



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, December 13, 2022
5:30 p.m.**

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

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, December 13, 2022 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
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- VII. Consideration and Action on New Items**
 - A. Ratification of Humanities Texas, Major Grant for Community Projects 43
 - B. Review and Action as Necessary on Proposed Revision to 2022-2023 Academic Calendar..... 44 - 47
- VIII. Consideration and Action on Committee Items**
 - A. Finance, Audit, and Human Resources Committee Items
 - 1. Review and Action as Necessary on Purchase of Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) 48 - 49

2. Review and Recommend Action to Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023..... 50 - 61
- IX. Consideration and Approval of Checks 62 - 67**
- X. Announcements 68**
- A. Next Meetings:
- Tuesday, January 17, 2023
 - 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, January 31, 2023
 - 5:30 p.m. – Regular Board Meeting
- B. Other Announcements:
- The College will be closed for Winter Break from Saturday, December 17, 2022 – Tuesday, January 3, 2023.

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) November 29, 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 November 29, 2022 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, November 29, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:07 p.m. with Ms. Rose Benavidez presiding.

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

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantu, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: Mr. Paul R. Rodriguez

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Jose Guerrero, Ms. Lynda Lopez, Mr. George McCaleb, Mrs. Myriam Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Brett Millan, Chief Ruben Suarez, Mr. Lucio Gonzalez, Dr. Sylvia Flores, Dr. Rachel Sale, Ms. Christina Cavazos, Ms. Alina Cantu, Mr. Michael Linebarger, Ms. Laura Requena, Ms. Shannon Perales, Mrs. Gardenia Perez, and Ms. Stephanie Hinojosa.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Presentations

1. Update on December 10, 2022 Commencement Ceremonies

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, provided 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*

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. Trustees are invited to the annual STC Employee Appreciation Banquets held at each campus throughout December 2022.
2. Amendment of Agreement with Hidalgo County for American Rescue Plan Act Recovery Funds. This item will be presented to the Board for ratification in January 2023.
3. Update on South Texas College's float that will be included in the City of McAllen Holiday Parade.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) October 18, 2022 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr., and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the October 18, 2022 Regular Board Meeting as presented. The motion carried.

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, was 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

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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

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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.

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.

Prior to the Board meeting, the Resource Development, Management and Compliance Office requested it be disclosed that Grant #7 is tentative and an updated summary handout was provided to the Board.

Upon a motion by Mr. Danny Guzman and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate:

1. Texas 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

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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

The motion carried.

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

The Board of Trustees was 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 aligned 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">• Replaced by EBA (Local) A-3. Policy #3115: Distance Education <ul style="list-style-type: none">• Replaced by EBA (Local)

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.

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Enclosed Documents - The new and or retired policies followed 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, were 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 was 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.

Upon a motion by Dr., Alejo Salinas, Jr., and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the proposed adoption of a new policy and the retirement of current policies as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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 was asked to 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 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 would 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 was not yet finalized as administration continued 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 would be used beginning Spring 2023 through Spring 2026.

Upon a motion by Mrs. Victoria Cantu and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved 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. The motion carried.

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

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

Purpose – Administration requested 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 would 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 would have a customized branded float on a state-wide broadcast.

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

Ms. Lynda Lopez, Executive Director for Public Relations and Marketing, was 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 was time sensitive in order to participate in the Holiday Parade scheduled for December 3, 2022.

Upon a motion by Mrs. Victoria Cantu and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

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 recommended 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 were 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 presented the proposal and were available to 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.

Dr. Alejo Salinas, Jr. recommended an accountability plan be added to future program proposals to measure their success and the Board be provided with that information on a regular basis. Administration stated that information is available and will be incorporated into future proposals.

Upon a motion by Mrs. Victoria Cantu and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved offering the proposed new non-credit Patient Care and Administrative Technician (PCAT) certificate program as presented. The motion carried.

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

The Board was 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 followed in the packet for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP was 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 was presented without a recommendation from the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved the Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing the Tax Resale Bid as presented. The motion carried.

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

The Board was 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.

