistance (books, childcare, transportation, etc.), intensive case management, and career counseling to help complete their education and training in high-demand occupations.

A qualifying student will have to meet the following requirements:

- Resident of the Rio Grande Valley
- 18 years or older
- Eligible to work in the United States
- Below the 200% federal poverty guidelines, or
- Underemployed with family responsibilities earning less than \$14.00, or
- Underemployed with family responsibilities registered with the Texas Workforce Commission

This is a six (6) week program, which includes one (1) counseling session per week for a total of forty-eight (48) hours per student per semester. An enrolled or qualifying student will automatically roll over to the next semester. Once a student graduates, a new student is accepted into the program.

The vendor has provided these services since FY 2018 – 2019.

Funds for this expenditure are budgeted in the Student Case Management Services budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

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

#### **11) Furniture (Purchase)**

Purchase furniture from The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendors at an estimated total amount of \$117,293.00 as follows.

#	Vendor	Amount
A	<b>9 to 5 Seating, LLC.</b> (Hawthorne, CA) (New)	\$2,417.00
B	<b>Jasper Group</b> (JSI, Community and Jasper Desk) (Jasper, IN) (New)	\$93,536.00
C	<b>VIA Seating / Gateway Printing and Office Supply, Inc.</b> (Sparks, NV/Edinburg, TX)	\$21,340.00
Furniture Total		\$117,293.00

The purchases can be summarized as follows:

- 9 to 5 Seating, LLC. (Hawthorne, CA)
  - ⇒ Pecan Campus
    - 5 Staff Chairs for the Administration Offices

- Jasper Group (JSI, Community and Jasper Desk) (Jasper, IN)
  - ⇒ Pecan Campus
    - 1 Reception Desk, 5 Staff Desks, 8 Conference Chairs, 4 Conference Tables, 4 Lateral Files, 1 Credenza, 10 Guest Chairs, 2 Storage Cabinets, 4 Lounge Chairs, and 1 Round Lounge Table for the Administration Offices
- VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)
  - ⇒ Pecan Campus
    - 22 Conference Chairs for the Administration Offices

Funds for these expenditures are budgeted in the requesting department budget for FY 2022 - 2023 as follows: Pecan Ann Richard Administration Bldg. A Renovation Presidents Office -Furniture, Fixtures, and Equipment.

### 12) Training and Consulting Agreement (Purchase)

Purchase a training and consulting agreement from **Inside Track, Inc.** (Portland, OR), a sole source vendor, for the period of November 1, 2022 through September 30, 2023, at an estimated total amount of \$75,600.00.

Purpose, Justification, and Benefit – Division of Math, Science, Information Technology, and Bachelor Programs are requesting staff training and consulting services in creating a student journey map that documents the ideal student journey and focuses on improving student impact through role clarity and consistent student continuity of care. This project is intended to break down institutional silos and improve cohesion in supporting student impact. The final product will map key student milestones to the necessary knowledge, skills, and beliefs and include a plan to efficiently support students in navigating their own educational careers.

Funds for this expenditure are budgeted in the Department of Education's Title V Program, Developing Hispanic Serving Institution (DHSI) grant budget for FY 2022 - 2023.

### 13) Campus Dining and Food Truck Services - II (Renewal)

Renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2023 through January 31, 2024, with 0% commission.

Purpose, Justification, and Benefit – Facilities Operations and Maintenance and the Purchasing Department are requesting to renew the campus dining and food truck services for the Mid Valley Campus. The services are necessary Monday through Friday for the faculty, staff, and students. It will include tacos, sandwiches, salads, burgers, oatmeal, sweets, fruit, and various other items.

Background – The Board awarded the contract for campus dining and food truck services as follows:

Term – one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/1/22 – 1/31/23	
1 <sup>st</sup> Renewal	11/17/22		2/1/23 – 1/31/24

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

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

#### **14) Computers, Laptops, and Monitor (Purchase)**

Purchase of computers, laptops, and monitor from the State of Texas Department of Information Resources (DIR) approved vendors, Dell Marketing, LP. (Dallas, TX) and Apple, Inc. (Dallas, TX), and the E&I Cooperative Services (E&I) approved vendor B&H Foto & Electronics (New York, NY), at a total amount of \$146,254.92.

All purchase requests for computers, laptops, and monitor have been evaluated by 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 the 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 systems 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
  - ⇒ 16 Computers for Educational Technology Maintenance and Replacement
- Staff Computers
  - ⇒ 7 Computers for Computer Science Program
  - ⇒ 1 Computer for Career and Employer Services
  - ⇒ 1 Computer for Division of Nursing and Allied Health
  - ⇒ 1 Computer for Mid Valley Child Care and Development
  - ⇒ 1 Computer for Student Assessment Center
  - ⇒ 1 Computer for Clinical Simulation Lab
- Faculty Computers
  - ⇒ 1 Computer for Division of Social and Behavioral Sciences
- Student Laptops
  - ⇒ 6 Laptops for Physics Program
- Staff Laptops
  - ⇒ 1 Laptop for Institutional Research and Effectiveness Department
  - ⇒ 2 Laptops for Emergency Medical Technology Program
  - ⇒ 1 Laptop for Curriculum Department
  - ⇒ 1 Dual Credit Academies



- ⇒ 1 Accountability, Risk, and Compliance Department
- ⇒ 1 Centers for Learning Excellence
- Faculty Laptops
  - ⇒ 7 Laptops for Clinical Simulation Lab
  - ⇒ 1 Laptop for Sociology Program
- Grant Students Laptops
  - ⇒ 48 Laptops for Continuing Education Program
- Grant Staff Laptops
  - ⇒ 7 Laptops for Finance and Administrative Services
- Staff Monitor
  - ⇒ 1 Monitor for Clinical Simulation Lab

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Educational Technology Maintenance and Replacement, Computer Science Program, Career and Employer Services, Division of Nursing and Allied Health, Mid Valley Child Care and Development, Division of Social and Behavioral Sciences, Physics Program, Institutional Research and Effectiveness, Emergency Medical Technology, Curriculum Department, Dual Credit Academies, Accountability, Risk, and Compliance, Centers for Learning Excellence, Clinical Simulation, Sociology, Continuing Education, Higher Education Emergency Relief Funds (HEERF) – Grant, and Prioritizing Adult Community College Enrollment (PACCE) - Grant.

#### **15) Network Equipment Replacements (Purchase)**

Purchase network equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$87,647.10.

Purpose, Justification, and Benefit – Information Technology is requesting to purchase ten (10) network switches, ten (10) access points, fiber optic cables, and network peripherals to replace end-of-life and out-of-support equipment district wide. The new access points provide wireless connectivity to students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023.

#### **16) Systems and Network Support Consulting Services (Purchase)**

Purchase systems and network support consulting services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at a total amount of \$9,900.00.

Purpose, Justification, and Benefit – Information Technology is requesting to purchase sixty (60) consulting hours for infrastructure support and assistance. These hours will be used when working on enterprise projects.

Funds for this expenditure are budgeted in the IT Project Management Risk and Security budget for FY 2022 – 2023.

### **17) Mobile Hotspot Services (Renewal)**

Renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2023 through May 31, 2023, at an estimated total amount of \$65,600.00. The monthly subscription cost per device is \$40.00.

Purpose, Justification, and Benefit – Library Public Services is requesting to continue the mobile hotspot services for three hundred twenty-eight (328) mobile broadband hotspot devices that are currently utilized by students. Many students do not have access to reliable internet when attending courses remotely. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2022 – 2023.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, items 1 – 17 are presented without a recommendation from the Committee. After the publication of the committee packet, administration added item 18) District Wide Wireless Network Equipment Upgrade (Award) to the award of proposals, rejection of proposal, purchases, and renewals list.

## **D. Additional Award Not Included in Committee Packet**

### **A. Award of Proposal**

#### **18) District Wide Wireless Network Equipment Upgrade (Award)**

Award the proposal for the district wide wireless network equipment upgrade and installation to **Insight Public Sector** (McAllen, TX), at a total amount of \$755,139.90.

Purpose, Justification, and Benefit – Information Technology is requesting to purchase wireless equipment and services to support students, faculty, and staff internet service needs. The equipment will be installed district wide in parking lots and buildings needing additional wireless internet coverage. South Texas College does not have internet coverage in any of the parking lots. This equipment will also be installed district wide in buildings that do not currently have wireless service.

It is necessary to add internet services in these areas to support students that do not have reliable internet services at home or when the STC buildings are closed.

Background – Proposal documents were advertised on October 12, 2022 and October 19, 2022 and issued to fifteen (15) vendors. Four (4) responses were received on November 2, 2022 and reviewed by Information Technology and Purchasing Department.

Funds for this expenditure are budgeted in the budget for Higher Education Emergency Relief Funds (HEERF) Grant FY 2022 – 2023.

#### **19) Purchase of Fitness Equipment (Award)**

Award the proposal for the purchase of fitness equipment to **Fitness Superstore, Inc.** (Benicia, CA) (New), at a total amount of \$73,700.50.

Purpose, Justification, and Benefit – The Kinesiology Program and Wellness Center are requesting to purchase fitness equipment for the faculty, staff, and students. This equipment will be located at the Pecan Plaza Wellness and will replace equipment that was purchased in 2002. It will include some of the following items: rowing machine, bench presses, jungle gym, abdominal crush machine, curl machine, dumbbells, and various stations.

Background – Proposal documents were advertised on October 12, 2022 and October 19, 2022, and issued to eleven (11) vendors. Four (4) responses were received on October 27, 2022, that were reviewed by the Kinesiology Program, Wellness Center, and Purchasing Department. There were two (2) vendors that did not complete the required forms, therefore not considered.

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

## **B. Purchases and Renewals**

### **20) Classroom Podiums (Non-Instructional Purchase)**

Purchase classroom podiums from Computer Comforts, Inc. (Kemah, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$68,582.48.

Purpose, Justification, and Benefit – The purchase of twenty-three (23) height adjustable podiums is part of the Mid Valley Campus audio visual analog to digital equipment upgrade and installation project. These podiums improve faculty instruction and student success by enabling ADA compliance and sit/stand presenter options that promote the expanded use of podiums, displays, laptops, tablets, and other digital equipment.

Funds for this expenditure are budgeted in the Construction – Mid Valley Campus Audio Visual Upgrade project budget for FY 2022 – 2023.

### **21) Computers, Laptops, Tablets, and Monitors (Technology Purchase)**

Purchase of additional computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$276,183.77.

All purchase requests for computers, laptops, tablets, and monitors have been evaluated by 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 the 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 systems 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
  - ⇒ 125 Computers for Learning Commons and Open Labs
  - ⇒ 74 Computers for Computer Science Program
- Staff Computers
  - ⇒ 1 Computer for Vice President for Academic Affairs
- Faculty Computers
  - ⇒ 4 Computers for Chemistry Program
- Student Laptops
  - ⇒ 24 Laptops for Cybersecurity Program
- Staff Laptops
  - ⇒ 6 Laptops for Student Assessment Center
  - ⇒ 5 Laptops for Educational Technology
- Faculty Laptops
  - ⇒ 1 Laptop for Sociology Program
  - ⇒ 1 Laptop for Mathematics Program
  - ⇒ 2 Laptops for Chemistry Program
  - ⇒ 1 Laptop for Computer Science Program
  - ⇒ 5 Laptops for Educational Technology
- Student Tablets
  - ⇒ 2 Tablets for Pharmacy Technology Program
- Student Monitors
  - ⇒ 72 Monitors for Computer Science Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Learning Commons and Open Labs, Academic Affairs, Chemistry, Cybersecurity, Student Assessment Center, Educational Technology Maintenance and Repair, Sociology, Mathematics, Computer Science, and Pharmacy Technology.

## **22) Dual Enrollment Software License (Technology Purchase)**

Purchase a dual enrollment software license from **DualEnroll.com, a wholly subsidiary of CourseMaven, Inc.** (Leesburg, VA) (New), a sole source vendor, for the period beginning December 1, 2022 through November 30, 2023, at a total estimated amount of \$104,740.00, that includes the software license in the amount of \$64,740.00 and a one-time implementation fee of \$40,000.00.

Purpose – The Dual Credit Programs is requesting to purchase a software license solution for enrollment, registration, and program management. The software will provide a seamless process for dual credit students to apply and register for courses thus, reducing delays and ensuring successful course enrollment.

Justification and Benefit –This solution will create a custom dynamic workflow that meets the program’s enrollment criteria and compliance with the dual credit student eligibility policy. Students will view courses offered at their high school, thus streamlining their scheduling and enrollment process. The software will eliminate the current manual process, enhance communication for all stakeholders, specifically dual credit students and high school counselors, by providing reminders and live updates throughout the entire enrollment process. This solution integrates with our Banner Enterprise Resource Planning System.

Funds for this expenditure are budgeted in the Dual Credit Programs budget for FY 2022 – 2023.

***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 the award of proposals, rejection of proposal, purchases, and renewals at a total cost of \$3,090,057.85 as listed below:

**A. Award of Proposals**

- 1) Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award):** award the proposal for audio visual equipment and installation classroom upgrades – Mid Valley and Starr County campuses to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$92,359.12;
- 2) Compact Utility Vehicle (Award):** award the proposal for a compact utility vehicle to **Spikes Ford** (Mission, TX), at a total amount of \$28,355.00;
- 3) Full Size Sport Utility Vehicle (Award):** award the proposal for a full size sport utility vehicle to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$64,990.00;
- 4) Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award):** award the proposal for the Mid Valley Campus Building G analog to digital audio visual upgrade – phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$468,002.06;
- 5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award):** award the proposal for the purchase of automatic heavy-duty tractor trailers to **Doggett Freightliner of South Texas, LLC.** (Pharr, TX), at a total amount of \$128,000.00 for one (1) tractor trailer that meets the FY 2023 available budget;
- 6) Purchase of Portable Air Purifiers - II (Award):** award the proposal for the purchase of portable air purifiers – II, at a total amount of \$257,450.00. The vendors are as follows:

#	Vendor	Quantity	Amount
1	<b>Esparza Pest Control &amp; Eco-Logic Systems, Inc.</b> (Edinburg, TX)	100	\$136,000.00
2	<b>South Texas Solar Systems</b> (McAllen, TX)	100	\$121,450.00

**B. Rejection of Proposal**

- 7) Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject):** reject the two (2) proposals received for the Technology Campus Building A – analog to digital audio visual upgrade solicitation since one vendor did not receive the addendum issued with the proposal clarifications;

**C. Purchases and Renewals (C-a. Instructional Items)**

- 8) Assessments and Study Guides (Purchase):** purchase assessments and study guides from **National Healthcareer Association** (Leawood, KS), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$62,000.00, which is based on prior year expenditures;
- 9) Online Tutoring Services Agreement (Purchase):** purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$192,000.00, which includes eight thousand (8,000) professional tutoring service hours;
- 10) Case Management Services (Renewal):** renew the case management services with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at a total amount of \$81,000.00;

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

- 11) Furniture (Purchase):** purchase furniture from The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendors at an estimated total amount of \$117,293.00 as follows:

#	Vendor	Amount
A	<b>9 to 5 Seating, LLC.</b> (Hawthorne, CA) (New)	\$2,417.00
B	<b>Jasper Group</b> (JSI, Community and Jasper Desk) (Jasper, IN) (New)	\$93,536.00
C	<b>VIA Seating / Gateway Printing and Office Supply, Inc.</b> (Sparks, NV/Edinburg, TX)	\$21,340.00
Furniture Total		\$117,293.00

- 12) Training and Consulting Agreement (Purchase):** purchase a training and consulting agreement from **Inside Track, Inc.** (Portland, OR), a sole source vendor, for the period of November 1, 2022 through September 30, 2023, at an estimated total amount of \$75,600.00;
- 13) Campus Dining and Food Truck Services - II (Renewal):** renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2023 through January 31, 2024, with 0% commission;

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

- 14) Computers, Laptops, and Monitor (Purchase):** purchase of computers, laptops, and monitor from the State of Texas Department of Information Resources (DIR) approved vendors, Dell Marketing, LP. (Dallas, TX) and Apple, Inc. (Dallas, TX), and the E&I Cooperative Services (E&I) approved vendor B&H Foto & Electronics (New York, NY), at a total amount of \$146,254.92;
- 15) Network Equipment Replacements (Purchase):** purchase network equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$87,647.10;
- 16) Systems and Network Support Consulting Services (Purchase):** purchase systems and network support consulting services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved

vendor, for the period beginning October 1, 2022 through August 31, 2023, at a total amount of \$9,900.00;

- 17) Mobile Hotspot Services (Renewal):** renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2023 through May 31, 2023, at an estimated total amount of \$65,600.00. The monthly subscription cost per device is \$40.00.

**D. Additional Award Not Included in Committee Packet**

**A. Award of Proposals**

- 18) District Wide Wireless Network Equipment Upgrade and Installation (Award)**

- 19) Purchase of Fitness Equipment (Award):** award the proposal for the purchase of fitness equipment to **Fitness Superstore, Inc.** (Benicia, CA) (New), at a total amount of \$73,700.50;

**B. Purchases and Renewals**

- 20) Classroom Podiums (Non-Instructional Purchase):** purchase classroom podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of \$68,582.48;

- 21) Computers, Laptops, Tablets, and Monitors (Technology Purchase):** purchase of additional computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$276,183.77;

- 22) Dual Enrollment Software License (Technology Purchase):** purchase a dual enrollment software license from **DualEnroll.com, a wholly subsidiary of CourseMaven, Inc.** (Leesburg, VA) (New), a sole source vendor, for the period beginning December 1, 2022 through November 30, 2023, at a total amount of \$104,740.00, that includes the software license in the amount of \$64,740.00 and a one-time implementation fee of \$40,000.00.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Review and Recommend Action on Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services**

The Board is asked to approve the evaluation criteria for competitive procurement of non-construction products, services and products, and services to update the evaluation criteria used by the College to evaluate competitive sealed proposals with the new criterion listed in Section 44.031 of the Texas Education Code is as follows:

(8) for a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:

- a. has its principal place of business in this state; or
- b. employs at least 500 persons in this state;

This new criterion is proposed by the administration to be considered in addition to the previously Board approved criteria used by the College. The inclusion of this criterion is reasonable as almost all other states' procurement law allows for an advantage to vendors in their state.

Background – On November 26, 2013, the Board of Trustees approved the following criteria:

#	Criteria
1	the purchase price
2	the reputation of the vendor and of the vendor's goods or services
3	the quality of the vendor's goods or services
4	the extent to which the goods or services meet the district's needs
5	the vendor's past relationship with the district
6	the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
7	the total long-term cost to the district to acquire the vendor's goods or services
8	any other relevant factor specifically listed in the request for bids or proposals.

An evaluation point scale or rubric was also approved for each criterion and follows in the packet. Each point scale also includes a scoring key to assist evaluators in scoring each evaluation criterion. The current and proposed criteria are as follows:



#	Criteria	Product	Services	Product and Services
<b>Current Criteria</b>				
1	the purchase price	50	40	45
2	the reputation of the vendor and of the vendor's goods or services	10	18	15
3	the quality of the vendor's goods or services	18	18	16
4	the extent to which the goods or services meet the district's needs	18	15	20
5	the vendor's past relationship with the district	3	3	3
6	the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	1	1	1
7	the total long-term cost to the district to acquire the vendor's goods or services	**	5	**
<b>Total Points</b>		<b>100</b>	<b>100</b>	<b>100</b>
<b>Proposed Criteria To Be Added</b>				
8	for a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:  a. has its principal place of business in this state; or  b. employs at least 500 persons in this state.	5	5	5
<b>Current Additional Criteria</b>		<p>It is recommended that 3 points be reduced from Criteria 1 and that 2 points be reduced from Criterion 3 for all types of procurement.</p>		
9	any other relevant factor specifically listed in the request for bids or proposals.			
		<p>**Up to 5 points will be used from the purchase price if applicable</p>		

It was requested that the Committee recommend that the use of the new criterion not be used for those purchases made with federal funds but instead continue to use the criteria and weights previously approved by the Board in 2013. While it was reasonable that vendors from Texas have an advantage when funds were generated from taxpayers within the state, this would not be the case for federal funds. Federal procurement requirements required that competition be encouraged to the maximum extent practical.

The criteria was presented at the August 9, 2022, Committee meeting for approval, and the Committee requested that it be discussed further with legal counsel. After further discussion with legal counsel on October 31, 2022, the item is being brought again for consideration.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

Enclosed Documents - The current evaluation criteria and weighted points for the solicitation of products, services and products, and services are provided in the packet for the Board's information and review.

Mrs. Mary G. Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address any questions.

***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 the evaluation criteria for competitive procurement of products, services and products, and services as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PRODUCT**

	Product		
	Points	Score Key	
<b>1 Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
<b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
<b>3 Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>5 Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b> a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
<b>8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable

**Total Points**

**100**

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

## SOUTH TEXAS COLLEGE PROPOSAL CRITERIA - SERVICE

		Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	<b>12-15</b> <b>7-11</b> <b>3-6</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

### Definitions of evaluation terms:

**Excellent** - respondent provided information which fully addressed or exceeded the requirements  
**Acceptable** - respondent provided information which addressed most but not all of the requirements  
**Marginal** - respondent provided minimal information on requirements  
**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

**Excellent** - respondent provided information which fully addressed or exceeded the requirements

**Acceptable** - respondent provided information which addressed most but not all of the requirements

**Marginal** - respondent provided minimal information on requirements

**Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**Review and Recommend Action to Ratify Revisions and  
Reclassifications to the Employee Pay Plan and the Employee  
Staffing Plan for FY 2022 – 2023**

The Board is asked to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 to include revisions to position pay grades, titles, salaries, and Fair Labor Standards Act (FLSA) status as recommended by the Texas Association of School Boards (TASB) and/or Administrators.

Background - The Office of Human Resources and College Administration performed further review of FY 2022 – 2023 positions in collaboration with the TASB Consultant and revisions and reclassifications were recommended and approved by the President as listed in Exhibit A and Exhibit B.

The changes are based on the position's job duties and responsibilities, departmental needs, and objectives, as necessary, and are as follows:

- A. TASB Compensation Study Updates
- B. Position Title and/or Salary Adjustments
- C. Title Changes

The revisions recommended by TASB are effective September 1, 2022, and the reclassifications are effective after President's approval.

Funding is available in the FY 2023 salary budget.

Reviewers – The changes have been reviewed by the President and all the Vice Presidents.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

Enclosed Documents – Exhibit A and Exhibit B follow in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Director of Human Resources, will be present at the Board Meeting to address any questions.

***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 revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
<b>Office of the President</b>							
1	Public Relations/Marketing	Digital Services Manager - Vacant Position# 705462 Current Pay Grade TECH 6	Prof/Tech Support Exempt	EAP 4	\$ 69,045.00	\$ (4,045.00)	\$ 65,000.00
Rationale: • Re-evaluation of duties and placed accordingly; Marketing Manager positions classified under the EAP Pay Group 4.							
<b>Total for Office of the President</b>					<b>\$ 69,045.00</b>	<b>\$ (4,045.00)</b>	<b>\$ 65,000.00</b>
<b>Vice President for Academic Affairs</b>							
2	Computer Information Tech Prg -CITP	Academic Coach - Filled Position# 701293 Current Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 42,404.00	\$ 7,014.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
3	Distance Learning	Academic Coach - Filled Position# 622374 Current Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 44,919.00	\$ 4,499.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
4	Bachelor's of Nursing	Academic Coach - Filled Position# 700569 Current Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 63,150.00	\$ 508.29	\$ 63,658.29
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
5	Distance Learning	E-Instructional Manager - Filled Position# 711276 Current Pay Grade EAP 3	Prof/Tech Support Exempt	TECH 5	\$ 65,858.00	\$ 1,166.00	\$ 67,024.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing							
6	Engineering	Lab Specialist II - Engineering - Filled Position# 701412 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 52,860.00	\$ 207.00	\$ 53,067.00
Rationale: • Re-evaluation of duties and placed accordingly.							
7	Biology	Lab Specialist II - Biology - Filled Position# 705204 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 35,901.00	\$ 4,559.00	\$ 40,460.00
Rationale: • Re-evaluation of duties and placed accordingly.							
8	Physics	Lab Specialist II - Physics - Filled Position# 703202 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 40,269.00	\$ 3,699.00	\$ 43,968.00
Rationale: • Re-evaluation of duties and placed accordingly.							
9	Biology	Lab Specialist II - Biology - Filled Position# 701203 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,590.00	\$ 5,869.00	\$ 40,459.00
Rationale: • Re-evaluation of duties and placed accordingly.							
10	Chemistry	Lab Specialist II - Chemistry - Filled Position# 702200 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 43,597.00	\$ 204.00	\$ 43,801.00
Rationale: • Re-evaluation of duties and placed accordingly.							

