



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, February 14, 2023  
3:00 p.m.**

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

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, February 14, 2023 @ 3:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

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

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
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- VI. Presentations..... 7 - 13**
  - 1. Report on the Association of Community College Trustees' 2023 National Legislative Summit
  - 2. Presentation of Spring 2023 Enrollment Report
- VII. Consideration and Action on Consent Agenda**
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    - 1. January 31, 2023 Regular Board Meeting
  - B. Approval and Authorization to Accept Grant Awards and Agreements .. 48 - 49
    - 1) The Texas Higher Education Coordinating Board, Carl Perkins Basic Grant (Reallocation) in the amount of \$529,680
    - 2) WE CAN Texas Program Enhancement Grant Program, Educate Texas, in the amount of \$30,000
    - 3) The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$420,000
    - 4) Additional Grant(s) Received/Pending Official Award

**VIII. Consideration and Action on New Items**

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    - 3) HVAC-R Instructional Equipment (Purchase)
    - 4) Instructional Equipment and Supplies (Purchase)
    - 5) Online Prep Study Guides and Questions (Purchase)
    - 6) Training Simulators (Purchase)
  - B. Purchases and Renewals (B-b. Non-Instructional Items)
    - 7) Food and Related Non-Food Products (Purchase)
    - 8) External Auditor Services (Renewal)
    - 9) Library Materials Moving Services (Renewal)
    - 10)Online Continuing Education Services (Renewal)
  - B. Purchases and Renewals (B-c. Technology Item)
    - 11)Software License Agreements (Renewal)
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  - A-2. Retire Policy #4340: Employee Medical Insurance
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  - B-1. Adopt CKF (Local) Insurance and Annuities Management: Unemployment Insurance
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**X. Announcements ..... 203**

**A. Next Meetings:**

- *Tuesday, March 7, 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, March 28, 2023*
  - 5:30 p.m. – Regular Board Meeting

**B. Other Announcements:**

- South Texas College will be closed Friday, February 17, 2023 to hold College-Wide Professional and Organizational Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 2<sup>nd</sup> annual Summit for Dual Credit Programs from February 19 – 21, 2023 at the South Padre Island Convention Center.
- South Texas College will be closed Monday, March 13 – Sunday, March 19<sup>th</sup> for Spring Break 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.

## **Presentations**

### **1. Report on the Association of Community College Trustees' 2023 National Legislative Summit**

Ms. Rose Benavidez, Mrs. Victoria Cantú, Mr. Rene Guajardo, and Mr. Danny Guzman represented South Texas College at the Association of Community College Trustees (ACCT) 2023 National Legislative Summit in Washington D.C.

The Summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

The trustees will be invited to provide a report and update on the 2023 National Legislative Summit.

### **2. Presentation of the Spring 2023 Enrollment Report**

Ms. Cynthia Blanco, Registrar, will present the Spring 2023 Enrollment Report.

The Spring 2023 Census Date fell on Wednesday, February 1<sup>st</sup>. Ms. Blanco will report the final census headcount enrollment data to the Board of Trustees.

In comparison to Spring 2022:

- Dual Enrollment increased from 11,242 to 11,730
- Traditional Enrollment decreased from 18,532 to 14,832
- Overall Enrollment decreased from 29,774 to 26,562

Administration anticipated a decrease in traditional student enrollment as compared to Spring 2022. Last year, the College used federal HEERF funds to provide the “free semester” incentive, which provided students with \$1,700 of direct funding, which was in addition to any other financial aid for which they would be eligible. Additionally, the College applied federal funding to forgive student debts incurred during the pandemic.

South Texas College was recognized by the federal government for its use of direct student support to help students stay on track during the pandemic, and to encourage those who had previously stopped-out to get back into school. Since then, reporting from the Department of Education has shown that South Texas College’s support for students was significantly higher than the national trend.

*Inside Higher Ed* has reported that:

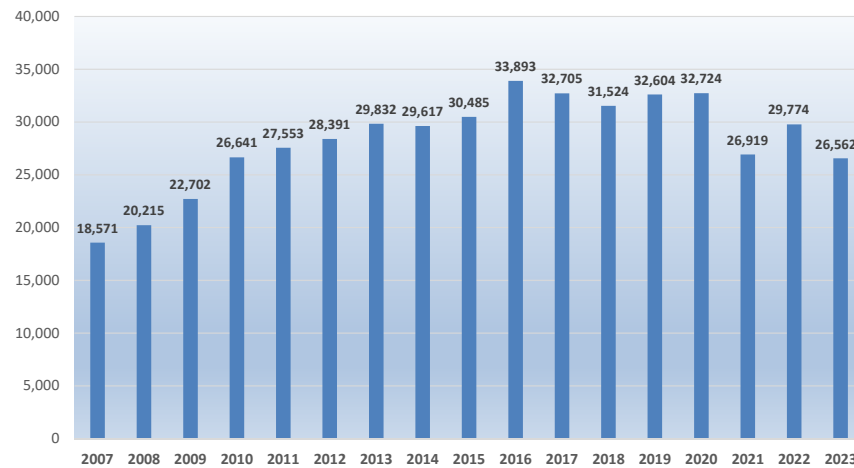
- Nationally, students received an average of \$1,507 in direct funding support from their institutions overall during the pandemic, whereas at South Texas College, students who enrolled each semester were eligible to receive more than double that amount.
- Direct funding initiatives were a critical component to help students remain enrolled through the turbulent pandemic semesters.

These student support strategies led to a bubble in enrollment for Spring 2022. In Spring 2023, the College used the remaining federal funding to provide a \$300 per student incentive and to provide some last dollar financial aid support. While administration anticipated that enrollment would drop in Spring 2023, it recognizes the vital importance that direct funding and debt forgiveness played in helping students persist through the challenges of the pandemic.

While low compared to last year, South Texas College's Spring 2023 enrollment is in line with projections based on state trends and in comparison, to Spring 2021, before the HEERF funding was available to drive enrollment.

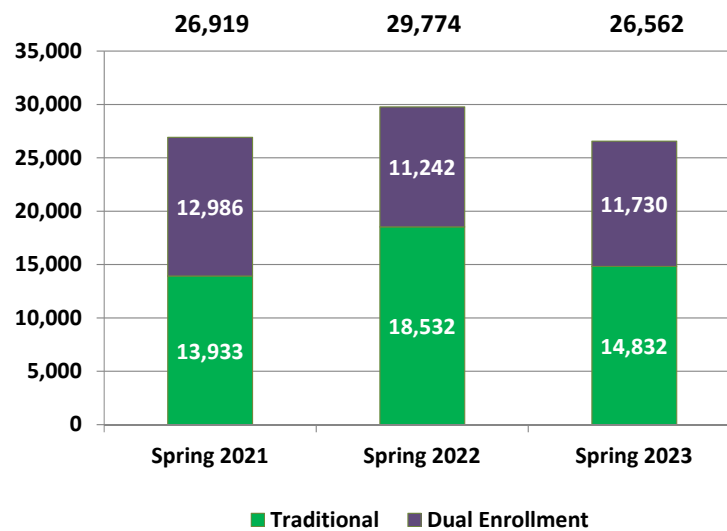
No action is required from the Board. This item is presented for information and feedback to staff.

## Student Enrollment History



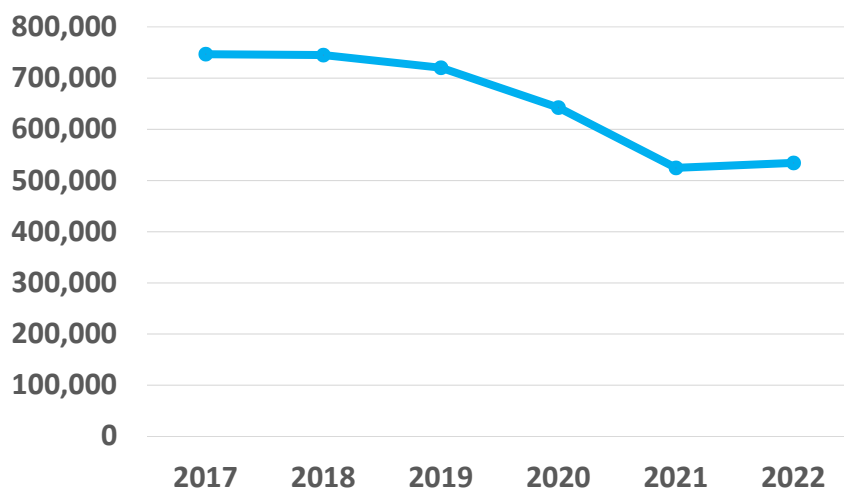
From Spring 2007 to Spring 2023

## Total Enrollment



Traditional Dual Enrollment

## Texas Community College Enrollment



Source: National Student Clearinghouse

## Campus Enrollment

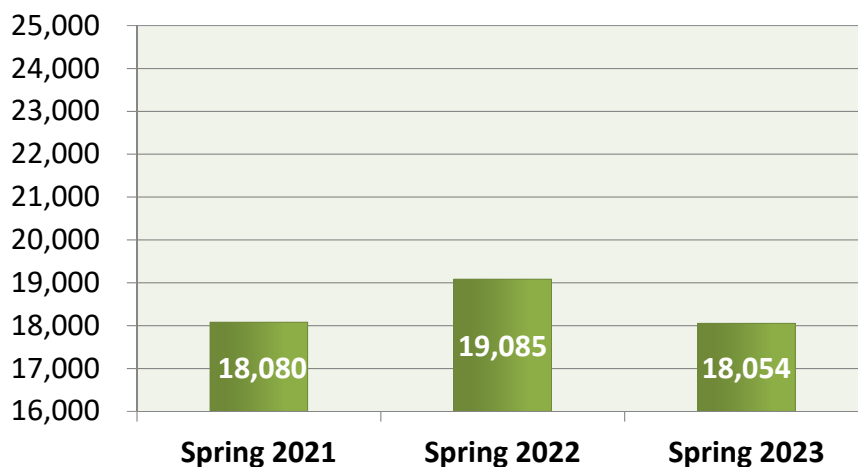
Campus	Spring 2022	Spring 2023	+/-	%
Pecan	4,707	4,943	236	5%
Mid Valley	1,692	1,841	149	9%
Starr County	482	432	-50	-10%
NAH	1,181	1,191	10	1%
Technology	1,260	1,235	-25	-2%
Distance Learning	15,628	11,521	-4,107	-26%
Dual Enrollment at High School	10,293	10,663	370	4%
<b>Total Headcount*</b>	<b>29,774</b>	<b>26,562</b>	<b>-3,212</b>	<b>-11%</b>