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

Administration requested the Board reject Item #19: Purchase of Fitness Equipment with Fitness Superstore, Inc. due to some of the items on the list not meeting specifications.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved the award of proposals, rejection of proposal, purchases, and renewals, with the exception of item #19, at a total cost of \$3,081,097.35 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;

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- 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	Esparza Pest Control & Eco-Logic Systems, Inc. (Edinburg, TX)	100	\$136,000.00
2	South Texas Solar Systems (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	9 to 5 Seating, LLC. (Hawthorne, CA) (New)	\$2,417.00
B	Jasper Group (JSI, Community and Jasper Desk) (Jasper, IN) (New)	\$93,536.00

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#	Vendor	Amount
C	VIA Seating / Gateway Printing and Office Supply, Inc. (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)

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.

~~**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

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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.

The motion carried.

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

The Board was 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

#	Criteria
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
Current Criteria				
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	**
	Total Points	100	100	100
Proposed Criteria To Be Added				
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
		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.		

#	Criteria	Product	Services	Product and Services
	Current Additional Criteria			
9	any other relevant factor specifically listed in the request for bids or proposals.	**Up to 5 points will be used from the purchase price if applicable		

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 was 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 were 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, were present at the Board meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved the evaluation criteria for competitive procurement of products, services and products, and services as presented. The motion carried.

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 was 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.

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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 followed 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, were present at the Board Meeting to address any questions.

Dr. Alejo Salinas, Jr. made a motion, seconded by Mrs. Dalinda Gonzalez-Alcantar, for the Board of Trustees to approve the revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 as presented. With three votes in favor of the motion and three votes opposed, the motion failed.

This item will be brought back to the Board for further discussion in December.

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

The Board was 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

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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 followed in the packet for the Board's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, were 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved 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. The motion carried.

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

The Board was 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 1st 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 ~~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 followed in the packet for the Board's information and review.

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Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were 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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved revisions to Policy #5330: Budget and Financial Reporting as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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

Approval of the Annual Investment Report for FY 2021 – 2022 was 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 brought 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 followed in the packet for the Board's review and information.

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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved the Annual Investment Report for FY 2021 – 2022, as presented. The motion carried.

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

The Board was 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:

Tax Year	Hidalgo County	Starr County	Total
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 followed in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, were 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.

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

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

The Board was 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:

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

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 followed in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, were 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.

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

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

The Board was 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

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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 followed 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, were present at the Board Meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved the South Texas College Public Transportation Agency Safety Plan as presented. The motion carried.

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.

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

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

- a. 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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized items a – d of the Facilities Committee Consent agenda as presented. The motion carried.

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 was requested.

Project		Completion Recommendation	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.

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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.

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

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 was 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

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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.

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

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 was 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.

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

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 was 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.

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

**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 was 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:

Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$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. The Board packet included drawings of the site plans, a floor plan, and a fact sheet.

Presenters

Representatives from Able City, LLC. attended 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.

Dr. Alejo Salinas, Jr. introduced a motion to have Facilities Committee items 2 and 3 referred back to the Facilities Committee for review and discussion. The motion was seconded by Mrs. Dalinda Gonzalez-Alcantar. With three votes in favor of the motion and three votes opposed, the motion failed.

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 was 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.

Timeline for Solicitation of Statements of Qualifications	
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.

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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 was 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.

Mr. Danny Guzman introduced a motion to proceed with contracting architectural services with the second ranked firm ERO Architects for the Pecan West Continuing Education Building project. The motion was seconded by Mrs. Victoria Cantu.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:04 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;

Facilities Committee Items:

2. 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
3. Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:41 p.m. No action was taken in Executive Session.

After returning to Open Session, Mrs. Victoria Cantu rescinded her second to the motion to proceed with the proposed architectural services contract, and no other second was offered. The motion died for lack of a second.

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Dr. Alejo Salinas re-introduced the motion to have Facilities Committee items 2 and 3 referred back to the Facilities Committee for review and discussion. The motion was seconded by Mr. Rene Guajardo. The motion carried.

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 was 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.

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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.

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Regular Board Meeting Minutes

Enclosed Documents

Presentations of the proposed projects were enclosed in the packet. 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.

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

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

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

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

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of 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 were included in the Board packet under separate cover.

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

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 discussed the item with the Board in executive session.

This item was presented for the Board of Trustees' information. No action was required from the Board of Trustees.