**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
11	Physics	Lab Specialist II - Physics - Filled Position# 701202 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,590.00	\$ 5,869.00	\$ 40,459.00
Rationale: • Re-evaluation of duties and placed accordingly.							
12	Chemistry	Lab Specialist II - Chemistry - Filled Position# 705200 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,591.00	\$ 5,868.00	\$ 40,459.00
Rationale: • Re-evaluation of duties and placed accordingly.							
13	Biology	Lab Specialist II - Biology - Filled Position# 700204 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 35,339.00	\$ 5,997.00	\$ 41,336.00
Rationale: • Re-evaluation of duties and placed accordingly.							
14	Physics	Lab Specialist II - Physics - Filled Position# 705415 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 37,752.00	\$ 4,462.00	\$ 42,214.00
Rationale: • Re-evaluation of duties and placed accordingly.							
15	Biology	Lab Specialist II - Biology - Vacant Position# 701204 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,175.00	\$ 5,802.00	\$ 39,977.00
Rationale: • Re-evaluation of duties and placed accordingly.							
16	Biology	Lab Specialist II - Biology - Filled Position# 624204 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,299.20	\$ 5,677.80	\$ 39,977.00
Rationale: • Re-evaluation of duties and placed accordingly.							
17	Biology	Lab Specialist II - Biology - Filled Position# 701406 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,591.00	\$ 5,868.00	\$ 40,459.00
Rationale: • Re-evaluation of duties and placed accordingly.							
18	Police Academy - Non-Credit	Title Change from DW Staff - Pres to DW Staff - CPWE - Vacant Position# 840593	Direct Wage Pool	N/A	\$ 10,000.00	\$ -	\$ 10,000.00
Rationale: • Title Correction							
19	New Program Start Up Non-Credit	Title Change from DW Staff - Pres to DW Staff - CPWE - Vacant Position#840594	Direct Wage Pool	N/A	\$ 7,000.00	\$ -	\$ 7,000.00
Rationale: • Title Correction							
<b>Total for Vice President for Academic Affairs</b>					<b>\$ 685,885.20</b>	<b>\$ 67,270.27</b>	<b>\$ 753,155.47</b>
<b>Vice President for Finance and Administrative Services</b>							
20	Human Resources	Asst Dir of Human Resources - Filled Position#704240 Current Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 78,442.00	\$ 1,254.96	\$ 79,696.96
Rationale: • Re-evaluation of duties and placed accordingly; position is an administrator position.							
21	Dir Fac Planning & Construction	Asst Dir Facil Plng & Constr - Filled Position# 721501 Current Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 81,819.00	\$ 1,254.96	\$ 83,073.96
Rationale: • Re-evaluation of duties and placed accordingly; position is an administrator position.							



**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
22	Facilities Operations & Maintenance	Asst Dir Facil Maint Svcs - Filled Position# 715499 Current Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 76,376.00	\$ 1,254.96	\$ 77,630.96
Rationale: • Re-evaluation of duties and placed accordingly; position is an administrator position.							
23	Facility Maintenance	Asst Dir Custodial Supp Svcs - Filled Position# 740499 Current Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 75,346.00	\$ 676.37	\$ 76,022.37
Rationale: • Re-evaluation of duties and placed accordingly; position is an administrator position.							
24	Purchasing	Buyer – Technical - Filled Position# 700580 Current Pay Grade EAP 2	Prof /Tech Support Exempt	EAP3	\$ 48,027.00	\$ 1,391.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position emphasizes on the acquisition of automated information systems, software, and other information technology products							
25	Cashiers Office	Business System Analyst - Filled Position# 739184 Current Pay Grade EAP 4	Prof /Tech Support Exempt	Tech 5	\$ 53,372.00	\$ 6,936.00	\$ 60,308.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing							
26	Human Resources	HR Support Specialist - Vacant Position# 707240 Current Pay Grade ATS 5	Professional Technical Non-Exempt	Tech 2	\$ 31,035.00	\$ -	\$ 31,035.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing							
27	Human Resources	HRIS Analyst - Filled Position# 705240 Current Pay Grade ATS 5	Prof /Tech Support Non-Exempt	Tech 3	\$ 45,490.00	\$ 1,910.08	\$ 47,400.08
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing							
28	Human Resources	HRIS Reporting and Data Analyst - Vacant Position# 732240 Current Pay Grade ATS 5	Prof /Tech Support Non-Exempt	Tech 3	\$ 46,000.00	\$ -	\$ 46,000.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing							
29	Business Office	Accountant - Filled Position# 701184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 53,833.00	\$ -	\$ 53,833.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
30	Business Office	Accountant - Filled Position# 791184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 52,231.00	\$ -	\$ 52,231.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
31	Business Office	Accountant - Filled Position# 749184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 56,287.00	\$ -	\$ 56,287.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							

**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
32	Business Office	Accountant - Filled Position# 724184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 54,291.00	\$ -	\$ 54,291.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
33	Business Office	Accountant - Filled Position# 746184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 50,401.00	\$ 263.00	\$ 50,664.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
34	Business Office	Accountant - Filled Position# 728184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 50,318.00	\$ 346.00	\$ 50,664.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
35	Business Office	Accountant - Filled Position# 710184 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 59,433.00	\$ -	\$ 59,433.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
36	Finance & Administrative Services	FAS Reporting Coordinator - Filled Position# 700002 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 54,894.00	\$ 1,030.00	\$ 55,924.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
37	Purchasing	Senior Buyer (currently Senior Buyer - Construction) - Filled Position# 727580 Current Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 4	\$ 65,236.00	\$ 148.94	\$ 65,384.94
Rationale: • Re-evaluation of duties and placed accordingly.							
38	Business Office	Financial Information Systems Manager (currently Business System Analyst) - Filled Position# 714184 Current Pay Grade EAP 4	Prof /Tech Support Exempt	Tech 7	\$ 65,961.00	\$ 10,219.00	\$ 76,180.00
Rationale: • Re-evaluation of duties and placed accordingly and to better align with increase responsibilities; position responsibilities include data programming and/or report writing.							
39	Human Resources	Human Resources Information Systems (HRIS) Officer (currently HRIS Manager) - Filled Position# 701360 Current Pay Grade EAP 6	Prof /Tech Support Exempt	EAP 7	\$ 83,254.00	\$ 2,746.00	\$ 86,000.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing.. Expanded duties to include College-wide ERP implementation and other FAS systems.							
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 1,182,046.00</b>	<b>\$ 29,431.86</b>	<b>\$ 1,211,477.86</b>

**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
<b>Vice President for Student Affairs and Enrollment Management</b>							
40	Admissions & Records	Institutional Research Analyst - Filled Position# 710612 Current Pay Grade EAP 3	Prof /Tech Support Exempt	TECH 5	\$ 59,417.00	\$ 1,166.00	\$ 60,583.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing.							
41	Student Financial Services	Data Management Coordinator - Filled Position# 720440 Current Pay Grade EAP 3	Prof /Tech Support Non-Exempt	TECH 5	\$ 50,312.00	\$ 9,996.00	\$ 60,308.00
Rationale: • Re-evaluation of duties and placed accordingly; position responsibilities include data programming and/or report writing.							
42	Student Financial Services	Veterans Affairs Certifying Official - Filled Position# 727440 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 34,590.00	\$ 5,869.00	\$ 40,459.00
Rationale: • Re-evaluation of duties and placed accordingly							
43	Student Financial Services	Veterans Affairs Certifying Official - Filled Position# 700100 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 46,176.00	\$ 212.00	\$ 46,388.00
Rationale: • Re-evaluation of duties and placed accordingly							
44	Student Financial Services	Veterans Affairs Certifying Official - Filled Position# 728440 Current Pay Grade ATS 4	Prof /Tech Support Non-Exempt	ATS 5	\$ 35,340.00	\$ 5,996.00	\$ 41,336.00
Rationale: • Re-evaluation of duties and placed accordingly							
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>					<b>\$ 225,835.00</b>	<b>\$ 23,239.00</b>	<b>\$ 249,074.00</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>							
45	Educational Technologies	Asst Dir of Educational Tech - Filled Position# 723271 Current Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 79,509.00	\$ 1,254.96	\$ 80,763.96
Rationale: • Re-evaluation of duties and placed accordingly; position is an administration position.							
46	Center for Learning Excellence - NAH	Title Change from DW Staff - Pres to DW - Learning Excellence - Vacant Position# 842426	Direct Wage Pool	N/A	\$ 8,290.00	\$ -	\$ 8,290.00
Rationale: • Title Correction							
47	Educational Technologies	Educational Technologies Installation Manager - Filled Position# 720271 Current Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 4	\$ 58,555.00	\$ 818.00	\$ 59,373.00
Rationale: • Re-evaluation of duties and placed accordingly							
48	Educational Technologies	Educational Technologies Instructional Support Manager - Filled Position# 719271 Current Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 4	\$ 54,418.00	\$ 198.00	\$ 54,616.00
Rationale: • Re-evaluation of duties and placed accordingly							

**South Texas College**  
**TASB Revisions to Positions FY 2022 - 2023**

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
49	Educational Technologies	Educational Technologies Audio Visual Systems Design Manager (currently Audio Visual Systems Designer) - Filled Position# 721271 Current Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 4	\$ 66,573.00	\$ 149.00	\$ 66,722.00
Rationale: •Re-evaluation of duties and placed accordingly							
50	Educational Technologies	Educational Technologies Audio Visual Production Manager (currently Audio Visual Events Manager) - Filled Position# 725271 Current Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 5	\$ 61,858.00	\$ 1,170.00	\$ 63,028.00
Rationale: •Re-evaluation of duties and placed accordingly							
51	Educational Technologies	Educational Technologies Manager (currently Operations Manager) - Vacant Position# 722271 Current Pay Grade EAP 4 Unfreeze position and change title.	Prof /Tech Support Exempt	EAP 5	\$ 2.00	\$ 50,462.00	\$ 50,464.00
Rationale: •The unfreezing of this position is needed to manage campus operations across the institution to ensure consistent standardization of support for classroom technologies, faculty, and staff support and events.							
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					<b>\$ 329,205.00</b>	<b>\$ 54,051.96</b>	<b>\$ 383,256.96</b>
<b>TOTALS</b>					<b>\$ 2,492,016.20</b>	<b>\$169,948.09</b>	<b>\$ 2,661,964.29</b>

<b>EAP</b>	Executive Administrative Professional
<b>TECH</b>	Technology
<b>ATS</b>	Administrative Professional
<b>OS</b>	Operation Support

**South Texas College**  
**Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023**

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
<b>Office of the President</b>						
1	Public Relations / Marketing	Title and Salary Change for Digital Services Developer (Position 705462) to Digital Services Manager - Filled	Prof/Tech Support Exempt	\$ 51,855	\$ 13,145	\$ 65,000
Rationale: • Reclassified due to retention						
2	Public Relations / Marketing	Title and Salary Change for Web Specialist (Position 709462) to Digital Services Developer - Filled	Prof /Tech Support Non-Exempt	\$ 44,596	\$ 10,404	\$ 55,000
Rationale: • Reclassified due to retention						
3	Office of President	Salary Change for Projects/Events Manager (Position 700404) - Filled	Prof /Tech Support Exempt	\$ 53,478	\$ 7,522	\$ 61,000
Rationale: • Salary review conducted due to retention of employee.						
<b>Total for Office of the President</b>				<b>\$ 149,929</b>	<b>\$ 31,071</b>	<b>\$ 181,000</b>
<b>Vice President for Institutional Advancement and Economic Development</b>						
4	Resource Dev., Mgt. and Compliance	Title, Salary, FLSA and Grade Change for Project Coordinator (Position 624420) to CTE Projects Manager - Filled	Prof /Tech Support Non-Exempt	\$ 49,754	\$ 2,910	\$ 52,664
Rationale: • Position Upgrade required to reflect the position functions and Carl D. Perkins Basic Grant federal requirements. Upgrade will allow the CTE Projects Manager to streamline continuous improvement and data accessibility with staff across the College in support of Career and Technical Education Initiatives.						
5	Resource Dev., Mgt. and Compliance	Title Change for Career and Technical Education (Position 623420) to CTE Grant Management and Compliance Specialist - Filled	Prof /Tech Support Non-Exempt	\$ 40,460	\$ -	\$ 40,460
Rationale: • Reclassification required to reflect the actual functions of the position in providing support with planning, processing and managing the CTE records as well as the Comprehensive Local Needs Assessment data to support CTE initiatives at the College.						
<b>Total for Vice President for Institutional Advancement and Economic Development</b>				<b>\$ 90,214</b>	<b>\$ 2,910</b>	<b>\$ 93,124</b>
<b>Vice President for Academic Affairs</b>						
6	Academic Advancement	Salary adjustment for Project Manager-Academic Affairs (Position 704272) - Filled	Prof /Tech Support Exempt	\$ 57,500	\$ 2,500	\$ 60,000
Rationale: • Salary Adjustment for the Project Manager position (filled) within the Office of the Vice President. The salary adjustment is needed due to the increased level of responsibilities and to ensure retention. Due to the elimination of a vacant position, the responsibilities had to be transitioned to the staff member.						
7	Academic Advancement	Salary adjustment for Project Manager-Academic Affairs (Position 709279) - Filled	Prof /Tech Support Exempt	\$ 57,684	\$ 4,259	\$ 61,943
Rationale: • Salary Adjustment for the Project Manager position (filled) within the Office of the Vice President. The salary adjustment is needed due to the increased level of responsibilities and to ensure retention. Due to the elimination of a vacant position, the responsibilities had to be transitioned to the staff member.						
8	Associate Degree Nursing	New Grant funded position for Clinical Teaching Assistant (Position 641559) - Vacant	Faculty FT 9 Mos Paid Over 9	\$ -	\$ 55,000	\$ 55,000
Rationale: • New grant-funded position. The position will provide academic and clinical learning support for students as directed, including tutoring students, conducting supplemental instruction, and performing other learning support duties.						
9	Chemistry	Title and Salary change for Lab Specialist II - Chemistry (Position 704200) to Chemistry Science Lab Coordinator - Vacant	Faculty FT 9 Mos Paid Over 9	\$ 31,000	\$ 21,875	\$ 52,875
Rationale: • Position is needed to oversee lab personnel (Lab Specialist II, DW employees, and work-study employee), develop/update on boarding lab personnel procedures and emergency lab safety training records, and coordinate lab waste management with the Environmental Health & Safety office.						

**South Texas College**  
**Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023**

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
10	Culinary Arts	Title Change for Developmental Reading Instructor (Position 312422) to Culinary Arts Instructor - Vacant	Faculty FT 9 Mos Paid Over 12	\$ 55,000	\$ -	\$ 55,000
Rationale: • The vacant Developmental Reading Instructor position will be transferred to the Culinary Arts Department to support the program's new Culinary Arts Kitchen, located at the Mid-Valley Campus, that is scheduled to be completed in September 2022.						
11	Div of Business Public Safety & Tec	Organization change for Administrative Assistant (Position 702144) - Vacant	Classified Non-Exempt	\$ 31,179	\$ -	\$ 31,179
Rationale: • The Administrative Assistant position (702144) will transition from RCPSE (150050) to the Business Public Safety & Technology (221001) division. This position will provide Administrative support to center and staff by performing the following essential duties and other duties as assigned.						
12	Div. of Math Science IT & BA Prog.	Title, Salary, FLSA and Grade Change for Faculty Secretary (702135) to Science Lab Safety Compliance Manager - Vacant	Classified Non-Exempt	\$ 24,080	\$ 30,920	\$ 55,000
Rationale: • Title and grade change of Faculty Secretary to Science Lab Safety Compliance Manager. This position will oversee the safety of hazardous materials and equipment used in the MSITB instructional labs. This reclassification requires a change in grade, salary, and FLSA status.						
13	Division of Liberal Arts	Reclassification and Title change for Lab Technician - Liberal Arts (Position 702426) to Coordinator of Center for Mexican American Studies - Vacant	Prof /Tech Support Non-Exempt	\$ 18,979	\$ 33,896	\$ 52,875
Rationale: • Title change needed to support, implement, and evaluate the activities related to the Center of Mexican American Studies and Ballet Folklorico South Texas College (BFSTC). For several years, a faculty has been overseeing the center and Ballet Folklorico; however, the division has identified the need to establish a full-time staff position to oversee the duties and responsibilities associated with the center and BFSTC.						
14	Fire Science	Title and Salary Change for Lab Assistant - Fire Science (Position 702312) to Lab Coordinator-Public Safety - Vacant	Faculty FT 9 Mos Paid Over 12	\$ 26,809	\$ 26,066	\$ 52,875
Rationale: • Position would assist both credit and non-credit programs and courses, and would oversee all labs (indoor and outdoor activity), including the virtual simulation equipment and technology.						
15	History	Title, Salary, and Grade Change for Secretary (Position 716272) to Senior Administrative Assistant - Filled	Classified Non-Exempt	\$ 29,266	\$ 10,734	\$ 40,000
Rationale: • Reclassification of Secretary (ATS 1) to Senior Administrative Assistant (ATS 4) is needed to assist the Dean of Liberal Arts with high-level administrative support to meet the division goals. Position will become vacant 12/31/22.						
16	Law Enforcement	Title and Salary Change for Secretary (Position 701593) to Public Safety Compliance Specialist - Filled	Classified Non-Exempt	\$ 27,920	\$ 6,080	\$ 34,000
Rationale: • The current position has evolved to accommodate the immediate needs for the RCPSE.						
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 359,417</b>	<b>\$ 191,330</b>	<b>\$ 550,747</b>

<b>Vice President for Finance and Administrative Services</b>						
17	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Coordinator (Position 705160) to Accountability & Records Management Coordinator - Filled	Classified Non-Exempt	\$ 49,419	\$ -	\$ 49,419
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
18	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Manager (Position 701160) to Accountability & Records Management Manager - Filled	Prof /Tech Support Exempt	\$ 70,524	\$ -	\$ 70,524
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
19	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Assistant (Position 701396) to Accountability, Risk, & Records Management Assistant - Filled	Classified Non-Exempt	\$ 34,778	\$ -	\$ 34,778

**South Texas College**  
**Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023**

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
20	Accountability, Risk, and Compliance	Title Change for Accountability, Risk, & Compliance Support Specialist (Position 701162) to Accountability, Risk, & Records Management Support Specialist - Vacant	Professional Technical Support Exempt	\$ 44,491	\$ -	\$ 44,491
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
21	Accountability, Risk, and Compliance	Title Change for Director of Accountability, Risk, & Compliance (Position 702160) to Director of Accountability, Risk, & Records Management - Filled	Administrative Exempt	\$ 89,547	\$ -	\$ 89,547
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
22	Facilities Operations & Maintenance	Title and Salary Change for Facilities Operations & Maintenance Administrative Coordinator (Position 726501) to Project Manager-Facilities Operations & Maintenance - Filled	Prof /Tech Support Non-Exempt	\$ 59,613	\$ 58.00	\$ 59,671
Rationale: • The FOM Administrative Coordinator's duties have expanded to include project management for Environmental Health and Safety project and inspections, FOM staff team building workshops and district wide key management. Title change and reclassification is needed to accurately reflect the complex functions and project management skills such as initiation projects, monitoring project deliverables, tracking project costs and facilitating communication between project team and customers.						
23	Facilities Operations & Maintenance	Title, Salary, FLSA and Grade Change for Plumber (Unfreeze Position 727499) to Environmental, Health, Safety, and Sustainability Specialist - Vacant	Administrative Exempt	\$ 2.00	\$ 50,105	\$ 50,107
Rationale: • Delete Plumber position and create the new position. This position will manage college-wide incident reporting, investigation procedures, and prepare corrective action strategies. Will also oversee areas such as environmentally preferable procurement, resource conservation and recycling, waste reduction, sustainable transportation, and energy efficiency.						
24	Facility Maintenance	Title and Salary Change for Maintenance Technician (Position 700499) to Facilities Operations & Maintenance Administrative Coordinator - Filled	Classified Non-Exempt	\$ 49,171	\$ 2,459	\$ 51,630
Rationale: • Duties have expanded to include assisting supervisor Environmental Health and Safety projects and inspections. FOM staff team building workshops and district wide key management Title change and reclassification is needed to accurately reflect the complex functions and coordinating skills such as coordinating projects, monitoring project deliverables, tracking project costs and facilitating communication between project team and customers.						
25	Facility Maintenance	Title and Salary Change for Construction Supervisor (Position 739499) to Operations Supervisor - Filled	Prof /Tech Support Non-Exempt	\$ 48,984	\$ 12,016	\$ 61,000
Rationale: • Re-evaluation of duties and placed accordingly to better align with increased responsibilities.						
26	Human Resources	Salary Adjustment for Director of Human Resources (Position 700010) - Filled	Administrative Exempt	\$ 103,625	\$ 4,128	\$ 107,753
Rationale: •Salary review.						
27	Human Resources	FAS Business Systems Position (Position 706360) and create Executive Director of Human Resources and Talent Development position - Vacant	Prof /Tech Support Non-Exempt	\$ 39,875	\$ 75,125	\$ 115,000
Rationale: • Delete FAS Business Systems Specialist position. Create Executive Director of Human Resources and Talent Development position.						
28	Purchasing	Title and Salary Change for Contracts Manager (Position 725580) to Contract & Regulatory Resources Officer - Filled	Prof /Tech Support Exempt	\$ 74,416	\$ 15,533	\$ 89,949
Rationale: • Expand duties to assist with College-wide regulatory matters in addition to contracts.						
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 664,445</b>	<b>\$ 159,424</b>	<b>\$ 823,869</b>

**South Texas College**  
**Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023**

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>						
29	College Connections	Title Change for Student Services Specialist (Position 702461) to Student Services Specialist II - Vacant	Prof /Tech Support Non-Exempt	\$ 30,000	\$ -	\$ 30,000
Rationale: • Title change only						
30	Student Financial Services	Title Change for Coordinator of Scholarship (Position 725440) to Coordinator of Scholarships and Outreach - Vacant	Prof /Tech Support Non-Exempt	\$ 34,590	\$ -	\$ 34,590
Rationale: • Coordinator of Scholarships was given the responsibility to handle all of the FA Outreach events. FAFSA drives, TASFA drives, FSA ID drives, classrooms presentation, FA parent night, counselor's workshop, table set-ups, and First Year Connection. There are over 200 FA events scheduled every year.						
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>				<b>\$ 64,590</b>	<b>\$ -</b>	<b>\$ 64,590</b>
<b>TOTALS:</b>				<b>\$ 1,328,595</b>	<b>\$ 384,735</b>	<b>\$ 1,713,330</b>



## **Discussion and Action as Necessary on Amendment to Current Agreement for Legal Counsel Services**

The Board is asked to approve the amendment to the current agreement for legal counsel services for the Guerrero Law Firm to change the hourly rate from \$185.00 to \$200.00 and continue with the reimbursement of out-of-pocket expenses at the actual cost.

Guerrero Law Firm is authorized to represent the College on specific matters as designated by the Board or President and offers counsel and representation specifically related to personnel matters, employment law, Title IX, policy development, and Public Information Act.

Background – At the November 24, 2015 Board Meeting, the Board of Trustees approved the legal counsel services with Guerrero Law Firm. The 2016 agreement was at an hourly rate of \$175.00 per hour and in 2019 the Board approved to amend the hourly rate to \$185.00 per hour.

On October 21, 2022, the Guerrero Law Firm submitted for approval, a proposed amendment to his legal services agreement for an hourly rate increase as follows:

Rates/Services	Current Terms	Proposed New Terms
Services	Counsel and representation specifically related to personnel matters	Counsel and representation specifically related to personnel matters
Hourly Rate	\$185.00	\$200.00
Litigation (Hourly Rate)	Separate Agreement Needed	Separate Agreement Needed
Paralegal Services (Hourly Rate)	N/A	N/A
Reimbursements	Reimbursement of out-of-pocket expenses at actual cost	Reimbursement of out-of-pocket expenses at actual cost

Under Board Policy #2200: *Legal Counsel*, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal counsel services allow the College to manage legal risk and develop plans and programs to manage and address legal matters that may arise. The scope and volume of legal work have increased alongside the College's growth and increased accountability from state and federal agencies.

Legal counsel services include but are not limited to the following:

- Attending, as requested, Board and Committee meetings and advising Board members, Committee members, and Administration;
- Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:

- ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
  - ⇒ Personnel matters (Development, review, and recommendation for updates of personnel policies)
  - ⇒ Policy Drafting, reviewing, and Advising
  - ⇒ Legal Counsel Advising
  - ⇒ Public Information Responses
  - ⇒ Title IX issues
  - ⇒ Texas Public Information Act
- Additional legal services as requested and authorized by the Board

Funding Source – Expenditures are budgeted in the Legal Services budget for FY 2022 - 2023.

Enclosed Documents - The amendment to the Agreement follows in the packet for the Board's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board meeting to address any questions.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

***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 the amendment to the current agreement for legal counsel services for a change in hourly rate from \$185.00 to \$200.00 for the Guerrero Law Firm and continue with the reimbursement of out-of-pocket expenses at the actual cost as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Amendment to  
LEGAL SERVICES AGREEMENT**

This is an Amendment to the Legal Services Agreement made on **June 4, 2019** by and between South Texas College, a political subdivision of the State of Texas, hereafter referred to as “STC”, and Jose R. Guerrero d/b/a Guerrero Law Firm, hereafter referred to as “Attorney”.

This Amendment is made pursuant to Section 3 of the Legal Services Agreement between the parties dated June 4, 2019, which provides:

“The rates of compensation may be adjusted by mutual agreement of both parties. Such adjustment shall be subject to the approval of the STC Board of Trustees and shall require a written amendment to this Agreement.”

Therefore, Section 3 of the Legal Services Agreement between the parties, dated June 4, 2019, is amended to read, as follows:

Attorney Fees ..... \$200.00 per hour

All other terms and conditions of the Legal Services Agreement between the parties, dated June 4, 2019, shall remain the same.