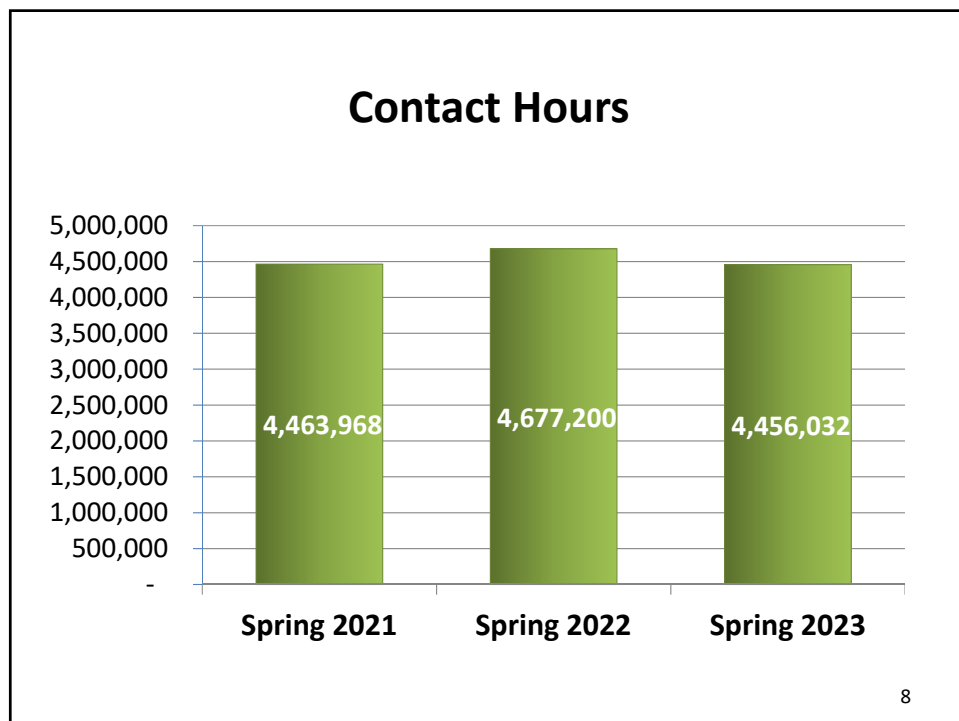
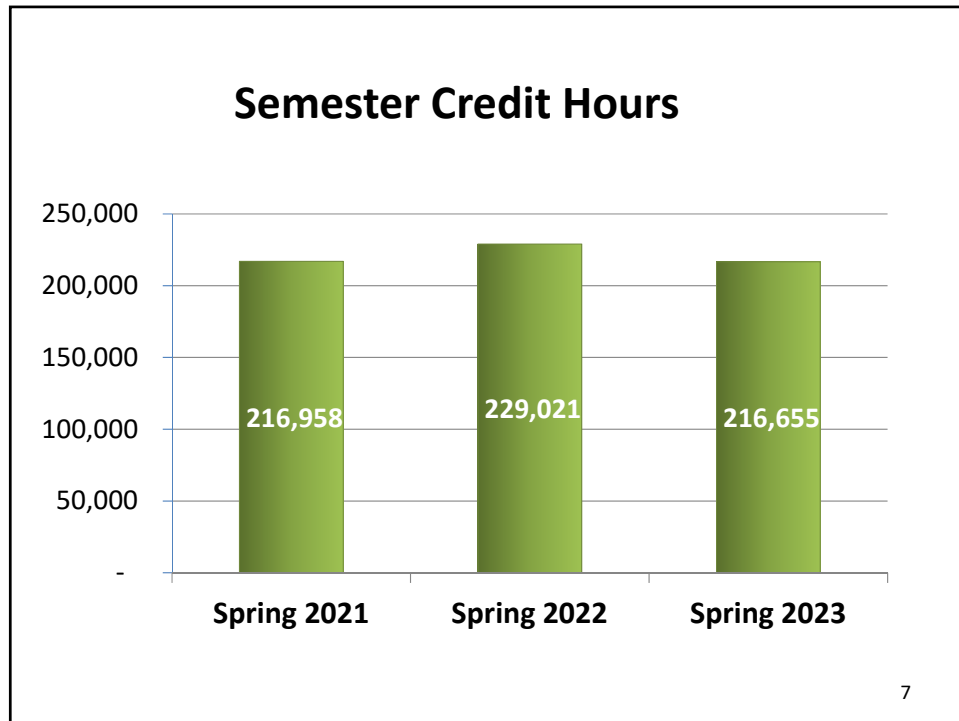
- Some campus enrollments will not match total headcount because some students attend multiple campuses
- The total headcount includes other sites not listed in this table

### Unduplicated Enrollment by Residence

County	Spring 2021	Spring 2022	Spring 2023
Central Hidalgo	17,830	19,918	17,740
Eastern Hidalgo	4,958	5,248	4,741
Western Hidalgo	1,240	1,287	1,185
Starr County	1,838	2,151	1,913
Out of District	1,017	1,107	914
Out of State	33	44	37
Out of Country	3	19	32
<b>Total</b>	<b>26,919</b>	<b>29,774</b>	<b>26,562</b>

### Full Time Equivalency (total semester credit hours/12)







### Dual Enrollment – Hidalgo County

District	Spring 2021	Spring 2022	Spring 2023
DONNA ISD	457	368	320
EDCOUCH-ELSA ISD	273	272	241
EDINBURG CISD	1,635	1,354	1,346
HIDALGO ISD	356	288	297
LA JOYA ISD	1,513	1,270	1,350
LA VILLA HS	40	40	36
MCALLEN ISD	885	700	762
MERCEDES ISD	411	366	343
MISSION CISD	902	853	812
MONTE ALTO ISD	67	44	37
PROGRESO ISD	145	120	133
PSJA ISD	2,687	2,400	2,499
SHARYLAND ISD	669	627	694
SOUTH TEXAS ISD	475	333	289
VALLEY VIEW HS	250	271	317
WESLACO ISD	1,015	813	852
<b>Subtotal</b>	<b>11,780</b>	<b>10,119</b>	<b>10,328</b>

### Dual Enrollment – Starr County

	Spring 2021	Spring 2022	Spring 2023
RIO GRANDE CITY ISD	689	605	623
ROMA HS	96	71	112
<b>Subtotal</b>	<b>785</b>	<b>676</b>	<b>735</b>

#### Other – Districtwide

	Spring 2021	Spring 2022	Spring 2023
PRIVATE SCHOOLS	27	18	10
INTERNATIONAL SCHOOLS	0	0	18
OUT OF DISTRICT	0	0	2
CHARTER SCHOOLS	388	424	634
HOME HS & OTHERS	3	5	3
<b>Subtotal</b>	<b>418</b>	<b>447</b>	<b>667</b>

	Spring 2021	Spring 2022	Spring 2023
<b>Total Dual Credit</b>	<b>12,986</b>	<b>11,242</b>	<b>11,730</b>

### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) January 31, 2023 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 January 31, 2023 Regular Board Meeting as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, January 31, 2023 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, January 31, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:39 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mrs. Victoria Cantú

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Jayson Valerio, Dr. Rebecca De Leon, Ms. Alicia Correa, Dr. Sylvia Flores, Mrs. Carla Rodriguez, Mr. David Valdez, Mr. Martin Villarreal, Ms. Amanda Sotelo, Mrs. Lisa Aleman, Ms. Jessica Galloso, Mr. Alex Sarabia, Mrs. Melissa Renner, Dr. Annette Wingard, Ms. Jenny Young, Ms. Priscilla Avilla, Ms. Laura Sustaita, Ms. Maria Alonzo, Ms. Esmeralda Yniguez, Ms. Aashna Khatwani, Mr. Josh Belgum, Mr. Randy Jarvis, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mrs. Carla Rodriguez, Interim Executive Director for Resource Development, Management, and Compliance, said the invocation.

**Public Comments**

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

### **Update by the College President**

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

1. A scholarship supporting BSN Students was announced by Mrs. Mary Killoran, which would be funded at \$50,000 per year.
2. Dr. Anahid Petrosian was formally appointed to serve as the Vice President for Academic Affairs.
3. Ms. Maria Alonzo was introduced as the new Director of Student Rights and Responsibilities.
4. A bill support South Texas College's development of a sixth baccalaureate program was being submitted by Representative Terry Canales.
5. South Texas College had completed closing on its purchase of the former Texas A&M Health Science Center building in McAllen, adjacent to the STC Nursing & Allied Health Campus.
6. January is Board Appreciation Month, and Dr. Solis extended the College's appreciation to our Board of Trustees.

No action was requested.

### **Presentations**

#### **1. Presentation on 30<sup>th</sup> Anniversary Marketing**

With the advent of 2023, South Texas College is poised to celebrate its 30<sup>th</sup> Anniversary. As we prepare to kick off a year of celebrations, the Public Relations and Marketing team under the direction of Lynda Lopez has designed an anniversary logo.

Ms. Lopez introduced the new anniversary logo and possible usage of it in a short presentation to the Board of Trustees.

#### **2. Presentation on Status of Fiscal Year 2022 Financial Audit**

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC reviewed the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021 with the Board and responded to questions.

Presentation of the final Fiscal Year 2022 Financial Audit for review by the Board of Trustees is required by Policy 5330.

The draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021 was provided under separate cover.

No action was required from the Board. These items were presented for information and feedback to staff.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

- 1) December 13, 2022 Regular Board Meeting

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Minutes for the December 13, 2022 Regular Board Meeting as presented. The motion carried.

## **Approval and Authorization to Accept Grant Awards and Agreements**

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

### **1. Jobs for the Future (JFF), Google Career Certificates Community College Expansion Project in the amount of \$10,250.00**

This grant enables South Texas College's Computer Science and Bachelor of Applied Technology and Information Technologies (BAT- CITP) faculty gain readiness through a certification in IT Automation and Project Management. The primary goals include increasing the enrollment, providing students the opportunity of an advanced career in IT, and professional development for BAT-CITP faculty. This award is upon execution through May 2023.

This grant aligns with Strategic Direction #3, Create Educational Opportunities for Students, by providing programs that align with changing needs in the job market. Additionally, the grant aligns with Strategic Direction #2, Promote Academic Integrity and Excellence, by providing professional development for faculty that aligns with emerging technologies.

### **2. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship Program Allocation in the amount of \$80,661.00**

Funding through this award is for work-study student mentors to work with high school students at college and career centers located at high schools in the college's service area and South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improvement to the retention and completion rates of college students. The funding period for this grant is from September 1, 2022 to August 31, 2023.

This grant is aligned to Strategic Goal #4, Foster Student Success, by providing opportunities for students to participate in a Work-Study Student Mentorship Program.

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*Regular Board Meeting Minutes*

**3. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$330,600.00**

This JET grant seeks to expand the capacity of the Vocational Nursing Program by acquiring specialized equipment such as Manikins and MedStations to be used by approximately 215 students. The Vocational Nursing program helps to prepare students with the knowledge, skills, and required employability skills needed for in demand occupations. South Texas College will contribute an additional \$17,400 cash matching funds for a total of \$348,000 for this grant. The funding period for this grant is from August 16, 2022 to August 31, 2023.