Per discussion with Legal Counsel during the Executive Session held earlier in the meeting, the Board asked that it be noted on record the pending settlement agreement was denied and legal counsel was advised to move forward as discussed in executive session.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Rene Guajardo, the pending settlement agreement as proposed by legal counsel was denied.

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

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- 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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:51 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, November 29 2022 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Ratification of Humanities Texas, Major Grant for Community Projects

The Board of Trustees is asked to ratify the funding from this grant. Funds were received by Humanities Texas in the amount of \$6,000.00 to support costs associated with "She Roars: A Series of Lectures, Workshops, and Exhibitions Celebrating Women's Contributions to the Humanities." A founding member of the Guerrilla Girls, an internationally known anonymous collective of women artists, will showcase underrepresentation of women and people of color, through lectures and exhibit posters. Project activities will be supported by talented authors, community artists, and faculty from both The University of Texas Rio Grande Valley (UTRGV) and South Texas College (STC), and collaborations with the International Museum of Art and Science (IMAS) and McAllen Public Library. The funding period is January 1, 2023 through March 31, 2023.

The award aligns with Strategic Direction #1, Lead Community Engagement, by serving as a catalyst for engaging and strengthening the community through diverse efforts that bring awareness of educational options, programs, and services.

The presented grants will provide up to \$6,000.00 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 ratifies the receiving of funds from the Humanities Texas, Major Grant for Community Projects in the amount of \$6,000.00 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Proposed Revision to 2022-2023 Academic Calendar

The 2022-2023 Academic Calendar was previously approved by the Board on May 25, 2021. In the current calendar, the College-Wide Professional and Organizational Development Day is scheduled for January 27, 2023.

Since that time, the College has identified a concern with the event being held on this date. The Spring 2023 census date is on February 1, 2023, which is after the scheduled College-Wide Professional and Organizational Development Day. Prior to census date, the Student Affairs and Enrollment Management (SAEM) division requires their departments to be fully staffed to assist students with payment arrangements, registration, as well as departmental processing for financial aid disbursements. The SAEM division's commitment to student support would prevent staff from being able to participate in the college-wide event.

For this reason, the College is proposing to re-schedule the College-Wide Professional and Organizational Development Day to Friday, February 17, 2023.

Enclosed Documents

The proposed revision to the 2022-2023 Academic Calendar is provided in the following pages.

The Administration is recommending Board approval of the proposed revision to the 2022-2023 Academic Calendar 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 proposed revision to the 2022-2023 Academic Calendar as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

2022-2023 Calendar



Final: 12/02/2022

Fall Semester 2022 (August 22 - December 11)

August 10 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 11 (Thursday)	New Faculty Orientation
August 12 (Friday)	New Faculty Service Area Tour
August 15 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 16 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 17 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 19 (Friday)	Faculty Preparation Day / Departmental Meetings
August 20 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 22 (Monday)	Classes Begin
September 5 (Monday)	College Closed – Labor Day
September 7 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 11 (Friday)	Last Day to Withdraw
November 24 – 27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 5 – 11 (Monday – Sunday)	Finals
December 10 (Saturday)	Commencement Ceremonies*
December 10 (Saturday)	Certificate and Degree Award Date
December 11 (Sunday)	End of Term
December 12 (Monday)	Grades Due Date
December 17 – January 3 (Saturday – Tuesday)	Winter Break (College Closed)

* May vary depending on faculty availability.

Spring Semester 2023 (January 17 – May 11)

January 4 (Wednesday).....	College Opens – Staff return
January 4 (Wednesday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 9 (Monday)	Faculty Return – Division / Department Meetings
January 10 – 13 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 14 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	Classes Begin
January 27 (Friday).....	College Closed – College-Wide Professional and Organizational Development Day
January 31 – February 4 (Tuesday – Saturday) ...	Distance Learning Symposium
February 1 (Wednesday).....	Census Day - Twelfth Class Day
February 17 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day
March 13 – 19 (Monday - Sunday).....	College Closed - Spring Break
April 6 – 9 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Tuesday)	Last Day to Withdraw
May 5 – 11 (Friday – Thursday)	Finals
May 11 (Thursday)	End of Term
May 12 – 13 (Friday - Saturday).....	Commencement Ceremonies*
May 12 – 13 (Friday - Saturday).....	Certificate and Degree Award Date
May 15 (Monday)	Grades Due Date
May 29 (Monday)	College Closed – Memorial Day