Approved by the South Texas College Board of Trustees at a duly called meeting of the South Texas College Board of Trustees held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

**SOUTH TEXAS COLLEGE**

**ATTORNEY**

By: \_\_\_\_\_  
Dr. Ricardo J. Solis  
College President

\_\_\_\_\_  
Jose R. Guerrero  
GUERRERO LAW FIRM

## **Review and Recommend Action to Revise Policy #5330: Budget and Financial Reporting**

The Board is asked to approve revisions to Policy #5330: Budget and Financial Reporting to delete the requirement that the Board of Trustees formally approves the annual financial statement.

Background – The Texas Administrative Code, Chapter 13, Subchapter D Financial Reporting, Rule 13.62 requires that Community Colleges submit their audited annual financial reports to the Coordinating Board by January 1<sup>st</sup> of each year. The Code does not require that the Board of Trustees approve the annual financial report.

The revisions recommended are as follows:

- The annual financial statement prepared by external auditors shall also be prepared and ~~submitted~~ **presented** to the Board ~~for formal approval~~ and distributed ~~ed~~ **ed** ~~ion~~ to other agencies as required.

Revisions to Policy #5330 were last approved and authorized on November 19, 1998, by the Board of Trustees.

Enclosed Documents – The revised Policy #5330 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.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

***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 revisions to Policy #5330: Budget and Financial Reporting as presented, and which supersedes any previously adopted Board Policy.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## MANUAL OF POLICY

<b>Title</b>	<b>Budget and Financial Reporting</b>	<b>5330</b>
<b>Legal Authority</b>	<b>Texas Education Code and Other Statutory Provisions Regulating Higher Education Approval of Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated November 29, 2022</b>	

The College's financial reporting system and system of accounts shall conform to the standards required by State regulatory agencies. Monthly reports shall be prepared and submitted to the Board and to departments and budget managers within the College for their review and information.

Monthly reports shall be prepared and submitted to the Board for formal approval at each regular meeting of the Board.

The annual financial statement prepared by external auditors shall also be prepared and ~~submitted~~ **presented** to the Board ~~for formal approval~~ and distributed ~~ion~~ to other agencies as required.

## **Review and Recommend Action on Annual Investment Report for FY 2021 – 2022**

Approval of the Annual Investment Report for FY 2021 – 2022 is requested.

The State Auditor's Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College's Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Background - The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College's Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

Enclosed Documents – The report prepared for the State Auditor's Office follows in the packet for the Board's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the Board Meeting to address any questions.

***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 the Annual Investment Report for FY 2021 – 2022, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# South Texas College

## Annual Investment Report (Including Deposits)

August 31, 2022  
Market Value

### Investment or Deposit Type

<b>Publicly Traded Equity and Similar Investments</b>	
Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)	
Equity/Stock Mutual Funds	
Balanced Mutual Funds (where target allocation is > 50% equities)	
"Commonfund" Equity Commingled Funds	
Other Equity Commingled Funds (if primarily invested in publicly traded equities)	
Preferred Stock	
Other - list by type	
<b>Total Publicly Traded Equity and Similar Investments</b>	<b>0.00</b>
<b>"Other" Investments - Other than Publicly Traded Equity and Debt Investments</b>	
Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )	
Other Real Asset Investments (e.g. investments in infrastructure funds)	
Private Equity	
Hedge Funds	
"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)	
Annuities	
Commodities	
Collectibles	
Other - Miscellaneous Coins	5,589.70
<b>Total "Other" Investments - Other than Publicly Traded Equity &amp; Debt Investments</b>	<b>5,589.70</b>
<b>Publicly Traded Debt &amp; Similar Investments &gt; 1 year maturity</b>	
U.S. Government Securities ("Treasuries")	22,668,986.00
U.S. Government Agency Securities ("Agencies")	85,323,360.76
Mortgage Pass-Throughs - "Agency"	
Mortgage Pass-Throughs - "Private Label"	
Asset-Backed Securities (ABS) (other than mortgage-backed securities)	
Sovereign Debt (non-U.S.)	
Municipal Obligations	
<b>Collateralized Mortgage Obligations (CMOs) - list below by category</b>	
Interest Only Strips (IOs)	
Principal Only Strips (POs)	
Inverse Floaters	
Stated Final Maturity longer than 10 years	
Other CMOs - "Agency"	
Other CMOs - "Private Label"	
<b>Corporate Obligations (U.S. or foreign companies) - list below by rating</b>	
Highly Rated (AAA/AA or equivalent)	
Other Investment Grade (A/BBB or equivalent)	
High Yield Bonds (<BBB or equivalent)	
Not Rated (NR)	
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)	
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)	
"Commonfund" Fixed Income/Bond Commingled Funds	

**South Texas College**  
**Annual Investment Report (Including Deposits)**

Investment or Deposit Type	August 31, 2022 Market Value
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	
GICs (Guaranteed Investment Contracts)	
Other - list by type	
<b>Total Publicly Traded Debt &amp; Similar Investments &gt;1 year</b>	<b>107,992,346.76</b>
<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	10,185,819.00
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
but "2a7-like")	
TexPool (and TexPool Prime)	1,629,024.44
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	152,610,878.23
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	91,187,052.67
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	6,375.00
<b>Total Short-Term Investments &amp; Deposits</b>	<b>255,619,149.34</b>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<b>363,617,085.80</b>



## **Review and Recommend Action on 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties**

The Board is asked to approve the 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code.

Background - The 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered in the appraisal roll the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$80,251,063.07.

The tax rolls for Tax Years 2021 and 2022 are as follows:

<b>Tax Year</b>	<b>Hidalgo County</b>	<b>Starr County</b>	<b>Total</b>
2022	\$75,735,088.72	\$4,515,974.35	\$80,251,063.07
2021	71,315,412.72	4,418,023.95	75,733,436.67
Increase/(Decrease)	\$ 4,419,676.00	\$97,950.40	\$ 4,517,626.40

Enclosed Documents - The 2022 Tax Roll Totals documents from each county follow in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be presented at the Board Meeting to address any questions.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

***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 the 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

Office of Tax Assessor-Collector

# COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.

November 1, 2022



Dr. Ricardo J. Solis, President  
South Texas College  
P.O. Box 9701  
McAllen, TX. 78502

P.O. Box 178  
Edinburg, Texas 78540-0178  
Ph. (956) 318-2157  
Fax (956) 318-2733  
[www.hidalgocountytax.org](http://www.hidalgocountytax.org)

Dear Dr. Solis,

Enclosed please find the 2022 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

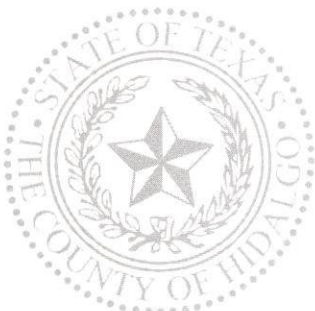
Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC  
Hidalgo County Tax Assessor-Collector

Xc: Hon. Maria Arcilia Duran, CPA  
Hidalgo County Auditor



2804 S. Bus. Hwy 281 151 Edinburg, TX 78539

SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

**NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.**

Itemized 2022 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1388

(B) Debt Service (I and S) \$ 0.0227

Total TAX RATE (A + B) FOR 2022 \$ 0.1615

Total TAX LEVY FOR 2022 \$ 75,735,088.72

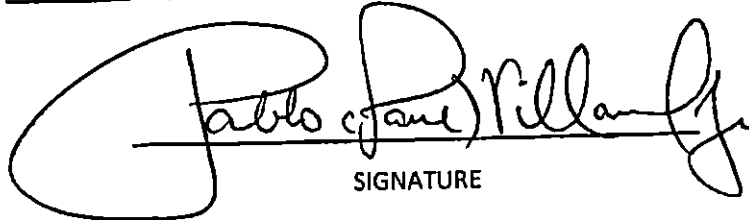
No-New-Revenue Rate 2022 \$ 0.1571

Voter-Approval Rate 2022 \$ 0.1687

Average Residential Value 2022 \$ 138,204

10/14/2022

DATE

  
SIGNATURE

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR

TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT  
Attn: Lydia Elizondo, Finance/Personnel Director  
PO BOX 208  
EDINBURG, TX 78540-0208  
FAX: (956) 289-2120

ENTITY South Texas College  
JURISDICTION 55

2022

EXEMPT VALUE (EXXV)		TOTAL PARCELS		349,752
AG EXCLUSION	4,324,934,340	TOTAL MARKET VALUE		61,660,481,818
HS CAPPED AMOUNT	1,924,423,442	TOTAL EXEMPT PROPERTY	-	13,552,375,212
ABATED AMOUNT		TAXABLE VALUE	=	48,108,106,606
FREEPORT VALUE	462,363,988	TAX RATE PER \$100	*	0.1615
HB366 VALUE	2,825,392	LEVY (Before Frozen Levy Loss)	=	77,694,592.17
POLLUTION VALUE	44,491,993	LEVY LOSS DUE TO FREEZE	-	2,187,518.28
CHDO EXEMPTION	16,295,653	2525D	+	402.99
		LATE AG	+	4,302.92
PRO CHARITABLE ORG	1,267,699	LATE RENDITION	+	223,293.26
PRO CHARITBLE FUNCT	2,248,698	LEVY	=	75,735,073.06
100% EXEMPT VET	477,852,682	TOTAL LEVY (From TC502)	=	75,735,088.72
HOMESTEAD OVER 65 HOMESTEAD EXEMPTION OVER 65 HOMESTEAD SURVIVING SPOUSE		VARIANCE	+/-	-15.66
DISABLED				
VETERAN EXEMPTIONS	43,485,511			
SURVIVING SPOUSE 1ST RESPONDER	3,025,795			
PRORATED EXXV	6,127,883,660			
PRORATED EXXA				
PRO MISC EXEMPTS	32,461,025			
PRO YOUTH ASSOC	668,255			
SOLAR EXEMPTION	1,424,477			
PRO SCHOOLS	26,139,319			
EXEMPT	37,296,850			
PRO NON PROFIT	21,943,678			
CHARITABLE ORG				
VET CHARITABLE HS DP	131,426			
PRORATED EXXL	1,211,329			
TOTAL EXEMPT PROPERTY	13,552,375,212			

10/06/2022 05:20 pm

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## Tax Collection System - HIDALGO COUNTY

## Certified Roll Jurisdiction Summary

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Request Seq.: 4106261 CAD Seq.: 681215 Processing For Tax Year: 2022 County Code: ALL Tax Unit: ALL Roll Codes: ALL

Jurisdiction: 55 SOUTH TEXAS COLLEGE					
Total Parcels:	349,752	Tax Rate:	0.1615000		
Market Value:	61,660,481,818	State Hom:	0	Opt Hom:	0.0000000
		State O65:	0	Opt O65:	0
		Disabled:	0	Opt Disabled:	0
AG Exclusion Count:	18,097	AG Exclusion Amt:	4,324,934,340		
Timber Exclusion Count:	0	Timber Exclusion Amt:	0		
HS Capped Count:	107,193	HS Capped Amt:	1,924,423,442		
Assessed Value:	55,411,124,036				
Exempt Count/Amt:	106	37,296,850	Pro Charitable Org Count/Amt:	12	1,267,699
Pollution Control Count/Amt:	24	44,491,993	Chdo Count/Amt:	24	16,295,653
Pro Non Profit Count/Amt:	97	21,943,678	Vet Charitable Homestead Disability Count/Amt:	1	131,426
Hb366 Count/Amt:	1,894	2,825,392	Surviving Spouse First Responder Count/Amt:	13	3,025,795
Prorated-Exxl Count/Amt:	3	1,211,329			
Freeport Count/Amt:	189	462,363,988	Solar Exemption Count/Amt:	35	1,424,477
Prorated-Exxv Count/Amt:	8,705	6,127,883,660	Pro Misc Exempts Count/Amt:	24	32,461,025
100% Exempt Vet Count/Amt:	2,743	477,852,682	Pro Schools Count/Amt:	15	26,139,319
Pro Youth Associations Count/Amt:	1	668,255	Pro Charitable Functions Count/Amt:	8	2,248,698
State Homestead Count:	130,802	State Homestead Amt:	0		
Local Homestead Count:	0	Local Homestead Amt:	0		
State Over 65 Count:	46,659	State Over 65 Amt:	0		
Local Over 65 Count:	0	Local Over 65 Amt:	0		
Surviving Spouse Count:	2,571	Surviving Spouse Amt:	0		
State Disabled Count:	0	State Disabled Amt:	0		
Local Disabled Count:	4,775	Local Disabled Amt:	0		
Total VET Count:	4,045	Total VET Amt:	43,485,511		
*VET Surviving Spouse Count:	229	*VET Surviving Spouse Amt:	2,140,734		
*included in the Total VET Count/Amt					
Partial Exempt Values:	43,485,511				
Taxable Value:	48,108,106,606				
Total Levy Amt:	75,735,088.72				
2525D Count:	9	2525D Amt:	402.99		
Late AG Penalty Count:	147	Late AG Penalty Amt:	4,302.92		
Late Rendition Penalty Count:	11,825	Late Rendition Penalty Amt:	223,293.26		
BPP Interstate Alloc. Penalty Count:	1	BPP Interstate Alloc. Penalty Amt:	0.00		
Frozen Account Count:	51,776				
Frozen Homesite Value:	5,578,173,622				
Frozen Taxable Value:	5,332,805,315				
Unfrozen Levy Amt:	8,612,482.64				
Frozen Levy Amt:	6,424,964.36				
Frozen Levy Loss Amt:	2,187,518.28				
Total Non-Exempt Parcel Count:	349,646				

# **CERTIFIED TAX ROLL AS OF OCTOBER 1, 2022**

TAX ASSESSMENT ROLLS OF SOUTH TEXAS COLLEGE FOR THE YEAR 2022 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	324,307	56,390,832,538	43,445,912,277	2,187,518.28	67,982,349.74
PERSONAL PROPERTY	25,445	5,269,649,280	4,662,194,329	.00	7,752,738.98
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
<b>TOTAL</b>	<b>349,752</b>	<b>61,660,481,818</b>	<b>48,108,106,606</b>	<b>2,187,518.28</b>	<b>75,735,088.72</b>

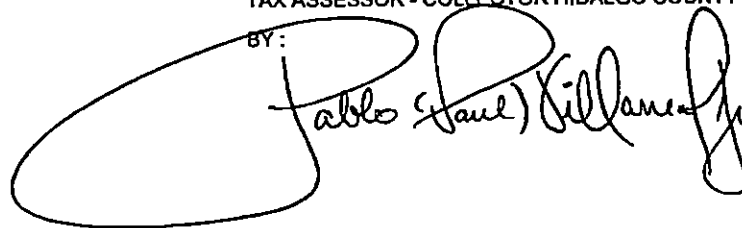
RATE OF TAXATION ASSESSMENT RATIO 100%

TOTAL TAX RATE 00.161500

PABLO (PAUL) VILLARREAL JR., PCC

TAX ASSESSOR - COLLECTOR HIDALGO COUNTY

BY:





**STARR**

**AMEIDA SALINAS**

Tax Assessor-Collector

**STARR COUNTY**

**RIO GRANDE CITY, TEXAS 78582**

COUNTY COURT HOUSE

**STARR COUNTY**

**RIO GRANDE CITY, TEXAS 78582**

Dr. Ricardo J. Solis, President  
South Texas College  
P.O.Box 9701  
McAllen , Texas 78502

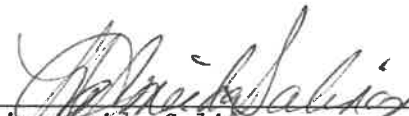
Dear Dr. Solis:

Enclosed please find the 2022 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

  
\_\_\_\_\_  
Maria Ameida Salinas  
Starr Co. Tax Assessor/Collector



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR



COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

2022 Starr Co. Tax Rates & Levy

Starr County - (GST)-	\$13,468,774.02
FM/FC - (SF) -	\$ 5,936,906.82
Drainage Dis.- (SDD) -	\$ 415,714.20
Starr Co. Mem Hos(SH)-	\$7,180,278.57
South Texas College (S1)-	\$4,515,974.35
City Of Escobares (CES)-	\$197,501.69
TOTALS -	\$31,715,149.65

Ma. Ameida Salinas, TAC



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

**2022 CERTIFIED TOTALS**

Property Count: 82,314

62 - SO TEXAS COLLEGE  
ARB Approved Totals

7/26/2022

9:06:16AM

Land		Value			
Homesite:		297,537,576			
Non Homesite:		396,352,232			
Ag Market:		1,231,639,691			
Timber Market:		6,020	Total Land	(+)	1,925,535,519
Improvement		Value			
Homesite:		962,321,827			
Non Homesite:		413,440,796	Total Improvements	(+)	1,375,762,623
Non Real		Count	Value		
Personal Property:	3,670		1,282,543,880		
Mineral Property:	30,660		232,766,060		
Autos:	0		0	Total Non Real	(+)
				Market Value	=
					1,515,309,940
					4,816,608,082
Ag	Non Exempt	Exempt			
Total Productivity Market:	1,231,410,781	234,930			
Ag Use:	73,432,475	13,310	Productivity Loss	(-)	1,157,977,806
Timber Use:	500	0	Appraised Value	=	3,658,630,276
Productivity Loss:	1,157,977,806	221,620	Homestead Cap	(-)	108,535,322
			Assessed Value	=	3,550,094,954
			Total Exemptions Amount (Breakdown on Next Page)	(-)	793,851,813
			Net Taxable	=	2,756,243,141

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count			
DP	35,353,975	34,177,701	38,687.53	39,711.79	797			
OV65	134,166,502	131,267,501	160,135.77	163,488.58	2,898			
Total	169,520,477	165,445,202	198,823.30	203,200.37	3,695	Freeze Taxable	(-)	165,445,202
Tax Rate	0.1715000							
						Freeze Adjusted Taxable	=	2,590,797,939

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE \* (TAX RATE / 100)) + ACTUAL TAX  
4,642,041.77 = 2,590,797,939 \* (0.1715000 / 100) + 198,823.30

Certified Estimate of Market Value: 4,816,608,082  
Certified Estimate of Taxable Value: 2,756,243,141

Tax Increment Finance Value: 0  
Tax Increment Finance Levy: 0.00

**2022 CERTIFIED TOTALS**

Property Count: 82,314

62 - SO TEXAS COLLEGE  
ARB Approved Totals

7/26/2022

9:06:17AM

**Exemption Breakdown**

<b>Exemption</b>	<b>Count</b>	<b>Local</b>	<b>State</b>	<b>Total</b>
AB	14	592,100,002	0	592,100,002
DP	958	0	0	0
DV1	30	0	174,590	174,590
DV2	18	0	145,430	145,430
DV3	21	0	196,690	196,690
DV4	139	0	1,496,770	1,496,770
DV4S	1	0	12,000	12,000
DVHS	98	0	8,128,672	8,128,672
EX	433	0	8,661,224	8,661,224
EX-XU	1	0	409,290	409,290
EX-XV	1,382	0	178,192,445	178,192,445
EX366	7,427	0	1,216,100	1,216,100
HS	12,475	0	0	0
OV65	3,747	0	0	0
OV65S	13	0	0	0
PC	4	3,118,600	0	3,118,600
<b>Totals</b>		<b>595,218,602</b>	<b>198,633,211</b>	<b>793,851,813</b>

## **Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties**

The Board is asked to approve the appraisal district allocated cost payments for Hidalgo and Starr Counties for property valuation assessments provided annually for taxes imposed during the tax year.

The Appraisal Districts are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimated budgeted amount that will be allocated to each taxing unit.

Texas Property Tax Code, Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing, indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year."

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2022 estimated allocations, per the District's budgets, are \$785,368.00 for Hidalgo County Appraisal District and \$121,334.03 for Starr County Appraisal District, for a total of \$906,702.03. The first quarterly invoice is due by December 31, 2022 for Starr County and by February 2, 2023 for Hidalgo County.

The Tax Year 2022 allocations changed from the Tax Year 2021 allocations as follows:

<b>Tax Year</b>	<b>Hidalgo County</b>	<b>Starr County</b>	<b>Total</b>
2022	\$785,368.00	\$121,334.03	\$906,702.03
2021	738,652.00	131,023.50	869,675.50
Increase/(Decrease)	<u>\$ 46,716.00</u>	<u>\$ (9,689.47)</u>	<u>\$ 37,026.53</u>

The changes are based on the new year budgets of each Appraisal District.

The Hidalgo County Appraisal District Budget increased by \$977,720 from \$10,518,478 to \$11,496,198 and the Starr County Appraisal District Budget increased by \$18,767 from \$1,747,264 to an adjusted budget of \$1,766,031 due to an audit credit of \$27,283.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2023-2024.

Enclosed Documents – The 2023 allocation payments for Tax Year 2022 follow in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the Board Meeting to address any questions.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

***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 the appraisal district allocated cost payments for Hidalgo and Starr Counties in order to process payments to the Hidalgo County and the Starr County Appraisal Districts as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

2023  
PROJECTED  
ENTITY ASSESSMENT

ENTITY:	2022 Tax Levied	2022 Percent	2022 Official Assessment	2023 Projected Assessment
<u>Cities:</u>				
Alamo	\$ 5,103,714	0.46%	\$ 45,147.00	\$ 52,925.00
Alton	\$ 3,103,203	0.28%	\$ 26,408.00	\$ 32,180.00
Donna	\$ 6,551,936	0.59%	\$ 60,988.00	\$ 67,944.00
Edcouch	\$ 622,717	0.06%	\$ 5,959.00	\$ 6,457.00
Edinburg	\$ 38,127,169	3.44%	\$ 380,888.00	\$ 395,376.00
Elsa	\$ 1,762,298	0.16%	\$ 15,927.00	\$ 18,276.00
Granjeno	\$ 30,754	0.003%	\$ 268.00	\$ 318.00
Hidalgo	\$ 3,085,315	0.28%	\$ 26,759.00	\$ 31,995.00
La Joya	\$ 1,209,519	0.11%	\$ 11,456.00	\$ 12,542.00
La Villa	\$ 661,394	0.06%	\$ 6,412.00	\$ 6,859.00
McAllen	\$ 58,106,007	5.24%	\$ 549,322.00	\$ 602,556.00
Mercedes	\$ 5,957,425	0.54%	\$ 54,850.00	\$ 61,778.00
Mission	\$ 28,910,952	2.61%	\$ 264,664.00	\$ 299,805.00
Palmview	\$ 3,676,160	0.33%	\$ 32,187.00	\$ 38,121.00
Penitas	\$ 1,711,540	0.15%	\$ 15,255.00	\$ 17,749.00
Progreso	\$ 967,912	0.09%	\$ 9,561.00	\$ 10,037.00
Pharr	\$ 28,727,505	2.59%	\$ 260,422.00	\$ 297,902.00
San Juan	\$ 10,077,462	0.91%	\$ 94,133.00	\$ 104,503.00
Sullivan City	\$ 739,543	0.07%	\$ 6,628.00	\$ 7,669.00
Weslaco	\$ 16,103,016	1.45%	\$ 146,832.00	\$ 166,987.00
Entity Totals	\$ 215,235,542	19.41%	\$ 2,014,066.00	\$ 2,231,979.00
<u>Schools:</u>				
Donna	\$ 22,534,056	2.03%	\$ 209,208.00	\$ 233,677.00
Edcouch-Elsa	\$ 5,402,674	0.49%	\$ 51,953.00	\$ 56,026.00
Edinburg	\$ 91,362,000	8.24%	\$ 915,010.00	\$ 947,419.00
Hidalgo	\$ 8,845,402	0.80%	\$ 72,347.00	\$ 91,726.00
La Joya	\$ 41,386,168	3.73%	\$ 397,395.00	\$ 429,173.00
La Villa	\$ 1,808,783	0.16%	\$ 18,550.00	\$ 18,757.00
Lyford	\$ 198,030	0.02%	\$ 1,640.00	\$ 2,053.00
McAllen	\$ 96,621,136	8.72%	\$ 937,252.00	\$ 1,001,956.00
Mercedes	\$ 9,261,699	0.84%	\$ 91,106.00	\$ 96,044.00
Mission	\$ 31,332,081	2.83%	\$ 293,778.00	\$ 324,912.00
Monte Alto	\$ 2,193,628	0.20%	\$ 21,601.00	\$ 22,748.00
PSJA	\$ 70,777,785	6.38%	\$ 685,346.00	\$ 733,962.00
Progreso	\$ 3,013,695	0.27%	\$ 27,471.00	\$ 31,252.00
Sharyland	\$ 46,548,429	4.20%	\$ 444,795.00	\$ 482,704.00
So Tx College	\$ 75,735,089	6.83%	\$ 738,652.00	\$ 785,368.00
South Texas ISD	\$ 23,974,661	2.16%	\$ 219,744.00	\$ 248,616.00
Valley View	\$ 11,639,286	1.05%	\$ 105,468.00	\$ 120,698.00
Weslaco	\$ 28,409,990	2.56%	\$ 271,488.00	\$ 294,610.00
Entity Total	\$ 571,044,591	51.51%	\$ 5,502,804.00	\$ 5,921,701.00
GRAND TOTALS	\$ 1,108,607,525	100%	\$ 10,518,478.00	\$ 11,496,198.00
BUDGET TOTAL			\$ 10,518,478.00	\$ 11,496,198.00

2023  
PROJECTED  
ENTITY ASSESSMENT

ENTITY:	2022 Tax Levied	2022 Percent	2022 Official Assessment	2023 Projected Assessment
Hidalgo County	\$ 264,653,740	23.87%	\$ 2,434,942.00	\$ 2,744,445.00
Drainage Dist.#1	\$ 54,854,200	4.95%	\$ 538,706.00	\$ 568,835.00
Entity Totals	\$ 319,507,941	27.57%	\$ 2,973,648.00	\$ 3,313,280.00

Fire Districts:

EMS District #1	\$ 235,123	0.02%	\$ 2,224.00	\$ 2,438.00
EMS District #2	\$ 419,891	0.04%	\$ 4,000.00	\$ 4,355.00
EMS District #3	\$ 490,808	0.04%	\$ 5,116.00	\$ 5,089.00
EMS District #4	\$ 283,157	0.03%	\$ 2,678.00	\$ 2,936.00
Entity Totals	\$ 1,428,978	0.13%	\$ 14,018.00	\$ 14,818.00

Irrigation Districts:

Donna #1	\$ 715,476	0.06%	\$ 7,410.00	\$ 7,420.00
Delta Lake	\$ 600,413	0.05%	\$ 5,818.00	\$ 6,226.00
Kennedy Co GCD	\$ 1,098	0.0001%	\$ 12.00	\$ 11.00
Brush Country GCD	\$ 402	0.00004%	\$ 4.00	\$ 5.00
Red Sands GCD	\$ 73,084	0.01%	\$ 698.00	\$ 758.00
Entity Totals	\$ 1,390,474	0.14%	\$ 13,942.00	\$ 14,420.00



# **Starr County Appraisal District**

100 N. FM 3167, STE 300  
Rio Grande City, Texas 78582  
Phone: 956-487-5613 Fax: 956-487-8555

## **BOARD OF DIRECTORS**

Rogelio Olivarez, Chairman  
Jaime Escobar, Secretary  
Eloy Garza, Member  
Judge Eloy Vera, Member  
Encarnacion Saenz, III, Member

Rosalva Guerra  
Chief Appraiser

November 1, 2022

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

Dear Dr. Solis:

In accordance with section 6.06 of the Texas Property Code, I am hereby submitting a payment schedule for 2023 based on the 2023 budget and your tax levy for 2022 – 2023.