This award aligns with Strategic Direction #3, Create Educational Opportunities, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

**4. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$329,082.00**

This JET grant seeks to expand the capacity of the Emergency Medical Services Program by acquiring specialized equipment such as Medical Oxygen Generating Systems and motorized lifting equipment to be used by approximately 180 students. South Texas College will contribute an additional \$17,321 cash matching funds for a total of \$346,403 for this grant. The funding period for this grant is from August 16, 2022 to August 31, 2023.

This award aligns with Strategic Direction #3, High Success Rate, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

**5. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$297,872.34**

Funds will support the Division of Nursing and Allied Health to recruit and retain students enrolled in the Associate Degree Nursing Program. Funds will be used for nursing faculty enhancement, recruitment and retention strategies, and the development and implementation of innovative methods involving curriculum and instruction methods. The funding period is upon execution through August 31, 2023.

These funds align to Strategic Direction #2, Access and Success, by increasing the college-going culture in the region through community outreach for the nursing program.

**6. Economic Development Corporation of Weslaco Grant in the amount of \$75,000.00**

This grant will help enhance the professional skills of employees of businesses that provide key services in the City of Weslaco. This grant will allow the Institute for Advanced Manufacturing (IAM) to offer both general and advanced trainings for

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industries such as logistics, distribution, manufacturing, produce, and Industrial supply, as well as, small, independently-owned retail and service businesses. This training will help Weslaco-based employers and their employees become more productive and efficient and ultimately, more competitive. Funds will cover the cost of tuition, materials and supplies for classes. The funding period is from January 1, 2023 to December 31, 2023.

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

## **7. Any Additional Grants Pending Official Award**

### **Summary of Grant Award Funding**

The presented grants would provide up to \$1,123,465.30 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized 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. Jobs for the Future (JFF) Google Career Certificates Community College Expansion Project in the amount of \$10,250.00
2. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship Program Allocation in the amount of \$ 80,661.00
3. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$330,600.00
4. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$329,082.00
5. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$297,872.34
6. Economic Development Corporation of Weslaco Grant in the amount of \$75,000.00

The motion carried.

## **Review and Adoption of Revised Minutes for the October 18, 2022 Regular Board Meeting**

The Board of Trustees was asked to review and adopt the proposed revision to the Minutes for the October 18, 2022 Regular Board Meeting.

On November 29, 2022, the Board of Trustees adopted the Minutes for the October 18, 2022 Regular Board Meeting as written by staff.

These Minutes included Board approval of the renewal of a contract with Jostens, Inc., for the procurement of graduation caps and gowns; however, the dates listed in the Board packet in October 2022, and subsequently in the Minutes for that meeting, included the wrong year. The correct year for the renewal period should have been January 1, 2023 through December 31, 2023.

The Board of Trustees was asked to adopt the revised Minutes to correct the date of the renewal.

Andrew Fish, Board Relations Officer, was present at the Meeting to address questions by the Trustees.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College adopted the proposed revision to the Minutes for the October 18, 2022 Regular Board Meeting. The motion carried.

## **Review and Authorization to Enter into Interlocal Agreement with Texas A&M University Health Science Center for the Diabetes Education Program**

The Board of Trustees was asked to authorize administration to enter into an Interlocal Agreement with the Texas A&M University Health Science Center (HSC) for the Diabetes Education Program.

The Texas A&M University Health Science Center administers the Diabetes Education Program (DEP), which is part of *Healthy South Texas* and is recognized by the American Diabetes Association.

Under the proposed agreement, South Texas College would periodically make classroom and/or office spaces available to HSC to meet with eligible DEP participants for health screenings, educational programming, and follow-up meetings.

The College would also help promote the DEP by distributing marketing materials developed by HSC.



The program would initially take place at the South Texas College Starr County Campus, but may be extended to additional South Texas College locations depending on program demand and mutual agreement by South Texas College and HSC.

There would be no compensation nor reimbursement of expenses between South Texas College and HSC under the interlocal agreement.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, was present at the Meeting to address questions by the Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College authorizes administration to enter into an interlocal agreement with Texas A&M University Health Science Center for the Diabetes Education Program. The motion carried.

### **Update on Revised Interlocal Agreement between the City of McAllen and South Texas College**

On November 29, 2022, the Board approved the College to enter into an interlocal agreement with the City of McAllen that would provide \$2,000,000 in American Rescue Plan Act (ARPA) funding to help the College address the recruitment and retention of faculty and students to further the educational training of nurses in response to the ongoing public health emergency and nursing shortage.

Since that time, the City of McAllen had changed the funding source from ARPA to the Development Corporation of McAllen, Inc. The funding would still be provided for the same general purpose, but the City had further required that funding must only be used for healthcare programs within the City of McAllen, and there were a few other administrative changes that come along with the change of funding source from a federal grant to local funds. College administration continued to negotiate the details with City of McAllen staff, including potential use of funding to support technology and classroom equipment for healthcare programs, in addition to salary stipends.

Because the programs supported by the original agreement did include faculty and students at the Mid Valley Campus and Starr County Campus, administration would separately propose a budget amendment, likely in February 2023, to commit institutional funds to extend commensurate support to those campuses.

No action was needed for this item. It was provided for the Board's review and feedback to staff. Administration would present a separate agenda item for the proposed budget amendment, for the Board's consideration and action.

## **Initial Review and Discussion of Proposed Revision to Policy BBB: *Board Members – Elections***

The Board of Trustees was asked to review and approve the proposed revision to Policy BBB: *Board Members – Elections*.

The Texas Association of School Boards (TASB) proposed a revision to local policy BBB: *Board Members – Elections*. This was part of a periodic review of South Texas College's policies by TASB.

While the changes were not substantive to the content of the policy, TASB proposed the revisions to better align to their standard local policies template.

The South Texas College Board of Trustees previously expressed a preference that all policies that directly impact the Board be presented initially for review and feedback only, with any subsequent action at a separate meeting.

This was the first presentation of the proposed revision to Policy BBB: *Board Members – Elections*. Any feedback would be incorporated into a future presentation for formal adoption by the Board of Trustees.

No feedback on the proposed revisions was provided.

No action was requested at this time, as the proposed revision was presented for review and feedback to staff.

## **Review of Presentation to the Education and Workforce Development Committee:**

### **a) Presentation on the Summit for Dual Credit Programs**

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, presented on the Summit for Dual Credit Programs. The Summit would be held from Sunday, February 19 – Tuesday, February 21, 2023 at the South Padre Island Convention Center, in partnership with the National Alliance of Concurrent Enrollment Partnerships (NACEP). This was the second annual Summit in partnership with NACEP, and built upon a fantastic inaugural conference in 2022.

The Summit is a premiere conference for higher education institutions, school districts, and state/national entities that serve dual credit programs. It provides South Texas College and its peers from across the nation with the opportunities to share information and insights on college readiness and successful dual credit programs.

Dr. De Leon discussed the keynote speakers and sessions planned for the Summit, and current registration information.

**b) Overview and Discussion of South Texas College Initiatives in Western Hidalgo County & La Joya ISD**

In 2010, South Texas College partnered with La Joya ISD to open the South Texas College Higher Education Center in La Joya. This Center occupies the 2<sup>nd</sup> floor of the Jimmy Carter Building at La Joya ISD. The Center was opened to support early college high school and traditional students in western Hidalgo County.

In Spring 2012, the College was approved to offer 50% or more of coursework leading to a degree at the Center. To support the increased offerings, the 2013 Bond Election included over \$2M in designated improvements, including computer labs, science labs, lecture rooms, a welding facility, and support spaces.

Dr. Anahid Petrosian, Vice President for Academic Affairs, provided an overview and led the discussion of the College's past and current initiatives to support the communities in western Hidalgo County in general, and at the South Texas College Higher Education Center in La Joya.

Dr. Petrosian's discussion included an update on a December 9, 2022 leadership meeting between South Texas College and La Joya ISD, focused on improving traditional and dual credit enrollment as well as continuing education opportunities in the region. Dr. Petrosian also outlined next steps, including an updated community survey and potential facilities available to support non-credit programs.

No action was requested. These Committee presentations were provided for review by the Board of Trustees.

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

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

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

At the January 17, 2023 Finance, Audit, and Human Resources Committee meeting, a question was raised by a trustee about the proposed renewal of network cabling services

for building projects, included in the Approval of Award of Proposals, Rejection of Proposals, Purchases, Renewals, and Interlocal Agreement below.

Mr. Danny Guzman, trustee, had noted that the proposed renewal for the period March 27, 2023 through March 26, 2024 was for an estimated total of \$26,400.00; however, when the award for the Network Cabling Services for Building Projects to be completed was approved on February 22, 2022 for one year with two one-year renewal options, the estimated total amount was \$280,500.00 for the first year.

As noted by administration at the meeting, the estimated total amount would change each contract period, based on planned projects. While the terms of the contract would remain in effect for the first renewal period, the College's anticipated costs were significantly lower for the second contract period due to a reduced need for these services during the contract renewal period.

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

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

- a. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Adopt New Business and Support Services Policy and Retire Current Policies
- c. Approval to Adopt New Personnel Policies and Retire Current Policies

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

**Consent Agenda:**

**a. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement**

Purpose and Justification – The Board was asked to approve the following award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement.