**May vary depending on facility availability.*

Summer Session 2023 (June 5 – August 11)

June 5 (Monday) Classes Begin

June 9 (Friday) Staff – South Texas Leadership Academy for Staff
 June 19 (Monday) College Closed - Juneteenth
 June 21 (Wednesday) Census Day - Twelfth Class Day
 July 4 (Tuesday) College Closed-Independence Day
 July 10 – 11 (Monday & Tuesday) No classes (For Summer III only)
 July 27 (Thursday) Last Day to Withdraw
 August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 11 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 14 (Monday) Grades Due Date

SI – Minimester (June 5 – July 7)

June 5 (Monday) Classes Begin

June 8 (Thursday) Census Day - Fourth Class Day
 June 19 (Monday) College Closed - Juneteenth
 June 29 (Thursday) Last Day to Withdraw
 July 4 (Tuesday) College Closed-Independence Day
 July 7 (Friday) End of Term/Finals
 July 10 (Monday) Grades Due Date

SII – Minimester (July 12 – August 11)

July 12 (Wednesday) Classes Begin

July 17 (Monday) Census Day - Fourth Class Day
 August 4 (Friday) Last Day to Withdraw
 August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 11 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 14 (Monday) Grades Due Date

Review and Action as Necessary on Purchase of Access to a Comprehensive Remediation, Testing, and Review Program (Purchase)

The Board is asked to approve the purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of \$180,400.00, which is based on \$200 per student.

The access to the program's materials and feedback features provides students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, and improving test-taking abilities to ultimately succeed in passing the National Council Licensure Examination (NCLEX) for professional licensure.

This program license purchase is requested by the Division of Student Services / PASS Program to aid approximately nine hundred two (902) students in the Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs for the Spring 2023, Summer 2023, and Fall 2023 semesters to prepare them for the NCLEX exam.

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

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

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

The Finance, Audit & Human Resources Committee is expected to discuss this item directly prior to the Board meeting. The Board is asked to approve and authorize any actions as recommended by 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 purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of \$180,400.00, which is based on \$200 per student, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ACCESS TO A COMPREHENSIVE REMEDIATION, TESTING, AND
REVIEW PROGRAM**

VENDOR			Assessment Technologies Institute, LLC.	
ADDRESS			11161 Overbrook Rd	
CITY/STATE/ZIP			Leawood, KS 66211	
PHONE			800-667-7531	
CONTACT			Mike Lynch	
#	Qty	Description	Unit Price	Extension
1	902	Comprehensive Remediation, Testing, and Review Program Access Period: 12/14/22 - 8/31/23	\$ 200.00	\$ 180,400.00
TOTAL AMOUNT			\$ 180,400.00	

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 for 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, in collaboration with TASB and College Administration, performed further assessments of FY 2022 – 2023 positions, and actions were taken after the President's approval, as listed in the below Exhibits:

1. Exhibit A – Revisions and reclassifications to the TASB Compensation Study results and are effective September 1, 2022.
2. Exhibit B – Revisions and reclassifications initiated by Administration and reviewed by TASB, as necessary, and are effective in the month in which the President's approval was received.

The revisions and reclassifications are based on an assessment of the position's job duties and responsibilities and college and departmental needs and objectives and include the following:

- A. TASB Re-evaluation
- B. Fair Labor Standards Act Exempt or Non-exempt Status Re-evaluation
- C. Pay Grade Corrections
- D. Position Title and/or Salary Adjustments
- E. Title Changes
- F. Grant Funded New Positions
- G. Salary Assessments
- H. Delete Position to Create New Position

Funding Source – Funds for these revisions and reclassifications are available in the FY 2023 salary budget, and the net effect on the FY 2023 Salary Budget and Unrestricted Fund Budget is zero.

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

This item was presented in the November 29, 2022 Board meeting however since a motion to ratify the revisions and reclassifications did not pass, this item was taken back to the Finance, Audit & Human Resources Committee for further discussion.