Total allocation for the year 2023 is	<b><u>\$121,334.03</u></b>
First quarter installment for 2023 due 12/31/2022	\$30,333.50
Second quarter installment for 2023 due 3/31/2023	\$30,333.51
Third quarter installment for 2023 due 6/30/2023	\$30,333.51
Fourth quarter installment for 2023 due 9/30/2023	\$30,333.51

Please remit all payment s to Starr County Appraisal District, 100 N. FM 3167 STE 300, Rio Grande City, Texas 78582. If you may have any questions, please feel free to contact me at the office. Your full cooperation in this matter is greatly appreciated.

Respectfully,

A blue ink signature of Rosalva Guerra, written in a cursive style.

Rosalva Guerra, RPA, CTA, CCA  
Starr County Appraisal District Chief Appraiser

RG: mrl

xc: Mr. Jesus Ramirez, Attorney  
xc: Ms. Rose Benavides, Chairperson  
xc: Ms. Maricarmen Ramirez, Accts. Payable  
xc: Ms. Yvette M. Ortiz, Business Office



## **Review and Recommend Action on South Texas College Public Transportation Agency Safety Plan**

The Board is asked to approve the South Texas College Public Transportation Agency Safety Plan in order to be in compliance with the Federal Transit Administration requirements when operating the STC Jag Express.

The Federal Transit Administration published a final rule as authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21) that requires operators of public transportation systems that receive Federal financial assistance to develop a Public Transportation Agency Safety Plan based on the Safety Management System approach. The safety plans will help ensure that public transportation systems are safe nationwide.

Background - In July 2021, the Lower Rio Grande Valley Development Council (LRGVDC) - Valley Metro Transit notified South Texas College that it needed to create its own Public Transportation Agency Safety Plan. The Safety Plan must be adopted by the Board of Trustees as stated in the United States Code, Title 49- Transportation, Section 5329.1. "(A) a requirement that the Board of Trustees (or equivalent entity) of the recipient approve the agency safety plan and any updates to the agency safety plan."

To improve public transportation safety to the highest practicable level in the State of Texas and comply with Federal Transit Administration (FTA) requirements, the South Texas College Transportation Services Department has developed its own Agency Safety Plan with collaboration from the Texas Department of Transportation (TxDOT).

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the Agency Safety Plan and the tenets of Safety Management System including a Safety Management Policy and the processes for Safety Risk Management, Safety Assurance, and Safety Promotion, per 49 U.S.C. 5329.1, must be adopted by the board of directors. While safety has always been a primary function at South Texas College, this document lays out a process to fully implement a Safety Management System over the next several years that complies with the Public Transportation Agency Safety Plan final rule.

Reviewers – The Safety Plan was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for the Department of Public Safety, and the Manager for Public Safety and Transportation Services.

As the November 7, 2022 Finance, Audit and Human Resources Committee meeting was cancelled, this item is presented without a recommendation from the Committee.

Enclosed Documents – The Safety Plan follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and

Transportation Services Manager, will be present at the Board Meeting to address any questions.

***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 the South Texas College Public Transportation Agency Safety Plan as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

# **South Texas College**

## **Public Transportation Agency Safety Plan**

**Version 1**

**Adopted November 29, 2022**

**In compliance with 49 CFR Part 673**

**Developed in conjunction with  
the Texas Department of  
Transportation**

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## **Executive Summary**

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At South Texas College (STC), all levels of management, administration and operations are responsible for safety. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with STC.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the STC Board of Trustees adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329.<sup>1</sup> While safety has always been a primary function at STC, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

---

<sup>1</sup> Federal Register, Vol. 81, No. 24

### ***Plan Adoption – 673.11(a)(1)***

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

---

Ruben Suarez, Chief of Police

Date

The main governing body of STC is the STC Board of Trustees. Approval of this plan by the STC Board of Trustees occurred on November 29, 2022 and is documented in Board Meeting Minutes (minute identifier) from the Board meeting.

### ***Certification of Compliance – 673.13(a)(b)***

TxDOT certifies on November 17, 2022 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by STC as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.

## ***Transit Agency Information***

The South Texas College – Jag Express provides public transportation in McAllen, Texas. The South Texas College Transportation Services main office is located at 2509 W. Pecan Blvd. McAllen, Texas 78501.

South Texas College currently operates 2 fixed shuttle bus routes. The fixed route service is operated five (5) days a week, Monday through Friday ranging from 7:00 am to 7:20 pm depending on the route.

The Transportation Services for the College are managed by the South Texas College Department of Public Safety. No additional transit service is provided by South Texas College on behalf of another transit or entity at the time of the development of this plan.

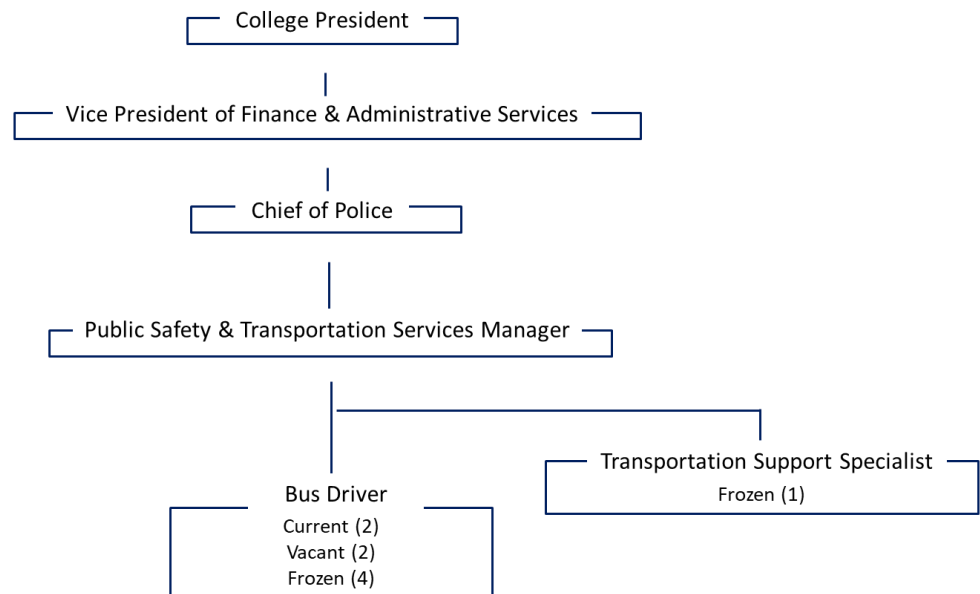
Table 1 contains agency information while an organizational chart for STC is provided in Figure 1.

**TABLE 1: AGENCY INFORMATION**

Information Type	Information
Full Transit Agency Name:	South Texas College
Transit Agency Address:	2509 Pecan Blvd, McAllen, TX 78501
Name and Title of Accountable Executive 673.23(d)(1)	Ruben Suarez, Chief of Police
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Alina O. Cantu, Public Safety and Transportation Services Manager
Key Staff	Administrative staff and Drivers
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed route
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed route – Directly Operated
Number of Vehicles Operated	Two

FIGURE 1: STC ORGANIZATIONAL CHART

## South Texas College Transportation Organizational Chart





## **Authorities & Responsibilities – 673.23(d)**

As stated in 49 CFR Part 673.23(d), STC is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the STC SMS, per 673.23(d)(1).

**Agency leadership and executive management** are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the STC SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

**Key staff** are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

**Front line employees** perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

## ***Safety Management Policy***

### **Policy Statement – 673.23(a)**

Safety is STC's first priority. STC is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

### **Employee Safety Reporting Program – 673.23(b)**

Frontline employees are a significant source of safety data because they are often the first to spot unsafe conditions. For this reason, the employee safety reporting program is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

STC has an open-door policy that allows for communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. The CSO may also receive employee complaints, questions, or safety improvement suggestions. Additionally, a Human Resources representative may be involved at any level.

The employee safety reporting program will ensure that all employees are encouraged to report safety conditions directly to management or their direct supervisor for elevation to senior management. Any employee reports of safety concerns such as near misses, accidents, hazards, or any other event will not result in disciplinary action, unless the actions were a willful act and rule violations. Employees are protected from retaliation when reporting safety concerns in good faith.

### Communicating the Policy Throughout the Agency – 673.23(c)

STC is committed to ensuring the safety of our riders, personnel, and public. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The Safety Management Policy and safety objectives include posting the policy in prominent work locations for existing employees. In addition, the policy statement will become part of our agency's safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

### PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of South Texas College in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. The draft ASP was delivered to STC in April 29, 2022 for review and comment. Once review was completed and any adjustments made, the final was delivered to STC for review and adoption.

### PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329, this plan includes provisions for annual updates of the SMS. As part of STC's ongoing commitment to developing a robust safety culture, STC, in cooperation with frontline employee representatives, will review the ASP and all supporting documentation annually. The review will be conducted before certifying to FTA that the ASP is compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through STC's annual Certifications and Assurances.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to implement all the processes used to manage safety at STC. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the STC Board of Trustees whether by signature or by reference to resolution. The annual ASP review follows the table below.

**TABLE 2: ASP ANNUAL UPDATE TIMELINE**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation								
<ul style="list-style-type: none"> <li>Safety Policy;</li> <li>Risk Management;</li> <li>Safety Assurance; and</li> <li>Safety Promotion.</li> </ul>		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, and MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

**TABLE 3: ASP RECORD OF CHANGES**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

### **PTASP Maintenance – 673.11(a)(2)(c)**

STC will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as STC continues to develop and refine our SMS implementation.

### **PTASP Documentation and Recordkeeping – 673.31**

At all times, STC will maintain documents that set forth our ASP, including those documents related to the implementation of STC's SMS and those documents related to the results from SMS processes and activities. STC will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entities, or TxDOT. STC will maintain these documents for a minimum of three years after the documents are created.

### **Safety Performance Measures – 673.11(a)(3)**

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include Safety Performance Targets based on the safety performance measures established under the National Safety Plan. The safety performance measures outlined in the National Safety Plan were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the National Safety Plan are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the National Safety Plan. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as

presented in Table 4. Table 5 presents baseline numbers for each of the performance measures.

**TABLE 4: National Safety Plan SAFETY PERFORMANCE MEASURES**

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events (Accident, Incident, Occurrence)	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

**TABLE 5: SAFETY PERFORMANCE Targets**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0%	1	0.002%	3	0.0072%	13,890

\*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, STC will reevaluate our safety performance targets and determine if they need to be refined.

### **Safety Performance Target Coordination – 673.15(a)(b)**

STC will make our safety performance targets available to TxDOT and the Rio Grande Valley MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, STC will coordinate with TxDOT and the MPO in the selection of safety performance targets during the annual PTASP update process.

## **Safety Management System**

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, STC is adopting SMS as the basis for directing and managing safety and risk at our agency. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components – Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. The Safety Management Policy and Safety Promotion are the enablers that provide structure and supporting activities that make Safety Risk Management and Safety Assurance possible and sustainable. The Safety Risk Management and Safety Assurance are the activities for effectively managing safety as presented in Figure 2.

**FIGURE 2: SAFETY MANAGEMENT SYSTEMS**



## **Safety Risk Management – 673.25**

By adopting this ASP, STC is establishing the Safety Risk Management (SRM) process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25.

**FIGURE 3: SAFETY RISK MANAGEMENT PROCESS**



### **Safety Hazard Identification – 673.25(b)**

The STC safety risk management process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment. STC uses a variety of mechanisms for identifying and documenting hazards, namely:

- STC ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified.
- Employee hazard training coupled with the employee safety report program ensures that STC has information for hazard identification.
- Upon receiving notification of a potential hazard, the CSO will enter the hazard into the Hazard Log. Next, the CSO will conduct the risk assessment by utilizing the Risk Matrix presented in figure 5 to determine the frequency and severity of hazard.
- Staff are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- If a hazard is such that an employee would be reluctant to report the information an alternative, anonymous reporting mechanisms are available through an anonymous suggestion box.
- To increase safety knowledge, personnel are also encouraged to participate in professional development activities and training as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification may include:
  - Employee safety reporting program
  - Inspections of personnel job performance, vehicles, facilities and other data



- Investigations of safety events
- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
  - FTA and other federal or state authorities
  - Reports from the public
  - Safety bulletins from manufacturers or industry associations

**FIGURE 4: Sample Hazard Log**

Hazard	Identification Source/Date	Date of Analysis	Worst Credible Potential Consequence(s)	Defenses in place (hard or soft)	Probability of Consequences	Severity of Consequences	Safety Risk Evaluation Index	Further Mitigation Action, if Required	Revised Safety Risk Evaluation Index	Revised Safety Risk Evaluation Index Date	Department Responsible for Mitigation	Estimated Date Mitigation(s) is Fully Implemented	Contact Person	Department/Individual Responsible for Monitoring Mitigation Effectiveness
Bus mis-aligned over pit	Employee safety reporting	Date	Bus falling into pit resulting in property damage	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	C (Marginal)	3C (Acceptable based upon existing mitigations)	NA	NA	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in injury to worker	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	B (Critical)	3B (Acceptable based upon existing mitigations)	N/A	N/A	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in worker fatality	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. (s) 2. Establish speed restrictions moving in and out of shop. (s) 3. Stripe lines around pits with high visibility fluorescent paint. (h) 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. (s) 5. Install bus tire guides on pit edge. (h)	4A (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name	Bus Operations Safety Department
Corroded/cracked rail fasteners in tunnel	Employee safety reporting	Date	Derailment with fatalities	1. Routine inspections (s) 2. Periodic maintenance is conducted. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Increased inspection frequencies (s) 2. Corrosion mitigation (s) 3. Speed Restrictions(s) to be implemented (s)	4A (Acceptable based upon mitigations)	Date	Track Maintenance	Date	Name	Track Maintenance Safety Department

### Safety Risk Assessment – 673.25(c)

As part of the new SRM process, STC has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk process.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. As stated above, the CSO will log hazards utilizing a Hazard Log that resembles Figure 4. The CSO will evaluate the hazard for severity, probability and level of risk utilizing the criteria in the Tables listed in figure 6.



**FIGURE 5: SAFETY RISK ASSESSMENT MATRIX**

Severity of the Consequence		
Definition Category	Meaning	Value
Catastrophic	<ul style="list-style-type: none"> <li>Equipment destroyed</li> <li>Multiple deaths</li> </ul>	A
Critical	<ul style="list-style-type: none"> <li>A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely</li> <li>Serious injury</li> <li>Major equipment damage</li> </ul>	B
Marginal	<ul style="list-style-type: none"> <li>A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency</li> <li>Serious incident</li> <li>Injury to persons</li> </ul>	C
	<ul style="list-style-type: none"> <li>Nuisance</li> <li>Operating limitations</li> <li>Use of emergency procedures</li> <li>Minor incident</li> <li>Little consequences</li> </ul>	D

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation

If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the information is used to move to the next step, which is hazard mitigation.

### Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO will identify mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. To accomplish this objective, the CSO, works with subject matter experts from respective department or section to which the hazard applies to determine a mitigation strategy.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member, team or department for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Hazard Log (figure 4). Among the responsibilities of the staff member, department or team is to communicate the mitigation effort to the CSO, who will document whether the mitigation was carried out as designed and whether the intended safety objectives were achieved.

### **Safety Assurance – 673.27 (a)**

Safety Assurance means processes within the STC SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) STC meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting STC's critical safety objectives and contribute towards SPTs.

### **Safety Performance Monitoring and Measuring – 673.27 (b)**

As the first step in the STC Safety Assurance program, STC collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. STC currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, STC will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

### **Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)**

STC monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives.

Supervisors monitor employee compliance with STC SOPs through direct observation and review of information from internal reporting systems such as pre-trip inspection forms and employee safety reporting.

STC addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance

procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the CSO will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The CSO will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### **Monitoring Operations – 673.27(B)(2)**

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

### **Safety Event Investigation – 673.27(B)(3)**

STC currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that STC can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. STC gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
  - a. Identify probable causes and contributing factors.
  - b. Verify identified hazards.
  - c. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
  - d. Provide a means of checking the adequacy of past training.
  - e. Make personnel aware of unsafe acts and conditions.
2. Investigations:
  - a. STC Police, Local Police and the CSO will conduct investigations for all minor and major accidents or incidents.
3. The following are necessary for effective investigations:
  - a. Determine field personnel responsibilities for investigation.
  - b. Utilize the Supervisor's Accident Investigation Procedures.
  - c. Integrate Claims' findings into investigations.
  - d. Ensure STC Police and Risk Management are notified of minor and major accidents, on both an immediate and routine basis.

- e. Develop criteria for investigations.
- f. Prepare procedures, checklists and formats for conducting investigations.
- g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the CSO will establish procedures for coordinating investigations by outside agencies, or peer reviews.

### **Monitoring Internal Safety Reporting Programs – 673.27(B)(4)**

As a primary part of the internal safety reporting program, STC monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

### **Safety Promotion – 673.29**

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that STC will implement and how safety related information will be communicated.

### **Safety Competencies and Training – 673.29(a)**

STC provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, STC will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (STC is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Identify trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.

- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

### **Safety Communication – 673.29(b)**

STC regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP or other means.

STC will ensure that any safety related information is shared with STC staff. STC also posts safety related and other pertinent information in a common room for all employees.

STC will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, STC will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, STC will review its current communications strategies and determine whether others are needed.

## APPENDIX A:

### Glossary of Terms

**Accident:** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

**Accountable Executive (typically the highest executive in the agency):** means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C., and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

**Agency Leadership and Executive Management:** Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

**Chief Safety Officer (CSO):** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Corrective Maintenance:** Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

**Equivalent Authority:** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

**Event:** means an accident, incident, or occurrence.

**Federal Transit Administration (FTA):** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation:** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**Key staff:** means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

**Major Mechanical Failures:** means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

**National Public Transportation Safety Plan (NSP):** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence:** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator of a Public Transportation System:** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Passenger:** means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

**Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target:** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

**Preventative Maintenance:** means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

**Public Transportation Agency Safety Plan (PTASP):** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk:** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation:** means a method or methods to eliminate or reduce the effects of hazards.

**Road Calls:** means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

**Safety Assurance (SA):** means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy (SMP):** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's



employees regarding safety.

**Safety Management System (SMS):** means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Management System (SMS) Executive:** means a CSO or an equivalent.

**Safety Objective:** means a general goal or desired outcome related to safety.

**Safety Performance:** means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

**Safety Performance Indicator:** means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

**Safety Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Safety Performance Monitoring:** means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

**Safety Performance Target (SPT):** means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

**Safety Promotion (SP):** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk:** means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

**Safety Risk Assessment:** means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

**Safety Risk Management (SRM):** means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**Safety Risk Mitigation:** means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

**Safety Risk Probability:** means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

**Safety Risk Severity:** means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

**Serious Injury:** means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date



that the injury was received;

- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small Public Transportation Provider:** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State:** means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of Good Repair:** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency:** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 674.

**Transit Agency:** means an operator of a public transportation system.

**Transit Asset Management (TAM) Plan:** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

## Acronyms Used

**ADA:** Americans with Disabilities Act

**ASP:** Agency Safety Plan

**CAF:** Customer Assistance Form

**STC:** South Texas College

**ESRP:** Employee Safety Reporting Program

**FAST Act:** Fixing America's Surface Transportation Act

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century Act

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NTD:** National Transit Database

**SOP:** Standard Operating Procedure

**SSPP:** System Safety Program Plan

**TxDOT:** Texas Department of Transportation

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

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

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

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

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

- a. Review and Recommend Action on Substantial Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement
- b. Review and Recommend Action on Substantial and Final Completion of the Regional Center for Public Safety Excellence Additional Chiller Installation
- c. Review and Recommend Action on El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing and Allied Health Campus
- d. Review and Recommend Action on Renewal of the Lease Agreement with La Joya Independent School District for the La Joya Jimmy Carter High School Teaching Center

***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 approve and authorize items a – d of the Facilities Committee Consent agenda as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

**Consent Agenda:**

**a) Review and Recommend Action on Substantial Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement**

Approval of substantial completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is requested.

Project		Completion Recommended	Date Received
1.	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Project 2021-011R  Engineer: Chanin Engineering, LLC Contractor: 5 Star GC Construction, LLC.	Substantial Completion Recommended	October 11, 2022

This project was initiated in 2020 to maintain the safety conditions and code compliance of emergency evacuation routes. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the Facilities Committee, and the Board of Trustees. It was scheduled as a routine improvement to repair and replace exterior stairs that are in a deteriorated condition.

College staff visited the site and developed a construction punch list on October 11, 2022. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by 5 Star GC Construction, LLC. The original cost approved for this project was \$305,000.

The following table summarizes the current budget status:

Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000	\$305,000.00	\$6,945.00	\$311,945.00	\$253,455.25	\$58,489.75

**Enclosed Documents**

A copy of the Substantial Completion Certificate and photos are enclosed for the Committee's review and information.