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

The Finance, Audit, and Human Resources Committee recommend for Board approval the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement at a total cost of \$2,236,011.31 as listed below:

#### A. Award of Proposals

- 1) **Advertising Services (Award):** award the proposal for advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$653,400.00. The vendors are as follows:

Vendor	Vendor
<b>25<sup>th</sup> Hour Communications, Inc.</b> (Mashpee, MA)	<b>Acme Partnership, LP.</b> (Austin, TX)
<b>AIM Media Texas Operating, LLC.</b> (McAllen, TX)	<b>Buena Aventura, LLC./ dba Mega Doctor News</b> (McAllen, TX)
<b>Buena Aventura, LLC./ dba Texas Border Business</b> (McAllen, TX)	<b>De Shopping En Texas</b> (McAllen, TX)
<b>Entravision Communications</b> (McAllen, TX)	<b>GC Publishing/ dba Edible RGV</b> (Brownsville, TX)
<b>I Heart Media</b> (Weslaco, TX)	<b>Image House Media, LLC.</b> (McAllen, TX)
<b>International Billboards</b> (McAllen, TX)	<b>KRGV</b> (Weslaco, TX)
<b>Lamar Advertising</b> (San Benito, TX)	<b>Media Choice, LLC.</b> (Austin, TX)
<b>Mexico Industry/ ICP, LLC.</b> (McAllen, TX)	<b>National Cinemedia, LLC. (NCM)</b> (Centennial, CO)
<b>NBC Universal, LLC. Telemundo Rio Grande Valley, LLC.</b> (McAllen, TX)	<b>Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com)</b> (Harlingen, TX)
<b>Radio United, LLC.</b> (McAllen, TX)	<b>RGVision Publications, LLC.</b> (Mission, TX)
<b>Socialife News, LLC.</b> (McAllen, TX)	<b>Sombrero Advertising &amp; Marketing</b> (McAllen, TX) (New)
<b>Spectrum Reach/ Charter Communications Holdings, LLC.</b> (McAllen, TX)	<b>Starchannel Marketing</b> (McAllen, TX)
<b>Starr County Town Crier</b> (Rio Grande City, TX)	<b>Univision Receivables (Univision Radio)</b> (Los Angeles, CA)
<b>Urban TVs, LLC.</b> (Palmview, TX) (New)	<b>VBR Media/ dba Valley Business Report</b> (Clermont, FL)
<b>VisionPoint Marketing, LLC.</b> (Raleigh, NC) (New)	<b>Vox Veritas, LLC./ dba Rio Grande Guardian</b> (McAllen, TX)

- 2) **Digital Advertising Services (Award):** award the proposal for digital advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$435,600.00. The vendors are as follows:

**Primary:** **ReachLocal, Inc.** (McAllen, TX)

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**Secondary: Entravision Communications** (McAllen, TX), **KRGV** (Weslaco, TX) and **Nexstar Media, Inc.** (Harlingen, TX)

- 3) Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Technology Campus Building A analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$228,440.15;
- 4) Truck Driver Training Simulator (Award):** award the proposal for a truck driver training simulator to **Virage Simulation, Inc.** (Montreal, Canada) (New), at a total amount of \$96,500.00;
- 5) Virtual Reality Welding Training Simulator (Award):** award the proposal for a virtual reality welding training simulator to **Triple S Steel Supply, LLC./ dba Alamo Iron Works** (San Antonio, TX), at a total amount of \$74,871.89;

**B. Rejection of Proposal**

- 6) Purchase and Installation of LED Lights – II (Reject):** reject the one (1) proposal received for the purchase and installation of LED lights – II since it was over the estimated budgeted amount. This project will be re-solicited with updated specifications;

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

- 7) Instructional Equipment (Purchase):** purchase instructional equipment from **Municipal Emergency Services, Inc.** (Houston, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$53,991.00;
- 8) Graduation Facility Agreement (Purchase/Lease):** purchase/lease of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 4, 2023 through May 6, 2023, at an estimated amount of \$60,000.00;

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

- 9) Cargo Van (Purchase):** purchase a cargo van from **Caldwell Country Ford/ dba Rockdale Country Ford, LLC.** (Rockdale, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$63,269.00;
- 10) Fitness Equipment (Purchase):** purchase fitness equipment from **Advance Exercise** (Littleton, CO) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$119,799.40;
- 11) Continuing Disclosure Services (Renewal):** renew the continuing disclosure services contract with **Estrada, Hinojosa & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, at a total annual amount of \$3,500.00 per bond;
- 12) Financial Advisor Services (Renewal):** renew the financial advisor services contract with **Estrada, Hinojosa, & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, with a cost based on a schedule to be netted against the bond proceeds received at time of a bond issuance;
- 13) Moving Services (Renewal):** renew the moving services contracts for the period beginning March 1, 2023 through February 29, 2024, at an estimated amount of \$200,000.00. The vendors are as follows:
  - **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
  - **Groves Moving & Storage** (McAllen, TX)

**14)Network Cabling Services for Building Projects (Renewal):** renew the network cabling services for building projects contracts for the period beginning March 27, 2023 through March 26, 2024, at an estimated total amount of \$26,400.00. The vendors are as follows:

**Primary: Telepro Communications** (Mission, TX)

**Secondary: BridgeNet Communications** (Donna, TX)

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

**15)Computers, Laptops, Tablets, and Monitors (Purchase):** purchase computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$97,659.08;

**16)Internet Services Agreement – Tyler Junior College (Renewal):** renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2023 through March 31, 2024, at a monthly amount of \$3,696.00 and total annual amount of \$44,352.00;

**17)Red Hat Licenses Maintenance and Support Agreement (Renewal):** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2023 through February 9, 2024, at a total amount of \$68,228.79;

**D. Interlocal Agreement**

**18)State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$10,000.00.

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

**Consent Agenda:**

**b. Approval to Adopt New Business and Support Services Policy and Retire Current Policies**

Purpose and Justification – Administration requested Board approval to adopt new Business and Support Services Policy and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

These changes would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and transition policies to a standardized format. In addition to the policy, internal procedures were currently in place and would continue to be enhanced.

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

Adopt New Policy	Retired Policy(ies)
A-1. CC (Local) Annual Operating Budget	A-2. Policy #5310: Annual Operating Budget <ul style="list-style-type: none"> <li>Replaced by CC (Local)</li> </ul> A-3. Policy #5350: Unrestricted Fund Balance <ul style="list-style-type: none"> <li>Replaced by CC (Local)</li> </ul>

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

**B-1. Retire Current Policy #5320: Preparation and Processing of Budget Changes**

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

**C-1. Retire Current Policy #5420: State Appropriations**

- Replaced by CAAA (Legal) - State and Federal Revenue Sources: State

Administration also recommended to change the unrestricted designated and undesignated fund balance reserve level from four months to three months of budgeted expenditures.

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

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

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

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



The Finance, Audit, and Human Resources Committee recommended Board approval to adopt the new Business and Support Services policy and retire current policies as listed, and which supersedes any previously adopted Board policy.

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

**Consent Agenda:**

**c. Approval to Adopt New Personnel Policies and Retire Current Policies**

Purpose and Justification – Administration requested Board approval to adopt new Personnel policies and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

This would align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures were currently in place and would continue to be enhanced.

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

<b>Adopt New Policies</b>	<b>Retired Policy(ies)</b>
A-1. DAA Employment Objectives Equal Employment Opportunity	A-2. Policy #4205: Equal Education and Employment Opportunities  • Replaced by DAA (Local)
B-1. DBF (Local) Employment Requirements and Restrictions: Outside Employment	B-2. Policy #4800: Outside Employment  • Replaced by DBF (Local)
C-1. DDA (Local) Personnel Positions: Qualifications and Duties	
D-1. DF (Local) Retirement Programs	D-2. Policy #4341: TexaSaver 457  • Replaced by DF (Local)  D-3. Policy #4342: Special Pay Plan under §§ 401(a) of the Internal Revenue Code  • Replaced by DF (Local)  D-4. Policy #4351: Optional Retirement Plan (ORP)  • Replaced by DF (Local)

Adopt New Policies	Retired Policy(ies)
E-1. DHB (Local) Employee Standards of Conduct: Child Abuse and Neglect Reporting	E-2. Policy #4215: Child Abuse and Neglect  • Replaced by DHB (Local)
F-1. DI (Local) Employee Welfare	

The following policies were also recommended for retirement. They were duplicative with existing legal policies as maintained for South Texas College by TASB.

G-1. Retire Current Policy #4209: "The Whistle Blower Act"

- Replaced by DG (Legal) – Employee Rights and Privileges

H-1. Retire Current Policy #4321: Rights of Nursing Mothers to Express Breast Milk in the Workplace

- Replaced by DG (Legal) – Employee Rights and Privileges

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

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies were provided in the packet for the Board's information and review. The DG (Legal) Policy was included for reference only.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to adopt new Personnel policies and retire current policies as listed, and which supersedes any previously adopted Board policy.

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

### **Review and Action as Necessary on Approval of Interlocal Agreement with the City of McAllen for Rental of the McAllen Convention Center**

The Board of Trustees was asked to authorize administration to enter into an Interlocal Agreement with the City of McAllen for rental of the McAllen Convention Center for September 28 and 29, 2023, at an estimated total of \$12,305.80.

The rental would include Exhibit Halls A and B, which would be used for the Fall 2023 College Wide Professional Development Day on Friday, September 29, 2023. Access was needed on the preceding day for set up of equipment.

The lease included access to the facility, audio visual equipment, tables and chairs, curtains, podium, stage, and security for the event.

Funds for this expenditure were budgeted in the Human Resources budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

This item was not available for presentation to the Finance, Audit, and Human Resources Committee on January 17, 2023, and was presented without a recommendation from that committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized administration to enter into an Interlocal Agreement with the City of McAllen for rental of the McAllen Convention Center for September 28 and 29, 2023, at an estimated total of \$12,305.80. The motion carried.

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

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

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

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

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

- a. Approval of 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
- b. Approval to Contract Civil Engineering Services for the Subdivision Plat of the Pecan West Property
- c. Approval to Contract Civil Engineering Services for the Pecan West Continuing Education Parking and Site Improvements
- d. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition
- e. Approval to Contract Construction Services for the Mid Valley Campus Workforce Program Projects
  1. Workforce Center Building D Welding Lab Expansion and Renovation
  2. Workforce Center Building D Automotive Lab Expansion
  3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
- f. Approval of Substantial and Final Completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza
- g. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement

Dr. Alejo Salinas, Jr. made the motion to approve all items a – g of the Facilities Committee Consent Agenda as presented, and Mrs. Dalinda Gonzalez-Alcantar seconded the motion.

Mr. Paul R. Rodriguez requested that item d be removed from the consent agenda for further deliberation by the Board of Trustees.

Dr. Alejo Salinas, Jr. amended his motion to approve all items a – c and e – g of the Facilities Committee Consent Agenda, and Mrs. Dalinda Gonzalez-Alcantar seconded this amended motion. The motion carried.

**Consent Agenda:**

- a. Approval of 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**

Approval of schematic design prepared by Able City, LLC. and authorization to proceed with Solicitation of Construction Services for the Pecan Campus North Academic

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Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project was requested.

### **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. would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

On 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 consisted of converting classrooms into offices, work areas, storage space, and a shared conference room, reception area, and multipurpose room.

- Square feet: 4,535 s.f.

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

<b>Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Construction Budget and Estimated Cost</b>		
<b>Construction Budget</b>	<b>Estimated Construction Cost</b>	<b>Variance</b>
\$455,100.00	\$500,845.20	(\$45,745.20)

The total project budget was \$645,610 which included funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

On November 29, 2022, the Board of Trustees approved bringing this item back to the Facilities Committee for review and recommending action.

### **Funding Source**

Funds for the Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Project 2022-041C were budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023. Additional funds were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

### **Reviewers**

The proposed schematic design was reviewed by staff from the Facilities Planning & Construction department, Facilities Operations & Maintenance department, ARC, OIE, and Administration.

### **Estimated Project Timeline**

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

### **Enclosed Documents**

Able City, LLC. developed a schematic presentation describing the proposed design. Enclosed were drawings of the site plans, a floor plan, and a fact sheet.

### **Presenters**

Representatives from Able City, LLC. attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design and authorization to proceed with solicitation of construction services of the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project as presented.