The Finance, Audit & Human Resources Committee is expected to discuss this item directly prior to the Board meeting. The Board is asked to approve and authorize any actions as recommended by 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 ratifies the 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	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Office of the President							
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.							
Total for Office of the President					\$ 69,045.00	\$ (4,045.00)	\$ 65,000.00
Vice President for Academic Affairs							
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.							
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.							

South Texas College
TASB Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
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							
Total for Vice President for Academic Affairs					\$ 685,885.20	\$ 67,270.27	\$ 753,155.47
Vice President for Finance and Administrative Services							
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.							
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.							

South Texas College
TASB Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
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 6	\$ 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							
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							

South Texas College
TASB Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
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.							
Total for Vice President for Finance and Administrative Services					\$ 1,182,046.00	\$ 29,431.86	\$ 1,211,477.86
Vice President for Student Affairs and Enrollment Management							
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							

South Texas College
TASB Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
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							
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 225,835.00	\$ 23,239.00	\$ 249,074.00
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
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							
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	\$ 38,666.00	\$ 38,668.00
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.							
Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 329,205.00	\$ 42,255.96	\$ 371,460.96

South Texas College
TASB Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	Revised TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Totals for Divisions					\$ 2,492,016.20	\$158,152.09	\$ 2,650,168.29

Grand Total Salary Adjustments	\$ 158,152.09
Less Sources of Funding Identified	\$ (158,152.09)
Net Impact to Budget	\$ -

EAP	Executive Administrative Professional
TECH	Technology
ATS	Administrative Professional
OS	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
Office of the President						
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.						
Total for Office of the President				\$ 149,929	\$ 31,071	\$ 181,000
Vice President for Institutional Advancement and Economic Development						
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.						
Total for Vice President for Institutional Advancement and Economic Development				\$ 49,754	\$ 2,910	\$ 52,664
Vice President for Academic Affairs						
5	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.						
6	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.						
7	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.						
8	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.						
9	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.						

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	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.						
11	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.						
12	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.						
13	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.						
14	History	Title, Salary, and Grade Change for Secretary (Position 716272) to Senior Administrative Assistant - Vacant	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.						
15	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.						
Total for Vice President for Academic Affairs				\$ 359,417	\$ 191,330	\$ 550,747
Vice President for Finance and Administrative Services						
16	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Coordinator (Position 706160) 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.						
17	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.						
18	Accountability, Risk, and Compliance	Title Change for Accountability, Risk, & Compliance Assistant (Position 701396) to Accountability, Risk, & Records Management Assistant - Filled	Classified Non-Exempt	\$ 34,778	\$ -	\$ 34,778
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, 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.						

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
20	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.						
21	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Assistant (Position 705160) to Accountability & Records Management Assistant - Vacant	Classified Non-Exempt	\$ 39,666	\$ -	\$ 39,666
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.						
Total for Vice President for Finance and Administrative Services				\$ 664,445	\$ 159,424	\$ 823,869

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
Vice President for Student Affairs and Enrollment Mgmt.						
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.						
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ 64,590	\$ -	\$ 64,590
Totals for Divisions				\$ 1,288,135	\$ 384,735	\$ 1,672,870

Total Salary Adjustments	\$ 384,735
Less Sources of Funding Identified	\$ (384,735)
Net Impact to Budget	\$ -

Consideration and Approval of Checks

Board action is requested to approve the checks for release for the month of November 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 checks submitted for approval follow in the Board packet.

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, and the checks that were released as authorized by Board Policy #5610, submitted for the month of November 2022.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consideration and Approval of Checks

The Checks presented for approval are included in the Board Packet.

- 1) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for November 2022.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for November 2022.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for November 2022.
- 4) Release of Construction Fund Checks for November 2022.