The Facilities Committee recommended Board approval of substantial completion for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

***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 substantial completion for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

# Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement

West Side





# Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement

North Side



**CERTIFICATE OF SUBSTANTIAL COMPLETION**

Owner:	South Texas College	Owner's Contract No.:	21-22-1009
Contractor:	5 Star GC Construction, LLC	Contractor's Project No.:	
Engineer:	Chanin Engineering, LLC	Engineer's Project No.:	21-128
Project:	Dr. Ramiro R. Casso- NAH East Building A Stair Repairs & Replacement	Contract Name:	

**This final Certificate of Substantial Completion applies to:**

☒ All Work ☐ The following specified portions of the Work:

**October 11, 2022**

**Date of Substantial Completion**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.



The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities: ☒ None ☐ As follows:

Amendments to Contractor's responsibilities: ☒ None ☐ As follows:

The following documents are attached to and made a part of this Certificate: Punchlist



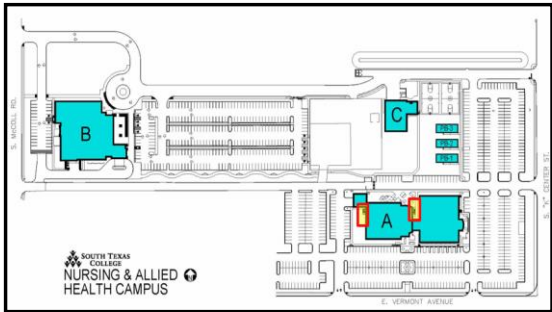
This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<b>EXECUTED BY ENGINEER:</b>		<b>RECEIVED:</b>		<b>RECEIVED:</b>	
By: <u></u>	By: _____	By: <u></u>			
(Authorized signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Miguel Chanin / President</u>	Title: _____	Title: <u>Alan Oakley</u>			
Date: <u>10-11-22</u>	Date: _____	Date: <u>10-17-22</u>			



# Project Fact Sheet

## 11/1/2022

<b>Project Name:</b> NAHC - Building A Stair Repairs and Replacement						<b>Project No.</b> 2021-011R																	
<b>Funding Source(s):</b> Renewals & Replacements Fund																							
	<b>FY 20-21</b>			<b>FY 21-22</b>			<b>FY 22-23</b>																
	<div style="display: flex; justify-content: space-between;"> <div> <b>FY 20-21</b>  <b>*Project Budget</b>            Construction: \$ 150,000.00            Design: 15,000.00            Miscellaneous: 4,000.00            FFE: -            Technology: -  <b>Total:</b> \$ 169,000.00         </div> <div> <b>Variance of Project Budget vs. Actual Expenditures</b>            Construction: \$ -            Design: 9,600.00            Miscellaneous: -            FFE: -            Technology: -  <b>Total:</b> \$ 9,600.00         </div> <div> <b>Variance of Project Budget vs. Actual Expenditures</b>            Construction: \$ 150,000.00            Design: 5,400.00            Miscellaneous: 4,000.00            FFE: -            Technology: -  <b>Total:</b> \$ 159,400.00         </div> </div>			<div style="display: flex; justify-content: space-between;"> <div> <b>FY 21-22</b>  <b>**Project Budget</b>            Construction: \$ 250,000.00            Design: 28,000.00            Miscellaneous: 15,000.00            FFE: -            Technology: -  <b>Total:</b> \$ 293,000.00         </div> <div> <b>Variance of Project Budget vs. Actual Expenditures</b>            Construction: \$ 253,455.25            Design: 5,160.00            Miscellaneous: 4,974.66            FFE: -            Technology: -  <b>Total:</b> \$ 263,589.91         </div> <div> <b>Variance of Project Budget vs. Actual Expenditures</b>            Construction: \$ (3,455.25)            Design: 22,840.00            Miscellaneous: 10,025.34            FFE: -            Technology: -  <b>Total:</b> \$ 29,410.09         </div> </div>			<div style="display: flex; justify-content: space-between;"> <div> <b>FY 22-23</b>  <b>Project Budget</b>            Construction: \$ 15,250.00            Design: 600.00            Miscellaneous: -            FFE: -            Technology: -  <b>Total:</b> \$ 15,850.00         </div> <div> <b>Variance of Revised Budget vs. Actual Expenditures</b>            Construction: \$ -            Design: -            Miscellaneous: -            FFE: -            Technology: -  <b>Total:</b> \$ -         </div> <div> <b>Variance of Revised Budget vs. Actual Expenditures</b>            Construction: \$ 15,250.00            Design: 600.00            Miscellaneous: -            FFE: -            Technology: -  <b>Total:</b> \$ 15,850.00         </div> </div>		<b>Total Actual Expenditures To Date</b> Construction: \$ 253,455.25 Design: 14,760.00 Miscellaneous: 4,974.66 FFE: - Technology: - <b>Total:</b> \$ 273,189.91														
*Fee for Stair Assessment Report of \$3,000.00 FY20-21				**Budget revised due to structural engineer assessment. Engineer assessment fee of \$3,000 included in design cost of \$28,000.																			
<b>Project Team</b>				<b>Board Status</b>																			
<b>Approval to Solicit Architect/Engineer:</b> 10/27/2020  <b>Architect/Engineer:</b> Chanin Engineering  <b>Contractor:</b> 5 Star Construction, LLC  <b>STC FPC Project Manager:</b> Samuel Saldana				<b>Board Approval of Assessment Report</b> 5/25/2021  <b>Substantial Completion</b> TBD  <b>Final Completion</b> TBD																			
				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Chanin Eng. Assessment</td> <td>\$ 3,000.00</td> <td>\$ 3,000.00</td> <td>\$ -</td> </tr> <tr> <td>Chanin Engineering 5 Star</td> <td>\$ 12,000.00</td> <td>\$ 11,760.00</td> <td>\$ 240.00</td> </tr> <tr> <td>Construction</td> <td>\$ 311,945.00</td> <td>\$ 253,455.25</td> <td>\$ 58,489.75</td> </tr> </tbody> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	Chanin Eng. Assessment	\$ 3,000.00	\$ 3,000.00	\$ -	Chanin Engineering 5 Star	\$ 12,000.00	\$ 11,760.00	\$ 240.00	Construction	\$ 311,945.00	\$ 253,455.25	\$ 58,489.75
Vendor	Contract Amount	Actual Expenditures	Variance																				
Chanin Eng. Assessment	\$ 3,000.00	\$ 3,000.00	\$ -																				
Chanin Engineering 5 Star	\$ 12,000.00	\$ 11,760.00	\$ 240.00																				
Construction	\$ 311,945.00	\$ 253,455.25	\$ 58,489.75																				
<b>Project Description</b>				<b>Project Scope</b>																			
Repair west existing exterior stairs for Building A due to rust damage and deterioration and replace the north existing stairs.				Structural engineer evaluated the stairs and made a recommendation to repair the west exterior stairs and replace the north exterior stairs.																			
<b>Projected Timeline</b>																							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect / Engineer	Board Approval of Assessment Report	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															
10/27/2020	1/26/2021	5/25/2021	NA	12/14/2021	2/4/2022	11/22/2022	12/13/2022	N/A															
<b>Project Calendar of Expenditures by Fiscal Year</b>																							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>																	
2020-21	\$ -	\$ 9,600.00	\$ -	\$ -	\$ -	\$ 9,600.00																	
2021-22	253,455.25	5,160.00	4,974.66			\$ 263,589.91																	
2022-23																							
<b>Project Total</b>	<b>\$ 253,455.25</b>	<b>\$ 14,760.00</b>	<b>\$ 4,974.66</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 273,189.91</b>																	
<b>Current Agenda Item</b>																							
11/08/2022 Facilities Committee: Review and Recommend Action on Substantial Completion for Nursing and Allied Health Campus East Building A Stair Repairs and Replacement																							
<div style="display: flex; justify-content: space-around;">    </div>																							

FPC Project Manager SPF

FPC Asst. Director

Rita Geller

FPC Director

Rodriguez

**Consent Agenda:**

**b) Review and Recommend Action on Substantial and Final Completion of the Regional Center for Public Safety Excellence Additional Chiller Installation**

Approval of substantial and final completion of the Regional Center for Public Safety Excellence (RCPSE) Additional Chiller Installation project is requested.

Project		Completion Recommended	Date Received
1.	Regional Center for Public Safety Excellence Additional Chiller Installation Project 2019-019C	Substantial Completion	October 27, 2022
	Engineer: Halff Associates, Inc. Contractor: Johnson Controls	Final Completion Recommended	November 2, 2022

This was a Capital Improvement Project requested by the Facilities Operations & Maintenance department to provide an additional chiller for redundancy of the air conditioning system at the RCPSE, and was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments. It was scheduled as a non-educational space improvement to provide redundancy to maintain a properly operating air conditioning system in case of the existing chiller becoming inoperative.

College staff visited the site and developed a construction punch list on October 27, 2022. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Johnson Controls be approved. The original cost approved for this project was \$199,345.40.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Additional Chiller Installation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$150,000.00	\$199,345.40	\$0	\$199,345.40	\$178,914.16	\$20,431.24

**Enclosed Documents**

A copy of the Substantial Completion Certificate and a photo are enclosed for the Committee's review and information.

The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$20,431.24 to Johnson Controls for the Regional Center for Public Safety Excellence Additional Chiller Installation project as presented.

***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 substantial and final completion and release of final payment of \$20,431.24 to Johnson Controls for the Regional Center for Public Safety Excellence Additional Chiller Installation project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



Regional Center for Public Safety Excellence  
Additional Chiller Installation





AIA®

## Document G704® – 2017

**Certificate of Substantial Completion**

**PROJECT:** *(name and address)*  
 South Texas College Regional Center for  
 Public Safety Excellence  
 RFP #21-22-1015  
 Re-bid Chiller Installation

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: 12/17/2021

**CERTIFICATE INFORMATION:**  
 Certificate Number: 001  
 Date: 11/01/2022

**OWNER:** *(name and address)*  
 South Texas College  
 3201 W. Pecan  
 McAllen, Texas 78501

**ARCHITECT:** *(name and address)*  
 Halff Associates, Inc.  
 5000 W. Military Highway, Suite 100  
 McAllen, Texas 78503

**CONTRACTOR:** *(name and address)*  
 Johnson Controls, Inc.  
 1200 E Hackberry Ave, Suite A  
 McAllen, Texas 78501

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Entire Work

Halff Associates, Inc.  
**ARCHITECT** *(Firm Name)*

  
**SIGNATURE**

Ray Peynado, PE  
 Electrical Engineer  
**PRINTED NAME AND TITLE**

10/27/2022  
**DATE OF SUBSTANTIAL COMPLETION**

**WARRANTIES**

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

n/a

**WORK TO BE COMPLETED OR CORRECTED**

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

n/a

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within n/a (n/a) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$n/a

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

n/a

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Johnson Controls, Inc.  
**CONTRACTOR** *(Firm Name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

South Texas College  
**OWNER** *(Firm Name)*

**SIGNATURE**

Dr. Ricardo J. Solis,  
 President

**PRINTED NAME AND TITLE**

**DATE**



November 2, 2022

Mr. Ricardo De La Garza  
Director Facilities Planning and Construction  
South Texas College  
3200 W Pecan Blvd  
McAllen, Texas 78501

RE: 42876 South Texas College Regional Center for Public Safety Excellence Chiller Installation –  
Final Completion

Dear Mr. De La Garza:

As of November 2, 2022, Johnson Controls has completed construction and has addressed all punch list items for this project.

To the best of my knowledge, the work has been performed in accordance with the contract documents and I recommend final acceptance.

Please feel free to contact our office if you have any questions.

Sincerely,

HALFF ASSOCIATES, INC.

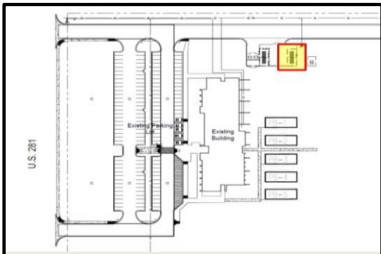

A handwritten signature in blue ink, appearing to read "Ray Peynado", with a long horizontal stroke extending to the right.

Ray Peynado, PE  
Electrical Engineer

cc: file

# Project Fact Sheet

## 11/1/2022

<b>Project Name:</b> Regional Center for Public Safety Excellence - Chiller Installation										<b>Project No.</b> 2019-019C	
<b>Funding Source(s):</b> Unexpended Plant Fund											
			FY 18-19			*FY 20-21			FY 21-22		
			FY 18-19			FY 20-21			FY 21-22		
			Actual			Actual			Actual		
			Expenditures			Expenditures			Expenditures		
			Expenditures			Expenditures			Expenditures		
Construction:	\$ 150,000.00	\$ 199,345.40	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 178,914.16	\$ (28,914.16)
Design	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00	11,250.00	3,750.00	3,750.00	8,285.85	(4,535.85)
Miscellaneous:	5,000.00	5,000.00	5,000.00	-	5,000.00	5,000.00	748.34	4,251.66	4,500.00	739.58	3,760.42
FFE:	-	-	-	-	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 170,000.00</b>	<b>\$ 219,345.40</b>	<b>\$ 170,000.00</b>	<b>\$ -</b>	<b>\$ 170,000.00</b>	<b>\$ 170,000.00</b>	<b>\$ 11,998.34</b>	<b>\$ 158,001.66</b>	<b>\$ 158,250.00</b>	<b>\$ 187,939.59</b>	<b>\$ (29,689.59)</b>
						*Budget was not included in the FY19-20 Unexpanded Fund ; Maintenance was exploring scope of work as an in-house project.			Original total design estimate of \$15,000 includes: 10% for design services @ \$15,000. Fee Adjusted to actual construction cost.		
			FY 22-23								
			FY 22-23								
			Actual								
			Expenditures								
Construction:	\$ 20,000.00	\$ -	\$ 20,000.00								
Design	2,000.00	-	2,000.00								
Miscellaneous:	-	-	-								
FFE:	-	-	-								
Technology:	-	-	-								
<b>Total:</b>	<b>\$ 22,000.00</b>	<b>\$ -</b>	<b>\$ 22,000.00</b>								<b>\$ 199,937.93</b>
						**Project Budget adjusted due to Construction cost amount.					
<b>Project Team</b>						<b>Board Status</b>					
<b>Approval to Solicit</b>						<b>Board Approval</b>					
Architect/Engineer: 11/11/2020						N/A					
Architect/Engineer: Halff & Associates, Inc.						Vendor: Halff & Associates					
Contractor: JCI						Contract Amount: \$ 19,934.54					
						Actual Expenditures: \$ 19,535.85					
						Variance: \$ 398.69					
STC FPC Project Manager: Martin Villarreal						Substantial Completion: TBD					
						Board Acceptance: TBD					
						Final Completion: TBD					
						Board Acceptance: TBD					
<b>Project Description</b>						<b>Project Scope</b>					
Design and installation of chilled water lines to the existing chiller.						Design and installation of chilled water lines to the existing chiller to utilize the relocated chiller for redundancy.					
<b>Projected Timeline</b>											
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				
11/11/2020	1/26/2021	N/A	12/14/2021	2/10/2022	11/17/2022	11/17/2022	N/A				
<b>Project Calendar of Expenditures by Fiscal Year</b>											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2018-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
2020-21	-	11,250.00	748.34	-	-	\$ 11,998.34					
2021-22	178,914.16	8,285.85	739.58	-	-	\$ 187,939.59					
2022-23	-	-	-	-	-	\$ -					
<b>Project Total</b>	<b>\$ 178,914.16</b>	<b>\$ 19,535.85</b>	<b>\$ 1,487.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,937.93</b>					
<b>Current Agenda Item</b>											
11/8/22 Facilities Committee Meeting: Review and Recommend Action on Substantial and Final Completion of the Regional Center for Public Safety Excellence Additional Chiller Installation.											
 											

FPC Project Manager



FPC Asst. Director



FPC Director



**Consent Agenda:**

**c) Review and Recommend Action on El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing and Allied Health Campus**

Approval of a license agreement between El Milagro Clinic, the City of McAllen, and South Texas College for use of the El Milagro Clinic Parking Lot is requested.

**Background**

On September 25, 2018, the Board of Trustees approved a license agreement for use of an 80-space vehicle parking lot located on the El Milagro Clinic property adjacent to the Nursing & Allied Health Campus. A new agreement will need to be approved in order for the College to continue using the parking area.

The El Milagro Director, Ms. Marisol Resendez, has been contacted regarding this renewal and the El Milagro Board of Directors has approved the renewal of the license agreement. Approval of the new agreement from the City of McAllen, who are co-owners of the property, will be coordinated. The license agreement allows for the use of the parking lot for two years and the option to renew for two additional years, at the cost of \$1,250 annually.

The Facilities Committee recommended Board approval of the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College as presented.

***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 the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



**Consent Agenda:**

**d) Review and Recommend Action on Renewal of the Lease Agreement with La Joya Independent School District for the La Joya Jimmy Carter High School Teaching Center**

Approval to renew the facility lease agreement with La Joya Independent School District (ISD) for use by South Texas College for instructional use is requested.

**Justification**

The lease is needed to accommodate programs with specific needs for the general classrooms, science labs, computer labs, welding lab, continuing education courses and Early College High School courses being offered at the La Joya Jimmy Carter High School facility.

**Background**

The Board of Trustees previously approved the current facility lease agreement on January 31, 2017 as part of the La Joya Jimmy Carter Early College High School program. The lease agreement includes areas for classrooms, science labs, science prep rooms, science storage rooms, computer labs, and an outdoor welding lab.

The lease agreement allows for two (2) successive options to renew the lease for terms of five (5) years each. This renewal would be the first of the two (2) renewal options. College staff has prepared a notice to La Joya ISD staff notifying them of the College's intention to renew under the terms in the agreement.

Staff recommends approval to renew the lease agreement as noted below.

Facility	Lease Term	Term Requested	Lease Cost
La Joya ISD – Jimmy Carter High School – Classrooms, Science Labs, Science Prep Rooms, Science Storage Rooms, Computer Labs, Welding Lab, Library and Parking Lot	5 years	November 8, 2022 to November 7, 2027	\$1 annually

**Funding Source**

Funds for these expenditures are budgeted in the facility lease budget for FY 2022-2023.

The Facilities Committee recommended Board approval of the renewal of the facility lease agreement with La Joya Independent School District for use of instructional facilities for the La Joya Jimmy Carter High School Teaching Center facility for the period as presented.

***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 the renewal of the facility lease agreement with La Joya Independent School District for use of instructional facilities for the La Joya Jimmy Carter High School Teaching Center facility for the period as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

**Review and Recommend Action on Schematic Design and  
Authorization to Proceed with Solicitation of Construction Services  
for the Pecan Campus North Academic Humanities Building P  
Renovations for the Accountability, Risk, and Compliance Department  
and the Office of Institutional Equity**

The Board is asked to review and approve the schematic design prepared by Able City, LLC. and authorization to proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project.

**Purpose**

Schematic design is the first phase of basic design services provided by the project design team and approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Once schematic design is approved, Able City, LLC. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

**Background**

On May 31, 2022, the Board of Trustees approved contracting architectural services with Able City, LLC. for this project. The architect has worked with College staff to develop a schematic design to meet the needs of the departments being relocated.

The project consists of converting classrooms into offices, work areas, storage space, and a shared conference room, reception area, and multipurpose room.

- Square feet: 4,535 s.f.

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

<b>Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Construction Budget and Estimated Cost</b>		
<b>Construction Budget</b>	<b>Estimated Construction Cost</b>	<b>Variance</b>
\$455,100.00	\$500,845.20	(\$45,745.20)

The total project budget is \$645,610 which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

**Funding Source**

Funds for the Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Project 2022-041C are budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023. The total construction budget is \$455,100.00. Able City, LLC. has estimated the construction costs to be \$500,845.20. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

### **Reviewers**

The proposed schematic design has been reviewed by staff from the Facilities Planning & Construction department, Facilities Operations & Maintenance department, ARC, OIE, and Administration.

### **Estimated Project Timeline**

The project design phase is projected to last until March 2023, with construction to commence in May 2023 and Substantial Completion in November 2023.

### **Enclosed Documents**

Able City, LLC. has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans, a floor plan, and a fact sheet.

### **Presenters**

Representatives from Able City, LLC. will attend the Regular Board meeting to present the schematic design of the project.

On November 7, 2022, the Facilities Committee advised administration to bring the item directly to the Board for deliberation and action without a recommendation from the Committee.

***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 the proposed schematic design and authorization to proceed with solicitation of construction services of the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project as presented.

### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## Schematic Design Presentation

# SOUTH TEXAS COLLEGE

## PECAN CAMPUS

### North Academic Humanities Building P Renovations for Administrative and Support Services Office

### Schematic Design Presentation



South Texas College - Pecan Campus

November 08, 2022



1 PECAN CAMPUS NORTH ACADEMIC HUMANITIES BUILDING P - THIRD FLOOR

NOT TO SCALE

- LEGEND**
- OFFICES
  - CORRIDOR / CIRCULATION
  - STORAGE / DOC DISPOSAL
  - RECEPTION
  - MULTI PURPOSE ROOM
  - CONFERENCE ROOM



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## COMPOSITE FLOOR PLAN





# Schematic Design Presentation



**A** PECAN CAMPUS NORTH ACADEMIC  
HUMANITIES BUILDING P - THIRD FLOOR  
NOT TO SCALE



**B** PECAN CAMPUS NORTH ACADEMIC  
HUMANITIES BUILDING P - THIRD FLOOR  
NOT TO SCALE

- LEGEND**
- OFFICES
  - CORRIDOR / CIRCULATION
  - STORAGE / DOC DISPOSAL
  - RECEPTION
  - MULTI PURPOSE ROOM
  - CONFERENCE ROOM



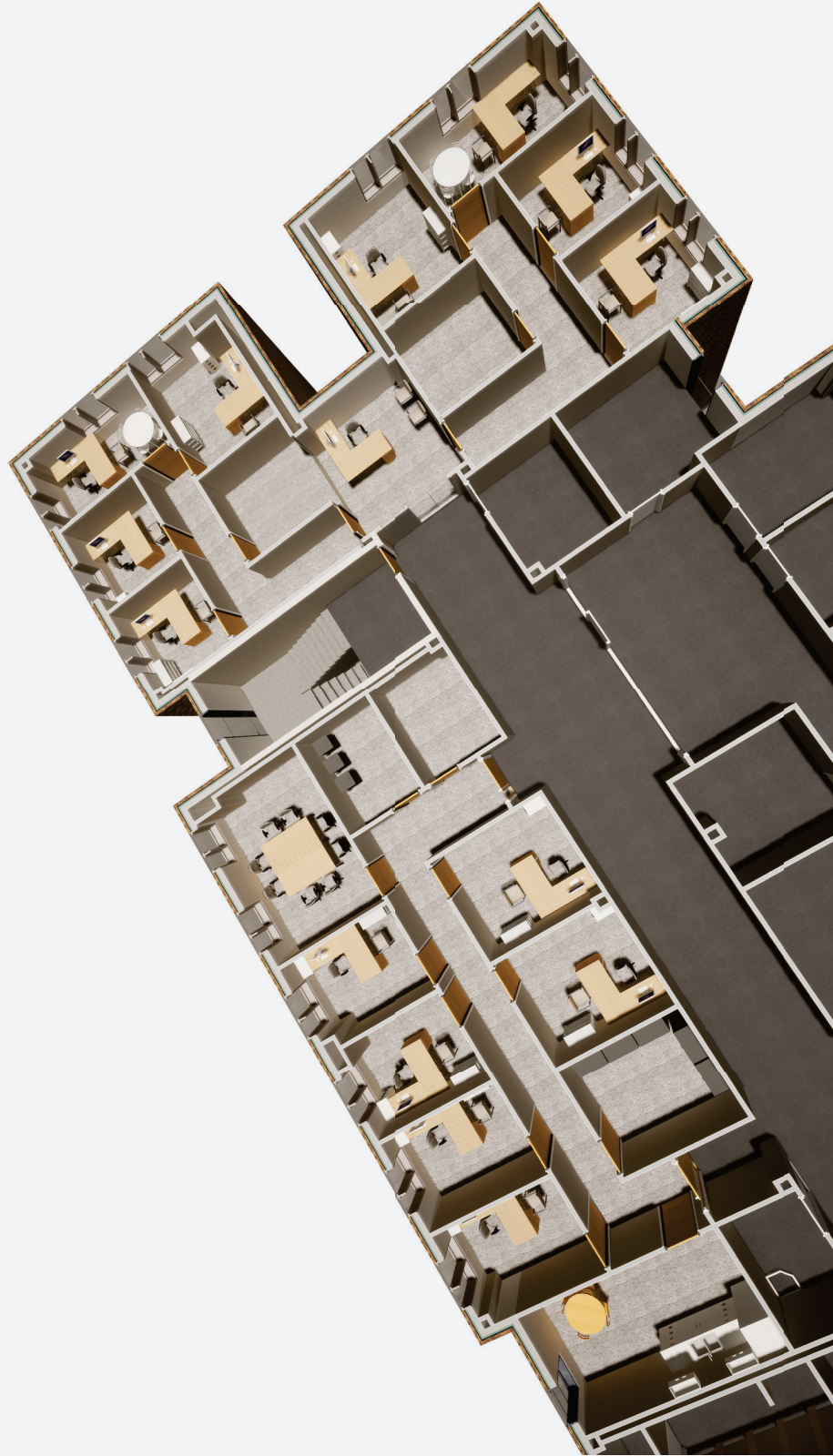
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## ENLARGED FLOOR PLAN



(A) WEST WING - PERSPECTIVE RENDER





(B) EAST WING - PERSPECTIVE RENDER

# Preliminary Opinion of Probable Costs

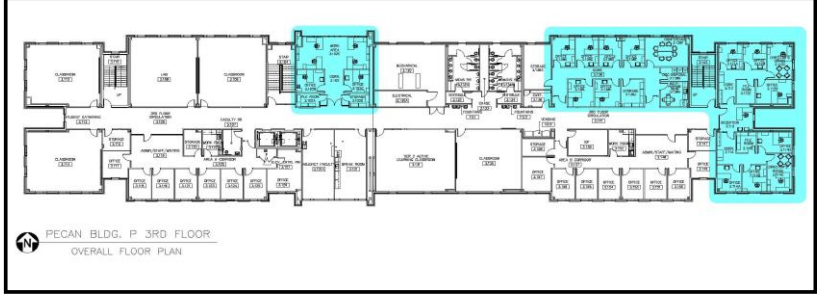
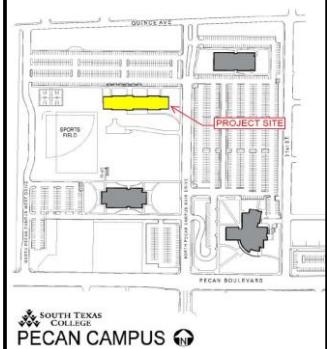
## South Texas College - Pecan Campus North Academic Humanities