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

### **Consent Agenda:**

#### **b. Approval to Contract Civil Engineering Services for the Subdivision Plat of the Pecan West Property**

Approval to contract civil engineering services for the development of a subdivision plat for the Pecan West Property was requested.

### **Purpose**

Engineering services were necessary to plat the property in order for the City of McAllen to authorize future construction projects on the Pecan West Property. The final subdivision plat would be prepared and recorded with the County of Hidalgo.

### **Background**

Construction projects were planned and approved for the Pecan Campus West Property. The property must be platted for construction to begin. The plat would combine the three lots owned by the College into one subdivided property.

### **Request for Qualifications (RFQ) - The solicitation process was as follows:**

Solicitation Approved by Board	August 23, 2022
Advertised RFQ	October 26, 2022 and November 2, 2022
RFQ Responses Due	November 10, 2022
RFQ Issued To	Twelve (12) Vendors
Responses Received From	Two (2) Vendors (one vendor was disqualified)

Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments
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One of the vendors did not submit the required federal documents with their Statement of Qualifications, and therefore was not evaluated.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

### **Funding Source**

Funds for the development of a subdivision plat were available in the FY 2022-2023 Unexpended Plant Fund. An Economic Development Administration (EDA) Economic Adjustment Assistance federal grant would also fund the project.

### **Estimated Timeline**

The final plat was projected to be completed in Summer 2023.

### **Enclosed Documents**

A site map of the property was enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with Perez Consulting Engineers, LLC. for the development of a subdivision plat for the Pecan West Property as presented.

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

### **Consent Agenda:**

#### **c. Approval to Contract Civil Engineering Services for the Pecan West Continuing Education Parking and Site Improvements**

Approval to contract civil engineering services for the Pecan West Parking and Site Improvements for the Continuing Education Building project was requested.

### **Purpose**

Civil engineering services were necessary for design and construction administration services for this project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Scheduling Priority**

This project was necessary for the infrastructure of the Continuing Education Building. It was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as a routine improvement to construct a parking lot and site improvements for the Continuing Education Building.

### Background

The project consisted of the construction of a parking lot and site improvements for the new Continuing Education Building to be constructed at the Pecan West Property, which was currently an 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 parking lot
- Design and construction of site utilities and infrastructure
- Design and construction of landscape and irrigation work

### Request for Qualifications (RFQ) - The solicitation process was as follows:

Advertised RFQ	October 19, 2022 and October 26, 2022
RFQ Responses Due	November 3, 2022
RFQ Issued To	Eleven (11) Vendors
Responses Received From	Three (3) Vendors (one vendor was disqualified)
Responses Reviewed By	Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

One of the submissions was disqualified due to missing required documents.

### Highest Ranked Vendor

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

The total project budget was \$1,875,000 which included costs for construction, design, and miscellaneous.

### Funding Source

Funds for the Pecan West Continuing Education Parking and Site Improvements Project 2023-018C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. An Economic Development Administration (EDA) Economic Adjustment Assistance federal grant would also fund the project.

### Estimated Project Timeline

The project design phase was projected to last until September 2023, with construction to commence in November 2023 and Substantial Completion in November 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.

The Facilities Committee recommended Board approval to contract civil engineering services with **Perez Consulting Engineers, LLC.** for the Pecan West Continuing Education Parking and Site Improvements project as presented.

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



**Consent Agenda:**

**e. Approval to Contract Construction Services for the Mid Valley Campus Workforce Program Projects**

Approval to contract construction services for the following Mid Valley Campus Workforce Program Projects was requested. The procurement of a contractor will provide for construction services necessary for the following projects:

1. Workforce Center Building D Welding Lab Expansion and Renovation
2. Workforce Center Building D Automotive Lab Expansion
3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion

**Scheduling Priority**

These projects were requested by College Administration and the Academic Division of Business, Public Safety, & Technology. They were reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects were scheduled as educational space improvements to support Workforce Programs.

**Background**

On June 28, 2022, the Board approved the schematic design for these projects as prepared by PBK Architects, Inc.

**Request for Proposals (RFP)** - The solicitation process was as follows:

Solicitation Approved by Board	June 28, 2022
Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 14, 2022
RFP Issued To	Six (6) Vendors
Responses Received From	Four (4) Vendors (one vendor was not evaluated)
Responses Reviewed By	Representatives from the Architect, Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing Departments

One of the vendors withdrew their proposal, and therefore was not evaluated.

**Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommend **Holchemont, Ltd.** as the highest ranked in the amount of \$1,189,000 for the Workforce Center Building D Welding Lab Expansion and Renovation, \$2,045,000 for the Workforce Center Building D Automotive Lab Expansion, and \$954,000 for the Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion. The table below details the construction budgets and the contractor's proposals.

### Construction Budgets and Proposal Amounts

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal Amount	Budget Variance
Welding Lab Expansion and Renovation	\$707,550	\$1,189,000	(\$481,450)
Automotive Lab Expansion	953,700	2,045,000	(1,091,300)
HVAC-R Classroom & Outdoor Lab Expansion	421,875	954,000	(532,125)
<b>Total Amount</b>	<b>\$2,083,125</b>	<b>\$4,188,000</b>	<b>(\$2,104,875)</b>

### Total Project Budgets

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total
Welding Lab Expansion and Renovation	\$707,550	\$70,755	\$12,000	\$90,000	10,000	\$890,305
Automotive Lab Expansion	953,700	93,370	17,500	38,500	59,500	1,164,570
HVAC-R Classroom & Outdoor Lab Expansion	421,875	42,187	12,000	22,000	34,000	532,062
<b>Total Amount</b>	<b>\$2,083,125</b>	<b>\$206,312</b>	<b>\$41,500</b>	<b>\$150,500</b>	<b>\$103,500</b>	<b>\$2,586,937*</b>

\*Total Project Costs could increase due to the construction proposal costs and current market conditions.

Funds for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C, the Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Project 2022-012C, and the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion Project 2022-014C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. Additional funds were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

### Estimated Project Timeline

The project design phase was projected to last until October 2022, with construction to commence in February 2023 and Substantial Completion in October 2023.

### Enclosed Documents

Presentations of the projects were enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Holchemont, Ltd. as the highest ranked in the amount of \$1,189,000 for the Workforce Center Building D Welding Lab Expansion and Renovation, \$2,045,000 for the Workforce Center Building D Automotive Lab Expansion, and \$954,000 for the Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

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

**Consent Agenda:**

**f. Approval of Substantial and Final Completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza**

Approval of substantial and final completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza project was requested.

Project		Completion Recommended	Date Received
1.	District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza Project 2022-016R	Substantial Completion	November 14, 2022
	Contractor: Noble Texas Builders	Final Completion Recommended	December 14, 2022

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. It was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. It was scheduled as a non-educational improvement to repaint the stucco façades.

College staff visited the site and developed a construction punch list on November 14, 2022. A Certificate of Substantial Completion was issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that substantial and final completion and release of final payment for this project with Noble Texas Builders be approved. The original cost approved for this contractor's portions of the district wide project, which include Pecan Campus and Pecan Plaza, was \$148,350.

The following table summarizes the current budget status:

District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza Project						
	Construction Budgets Total	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
Pecan Campus	\$130,000.00	\$139,255.00	\$0	\$139,255.00	\$121,217.70	\$18,037.30
Pecan Plaza	25,000.00	9,095.00	0	9,095.00	8,640.25	454.75
<b>Total</b>	<b>\$155,000</b>	<b>\$148,350.00</b>	<b>\$0</b>	<b>\$148,350.00</b>	<b>\$129,857.95</b>	<b>\$18,492.05</b>

### Enclosed Documents

A copy of the Certificate of Substantial Completion, Letter of Final Completion and a photo were enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$18,492.05 to Noble Texas Builders for the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza project as presented.

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

### Consent Agenda:

#### **g. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement**

Approval of final completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project was requested.

Project		Completion Recommended	Date Received
1.	Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement Project 2021-011R  Engineer: Chanin Engineering, LLC Contractor: 5 Star GC Construction, LLC.	Final Completion Recommended	November 18, 2022

This project was initiated in 2020 to maintain the safety conditions and code compliance of emergency evacuation routes. It was 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion

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and release of final payment for this project with 5 Star GC Construction, LLC be approved. The original cost approved for this project was \$305,000.

The following table summarizes the current budget status:

Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000	\$305,000.00	\$6,945.00	\$311,945.00	\$296,047.75	\$15,897.25

On November 18, 2022, Chanin Engineering, LLC. verified that all punch list items were completed.

### **Enclosed Documents**

A copy of the Final Completion Letter and photos were enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$15,897.25 to 5 Star GC Construction, LLC 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.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:47 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:

- Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition
- Review and Action as Necessary 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 8:04 p.m. No action was taken in Executive Session.

**Removed from Consent Agenda:**

**d. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition**

Approval to contract construction services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition project was requested.

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

**Scheduling Priority**

These projects were requested by College management and the Academic Division of Business, Public Safety, & Technology. They were reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects were scheduled as educational space improvements.

**Background**

On February 22, 2022, the Board approved the schematic design for these projects as prepared by Able City, LLC. On September 27, 2022, the Board approved rejecting proposals to allow for a re-solicitation.

**Request for Proposals (RFP) - The solicitation process was as follows:**

Advertised RFP	October 19, 2022 and October 26, 2022
RFP Responses Due	December 1, 2022
RFP Issued To	Four (4) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Representatives from the Architect, Academic Division of Business, Public Safety & Technology, Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing Departments

**Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommended **Triun, LLC.** as the highest ranked in the amount of \$2,330,000 which included Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which included Alternate #2 for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition. The table below details the construction budget, contractor's base proposals, and the amounts for the alternates.

### Construction Budgets and Proposal Amounts

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal Amount	Alternate Amount	Subtotal	Budget Variance
Building D Automotive Lab Expansion	\$902,948	\$2,050,000	\$280,000*	\$2,330,000	(\$1,427,052)
Building C HVAC-R Outdoor Covered Area Addition	277,576	370,000	68,000**	438,000	(160,424)
<b>Total Amount</b>	<b>\$1,180,524</b>	<b>\$2,420,000</b>	<b>\$348,000</b>	<b>\$2,768,000</b>	<b>(\$1,587,476)</b>

\*Automotive Lab Expansion Alternate #1: Provide exterior metal canopy to the restrooms.

\*\*HVAC-R Outdoor Covered Area Addition Alternate #2: Provide additional electrical for mechanical equipment in HVAC-R Labs.

### Total Project Budgets

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total
Building D Automotive Lab Expansion	\$902,948	\$86,000	\$20,500	\$45,100	67,700	\$1,124,248
Building C HVAC-R Outdoor Covered Area Addition	277,576	26,628	15,000	10,000	25,000	354,204
<b>Total Amount</b>	<b>\$1,180,524</b>	<b>\$112,628</b>	<b>\$35,500</b>	<b>\$55,100</b>	<b>\$92,700</b>	<b>\$1,478,452*</b>

\*Total Project Costs could increase due to the construction proposal costs and current market conditions.