Release of Checks: Checks for \$25,000 - \$125,000
Released Prior To Board Approval
Approved by STC President and Vice President - FAS
As Authorized By Policy No. 5610
Period of November 01, 2022 to November 30, 2022

Check Date	Check No.	Vendor Name/Description	Amount
11/3/2022	!0020926	Linebarger Goggan Blair & Sampson LLP Attorney fees September 2022	58,174.55
11/3/2022	01163150	Texas Assn of School Boards Risk Auto & Liability Reimbursable deductible	25,000.00
11/10/2022	01163201	Dell Marketing LP Computer supplies and equipment district wide	86,361.93
11/17/2022	01163381	Siemens Industry Inc Automation services of Heating, Ventilation, and Air Conditioning (HVAC) controls for tracking air condition temperatures district wide	54,563.10
11/17/2022	01163390	Texas Assn of School Boards Risk Workers' compensation coverage, school liability, auto liability, and auto physical damage	123,376.25
11/22/2022	01163426	College Board Purchase of Texas Success Initiative (TSI) placement exams district wide	26,529.40
11/22/2022	01163478	SHI Government Solutions Inc Annual subscription renewal for the DUO two-factor authentication security protocol of critical applications and services, replacement of Adobe Pro 2017 with Adobe 2020, and Visio software licenses for Human Resources	36,254.81
11/22/2022	01163482	TLC Total Lawn Care LLC Lawn care maintenance	50,720.66
11/22/2022	17004419	PBK Architects Inc Construction - Architectural design services for Bldg. D at the Mid Valley (MV) campus which includes the automotive, welding, and Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) labs	47,265.69
11/1/2022	31017209	Alamo Iron Works Lab parts and supplies for the welding lab district wide	26,372.34
11/1/2022	31017232	ReachLocal Inc Digital advertisement fees used for registration, branding, and other events or campaigns used by the college for the month of October	27,500.00
11/8/2022	31017333	ReachLocal Inc Digital advertisement fees used for registration, branding, and other events or campaigns used by the college for the month of November	27,500.00
11/17/2022	31017499	Precision Delta Corp Purchase of ammunition for the police academy cadets firearm training and for the STC police officers to be prepared for any situation while patrolling the campuses	29,291.31
11/29/2022	31017572	Infobase Learning Subscription renewals to digital videos for eSTC virtual learning	27,321.78

Rose Benavidez, South Texas College Board of Trustees - Chair Approval

Date

**Release of Checks: Checks For \$125,000 and Above
Board of Trustees Approval Required
Board Meeting December 13, 2022**

Vendor Name/Description	Amount	Financial Manager
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2014 - 6th payment	69,000.00	Maria G Elizondo
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2015 - 3rd payment	222,725.00	Maria G Elizondo
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2020 - 5th payment	840,425.00	Maria G Elizondo
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2021 - 3rd payment	1,049,611.65	Maria G Elizondo
Oracle America Inc FY23 quarterly payment for software update license & support	137,562.26	Jose L. Gonzalez
SHI Government Solutions Inc Annual Microsoft software campus agreement for non-perpetual licenses for use by faculty, staff, and students	203,647.31	Jose L. Gonzalez
Upswing Additional tutoring hours for the Center for Learning Excellence (CLE) online students	192,000.00	Lynell R. Williams

Rose Benavidez, South Texas College Board of Trustees - Chair Approval

Date

**Release of Checks: Checks for \$125,000 and Above
Released Prior To Board Approval
As Authorized By Policy No. 5610
Period of November 01, 2022 to November 30, 2022**

Check Date	Check No.	Vendor Name/Description	Amount
11/28/2022	!0021160	TSA Consulting Group Inc Payroll Liabilities	154,904.92
11/3/2022	01163074	Cavallo Energy Texas LLC Utilities - Electricity	225,985.59

Rose Benavidez, South Texas College Board of Trustees - Chair Approval

Date

Release of Construction Fund Checks: Checks For \$125,000 and Above
Board of Trustees Approval Required
Board Meeting December 13, 2022

Vendor Name/Description	Check Amount	Financial Manager
CRC Development & Construction Co LLC	180,215.00	Maria G Elizondo
Construction - Renovation of building A at Pecan (PCN) campus and building A at the Nursing & Allied Health (NAH) campus		

Ricardo De La Garza, Dir. of Facilities Planning and Construction	Date
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Maria G. Elizondo, Vice President for Finance and Administrative Services	Date
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Rose Benavidez, South Texas College Board of Trustees - Chair Approval	Date
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Announcements

A. Next Meetings:

- *Tuesday, January 17, 2023*
 - 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, January 31, 2023*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed for Winter Break from Saturday, December 17, 2022 – Tuesday, January 3, 2023.