### Building P - Renovations for Administrative and Support Services Office

November 08, 2022

Description	QTY	Units	Cost Per Unit	Amount
	4,535	SF		
<b>Construction Costs</b>				
<b>GENERAL REQUIREMENTS</b>				
General Liability	1	EA	\$1,000.00	\$1,000.00
Builders risk insurance	1	EA	\$500.00	\$500.00
Temporary Facilities and Equip Rental	1	EA	\$3,000.00	\$3,000.00
Clean Up and Close Out	1	EA	\$2,000.00	\$2,000.00
<b>Sub Total</b>				<b>\$6,500.00</b>
<b>INTERIORS</b>				
Interior Construction - Partitions, Doors, Specialties	4,535	SF	\$30.00	\$136,050.00
Interior Finishes - Wall, Floor and Ceiling Finishes	4,535	SF	\$10.00	\$45,350.00
<b>Sub Total</b>				<b>\$181,400.00</b>
<b>SERVICES</b>				
Plumbing	4,535	SF	\$1.80	\$8,163.00
Heating, Ventilating, and Air Conditioning (HVAC)	4,535	SF	\$24.00	\$108,840.00
Electrical Systems	4,535	SF	\$16.00	\$72,560.00
<b>SubTotal</b>				<b>\$189,563.00</b>
<b>SPECIAL CONSTRUCTION &amp; DEMOLITION</b>				
Selective Building Demolition - Interior Construction	4,535	SF	\$4.00	\$18,140.00
Selective Building Demolition - HVAC	4,535	SF	\$3.20	\$14,512.00
Selective Building Demolition - Electrical Systems	4,535	SF	\$1.60	\$7,256.00
<b>SubTotal</b>				<b>\$39,908.00</b>
<b>SubTotal</b>				<b>\$417,371.00</b>
Contractor O.H. & Profit	15.0	%	\$417,371.00	\$62,605.65
Contingency	5.0	%	\$417,371.00	\$20,868.55
<b>SubTotal</b>				<b>\$83,474.20</b>
<b>Total Construction Cost</b>				<b>\$500,845.20</b>
			<b>\$/SF</b>	<b>\$110.44</b>

**Project Fact Sheet**  
**11/1/2022**

<b>Project Name:</b> Pecan Campus - North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity			<b>Project No.</b> 2022-041C						
<b>Funding Source(s):</b> Unexpended Plant Fund									
			<b>FY 21-22</b>			<b>FY 22-23</b>			
	<u>Original</u> <u>Project Budget</u>	<u>Revised</u> <u>Project Budget</u>	<u>Project Budget</u>	<u>FY 21-22</u> <u>Actual Expenditures</u>	<u>Variance of Project</u> <u>Budget vs. Actual</u> <u>Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23</u> <u>Actual</u> <u>Expenditures</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>
Construction:	\$ 790,100.00	\$ 455,100.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ -	\$ 630,000.00	\$ -
Design	79,010.00	45,510.00	11,900.00	-	11,900.00	71,100.00	-	71,100.00	-
Miscellaneous:	5,000.00	5,000.00	2,500.00	456.12	2,043.88	4,500.00	-	4,500.00	456.12
FFE:	110,000.00	90,000.00	-	-	-	110,000.00	-	110,000.00	-
Technology:	50,000.00	50,000.00	-	-	-	50,000.00	-	50,000.00	-
<b>Total:</b>	<b>\$ 1,034,110.00</b>	<b>\$ 645,610.00</b>	<b>\$ 14,400.00</b>	<b>\$ 456.12</b>	<b>\$ 13,943.88</b>	<b>\$ 865,600.00</b>	<b>\$ -</b>	<b>\$ 865,600.00</b>	<b>\$ 456.12</b>
			<b>FY 23-24</b>						
			<u>Project Budget</u>	<u>FY 23-24</u> <u>Actual Expenditures</u>	<u>Variance of Project</u> <u>Budget vs. Actual</u> <u>Expenditures</u>				<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>
Construction:			\$ 160,100.00	\$ -	\$ 160,100.00				\$ -
Design			7,910.00	-	7,910.00				-
Miscellaneous:			500.00	-	500.00				456.12
FFE:			-	-	-				-
Technology:			-	-	-				-
<b>Total:</b>			<b>\$ 168,510.00</b>	<b>\$ -</b>	<b>\$ 168,510.00</b>				<b>\$ 456.12</b>
<b>Project Team</b>			<b>Board Status</b>						
<b>Approval to Solicit</b>	3/29/2022		<b>Board Approval of</b> <b>Schematic Design</b>			<b>Vendor</b>	<b>Contract</b> <b>Amount</b>	<b>Actual</b> <b>Expenditures</b>	<b>Variance</b>
<b>Architect/Engineer:</b>	Able City Architects					Able City Architects	\$ 40,959.00	\$ -	\$ 40,959.00
<b>Contractor:</b>	TBD		<b>Substantial</b> <b>Completion</b>	TBD	<b>Board Acceptance</b>	TBD			
<b>STC FPC Project Manager:</b>	David Valdez		<b>Final Completion</b>	TBD	<b>Board Acceptance</b>	TBD			
<b>Project Description</b>			<b>Project Scope</b>						
Renovation of the Pecan Campus North Academic Humanities Building P for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity.			Renovate existing instructional spaces on the third floor of the Pecan Campus North Academic Humanities Building P for administrative offices.						
<b>Projected Timeline</b>									
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	Final Completion Date	FFE Completion of Move In		
3/29/2022	6/26/2022	11/17/2022	4/25/2023	5/8/2023	11/28/2023	12/28/2023	1/28/2024		
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>			
2021-22	-	-	456.12	-	-	\$ 456.12			
2022-23	-	-	-	-	-	\$ -			
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 456.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 456.12</b>			
<b>Current Agenda Item</b>									
<b>11/8/2022 Facilities Committee Meeting:</b> Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity									
 <p>PECAN BLDG. P 3RD FLOOR OVERALL FLOOR PLAN</p>					 <p>SOUTH TEXAS COLLEGE PECAN CAMPUS</p>				

FPC Project Manager

*David A. Valdez*

FPC Asst. Director

*Rita Geller*

FPC Director

*RDA*

## **Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building**

Approval to contract architectural services for the Pecan West Continuing Education Building project is requested.

### **Purpose**

Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Scheduling Priority**

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

### **Background**

The project consists of the construction of a new 24,500 square foot Continuing Education Building including the Testing Center space at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

- Design and construction of the Continuing Education Building with the Testing Center
  - Continuing Education Building 20,000 s.f.
  - Testing Center 4,500 s.f.
  - Total Building Square Feet 24,500 s.f.**

On August 23, 2022, the Board of Trustees approved the solicitation for architectural services. Solicitation for architectural qualifications began on October 5, 2022, for the purpose of selecting an architectural firm to prepare the necessary plans and specifications for this project. A total of seventeen (17) firms received a copy of the Request for Qualifications (RFQ) and a total of seven (7) firms submitted their responses on October 20, 2022.

<b>Timeline for Solicitation of Statements of Qualifications</b>	
October 5, 2022	Solicitation of statements of qualifications began.
October 20, 2022	Seven (7) statements of qualifications were received.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Able City, LLC.** was the highest ranked firm.

The total project budget is \$8,749,082 which includes costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

The construction of the building will require new sitework which will include all necessary parking, drives, utilities, and infrastructure needed to support the building. Civil engineering services will be contracted separately from the architectural design services. The sitework package will be constructed as a separate project and will be funded in large part by an Economic Development Administration (EDA) grant that was awarded to the College and accepted by the Board of Trustees on July 26, 2022.

### **Funding Source**

Funds for the Pecan Campus Continuing Education Building Project 2021-002C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023.

### **Reviewers**

The proposals have been reviewed by College staff from the Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments.

### **Estimated Project Timeline**

The project design phase is projected to last until October 2023, with construction to commence in December 2023 and Substantial Completion in January 2024.

### **Enclosed Documents**

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

On November 7, 2022, the Facilities Committee advised administration to bring the item directly to the Board for deliberation and action without a recommendation from the Committee.

***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 contracting architectural services with Able City, LLC. for the Pecan West Continuing Education Building project as presented.

### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



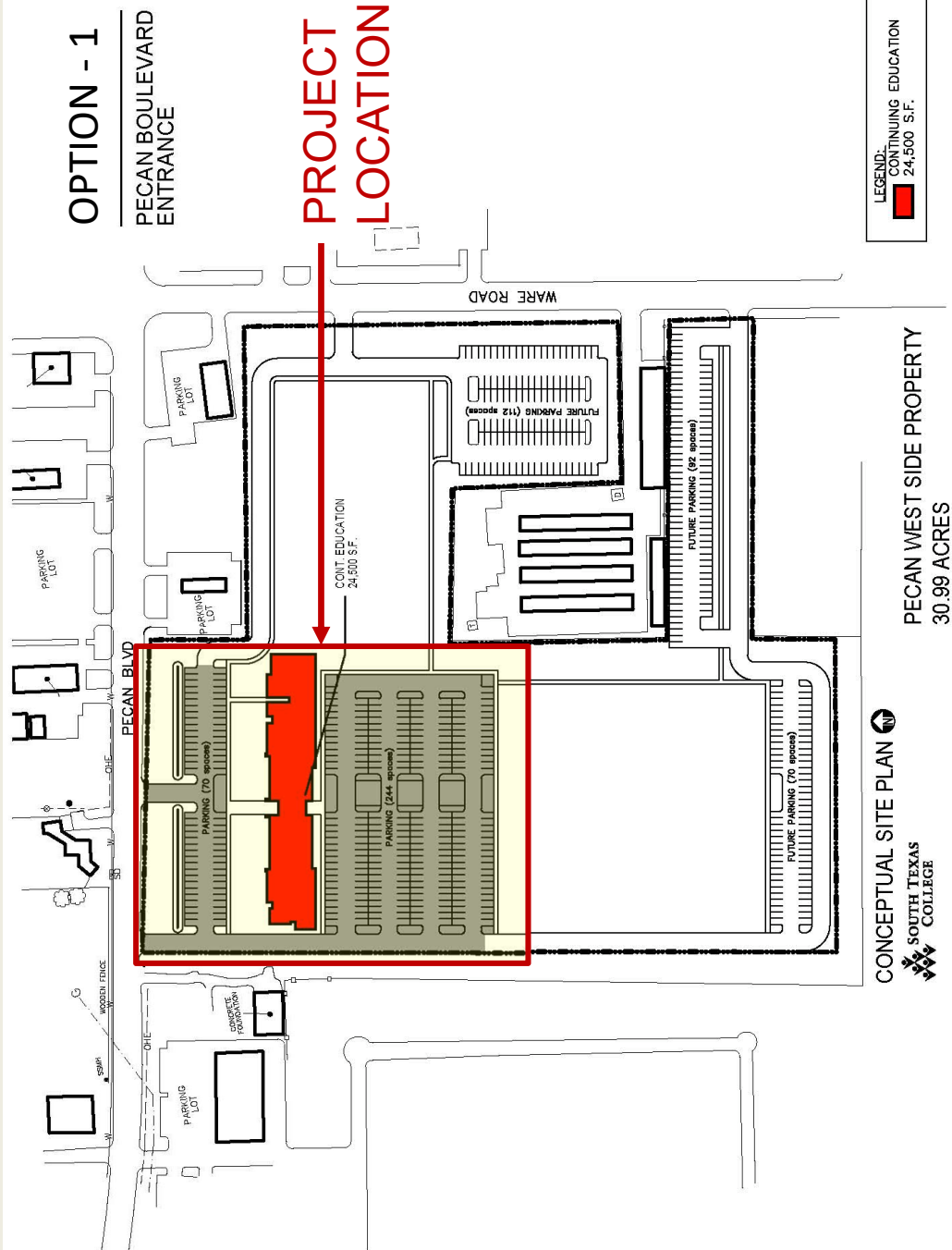


# Pecan West Continuing Education Building



SOUTH TEXAS  
COLLEGE

# Pecan West Continuing Education Building Proposed Project Location



**Pecan West**  
**Continuing Education Building**  
**Proposed Project Location**



**View Looking South from Pecan Boulevard**



# Pecan West

## Continuing Education Building

### Proposed Scope & Budget



#### **Scope of Work**

Design and Construction of a new Continuing Education Building for the Continuing Education program with classrooms, training labs, computer labs, staff & faculty offices, and support spaces.

Continuing Education Building Total Square Feet Area = 20,000 s.f.  
Estimated Construction Cost per Square Foot = \$280/sq.ft.

Testing Center Total Square Feet Area = 4,500 s.f.  
Estimated Construction Cost per Square Foot = \$225/sq.ft.

**Total Square Feet = 24,500**

#### **Estimated Total Project Budget**

Construction	\$ 6,612,500
Design	735,785
Miscellaneous	200,360
FFE	589,355
Technology	611,082
<b>Total Project Budget</b>	<b>\$ 8,749,082</b>

**SOUTH TEXAS COLLEGE**  
**ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING - CORRECTED**  
**PROJECT NO. 22-23-1032**

<b>VENDOR</b>	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Rike Ogden Figueroa Allex Architects, Inc.	Sam Garcia Architect, LLC.
<b>ADDRESS</b>	200 S 10th St Ste 907	3301 N McColl Rd	3700 N 10th St	135 Paseo Del Prado Ste 33	608 S 12th St	1007 Walnut Ave	200 S 10th St Ste 1602
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501
<b>PHONE</b>	956-790-0442	956-630-9494	956-686-0100	956-655-4655	956-688-5656	956-686-7771	956-631-8327
<b>CONTACT</b>	Mario A. Pena	Danny Boultinghouse	Raymond Gignac	Eli R. Ochoa	Rodolfo R. Molina, Jr.	Luis A. Figueroa	Sam R. Garcia
<b>3.1 Statement of Interest</b>							
<b>3.1.1 Statement of Interest for Project</b>	<p>Stated they have worked continuously in partnership with Texas Higher Ed facilities and ISDs for over 22 years.</p>	<p>Stated their 19-year history working with South Texas College which includes familiarity with requirements and expectations.</p>	<p>Pointed out their expertise with state-of-the-art spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in public safety projects, coupled with an extensive knowledge of Texas Architecture.</p>	<p>Stated they have designed and provided professional services for several STC projects throughout the years. Their availability has sufficient staff and resources to support the requirements of the potential workload, even with our core team involved with other projects.</p>	<p>The firm stated they have over 22 years working with clients through design and construction on various education projects.</p>	<p>Pointed to the recent work the firm provided to STC and their extensive experience that they've gathered through the years. Stated they are confident in their ability to continue providing excellent service to STC.</p>	<p>Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.</p>
<b>3.1.2 History and Statistics of Firm</b>	<ul style="list-style-type: none"> <li>- Established in 2017</li> <li>- Over 30 years experience with schools in Texas</li> <li>- They have a staff of 27 specialized in a wide range of disciplines.</li> <li>- Six licensed architects</li> </ul>	<ul style="list-style-type: none"> <li>- Firm established in 1990</li> <li>- 600+ successful projects and 85% repeat client rate</li> <li>- Three registered architects</li> </ul>	<ul style="list-style-type: none"> <li>- Offices in McAllen, Harlingen, and Corpus Christi</li> <li>- Established in 1988</li> <li>- Over 400 successful projects for educational clients</li> </ul>	<ul style="list-style-type: none"> <li>- Created in 2001</li> <li>- Headquartered in McAllen, TX</li> <li>- Has completed more than 310 projects</li> <li>- Staff of 23 employees</li> </ul>	<ul style="list-style-type: none"> <li>- Established in 2000</li> <li>- Pointed out experience in educational design.</li> <li>- Pointed out the 38 years experience of principal</li> </ul>	<ul style="list-style-type: none"> <li>- Established in 1949</li> <li>- Office located in McAllen</li> <li>- Experience in educational architecture</li> </ul>	<ul style="list-style-type: none"> <li>- Founded in 2013</li> <li>- Based in McAllen, TX</li> </ul>
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	<p>Stated they have experience exceeding expectations on projects with similar scope for other higher education clients.</p>	<p>Stated the firm's philosophy of being "client" oriented as much as "project" oriented.</p>	<p>Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley.</p>	<p>Stated their holistic approach to each project is what sets them apart in their industry. Their clients are strategic partners during each phase of a project, whether feasibility, assessment, programming, design or construction.</p>	<p>Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.</p>	<p>Stated that for 75 years they have been dedicated to excellence in architectural services throughout the RGV. They have also provided a list of Performing Art Center experience.</p>	<p>Cited the principal's 18 years experience and his personal involvement in a project throughout the entire process.</p>
<b>3.1.4 Statement of Availability and Commitment</b>	<p>Stated all members of the team are available to participate throughout the duration of the project.</p>	<p>Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.</p>	<p>Confirmed the availability of their team members for the duration of any project that may come available through STC.</p>	<p>Stated their team has been carefully assembled to exceed our expectations. Each of them have worked together multiple times. They will collaborative from start to finish, first seeking and then solving problems as they progress through the project.</p>	<p>Stated they do not pursue projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.</p>	<p>Stated they are available to immediately implement design and construction document procedures.</p>	<p>Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.</p>

**SOUTH TEXAS COLLEGE**  
**ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING - CORRECTED**  
**PROJECT NO. 22-23-1032**

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC./dba ERO Architects	Millnet Architectural Services, PLLC.	Rike Ogden Figueroa Alex Architects, Inc.	Sam Garcia Architect, LLC.
<b>3.2 Prime Firm</b>							
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Mario A. Peña, Project Director - Ricardo Solis, Project Architect - Claudio Leon, Quality Manager - Frank Rotnofsky, Higher Education Facility Architect - Viviana Frank, Higher Education Facility Specialist - Victor Montes, Production Lead	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Senior Project Architect - Carolyn Jones, Senior Interior Designer/Space Planner - Ivan Perez - Rossello, Project Architect - Nicholas Gignac, Architectural Designer - Juan Mujica, Project Manager - Ann Salas-Luker, Assistant Project Manager - Hector Guevara - Production Support/Architectural Intern	Included resumes for the following staff: - Yesenia Suchil, Project Manager - Octavio Cantu, Jr., Design Lead - Juan J. Cantu, Project Design Lead - Joey Yzaguirre, Production Manager - Roberto Pruneda, Interior Design and Visualization - Joel Galindo, Project Manager, Structural Engineering - Albert Chronis, Construction Administrator	Included resumes for the following staff: - Rodolfo R. Molina, Jr., President - Ramon Villalobos, Project Manager - Olivia Curry, Project Manager	Included resumes for the following staff: - Luis Figueroa, Principal/Owner - Michael E. Alex, Principal Owner - Humberto Rodriguez, Principal/Owner - Miguel Martinez, Intern Architect - Cesar A. Roque, Project Manager	Included resumes for the following: - Sam R. Garcia, Principal in Charge - Sergio Castillo, Production Manager - Zuri Rivera, Interior Design - Jose Luis Rios, Jr., Project Manager
<b>3.2.2 Project Assignments and Lines of Authority</b>	Lines of authority and project assignments were shown in organization chart.	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Lines of authority and assignments within firm are shown in an organization chart.	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Lines of authority, project assignments and estimated percent of time of involvement of (3) team members is shown in organizational chart.	Indicated duties and time assignments for the two key team members.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Indicated they are located in McAllen, TX and are 2.3 miles from the Pecan Campus.	Indicated that their local presence give them the opportunity to respond in a timely manner to any planned or unexpected meetings with STC.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Stated they are 2 miles away from the STC Pecan Campus.	Firm is located 3 miles from Pecan Campus West	Firm is located within 2 miles away from the STC Pecan Campus; stated that they are able to respond immediately to owner meetings during all phases of the project with (3) on site architects in McAllen.	Indicated that the firm is 2.5 miles away from the Pecan Campus.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation that could affect the firm's ability to provide professional services.	Provided information regarding litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING - CORRECTED  
PROJECT NO. 22-23-1032**

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC./ dba ERO Architects	Millnet Architectural Services, PLLC.	Rike Ogden Figueroa Alex Architects, Inc.	Sam Garcia Architect, LLC.
<b>3.3 Project Team</b>							
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organizational chart which showed the following consultants: - Chanin Engineering - Structural Engineering - DBR - MEP	Included organizational chart which showed the following consultants: - Halfit Associates - MEP - Chanin Engineering - Structural	Included organization chart showing prime firm and the following consultants: - Perez Consulting Engineering - Civil Engineering - DBR Engineering - MEP Engineering - Green, Rubiano, and Associates - Structural Engineering	Included organizational chart showing prime firm and the following sub-consultants: - DBR - MEP/Security/Fire Suppression - Perez Consulting Engineers - Civil Engineering & Parking/Utilities	Included organizational chart showing prime firm and the following consultant: - Structural Engineering - DBR Engineering - MEP Engineering - Solorio Engineer - Structural	Included organizational chart showing prime firm and the following consultant: - Chanin Engineering - Structural Engineering - Trinity Engineering - MEP Engineering - M. Garcia Engineering - Civil Engineering	Included organizational chart showing prime firm and the following consultants: - Melden & Hunt - Surveyor/Civil, Environmental, and Geotechnical Engineers - Site-Work Landscape - Architectural Landscape - A&G Engineering - Mechanical/Electrical Engineer - Green, Rubiano, and Associates - Structural Engineer - Poseidon Fire - Fire Protection Engineer
<b>3.4 Representative Projects</b>							
<b>3.4.1 Minimum of five (5) projects firm has worked on</b>	- Laredo College Cigarroa Science Complex (\$17,000,000) - Laredo College Health Science Center (\$24,000,000) - Laredo ISD - Dennis E. Nixon Performing Arts Center (\$17M) - New United UID HS Career Technology Building (\$52,000,000) - UISD Lyndon B Johnson Career Technology Addition (\$3,900,000)	- UTRGV Bus Canopy Projects - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - School Of Medicine (\$4,610,972) - UTRGV Annex Building Renovation (\$2,727,000) - South Texas College (\$565,802)	- Del Mar College Emerging Technology Expansion (\$8,000,000) - Corpus Christi ISD New Mary Carroll HS and CATE Facilities (\$142,000,000) - Corpus Christi ISD Veterans Memorial HS Welding Labs & CATE Shops (\$93,204,494) - PSJA ISD Collegiate Academy Campus Re-Purpose: Ag Science and CATE Facilities (\$27,200,000) - Robstown ISD Early College HS Additions and Renovations (\$11,300,000)	- Texas State Technical College - University Center at Harlingen (\$7,363,772) - Houston ISD - E.L. Furr HS (\$40,500,152) - South Texas College - Nursing and Allied Health Professions School Expansion (\$16,000,000) - Harlingen CISD Dr. Abraham Cano 9th Grade HS (\$26,847,515) - Seguin ISD Seguin HS (\$81,856,065)	- TSTC - Engineering Center Phase II (\$3,400,000) - Falfurrias HS Phase I & II Renovations (\$9,958,322) - PSJA ISD Daniel Ramirez Elementary (\$13,000,000) - Edinburg CISD Robert Vela HS (\$10,000,000) - UTT Health Cosmetic Surgery Center (\$151,473,72) - UTRGV Music, Science, & Learning Center Courtyard Improvements (\$408,166.85)	- Edinburg CISD Career and Technical Education Center (\$16,500,500) - STC Mid Valley Student Service Building Expansion (\$2,500,000) - Vanguard Academy, Beehoven Secondary Campus (\$27,45,000) - Harlingen ISD School of Health Professions (\$15,319,400) - San Benito ISD Performing Arts (\$25,000,000) - Treasure Hills Elementary Classroom Additions and Renovations Phase I (\$8,195,000) and Phase II (\$6,798,000) - PSJA HS Stadium Renovations Phase I, II, and III (\$9,828,955) - PSJA ISD Zeferino Farias Elementary (\$10,358,911) - PSJA Southwest ECHS (\$45,000,000) - Valley View Early College HS (\$15,608,800)	- Anzalduas International Land Port of Entry (\$45,000,000) - Donna-Rio Bravo International Land Port of Entry (\$34,000,000) - Pharr TX Renovation of Fire Station #3 (\$460,000) - Re-roofing Hidalgo County Jail and Sheriff's Office (\$5,900,000) - Texas Department of Public Safety License Mega Center (\$3,400,000) - Rising Scholars Academy (\$44,000,000) - IDEA Public Schools IDEA Camp Rio (\$6,700,000) - CHCP McAllen (\$1,600,000) - La Feria Public Works (\$250,000)
<b>3.5 References</b>							
<b>3.5.1 References for five (5) projects</b>	- Laredo ISD - United ISD - Laredo College - Killam Companies - City of Brownsville Housing Authority	- UTRGV - City of McAllen - Museum of South Texas History	- Region One ESC - Del Mar College - PSJA ISD - City of Weslaco	- El Paso ISD - City of Pharr - Hidalgo County Pet 4 - Brownsville PUB - City of San Juan	- Edinburg CISD - PSJA ISD - Texas State Technical College - UTRGV	- San Benito ISD - PSJA ISD - Donna ISD - Harlingen CISD	- Donna-Rio Bravo International Bridge - IDEA Public Schools - Rhodes Enterprises - Alamo Systems Industries - Cavazos Sport Institute

SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING - **CORRECTED**  
PROJECT NO. 22-23-1032

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Rike Ogden Figueroa Allex Architects, Inc.	Sam Garcia Architect, LLC.
<b>3.6 Project Execution</b>							
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Stated that their main objective is to design for STC the most flexible, functional, cost-effective, easy-to-maintain, and innovative interior renovation as possible. Provided a detailed design phase.	Stated they currently utilize Building Information Modeling (BIM).	Provided very detailed project approach process.	Indicated they follow an established management plan that has mutually agreed on milestones throughout the schedule. Formal meetings and reviews occur at those milestones. Informally for the Owner, the Design Team meets weekly to discuss issues, advance concepts, test adherence to the plan and seek and solve problems. Provided details on their project delivery process.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Provided detailed project approach process.	Firm indicated that their project approach emphasizes communication between the design team, the client and other stakeholders.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated their team members are willing and able to expedite design services and construction administration for the project.	Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Stated they are willing and able to expedite design services and construction administration for the project.	Stated they will provide STC with expedited services and deliver the project on time or ahead of schedule with fewer interruptions in production and better communication regarding standards of design and construction.	Stated that they are eager and will to expediate Design and Construction Administration Services for any new or potential STC project.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.
<b>TOTAL EVALUATION POINTS</b>	573.6	<b>561.2</b>	552.8	567.6	564.8	561.4	553.2
<b>RANKING</b>	1	<b>5</b>	<b>7</b>	2	3	4	<b>6</b>