### Funding Source

Funds for the Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C and the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Project 2022-007C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. Additional funds were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

### Estimated Project Timeline

Construction was to commence in February 2023 and obtain Substantial Completion in March 2024.

### **Enclosed Documents**

Presentations of the projects were enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Triun, LLC. in the amount of \$2,330,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which includes Alternate #2, for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects, for a total of \$2,768,000 as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized contracting construction services with Triun, LLC. in the amount of \$2,330,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which includes Alternate #2, for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects, for a total of \$2,768,000 as presented. The motion carried, with Mr. Paul R. Rodriguez abstaining.

### **Review and Action as Necessary 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 were necessary for design and construction administration services for this project. The design scope of work included, but was 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 was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

#### **Background**

The project consisted of the construction of a new 24,500 square foot Continuing Education Building including the Testing Center space at the Pecan West Property, which was currently an undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work was 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.**

**Request for Qualifications (RFQ)** - The solicitation process was as follows:

Solicitation Approved by Board	August 23, 2022
Advertised RFQ	October 5, 2022 and October 12, 2022
RFQ Responses Due	October 20, 2022
RFQ Issued To	Seventeen (17) Vendors
Responses Received From	Seven (7) Vendors
Responses Reviewed By	Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

On November 29, 2022, the Board of Trustees approved bringing this item back to the Facilities Committee for review and recommending action.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Able City, LLC.** was the highest ranked firm.

The total project budget was \$8,749,082 which included costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

The construction of the building would require new sitework which would include all necessary parking, drives, utilities, and infrastructure needed to support the building. Civil engineering services would be contracted separately from the architectural design services. The sitework package would be constructed as a separate project and would 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. The sitework package was presented as another item on the agenda.

### **Funding Source**

Funds for the Pecan West Continuing Education Building Project 2021-002C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023.

### **Estimated Project Timeline**

The project design phase was 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.

### **Recommended Action**

Administration requested Board approval of contracting architectural services with Able City, LLC. for the Pecan West Continuing Education Building project as presented.

The Facilities Committee did not act on this item at their January 17, 2023 meeting.

Dr. Alejo Salinas, Jr. made a motion that the Board of Trustees of South Texas College approved and authorized contracting architectural services with Able City, LLC. for the Pecan West Continuing Education Building project as presented. Mrs. Dalinda Gonzalez-Alcantar second the motion. With two votes in favor of the motion and three opposed, the motion failed.

Legal Counsel recommended that the Board convene into executive session to further discuss this item.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 8:08 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:

- Review and Action as Necessary 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 8:28 p.m. No action was taken in Executive Session.

Upon a motion by Mr. Danny Guzman and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the rejection of all architectural qualifications submitted for the Pecan West Continuing Education Building project. The motion carried.

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

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.

### **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 December 2022. The approval was for checks submitted for release in

the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

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

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

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

### **Announcements**

A. Next Meetings:

- Tuesday, February 14, 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, February 28, 2023
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Wednesday, February 1, 2023 is the Spring 2023 Census Day
- South Texas College will be closed Friday, February 17, 2023 to hold College-Wide Professional and Organizational Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 2<sup>nd</sup> annual Summit for Dual Credit Programs from February 19 – 21, 2023 at the South Padre Island Convention Center.

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:31 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 31, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

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## **Approval and Authorization to Accept Grant Awards and Agreements**

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

**1. The Texas Higher Education Coordinating Board, Carl Perkins Basic Grant (Reallocation) in the amount of \$529,680**

The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, datahub software, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. With this reallocation of \$529,680, and an original allocation of \$2,096,120, STC's Perkins Basic Grant award for this funding period is a grand total to \$2,625,800. The funding period is September 1, 2022 to August 31, 2023.

This grant aligns with Strategic Directions #1, Clear Pathways, and Strategic Direction #2, Access and Success, by increasing community awareness and access to career and technical education programs that align with the Strengthening Career and Technical Education for the 21st Century Act.

**2. WE CAN Texas Program Enhancement Grant Program, Educate Texas, in the amount of \$30,000**

WE CAN TX aims to increase the number of students who earn postsecondary credentials and are working in high-demand industries that pay a livable wage, with a vision of ensuring equitable outcomes for first-generation, low-income students of color across Texas and meeting the talent and workforce demands of businesses. Funding from Educate Texas will be used to develop a work-based learning credit-bearing pathway for Surveyors under the newly approved Certificate and Associate of Applied Science in Surveying and Geospatial Technology. The proposed Surveyor Pathway will identify age parameters, employer liability issues, and working conditions for students, and serve as the starting point for students as they move towards a Registered Professional Land Surveyor (RPLS) licensure. Costs associated include speaker fees, fees for sponsors and exhibition fees. The funding period is January 1, 2023 to December 31, 2023.

This award aligns with Strategic Direction #3, Create Educational Opportunities for Students, and Strategic Direction #4, Foster Student Success, by providing students with opportunities in career and technical education, and providing

extensive support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

**3. The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$420,000**

South Texas College's Department of Continuing, Professional Workforce Education and the Institute for Advanced Manufacturing will provide training for employees of small businesses, less than 100 employees, to upgrade employment skills. Courses such as computers skills, safety, medical front office skills, CPR, strategic planning, and customer service will be offered. In addition, \$40,000 of the funds have been set aside to provide training specifically for employees of childcare centers. The funding period is from February 15, 2023 to February 29, 2024.

This grant aligns to Strategic Direction # 3, High Success Rate, by providing training that will help employees increase their economic and social mobility.

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

**Summary of Grant Award Funding**

The presented grants will provide up to \$979,680.00 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 approves and authorizes accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate:

1. The Texas Higher Education Coordinating Board, Carl Perkins Basic Grant (Reallocation) in the amount of \$529,680
2. WE CAN Texas Program Enhancement Grant Program, Educate Texas, in the amount of \$30,000
3. The Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$420,000

## **Review and Action as Necessary on Memorandum of Understanding with Texas A&M Engineering Extension Service**

Administration recommends Board approval to execute the proposed Memorandum of Understanding with Texas A&M Engineering Extension Service (TEEX) as presented.

South Texas College works with agencies in the region to determine the need for training in emergency response or other public safety topics. South Texas College seeks opportunities to bring content experts to the Rio Grande Valley to offer high value training programs to the benefit of local, state, and federal partners in the region.

Under the proposed MOU, South Texas College would collaborate with TEEX to provide a variety of courses at South Texas College campuses, including the Regional Center for Public Safety Excellence, and potentially other courses depending on demand.

TEEX provides a variety of high value certifications in the areas of:

- Fire and Emergency Services
- Infrastructure and Safety
- Law Enforcement and Protective Services
- Business and Cyber Solutions
- Homeland Security

Many of these certificate training programs are provided at no cost to Texans.

Under the MOU, South Texas College would provide its facilities at no cost to TEEX for any courses offered at no cost to participants. The MOU does allow the College to charge facility and classroom fees for courses that include fees to the participants.

The proposed MOU would be effective through August 31, 2028, unless terminated by either party.

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

The Board of Trustees of South Texas College approves and authorizes execution of the proposed Memorandum of Understanding with Texas A&M Engineering Extension Service as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary to Adopt Proposed Revision to Policy BBB: *Board Members – Elections***

The Board of Trustees is asked to review and adopt the proposed revision to Policy BBB: *Board Members – Elections*.

The Texas Association of School Boards (TASB) has proposed a revision to local policy BBB: *Board Members – Elections*. This is part of a periodic review of South Texas College's policies by TASB.

While the changes are not substantive to the content of the policy, TASB has proposed the revisions to better align to their standard local policies template.

The South Texas College Board of Trustees has previously expressed a preference that all policies that directly impact the Board be presented initially for review and feedback only, with any subsequent action at a separate meeting.

The proposed revision was first presented to the Board of Trustees on Tuesday, January 31, 2023. No feedback has been provided on the proposed revision.

This is the second presentation of the proposed revision to Policy BBB: *Board Members – Elections*.

Andrew Fish, Board Relations Officer, will be present at the Meeting to address questions by the Trustees.

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

The Board of Trustees of South Texas College approves and adopts the proposed revision to Policy BBB: Board Members – Elections as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689



BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

<b>Election Dates</b>	<del>The election of Board members shall be on the uniform election day in May of each even-numbered year as follows:</del>  <del>1. Districts 5 and 7 in 2008 and every six years thereafter;</del> <del>2. Districts 3 and 4 in 2010 and every six years thereafter; and</del> <del>3. Districts 1, 2, and 6 in 2006 and every six years thereafter.</del>
<b>Membership</b>	<del>The Board shall consist of seven members.</del>
<b>Method of Election</b>	<del>Election of</del> One Board <del>members</del> member shall be <del>elected</del> from each of <del>the</del> seven single-member districts in Hidalgo and Starr counties, the boundaries of which are established by Board action.
<b>Terms and Election Schedule</b>	Board members shall be elected by single-member districts for six-year terms, with elections conducted biennially, as follows:
Districts 1, 2, and 6	The election for single-member district numbers 1, 2, and 6 shall be held in 2024, 2030, 2036, and in six-year intervals thereafter.
Districts 5 and 7	The election for single-member district numbers 5 and 7 shall be held in 2026, 2032, 2038, and in six-year intervals thereafter.
Districts 3 and 4	The election for single-member district numbers 3 and 4 shall be held in 2028, 2034, 2040, and in six-year intervals thereafter.

## **Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreement**

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposal, purchases, renewals, and interlocal agreement.

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

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

#### **1) Investment Advisory Services (Award)**

Award the proposal for investment advisory services to **Valley View Consulting, LLC**. (Huddleston, VA), for the period beginning April 1, 2023 through March 31, 2024 with two one-year options to renew, at an estimated total amount of \$75,000.00.

Purpose and Justification – The services of an investment advisory firm provide the College with professional advice related to investments, yield rate, risks, accuracy and completeness of the College's investment policy, and other important information on an as-needed basis. The firm will act as a strategic investment planner for the College and develop an investment portfolio plan that is diversified and consistent with the College's Investment Policy, objectives and guidelines, and Texas State Law.

In order to properly and safely expand into new types of investments and maximize the yield rate on the College's investment, the administration recommends the services of an investment advisor to provide professional guidance regarding the College's investment portfolio.

The investment advisor augments the College's effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor stays abreast of investment markets and provides the investment options to the College for review by the Finance and Human Resource Committee and approval by the Board of Trustees, if applicable.

Background – The project timeline and information are as follows:

Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 14, 2022
RFP Issued To	Five (5) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Business Office and the Purchasing Department

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

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

### **2) Automated Medication Dispensing System (Purchase)**

Purchase an automated medication dispensing system from **Medical Shipment** (Skokie, IL), a sole source vendor, at a total amount of \$167,997.00.

Purpose and Justification – The Vocational Nursing Program is requesting to purchase an automated medication dispensing system for student instruction at the Mid Valley Campus. This system simulates hospital procedures by providing secure medication storage on patient care units, along with electronic tracking of the use of narcotics and other controlled medications.

Funds for this expenditure are budgeted in the Job & Education for Texans (JET) grant and Vocational Nursing budgets for FY 2022 – 2023.

### **3) HVAC-R Instructional Equipment (Purchase)**

Purchase HVAC-R instructional equipment from **Perry Mechanical Systems** (Corpus Christi, TX/Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$75,442.00.

Purpose and Justification – The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) programs are requesting to purchase five (5) air conditioning units for student instruction at the Technology Campus. These will replace older units with newer technology.

Funds for this expenditure are budgeted in the Carl Perkins Grant and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) budgets for FY 2022 – 2023.

### **4) Instructional Equipment and Supplies (Purchase)**

Purchase instructional equipment and supplies from **Johnstone Supply** (Corpus Christi, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard vendor, at a total amount of \$54,249.38.

Purpose and Justification – The Office of Industrial Training and Economic Development is requesting instruction equipment and supplies for student instruction in the Heating, Ventilation, and Air Conditioning (HVAC) Technician Assistant Program at the Technology Campus.

This program will be available for twenty (24) students which will be two (2) groups of twelve. The students must not be currently employed and committed to employment at the end of the course.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskills (TRUE2) grant for FY 2022 – 2023.

### **5) Online Prep Study Guides and Questions (Purchase)**

Purchase online prep study guides and questions for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$249,214.00. The sole source vendors are as follows:

#	Vendor	Program/Exam	Amount
1	<b>Elsevier, Inc.</b> (Houston, TX)	Vocational Nursing - HESI	\$146,354.00
2	<b>Hurst Review Services, Inc.</b> (Brookhaven, MS)	Associate Degree Nursing - NCLEX	\$102,860.00

Purpose and Justification – The Division of Nursing and Allied Health is requesting to purchase online prep study guides and questions for students in the Vocation Nursing and Associate Degree Nursing programs. These online prep study guides and questions prepare the students to pass the license exam on their first attempt.

Funds for this expenditure are budgeted in the Vocational Nursing and Associated Degree Nursing budgets for FY 2022 – 2023.

#### **6) Training Simulators (Purchase)**

Purchase training simulators from **Emerson Educational Services** (Sidney, OH) a sole source vendor, at a total amount of \$61,200.00.

Purpose and Justification - The Office of Industry Training and Economic Development is requesting to purchase six (6) training simulators for student instruction and training at the Technology Campus. The instructors will design student exercises in the areas of mechanical and electrical problems that will plague refrigeration and air conditioning problems; therefore, the students will have to find a solution.

The simulators are necessary to ensure the program is up to date with the industry standards and prepare students for future growth in the Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) fields. Learning and using new and innovative equipment will increase job placement rates and ensure employers will seek out our graduating students.

Funds for this expenditure are budgeted in the Texas Reskilling & Upskilling grant budget for FY 2022 – 2023.

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

#### **7) Food and Related Non-Food Products (Purchase)**

Purchase food and related non-food products for the period beginning April 27, 2023 through April 26, 2024, at an estimated total amount of \$68,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	<b>Labatt Food Service</b> (San Antonio, TX)	Choice Partners Cooperative	\$22,500.00
2	<b>Sysco Corporation</b> (Houston, TX)	Omnia Partners Cooperative	\$45,500.00

Purpose and Justification – The Culinary Arts Program and Mid Valley Campus Child Development Center are requesting to purchase food and related non-food products for student instruction and for the preparation of meals for the center’s enrolled children.

Funds for this expenditure are budgeted in the Culinary Arts and Child Development budgets for FY 2022- 2023 and FY 2023 – 2024 pending Board approval of the budget.

#### **8) External Auditor Services (Renewal)**

Renew the external auditor services contract with **Carr Riggs & Ingram, LLC.** (McAllen, TX), for the fiscal year ending August 31, 2023, at an estimated total amount of \$125,000.00.

Purpose and Justification – The external auditors perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Annual Comprehensive Financial Report (ACFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31<sup>st</sup>.

The external auditors start the interim audit work related to the financial audit prior to the fiscal year-end, therefore the College is requesting to renew the contract at this time.

Background – The Board awarded the contract for external auditor services as follows:

February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	Fiscal Year Ending 8/31/22	
1 <sup>st</sup> Renewal	2/14/23		Fiscal Year Ending 8/31/23 <b>First Renewal</b>

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

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

#### 9) Library Materials Moving Services (Renewal)

Renew the library materials moving services contract with **Library Interiors of Texas** (Lakeway, TX), for the period beginning May 1, 2023 through April 30, 2024, at an estimated total amount of \$42,475.00.

Purpose and Justification – Library materials moving services will be required to enable and facilitate the renovation of the Pecan Campus Library through the installation of compact shelving at the Technology Campus Library and the movement of library collections and shelving to storage at the Starr County Campus and back to the renovated Pecan Campus library.

The effective and successful movement of thousands of library materials and associated shelving requires the engagement of a vendor experienced and equipped to safely move these items. The time when services will be needed at each location shall be determined by the progress of the construction project.

Background – The Board awarded the contract for library materials moving services as follows:

February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	5/1/22 – 4/30/23	
1 <sup>st</sup> Renewal	2/14/23		5/1/23 – 4/30/24 <b>First Renewal</b>

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

Funds for this expenditure are budgeted in the Facilities Planning and Construction – Institutional Moves budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

### 10) Online Continuing Education Services (Renewal)

Renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2023 through April 30, 2024, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to the students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing, and publishing, etc.

The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – The Board awarded the contract for online continuing education services as follows:

April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/1/22 – 4/30/23	
1 <sup>st</sup> Renewal	2/14/23		5/1/23 – 4/30/24 <b>First Renewal</b>

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

Funds for this expenditure are budgeted in the Continuing Education – State and Continuing Education – Non-State budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

## B. Purchases and Renewals (B-c. Technology Item)

### 11) Software License Agreements (Renewal)

Renew the software license agreements with **Economic Modeling, LLC. / dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning September 1, 2022 through December 31, 2023, at a total amount of \$50,250.00. The agreements are as follows:

#	License Agreement	Period	Amount
1	Skill Match & Skillabi	9/1/22 – 8/31/23	\$30,000.00
2	Career Coach	1/1/23 – 12/31/23	\$20,250.00

Purpose and Justification – The Division of Student Affairs and Enrollment Management requested to renew the online Career Coach license agreement for students to complete career assessments, browse career opportunities, browse programs, and discover a major related to in-demand careers and education based on their interest.

The Division of Business, Public Safety, and Technology requested to renew the online Skill Match & Skillabi license agreement for students to identify the skill sets that they

have achieved through their courses. The system will then match their skills to potential employers.

Funds for this expenditure are budgeted in the Carl Perkins Grant and Student Affairs and Enrollment Management budgets for FY 2022 – 2023.

### C. Interlocal Agreement

#### 12) Facility Lease Agreement (Lease/Rental)

Rental facility lease agreement with the **City of McAllen – Quinta Mazatlan** (McAllen, TX) through an interlocal agreement for February 23, 2023, at a total amount of \$2,400.00.

Purpose and Justification – The Dual Credit Programs will be hosting an event honoring the local school district's board members and superintendents. This is event is to recognize the education partnership with South Texas College.

Funds for this expenditure are budgeted in the External Affairs budget for FY 2022 – 2023.

#### Recommendation:

It is requested that the Committee recommend for Board approval the award of proposal, purchases, renewals, and interlocal agreement at a total cost of \$971,227.38 as listed below:

#### A. Award of Proposal

- 1) **Investment Advisory Services (Award):** award the proposal for investment advisory services to **Valley View Consulting, LLC.** (Huddleston, VA), for the period beginning April 1, 2023 through March 31, 2024 with two one-year options to renew, at an estimated total amount of \$75,000.00;

#### B. Purchases and Renewals (B-a. Instructional Items)

- 2) **Automated Medication Dispensing System (Purchase):** purchase an automated medication dispensing system from **Medical Shipment** (Skokie, IL), a sole source vendor, at a total amount of \$167,997.00;
- 3) **HVAC-R Instructional Equipment (Purchase):** purchase HVAC-R instructional equipment from **Perry Mechanical Systems** (Corpus Christi, TX/Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$75,442.00;
- 4) **Instructional Equipment and Supplies (Purchase):** purchase instructional equipment and supplies from **Johnstone Supply** (Corpus Christi, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$54,249.38;
- 5) **Online Prep Study Guides and Questions (Purchase):** purchase online prep study guides and questions for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$249,214.00. The sole source vendors are as follows:

#	Vendor	Program/Exam	Amount
1	<b>Elsevier, Inc.</b> (Houston, TX)	Vocational Nursing - HESI	\$146,354.00

#	Vendor	Program/Exam	Amount
2	<b>Hurst Review Services, Inc.</b> (Brookhaven, MS)	Associate Degree Nursing - NCLEX	\$102,860.00

- 6) **Training Simulators (Purchase):** purchase training simulators from **Emerson Educational Services** (Sidney, OH), a sole source vendor, at a total amount of \$61,200.00;

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

- 7) **Food and Related Non-Food Products (Purchase):** purchase food and related non-food products for the period beginning April 27, 2023 through April 26, 2024, at an estimated total amount of \$68,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	<b>Labatt Food Service</b> (San Antonio, TX)	Choice Partners Cooperative	\$22,500.00
2	<b>Sysco Corporation</b> (Houston, TX)	Omnia Partners Cooperative	\$45,500.00

- 8) **External Auditor Services (Renewal):** renew the external auditor services contract with **Carr Riggs & Ingram, LLC.** (McAllen, TX), for the fiscal year ending August 31, 2023, at an estimated total amount of \$125,000.00;
- 9) **Library Materials Moving Services (Renewal):** renew the library materials moving services contract with **Library Interiors of Texas** (Lakeway, TX), for the period beginning May 1, 2023 through April 30, 2024, at an estimated amount of \$42,475.00.
- 10) **Online Continuing Education Services (Renewal):** renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2023 through April 30, 2024, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost;

**B. Purchases and Renewals (B-c. Technology Item)**

- 11) **Software License Agreements (Renewal):** renew the software license agreements with **Economic Modeling, LLC. / dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning September 1, 2022 through December 31, 2023, at a total amount of \$50,250.00. The agreements are as follows:

#	License Agreement	Period	Amount
1	Skill Match & Skillabi	9/1/22 – 8/31/23	\$30,000.00
2	Career Coach	1/1/23 – 12/31/23	\$20,250.00

**C. Interlocal Agreement**

- 12) **Facility Lease Agreement (Lease/Rental):** rental facility lease agreement with the **City of McAllen – Quinta Mazatlan** (McAllen, TX) through an interlocal agreement for February 23, 2023, at a total amount of \$2,400.00.