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

SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN CAMPUS WEST - NEW CONTINUING EDUCATION BUILDING - **CORRECTED**  
PROJECT NO. 22-23-1032  
EVALUATION SUMMARY

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC/dba ERO Architects	Milnet Architectural Services, PLLC.	Rike Ogden Figueroa Alex Architects, Inc.	Sam Garcia Architect, LLC.
ADDRESS	200 S 10th St Ste 907	3301 N McColl Rd	3700 N 10th St	135 Paseo Del Prado Ste 33	608 S 12th St	1007 Walnut Ave	200 S 10th St Ste 1602
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-630-9494	956-686-0100	956-655-4655	956-688-7771	956-686-7771	956-631-8327
CONTACT	Mario A. Pena	Danny Boultinghouse	Raymond Gignac	Eli R. Ochoa	Rodolfo R. Molina, Jr.	Luis A. Figueroa	Sam R. Garcia
<b>3.1 Statement of Interest (up to 100 points)</b>							
3.1.1 Statement of interest on project 3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s) and key professionals	98	98	98	98	98	98	95
	96	95	90	96	93	95	91
	96	95	93	95	95	94	95
	95	90	90	95	90	90	90
	100	95	95	95	95	95	95
<b>3.2 Prime Firm (up to 100 points)</b>							
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	98	98	98	98	98	98	95
	98	97	89	96	93	98	97
	96	94.8	92	95	96	95	95
	95	90	85	90	90	90	90
	100	95	90	95	95	90	90
<b>3.3 Project Team (up to 100 points)</b>							
3.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	98	97	98	98	97	98	90
	95	93	94	93	93	95	95
	97	94	92	96	96	95	95
	95	88	85	90	88	88	85
	90	95	90	95	95	90	90

**SOUTH TEXAS COLLEGE**  
**ARCHITECTURAL SERVICES FOR PECAN CAMPUS WEST - NEW CONTINUING EDUCATION BUILDING - CORRECTED**  
**PROJECT NO. 22-23-1032**  
**EVALUATION SUMMARY**

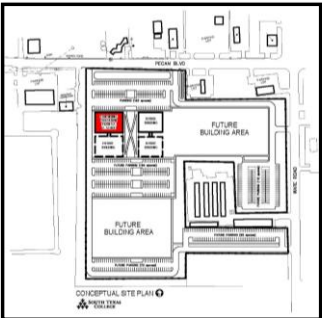
VENDOR		Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC/dba ERO Architects	Milnet Architectural Services, PLLC.	Rike Ogden Figueroa Allex Architects, Inc.	Sam Garcia Architect, LLC.	
3.4 Representative Projects (up to 100 points)									
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	99	94.6	98	93.4	97	93.8	95	90	
	94		96		92		96	93	
	95		93		95		93	94	
	90		85		90		88	80	
	95		95		95		95	95	
3.5 References (up to 100 points)									
3.5.1 Provide references for 5 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	94	93.8	93	93	92	93.8	90	92	
	92		93		92		93	92	
	95		94		95		94	94	
	90		90		90		90	90	
	98		95		100		100	90	
3.6 Project Execution (up to 100 points)									
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	98	95.8	98	92	98	94.4	98	93.6	
	96		90		97		96		96
	95		94		95		94		94
	95		88		95		85		85
	95		90		90		90		95
TOTAL EVALUATION POINTS		573.6	561.2	552.8	567.6	564.8	561.4	553.2	
RANKING		1	5	7	2	3	4	6	

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



# Project Fact Sheet

## 11/1/2022

<b>Project Name:</b> Pecan West - Continuing Education Building				<b>Project No.</b> 2021-002C			
<b>Funding Source(s):</b> Unexpended Plant Fund							
				<b>FY 21-22</b>		<b>FY 22-23</b>	
	<b>New Continuing Education Building Project Budget</b>	<b>Testing Center Project Budget</b>	<b>Total Project Budget</b>	<b>Project Budget</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Project Budget</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>
Construction:	\$ 5,600,000.00	\$ 1,012,500	\$ 6,612,500.00	\$ -	\$ -	480,630.00	\$ -
Design:	634,535.00	101,250	735,785.00	355,500.00	-	42,660.00	-
Miscellaneous:	190,360.50	10,000	200,360.50	42,660.00	-	-	114.45
FFE:	539,354.75	50,000	589,354.75	-	-	-	-
Technology:	571,081.50	40,000	611,081.50	-	-	-	-
<b>Total:</b>	<b>\$ 7,535,331.75</b>	<b>\$ 1,213,750.00</b>	<b>\$ 8,749,081.75</b>	<b>\$ 398,160.00</b>	<b>\$ -</b>	<b>\$ 523,290.00</b>	<b>\$ 114.45</b>
				<b>FY 23-24</b>			
				<b>Project Budget</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>		<b>Total Actual Expenditures To Date</b>
Construction:				\$ 5,031,870.00	\$ -		\$ -
Site Work:				745,350.00	-		-
Design:				583,125.00	-		114.45
Miscellaneous:				167,361.00	-		-
FFE:				495,855.00	-		-
Technology:				512,082.00	-		-
<b>Total:</b>				<b>\$ 7,535,643.00</b>	<b>\$ -</b>		<b>\$ 228.90</b>
<b>Project Team</b>				<b>Board Status</b>			
<b>Approval to Solicit Architect/Engineer:</b> 8/23/2022				<b>Vendor Contract Amount Actual Expenditures Variance</b>			
<b>Architect/Engineer:</b> TBD				<b>Board Approval of Schematic Design</b> TBD			
<b>Contractor:</b> TBD				<b>Substantial Completion</b> TBD			
<b>STC FPC Project Manager:</b> David Valdez				<b>Final Completion</b> TBD			
<b>Project Description</b>				<b>Project Scope</b>			
Design and construction of a new facility for Continuing Education.				Design and construction of a new 24,500 square foot facility to provide classrooms, a testing center, and office space for the programs serviced by Continuing Education.			
<b>Projected Timeline</b>							
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
8/23/2022	11/17/2022	4/25/2023	11/21/2023	12/4/2023	1/23/2024	2/27/2024	2/27/2024
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Contingency</b>	<b>Project Total</b>
2021-22	-	-	-	-	-	-	\$ -
2022-23	-	-	114.45	-	-	-	\$ 114.45
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114.45</b>
<b>Current Agenda Item</b>							
<b>11/8/2022 Facilities Committee Meeting:</b> Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building							
							

FPC Project Manager David A. Valdez

FPC Asst. Director Rita C. Mc

FPC Director RMA



## **Review and Recommend Action on Contracting Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion**

Approval to contract civil engineering services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion projects is requested.

### **Purpose**

Engineering services are necessary for design and construction administration services for these projects. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

### **Scheduling Priority**

The Pecan Campus Ann Richards Administration Building A Additional Parking Lot project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. This project is scheduled as a non-educational improvement to provide additional parking needed for Pecan Campus Building A.

The Technology Campus Truck Driving Range Expansion project was requested by the Continuing, Professional, and Workforce Education Department, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Coordinated Operations Council, and Administration. This project is scheduled as an educational improvement to expand the truck driving skills pad.

### **Background**

#### Pecan Campus Ann Richards Administration Building A Additional Parking Lot:

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

#### Technology Campus Truck Driving Range Expansion:

The existing truck driving skills pad needs to be increased by at least an additional 19 feet in length to meet the minimum size requirements from the Texas Department of Public Safety to qualify as a third-party skills testing facility.

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')

On September 27, 2022, the Board of Trustees approved the solicitation for civil engineering services. Solicitation for civil engineering qualifications began on October 5, 2022, for the purpose of selecting a civil engineering firm to prepare the necessary plans

and specifications for this project. A total of twelve (12) firms received a copy of the Request for Qualifications (RFQ) and a total of four (4) firms submitted their responses on October 20, 2022.

Timeline for Solicitation of Statements of Qualifications	
October 5, 2022	Solicitation of statements of qualifications began.
October 20, 2022	Four (4) statements of qualifications were received.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **R. Gutierrez Engineering Corporation** was the highest ranked firm.

The total project budget for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot is \$200,000 which includes costs for construction, design, and miscellaneous.

The total project budget for the Technology Campus Truck Driving Range Expansion is \$41,350 which includes costs for construction, design, and miscellaneous.

The combined total of both project budgets is \$241,350.

### **Funding Source**

Funds for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project 2023-015C and the Technology Campus Truck Driving Range Expansion Project 2023-001C are available in the Unexpended Construction Plant Fund for use in FY 2022 – 2023.

### **Reviewers**

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

### **Estimated Project Timelines**

#### Pecan Campus Ann Richards Administration Building A Additional Parking Lot:

The project design phase is projected to last until April 2023, with construction to commence in June 2023 and Substantial Completion in October 2023.

#### Technology Campus Truck Driving Range Expansion:

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

### **Enclosed Documents**

Presentations of the proposed projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

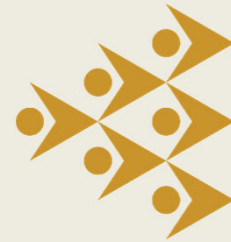
On November 7, 2022, the Facilities Committee advised administration to bring the item directly to the Board for deliberation and action without a recommendation from the Committee.

***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 contracting civil engineering services with R. Gutierrez Engineering Corporation for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion projects as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**



**SOUTH TEXAS  
COLLEGE**

## **Pecan Campus**

### **Ann Richards Building A Additional Parking Lot**

**CIP 2023-015C**

# Pecan Campus Building A Additional Parking Lot Proposed Project Site



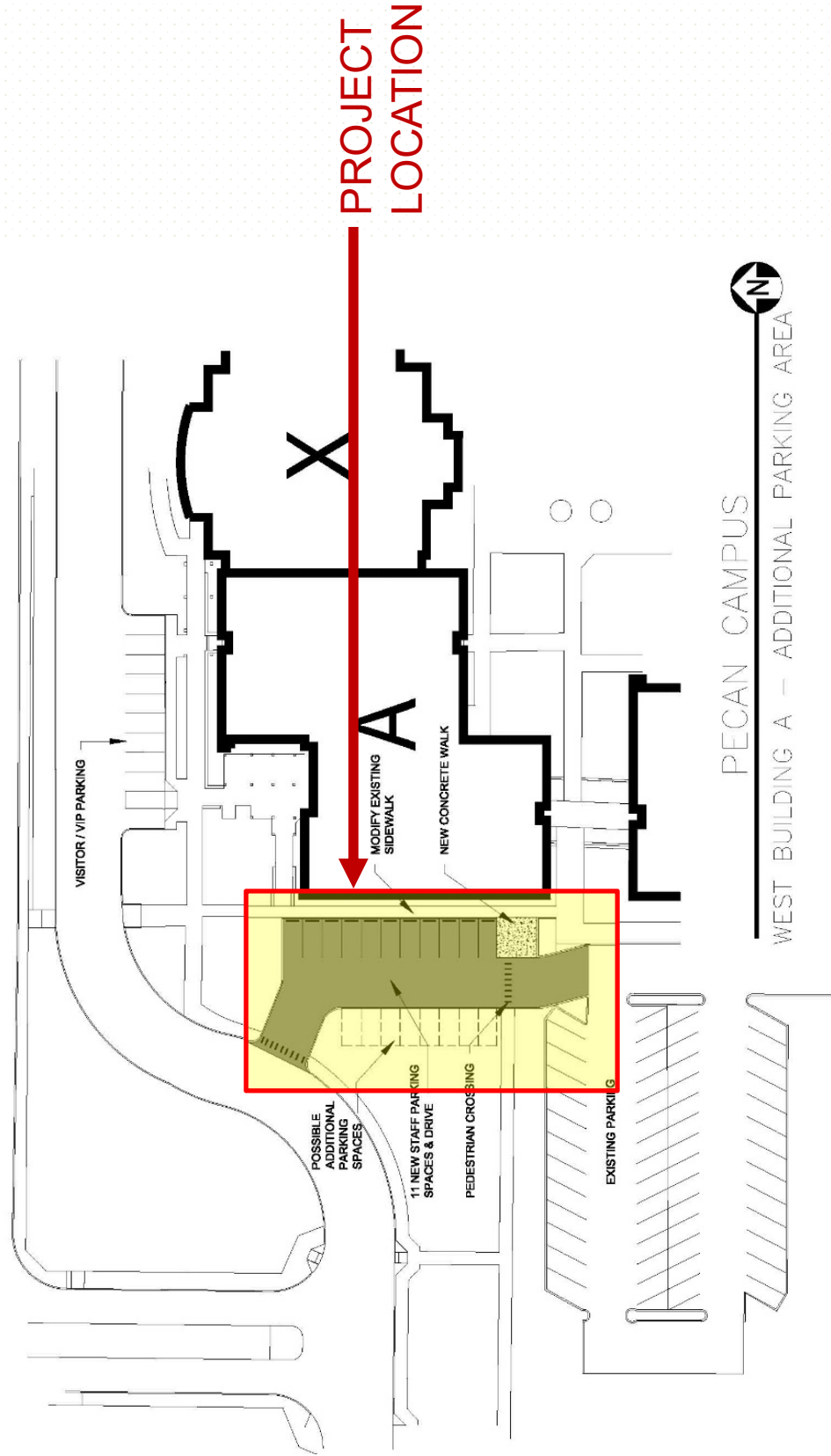
PROJECT  
LOCATION





# Pecan Campus Building A Additional Parking Lot

## Proposed Project Site



# Pecan Campus Building A Additional Parking Lot Exterior Photo



**Existing Site – Southeast View**

# Pecan Campus Building A Additional Parking Lot

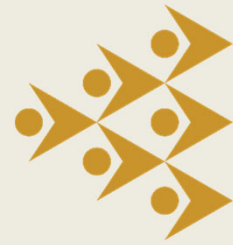


**Requested By**  
Administration

**Scope of Work**  
Construction of a new 5,600 square foot parking lot on the West side of the existing Pecan Campus Ann Richards Building A.

<b><u>Estimated Total Project Budget</u></b>	
Construction	\$ 130,000
Design	20,000
Miscellaneous	50,000
Total Project Budget	<b>\$ 200,000</b>





SOUTH TEXAS  
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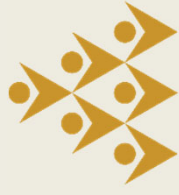
# Technology Campus

## Truck Driving Range Expansion

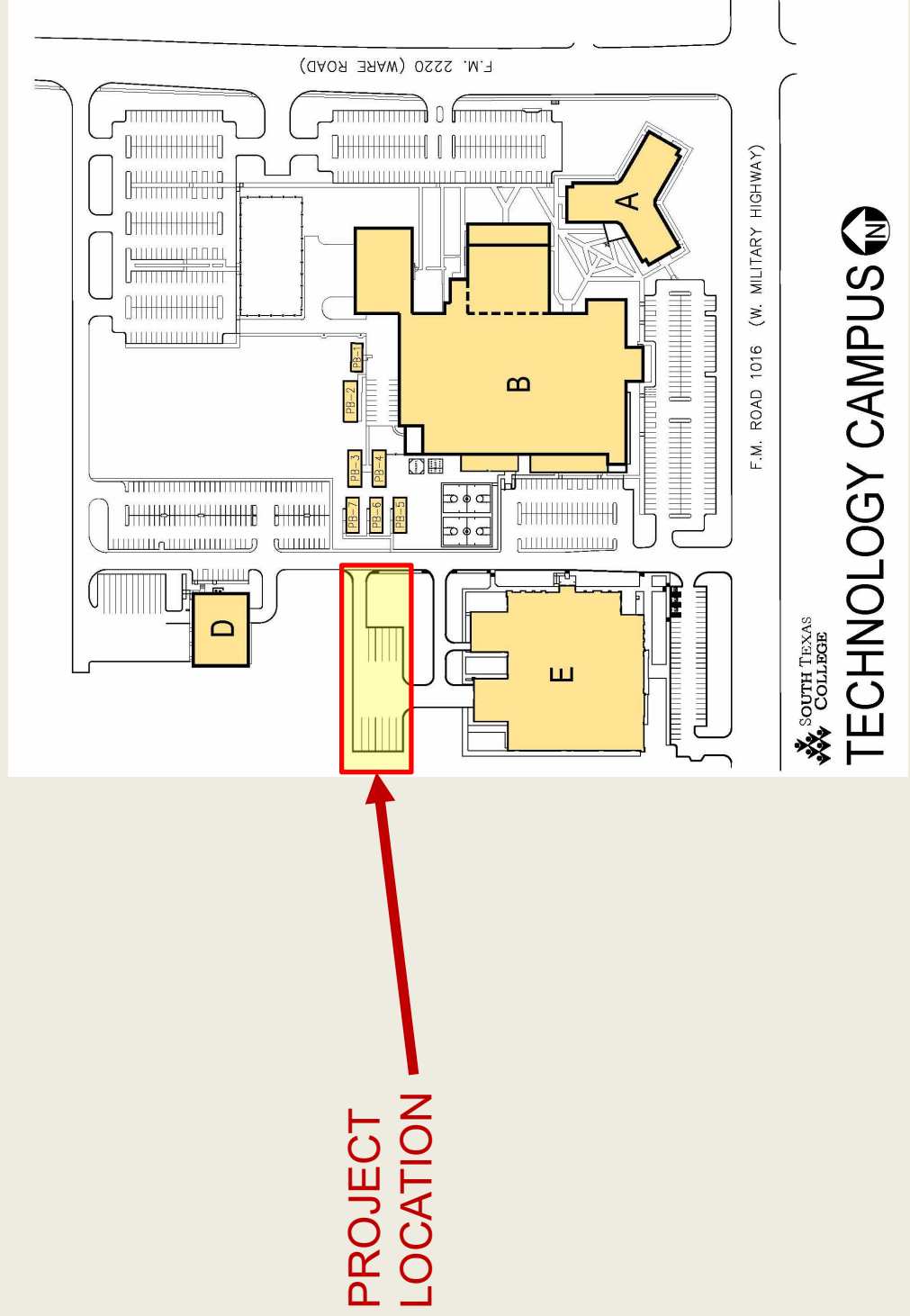
CIP 2023-001C

# Technology Campus Truck Driving Range Expansion

## Proposed Project Site



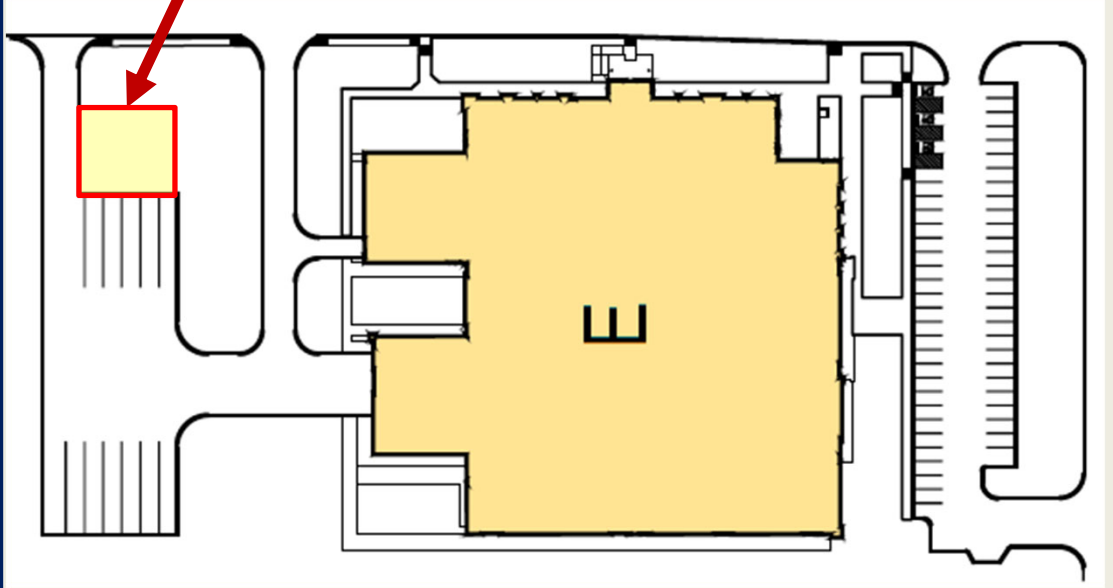
SOUTH TEXAS  
COLLEGE



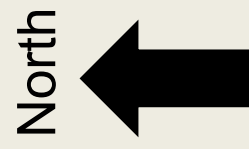
PROJECT  
LOCATION

# Technology Campus Truck Driving Range Expansion

## Proposed Project Location



PROPOSED  
PROJECT  
LOCATION



# Technology Campus Truck Driving Range Expansion Exterior Photo



**Existing Site – Northwest View**

# Technology Campus Truck Driving Range Expansion



## **Requested By**

Continuing, Professional, and Workforce Education Department

## **Scope of Work**

Expansion of approximately 8,400 square feet of the existing 19,560 square feet Truck Driving Skills Pad to meet Texas Department of Public Safety requirements.

## **Estimated Total Project Budget**

Construction	\$ 28,350
Design	10,000
Miscellaneous	3,000
Total Project Budget	<b>\$ 41,350</b>



**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT AND THE**  
**TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION**  
**PROJECT NO. 22-23-1031**

<b>VENDOR</b>	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
<b>ADDRESS</b>	1810 E Griffin Parkway	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500
<b>CITY/STATE/ZIP</b>	Mission, TX 78572	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
<b>PHONE</b>	956-600-8628	956-631-4482	956-782-2557	956-702-8880
<b>FAX</b>		956-682-1545	956-782-2558	956-702-8883
<b>CONTACT</b>	Emigdio Salinas	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado
<b>3.1 Statement of Interest</b>				
<b>3.1.1 Statement of Interest for Project</b>	Firm submitted a summary of qualifications and experience of the firm and its principal as their statement of interest.	Stated they are very interested in assisting STC with the Pecan Campus Ann Richards Administration Building. A additional parking lot and the Technology campus truck driving range expansion projects. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Firm stated their interest in the project. They summarized their firms capability in various aspects of services required for the project.	Firm stated they are fully committed and prepared to offer STC a solid team of experts with comprehensive engineering design.
<b>3.1.2 History and Statistics of Firm</b>	- Established in 2018 - Office located in Mission, TX	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - 3 Professional Engineers and 1 Registered Professional Land Surveyor - Located in Pharr, Texas	- Established in 2008 - Located in McAllen, Texas - 100 Employees
<b>3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	Included their Certificate of Registration for Texas Board of Professional Engineers.	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.	Stated they provide turn-key options including complete project development, design, construction and completion.
<b>3.1.4 Statement of Availability and Commitment</b>	Firm did not directly address this item.	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they are committed to providing STC with the attention it deserves. They are able to commence work on any STC project immediately.	Indicated that firm believes they can provide a quality product on-time and within budget.
<b>3.2 Prime Firm</b>				
<b>3.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following staff: - Emigdio Salinas, PE, President	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM, Engineering Design & Quality Control - Pablo Soto, Jr. PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Saul D. Maldonado, PE, Principal-in-Charge - Nadia M. Lopez, PR, Project Engineer/Project Manager - Aldo Garcia, EIT, Project Engineer - Oscar Hernandez, RPLS, Survey Manager - Esequiel Garcia, SIT, Project Surveyor - Luis Mendez, Assistant Project Engineer - Justin Serna, EIT, Assistant Project Engineer
<b>3.2.2 Project Assignments and Lines of Authority</b>	Firm did not directly address this item.	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.	Listed seven personnel and a summary of their expertise, and named the main person who would be responsible for providing services as well as the time commitment.
<b>3.2.3 Prime Firm proximity and meeting availability</b>	Firm is located in Mission, Texas and 2.8 miles from STC.	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office within 15 minutes of departure from our base of operations.	Firm is located in McAllen, Texas and is 7 minutes from STC.
<b>3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Indicated they have never been in litigation or arbitration for any past or current projects.	Firm states they are not involved in any litigation.	Firm states they are currently not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.

**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT AND THE**  
**TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION**  
**PROJECT NO. 22-23-1031**

<b>VENDOR</b>	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
<b>3.3 Project Team</b>				
<b>3.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organizational chart showing prime firm. They did not include any sub consultants for this project.	Included organizational chart showing prime firm and the following consultant: - CVQ Land Surveyors - Sigma HN - MEP	Included organizational chart showing prime firm. They did not include any sub consultants for this project.	Included organizational chart showing prime firm. They did not include any sub consultants.
<b>3.4 Representative Projects</b>				
<b>3.4.1 Minimum of five (5) projects firm has worked on</b>	<ul style="list-style-type: none"> <li>- Hidalgo County PCT No. 4 - Sunflower Park</li> <li>- Texas Department of Transportation &amp; City of Mercedes - Mile 1 East (\$13M)</li> <li>- La Joya ISD - Juarez Lincoln High School Drainage Improvement (\$497,000)</li> <li>- McAllen Data Center - Fiber Optic Improvements along 23rd St to Hidalgo International Bridge</li> <li>- McAllen Public Utility - Houston Ave Water Line Improvements Project (\$1.3M)</li> <li>- City of Mission - Project Gabriel Drainage Improvements Projects (\$2.1M)</li> </ul>	<ul style="list-style-type: none"> <li>-South Texas College - Nursing &amp; Allied Health Center</li> <li>- South Texas College - North Pecan Campus Infrastructure Improvements Project (\$3 Million)</li> <li>- South Texas College - Reconstruction of 31st St (\$338,091.40)</li> <li>- PSJA ISD - T-STEM Early College &amp; Football Stadium Parking Lot - (\$1,800 per packing space)</li> <li>- UTRGV - Lamar and ITT Parking Lot (\$1.965M)</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million)</li> <li>- South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500)</li> <li>- PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million)</li> <li>- PSJA ISD - LBJ Middle School Renovations and Additions (\$1,100,000)</li> <li>- PSJA ISD - Carnahan Elementary School Parking Lot Additions (\$184,497.90)</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg CISD - BL Garza Middle School New Parking Lot and Pavement Reconstruction (\$417,107)</li> <li>- Edinburg CISD - Norma Linda Trevino Elementary Student Drop Off Lane Improvements (\$200,000)</li> <li>- Edcouch-Elsa ISD High School Gym Roof Repair (\$1,616,807)</li> <li>- Edinburg CISD - Economides High School Paving Improvements Project (\$96,227)</li> </ul>
<b>3.5 References</b>				
<b>3.5.1 References for five (5) projects</b>	<ul style="list-style-type: none"> <li>- Hidalgo County Urban County</li> <li>- City of Mission</li> <li>- Hidalgo County Drainage District No. 1</li> <li>- City of Edinburg</li> <li>- McAllen Public Utility</li> <li>- La Joya ISD</li> </ul>	<ul style="list-style-type: none"> <li>- ERO Architects</li> <li>- Boultinghouse Simpson Architects</li> <li>- UTRGV</li> <li>- PSJA ISD</li> </ul>	<ul style="list-style-type: none"> <li>- PSJA ISD</li> <li>- City of Pharr</li> <li>- EGV Architects</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg CISD</li> <li>- PSJA ISD</li> <li>- IDEA Academy Public Schools</li> <li>- Hidalgo County Urban County Program</li> <li>- La Joya ISD</li> </ul>
<b>3.6 Project Execution</b>				
<b>3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.</b>	Provided a brief summary of the phases/stages they will follow on the project.	Presented step-by-step approaches for project tasks and schedule.	Provided a brief summary of the phases/stages they will follow on the project.	Stated the initial preparation of the project to comprehensive planning documents through final design, strategy sessions and adaptations to perspective challenges as well as managing tasks through a scheduled phasing system, the firm can successfully manage this project from inception to completion.
<b>3.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	Stated that communication is the key to managing projects effectively to ensure work is of the highest quality and is completed on time and within budget.	Stated that firm is cognizant of deadline and schedules to begin the construction of the Truck Driving Range Expansion project.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement production capability.	Stated that they are willing and able to expedite services and construction administration and, if needed, they can increase their Professional Staff to meet schedule milestones and project demands.
<b>Total Evaluation Points</b>	548.2	570.6	572.6	561.8
<b>Ranking</b>	4	2	1	3

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

**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT**  
**AND THE TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION**  
**PROJECT NO. 22-23-1031**  
**EVALUATION SUMMARY**

VENDOR	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.				
ADDRESS	1810 E Griffin Parkway	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500				
CITY/STATE/ZIP	Mission, TX 78572	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501				
PHONE	956-600-8628	956-631-4482	956-782-2557	956-702-8880				
FAX		956-682-1545	956-782-2558	956-702-8883				
CONTACT	Emigdio Salinas	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado				
3.1 Statement of Interest (up to 100 points)								
3.1.1 Statement of interest on projects	95	91.2	98	94.8	95	96	97	94.2
3.1.2 Firm History including credentials	90		95		97		95	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	88		90		95		95	
3.1.4 Availability and commitment of firm and its principal(s), its consultants and key professionals	90		95		97		90	
	93		96		96		94	
3.2 Prime Firm (up to 100 points)								
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	93	88.2	98	95.4	98	96	96	93.6
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	90		96		98		96	
3.2.3 Prime Firm proximity and meeting availability	88		90		90		90	
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC.	80		97		97		93	
	90		96		97		93	
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	92	91	97	96.2	97	94.8	96	93.4
3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. --Identify the consultant and provide a brief history about the consultant and their area of design expertise --Describe the consultant's proposed role in the project --List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertise --List a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years --Provide a statement of the consultant's availability for the project --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project	90		95		96		96	
	90		95		90		90	
	91		97		95		92	
	92		97		96		93	
3.4 Representative Projects (up to 100 points)								
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	95	91.8	98	95.8	97	96	96	94
	90		96		96		96	
	88		95		95		90	
	92		95		96		94	
	94		95		96		94	

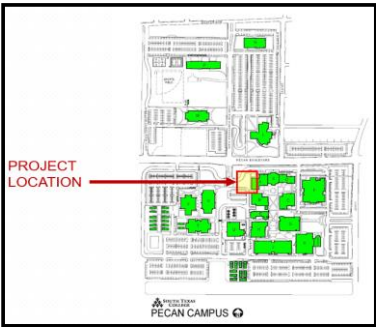
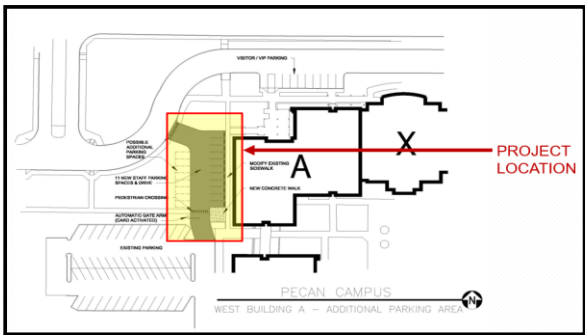


**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT**  
**AND THE TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION**  
**PROJECT NO. 22-23-1031**  
**EVALUATION SUMMARY**

VENDOR	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.				
3.5 Five References (up to 100 points)								
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	95	93.2	95	94.4	96	94.6	95	93.8
	95		95		95			
	88		90		90		88	
	95		97		97		97	
	93		95		95		94	
3.6 Project Execution (up to 100 points)								
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	94	92.8	95	94	95	95.2	95	92.8
	95		95		95		95	
	90		90		95		90	
	93		95		95		90	
	92		95		96		94	
TOTAL EVALUATION POINTS	548.2		570.6		572.6		561.8	
RANKING	4		2		1		3	

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

**Project Fact Sheet**  
**11/1/2022**

<b>Project Name:</b> Pecan Campus - Ann Richards Administration Building A Additional Parking Lot				<b>Project No.</b> 2023-015C															
<b>Funding Source(s):</b> Unexpended Plant Fund																			
		<b>FY 22-23</b>																	
	<b>Total Project Budget</b>	<b>Project Budget</b>	<b>FY 22-23 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>		<b>Total Actual Expenditures To Date</b>													
Construction:	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00		\$ -													
Design	20,000.00	20,000.00	-	20,000.00		-													
Miscellaneous:	50,000.00	50,000.00	114.45	49,885.55		114.45													
FFE:	-	-	-	-		-													
Technology:	-	-	-	-		-													
<b>Total:</b>	<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ 114.45</b>	<b>\$ 199,885.55</b>		<b>\$ 114.45</b>													
<b>Project Team</b>				<b>Board Status</b>															
<b>Approval to Solicit</b>				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Vendor</b></td> <td style="text-align: center;"><b>Contract Amount</b></td> <td style="text-align: center;"><b>Actual Expenditures</b></td> <td style="text-align: center;"><b>Variance</b></td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> </tr> <tr> <td style="text-align: center;">TBD</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> </tr> </table>				<b>Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
<b>Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>																
TBD	\$ -	\$ -	\$ -																
TBD	\$ -	\$ -	\$ -																
<b>Architect/Engineer:</b> 9/27/2022																			
<b>Architect/Engineer:</b> TBD				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Board Approval of Schematic Design</b></td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;"><b>Substantial Completion</b></td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;"><b>Final Completion</b></td> <td style="text-align: center;">TBD</td> </tr> </table>				<b>Board Approval of Schematic Design</b>	TBD	<b>Substantial Completion</b>	TBD	<b>Final Completion</b>	TBD						
<b>Board Approval of Schematic Design</b>	TBD																		
<b>Substantial Completion</b>	TBD																		
<b>Final Completion</b>	TBD																		
<b>Contractor:</b> TBD				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Board Acceptance</b></td> <td style="text-align: center;">TBD</td> </tr> <tr> <td style="text-align: center;"><b>Board Acceptance</b></td> <td style="text-align: center;">TBD</td> </tr> </table>				<b>Board Acceptance</b>	TBD	<b>Board Acceptance</b>	TBD								
<b>Board Acceptance</b>	TBD																		
<b>Board Acceptance</b>	TBD																		
<b>STC FPC Project Manager:</b> David Valdez																			
<b>Project Description</b>				<b>Project Scope</b>															
Construction of a new parking lot on the West side of the Pecan Campus Ann Richards Administration Building A.				Construction of a new parking lot of approximately 5,600 square feet on the West side of the Pecan Campus Ann Richards Administration Building A.															
<b>Projected Timeline</b>																			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In												
9/27/2022	11/17/2022	4/2/2023	5/23/2023	6/5/2023	10/24/2023	11/28/2023	N/A												
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>													
2022-23	-	-	114.45	-	-	\$ 114.45													
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114.45</b>													
<b>Current Agenda Item</b>																			
11/8/22 Facilities Committee Meeting: Review and Recommend Action on Contracting Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion																			
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>PROJECT LOCATION</p> </div> <div style="text-align: center;">  <p>PROJECT LOCATION</p> </div> </div>																			

FPC Project Manager David A. Valdez

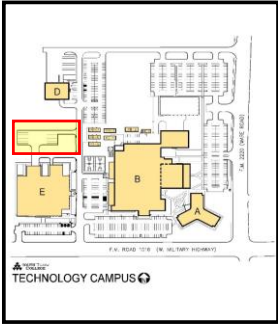

FPC Asst. Director

Rita G. Miller

FPC Director

RMA

**Project Fact Sheet**  
**11/1/2022**

<b>Project Name:</b> Technology Campus - Truck Driving Range Expansion				<b>Project No.</b> 2023-001C			
<b>Funding Source(s):</b> Unexpended Plant Fund							
		<b>FY 22-23</b>					
	<b>Total Project Budget</b>	<b>Project Budget</b>	<b>FY 21-22 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>		<b>Total Actual Expenditures To Date</b>	
Construction:	\$ 28,350.00	\$ 28,350.00	\$ -	\$ 28,350.00		\$ -	
Design	10,000.00	10,000.00	-	10,000.00		-	
Miscellaneous:	3,000.00	3,000.00	114.25	2,885.75		114.25	
FFE:	-	-	-	-		-	
Technology:	-	-	-	-		-	
<b>Total:</b>	<b>\$ 41,350.00</b>	<b>\$ 41,350.00</b>	<b>\$ 114.25</b>	<b>\$ 41,235.75</b>		<b>\$ 114.25</b>	
<b>Project Team</b>				<b>Board Status</b>			
<b>Approval to Solicit</b>				<b>Vendor</b>			
Architect/Engineer: 9/27/2022				<b>Contract Amount</b>			
Architect/Engineer: TBD				<b>Actual Expenditures</b>			
				<b>Variance</b>			
Contractor: TBD				TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: David Valdez				TBD	\$ -	\$ -	\$ -
<b>Board Approval of Schematic Design</b> <b>Substantial Completion</b> <b>Final Completion</b>				TBD	\$ -	\$ -	\$ -
<b>Board Acceptance</b> <b>Board Acceptance</b>				TBD	\$ -	\$ -	\$ -
<b>Project Description</b>				<b>Project Scope</b>			
Expanding the existing skills pad to 19 feet by 88.5 feet to meet DPS requirements.				Expand the existing 19,560 square feet driving skills pad by 1,800 square feet. An expansion of approximately 19 feet.			
<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/27/2022	11/17/2022	n/a	2/28/2023	3/13/2023	5/23/2023	5/23/2023	n/a
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2022-23	-	-	114.25	-	-	\$	<b>114.25</b>
<b>Project Total</b>	\$ -	\$ -	\$ 114.25	\$ -	\$ -	\$	<b>114.25</b>
<b>Current Agenda Item</b>							
11/8/2022 Facilities Committee Meeting: Review and Recommend Action on Contracting Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion							
<div style="display: flex; justify-content: space-around;">   </div>							

FPC Project Manager David A. Valdez

FPC Asst. Director

Rita G. Miller

FPC Director

Rita G. Miller

### **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 were present to respond to questions and address concerns of the committee.

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	\$ 603,728	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	\$ 79,851	\$ 580,149	\$ 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	December 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	March 2023	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	\$ 81,210	\$ 37,002,368	\$ 6,002,501					
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	\$ 7,551	\$ 529,949	\$ 721,273	High	December 2022	Approval of Construction Services	PBK Architects	TBD
11	Workforce Center Building D Automotive Lab Expansion	MV			●							\$ 920,500	\$ 10,359	\$ 910,141	\$ 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	\$ 6,744	\$ 521,256	\$ 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	\$ 197,277	\$ 334,088	\$ 488,099	High	December 2022	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects	Holchemont
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 221,930	\$ 2,295,435	\$ 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	January 2023	Approval of Construction Services	SAMES, Inc	TBD
15	Welding Lab Expansion Building	SS			●							\$ 1,559,180	\$ 34,209	\$ 1,524,971	\$ 122,400	High	March 2023	Approval of Construction Services	EGV Architects	TBD
16	Truck Driving Range Expansion	DV		●								\$ 49,620	\$ 114	\$ 49,506	\$ 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	\$ 40,561	\$ 2,052,339	\$ 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	April 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	December 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	December 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 & Final 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	September 2023	Approval of Substantial Completion	DBR	TBD
30	Two-Story Residential Fire Training Structure	SS			●							\$ 1,581,200	\$ 85,565	\$ 381,055	\$ 1,274,750	Medium	January 2023	Approval of Construction Services	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 3,261,200	\$ 403,593	\$ 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	\$ 909,942	\$ 54,393,722	\$ 23,311,095					

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Student Activities Building H Data Cabling Infrastructure Replacement	RC	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD
2	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD
3	Stucco Repainting	SS					●					\$ 137,000	\$ 109	\$ 136,891	\$ 137,000	High	November 2022	Approval of Substantial Completion	Noble Texas Builders
4	Resurfacing of East Drive	SS			●							\$ 280,000	\$ 27,219	\$ 252,781	\$ 264,000	High	July 2022	Approval of Construction Services	Perez Consulting Engineers
5	South Academic Building J Generator Replacement	SS					●					\$ 280,000	\$ 12,691	\$ 267,309	\$ 270,063	High	November 2023	Approval of Substantial Completion	DBR
6	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,022,000	\$ 40,020	\$ 981,980	\$ 996,063				
Pecan Plaza																			
7	Stucco Repainting	SS					●					\$ 12,000	\$ 109	\$ 11,891	\$ 12,000	High	December 2022	Approval of Substantial Completion	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	January 2023	Approval of Substantial Completion	Terra Fuerte, LLC
9	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV			●							\$ 985,700	\$ 456	\$ 985,244	\$ 695,163	Low	TBD	TBD	Milnet Architectural Services
10	North Academic Building G Analog to Digital Conversion	RC					●					\$ 720,000	\$ -	\$ 720,000	\$ 720,000	Low	TBD	TBD	TBD
11	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 2,453,700	\$ 565	\$ 2,453,135	\$ 2,163,163				
Technology Campus																			
12	Emerging Technologies Building A Analog to Digital Replacement	TBD	●									\$ 515,000	\$ -	\$ 515,000	\$ 515,000	Low	TBD	TBD	TBD
13	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD
Technology Campus Subtotal												\$ 575,000	\$ -	\$ 575,000	\$ 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	Oracle Elevator
16	NAH East Building A Exterior Stair Repairs and Replacement	SS					●					\$ 293,000	\$ 273,190	\$ 19,810	\$ 15,850	High	November 2022	Approval of Substantial Completion	Chanin Engineering, LLC	5 Star GC Construction, LLC
17	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 18,785	\$ 403,215	\$ 405,219	Low	November 2023	Approval of Substantial Completion	TBD	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	April 2023	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	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	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	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	N/A
27	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 201,963	\$ -	\$ 201,963	\$ 102,500	Low	N/A		N/A	TBD
28	Interior LED Lighting Replacements	RC/O&M		●								\$ 577,945	\$ -	\$ 577,945	\$ 110,000	Low	N/A		N/A	TBD
29	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 98,443	\$ -	\$ 98,443	\$ 50,000	Low	N/A		N/A	TBD
30	Building Automation Systems Replacements	RC/O&M		●								\$ 174,048	\$ -	\$ 174,048	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacements	TBD	●									\$ 756,380	\$ -	\$ 756,380	\$ 504,000	Medium	N/A		N/A	Terra Fuerte, LLC Diaz Flooring, Inc.
32	HVAC Replacements	RC/O&M		●								\$ 829,910	\$ -	\$ 829,910	\$ 325,000	Low	TBD		N/A	TBD
33	Exterior Lighting Replacements	RC/O&M		●								\$ 324,912	\$ -	\$ 324,912	\$ 279,000	Low	N/A		N/A	TBD
34	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
35	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A	TBD
36	Project Cost Control Reserve	N/A	●									\$ 676,489	\$ -	\$ 676,489	\$ 676,489	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 4,229,225	\$ -	\$ 4,229,225	\$ 2,379,489					
Totals		0	8	6	0	1	3	0	0	0	0	\$ 9,779,925	\$ 332,778	\$ 9,447,147	\$ 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 October 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. The Quarterly Investment Reports and Money Market Accounts Reports for September 2022 and August 2022 (Amended) are also included for approval.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **October 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, the financial reports submitted for the month of October 2022, and the Quarterly Investment Reports and Money Market Accounts Reports for September 2022 and August 2022 (Amended).

**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 October 2022.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for October 2022.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for October 2022.
- 4) Release of Construction Fund Checks for October 2022.
- 5) Quarterly Investment Report and Money Market Accounts for October 2022.
  - 5a. Quarterly Investment Report and Money Market Accounts for September 2022.
  - 5b. Quarterly Investment Report and Money Market Accounts for August 2022 (Amended).
- 6) Summary of Revenues for October 2022.
- 7) Summary of State Appropriations Revenue for October 2022.
- 8) Summary of Property Tax Revenue for October 2022.
- 9) Summary of Expenditures by Classification for October 2022.
- 10) Summary of Expenditures by Function for October 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for October 2022.
- 12) Summary of Grant Revenues and Expenditures for October 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

### **Executive Session Item**

#### **Consultation with Legal Counsel Regarding Pending Settlement Agreement with Employee**

The College proposed the non-renewal of an employee. Legal Counsel for South Texas College was asked to handle the settlement agreement.

Mr. Jose Guerrero, from the Guerrero Law Firm will discuss the item with the Board in executive session.

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

#### **Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

## **Announcements**

### **A. Next Meetings:**

- Thursday, December 1, 2022
  - 3:00 p.m. - Education & Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, December 13, 2022
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- The Fall Commencement Ceremonies will be held on Saturday, December 10, 2022 at the Bert Ogden Arena.
  - 9 a.m. Ceremony
    - Liberal Arts Division
    - Social & Behavioral Sciences Division
  - 12:30 p.m. Ceremony
    - Business, Public Safety & Technology Division
    - Nursing & Allied Health Division
  - 3:30 p.m. Ceremony
    - Math, Science & Information Technology Division
    - Bachelor's Programs
- The College will be closed for Winter Break from Saturday, December 17, 2022 – Tuesday, January 3, 2023.

*The following documents  
were provided as  
handouts at the meeting.*



*the future*  
**IS BRIG**

 **SOUTH TEXAS  
COLLEGE**

**JAGUARS**



## **Approval and Authorization to Accept Grant Awards and Agreements**

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

**1. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000**

This grant is awarded to the Institute for Advanced Manufacturing (IAM) to provide customized training in the areas of Advanced Technologies, Manufacturing, IT, Healthcare and Construction. IAM will partner with the Lower Rio Grande Valley Workforce Board to identify skilled workers in need of training. Additional funding may be requested to provide additional training. The funding period is pending contract execution.

The award aligns with Strategic Direction #3, High Success Rate. Participating trainees would develop knowledge and skills that would help them in their current employment, which can also increase the potential for economic and social mobility among residents in our region.

**2. Ratification of Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$159,863**

The Board of Trustees is asked to ratify the funding from this grant. Funds were received by the Institute for Advanced Manufacturing (IAM) for OSHA Targeted Topic Training that will deliver valuable safety and health training and educational programs that aim to prevent work-related injuries, illnesses, and deaths. The IAM will provide safety and targeted topic training for workers in high-risk, high hazard working conditions, as well as minority workers, low literacy workers, and limited English proficiency and eligible workers covered under the OSH Act of 1970. The training topic consists of Personal Protective Equipment with approximately 650 participants for sessions lasting at least two hours during each training event. The IAM will update existing training material developed by IAM and also acquire new training material from OSHA for workers in the light manufacturing industry. The funding period is September 30, 2022 through September 30, 2023.

The award aligns with Strategic Direction #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs. 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 ratifies the receiving of funds from the Occupational Safety and Health Administration (OSHA) as presented.



**3. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000**

Funding from the Gene Haas Foundation will provide scholarships for students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology or students enrolled in the Associate Degree in Precision Manufacturing Program. Scholarship funds can be used for tuition, books, and small personal tools such as calipers, micrometers and safety glasses. The funding period is October 11, 2022 through October 10, 2023.

This award aligns with Strategic Direction # 2, Access and Success by providing students with scholarship opportunities.

**4. Additional funds for the Texas Pioneer Foundation, High School Equivalency Leads to College and Employment in the amount of \$50,000**

Authorization is requested to accept additional funds in the amount of \$50,000. Funds will be used by the Department of Continuing, Professional, and Workforce Education to serve 200 low-income residents of Hidalgo and Starr counties through 150 hours of GED preparation contextualized to various industry clusters. In addition, residents will receive six hours of Academic Success Skills, four hours of College Connections, five hours of Job Readiness Skills, and four hours of CPR/AED Certification.

Additional Funds will increase the awarded amount to \$200,000. This award aligns with Strategic Direction #2, Access and Success, by providing students with access to High School Equivalency preparation.

**5. Texas Mutual Insurance Company, Workforce Development and Safety Training grant in the amount of \$100,000**

This grant will provide training to 160 current and future manufacturing, construction and warehousing employees in Safe Work Practices using Occupational Safety and Health Administration (OSHA) curricula, and train 30 unemployed/underemployed individuals in Safety and Phlebotomy Certification. The funding period is pending contract execution.

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

**6. Texas Higher Education Coordinating Board, Student Success Acceleration Program Implementation Grant in the amount of \$180,000**

Funding from this grant will enhance the College's re-engagement strategies and expand its network of basic needs supports through cross-agency collaborations by developing and institutionalizing a comprehensive re-engagement support plan for students that have

some college hours but no credentials. Funds will also be utilized to address existing financial insecurity issues affecting stop-out students who are close to credential completion. The funding period is pending contract execution.

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

#### **7. Child Care Apprenticeship Grant in the amount of \$36,830**

Tentative funding from this grant will be used for the creation of a new Child Care Registered Apprenticeship Program (RAP). The proposed 12-month Child Care RAP will lead to a Nationally Recognized Credential issued by the U.S. Department of Labor (DOL) and to the Child Development Associate (CDA) credential issued by the Council for Professional Recognition; it will also lead to an Articulation Agreement with the Child Development and Early Childhood program at South Texas College whereby Child Care apprentices may earn up to eight (8) semester credit hours upon attaining their CDA credential and enrolling and completing their credit-bearing Infant and Toddler Certificate or Preschool Certificate program. The Child Care RAP will operate in the two counties that the college serves: Hidalgo and Starr. The funding period is upon execution through November 30, 2023.

This award aligns with Strategic Direction #2, Access and Success, by providing students apprenticeship opportunities through related classroom instruction and on-the-job learning.

#### **8. Any Additional Grants Pending Official Award**

##### **Summary of Grant Award Funding**

The presented grants will provide up to \$596,693 in funding for the college to provide services and opportunities throughout the region.

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

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



1. Texas Workforce Commission, Skills Development Fund in the amount of \$50,000
2. Ratification of Occupational Safety and Health Administration (OSHA), Susan Harwood Foundation Targeted Training Program in the amount of \$159,863
3. The Gene Haas Foundation Scholarship Fund in the amount of \$20,000
4. Additional funds for the Texas Pioneer Foundation, High School Equivalency Leads to College and Employment in the amount of \$50,000
5. Texas Mutual Insurance Company, Workforce Development and Safety Training grant in the amount of \$100,000
6. Texas Higher Education Coordinating Board, Student Success Acceleration Program Implementation Grant in the amount of \$180,000
7. Child Care Apprenticeship Grant in the amount of \$36,830
8. Any Additional Grant(s) Pending Official Award

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**