The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposal, purchases, renewals, and interlocal agreement at a total cost of \$971,227.38 as presented.

**Approval Recommended:**

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

## Review and Action as Necessary on Proposed Revisions to Student Tuition and Fees Schedule for FY 2022 - 2023

Purpose and Justification – Administration recommends Board approval on proposed revisions to the Student Tuition and Fees Schedule for FY 2022 – 2023 to include new cosmetology program fees beginning on March 20, 2023. These fees are needed to begin and complete the courses within the program.

The new Cosmetology Program Fees are as follows:

	Proposed Rate FY 2022-2023
<b>PROGRAM SPECIFIC FEES:</b>	
<b>Cosmetology Program Fees</b>	
• Tool Kit - CSME 1401	575.00
• Register in SHEARS – CSME 1401	25.00
• Testing Fee - CSME 2441	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees

The Tool Kit is required upon enrolling into the program as this equipment will be used throughout the duration of the program for student training. The SHEARS (Student Hour Enrollment Automated Reporting System) fee is for obtaining a permit and to register students within this system to submit/report student credit hours data and includes their Texas Department of Licensing and Regulation (TDLR) rules and laws book needed as per state requirement. The Testing Fee will be assessed at the end of the program so that students can test for licensure.

On February 22, 2022, the Board approved the Student Tuition and Fees Schedule for FY 2022 – 2023.

Reviewers - The proposed revisions for the cosmetology program fees in the Student Tuition and Fees Schedule have been reviewed by staff and President's Cabinet.

Dr. Ricardo J. Solis, President, and Dr. Anahid Petrosian, Vice President for Academic Affairs, will be present at the Board Meeting to address questions by the Committee.

Administration recommends Board approval on the proposed revisions to the Student Tuition and Fees Schedule for FY 2022 – 2023 as presented.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to the Student Tuition and Fees Schedule for FY 2022 – 2023 as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Proposed Revisions to Tuition and Fees Schedules for FY 2023 - 2024**

1. [Credit Students Tuition and Fees](#)
2. [Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees](#)
3. [Dual Credit Students- Non-Sponsored Tuition and Fees](#)
4. [Non-Credit Students Tuition and Fees](#)
5. [Child Development Center Students Tuition and Fees](#)
6. [Regional Center for Public Safety Excellence \(RCPSE\) Tuition and Fees](#)
7. [Testing Fees](#)
8. [Employee Fees](#)
9. [Non-Employees/Non-Student Fees](#)

Purpose and Justification – Administration recommends Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2023 – 2024 for credit students, dual credit students sponsored by partnering school districts, dual credit students- non-sponsored, non-credit students, child development center students, Regional Center for Public Safety Excellence (RCPSE), testing, employee, and non-employee/non-student.

The tuition and fees schedule has been separated into ten separate schedules in order to assist the students to easily determine the tuition and fees associated with the type of programs in which they are enrolled. The International Concurrent Enrollment Tuition and Fees Schedule is not included in this presentation and will be brought to the Board at a later date for review and approval.

### **Simplified Tuition Rate (STR)**

A major revision is proposed for FY 2023-2024 in order to implement the Simplified Tuition Rate (STR) whereby the majority of the mandatory fees, Program Differential Tuition, and selected other fees are rolled into one Simplified Tuition Rate applied per semester credit hour. The STR being proposed will generate an additional \$1,000,000 in student tuition revenue necessary to cover increasing expenditures.

Differential Tuition for the Nursing Allied Health Programs and certain mandatory, incidental, and course fees such as for Fire Science, Welding, and Police Academy would remain and still be charged separately.

Differential Tuition for all programs, with the exception of Nursing Allied Health Programs, will be deleted and rolled into the STR. Active Military tuition rate will be transitioned into the STR. Other fees that will be deleted and rolled into the STR include the Registration Fee, Information Technology Fee, Learning Support Fee, Electronic Distance Learning Fee, Drop Fee, and Withdrawal Fee.

The Tuition and Fees Schedules and a presentation that follow in the packet reflect the proposed detailed revisions and other information including other colleges using this model and an example of the impact to students' cost when STM is implemented with a \$1,000,000 increase to total revenue.

The Simplified Tuition Model will allow students to easily determine the total charges for the semester, allow College staff to communicate and explain the total charges to the

students, and reduce the amount of manual work involved in assessing tuition and fees and refunding credits to students, among other positive factors.

Other Proposed Revisions to the Tuition and Fees Schedules include the following:

1. Credit Students Tuition and Fees
  - Increase four (4) Bachelor Degrees
  - Deletion of Competency Based Format
  - Addition of Cosmetology Program Fee
  - Parking/Moving Traffic Violations Fees
    - ⇒ Addition of Fire Lane Violations
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
  - Increase Out-of-District tuition
  - Addition of Fire Academy Fees
  - Parking/Moving Traffic Violations Fees
    - ⇒ Addition of Fire Lane Violations
  - Addition of Library Fees
3. Dual Credit Students- Non-Sponsored Tuition and Fees
  - Increase In-District tuition
  - Increase Out-of-District tuition
  - Parking/Moving Traffic Violations Fees
    - ⇒ Addition of Fire Lane Violations
  - Addition of Library Fees
4. Non-Credit Students Tuition and Fees
  - No proposed revisions
  - Parking/Moving Traffic Violations Fees
    - ⇒ Addition of Fire Lane Violations
5. Child Development Center Students Tuition and Fees
  - Increase in Tuition per week
  - Revision to the Registration Fee
  - Deletion of Reservation Fee for Spring Semester
  - Addition of Returned Check Fee
6. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
  - No proposed revisions
7. Testing Fees
  - No proposed revisions
8. Employee Fees
  - Child Development Center Students Tuition and Fees
    - ⇒ Increase in Tuition per week
    - ⇒ Revision to the Registration Fee
    - ⇒ Deletion of Reservation Fee for Spring Semester

- Parking/Moving Traffic Violations Fees
  - ⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

9. Non-Employees/Non-Student Fees

- Child Development Center Students Tuition and Fees
  - ⇒ Increase in Tuition per week
  - ⇒ Revision to the Registration Fee
  - ⇒ Deletion of Reservation Fee for Spring Semester
  - ⇒ Addition of Returned Check Fee
- Parking/Moving Traffic Violations Fees
  - ⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

Reviewers - The proposed revisions to the Schedules have been reviewed by staff and President's Cabinet.

Enclosed Documents - The nine (9) proposed Schedules and a Presentation on the FY 2023-2024 Tuition and Fees are provided in the packet for the Board's information and review. The proposed revisions are highlighted in yellow.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the Board Meeting to address questions.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to the Tuition and Fees Schedules for FY 2023 – 2024 for credit students, dual credit students sponsored by partnering school districts, dual credit students- non-sponsored, non-credit students, child development center students, Regional Center for Public Safety Excellence (RCPSE), testing, employee, and non-employee/non-student as presented.

**Approval Recommended:**

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

# CREDIT STUDENTS TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
<b>RESIDENT TUITION-IN-DISTRICT HIDALGO &amp; STARR COUNTIES PER CREDIT HOUR:</b>			
• In-District per credit hour	77.00	77.00	160.00
<b>RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:</b>			
• Out-of-District per credit hour	87.00	87.00	170.00
<b>NON-RESIDENT TUITION-OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:</b>			
• Out-of-State/International per credit hour	0.00	0.00	0.00
<b>OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT HOUR:</b>			
• Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	250.00 flat rate	250.00 flat rate
<del>*All fees will be assessed, except mandatory and course fees.</del>			
*Applicable fees will be assessed.			
<b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>			
Biology	15.00	15.00	Deleted
Chemistry	20.00	20.00	Deleted
Physics	20.00	20.00	Deleted
Astronomy	10.00	10.00	Deleted
3000/4000 level courses	30.00	30.00	Deleted
Associate Degree Nursing	75.00	75.00	75.00
Emergency Medical Technology	55.00	55.00	55.00
Occupational Therapy Assistant	55.00	55.00	55.00
Patient Care Assistant	35.00	35.00	35.00
Pharmacy Tech	55.00	55.00	55.00
Physical Therapist Assistant	55.00	55.00	55.00
Radiologic Technology/Sonography	65.00	65.00	65.00
Respiratory Therapy	65.00	65.00	65.00
Vocational Nursing	75.00	75.00	75.00
Physical Science	20.00	20.00	Deleted
Geology	20.00	20.00	Deleted
Engineering	20.00	20.00	Deleted
Architectural & Engineering Design Technology	30.00	30.00	Deleted
Automotive & Diesel Technology	20.00	20.00	Deleted
Culinary Arts	15.00	15.00	Deleted
Electronic Equipment & Computer	15.00	15.00	Deleted
Electrician Assistant	10.00	10.00	Deleted
Fire Science	10.00	10.00	Deleted
Heating, Ventilation & Air Conditioning	20.00	20.00	Deleted
Legal Assisting	10.00	10.00	Deleted
Manufacturing Technology	10.00	10.00	Deleted
Child Care and Development	20.00	20.00	Deleted
Drama	20.00	20.00	Deleted
Law Enforcement	10.00	10.00	Deleted
Welding	15.00	15.00	Deleted

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024 (Not Simplified Tuition)</b>	<b>PROPOSED FY 2023-2024 (Simplified Tuition)</b>
<b><del>COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, EDUCATION BACHELOR FLAT TUITION:</del></b>			
<b>BACHELOR DEGREES:</b>			
<ul style="list-style-type: none"> <li>• Computer and Information Technologies</li> <li>• Medical and Health Services Management</li> <li>• Organizational Leadership</li> <li>• Operations Management</li> </ul>			
<del>Competency-Based Format</del> Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)	850.00	850.00	900.00
<del>Competency-Based Format</del> Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)	910.00	910.00	960.00
<del>Competency-Based Format</del> Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)	1500.00	1500.00	1500.00
<del>*All fees will be assessed, except mandatory and course fees.</del>			
*Applicable fees will be assessed.			
<b>ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:</b>			
In-District per credit hour *	127.00	127.00	Deleted
Out-of-District per credit hour *	137.00	137.00	Deleted
Out-of-State per credit hour *	250.00	250.00	Deleted
<del>*All fees will be assessed, except mandatory and course fees.</del>			
*Applicable fees will be assessed.			
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring:			
• Registration Fee per semester	150.00	150.00	Deleted
Summer Minimesters:			
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	150.00	Deleted
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	150.00	Deleted
Information Technology Fee per credit hour	31.00	31.00	Deleted
Learning Support Fee per credit hour	14.00	14.00	Deleted
Student Activity Fee per credit hour <del>(Summer 2020 Sessions – Fee waived)</del>	4.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	10.00	Deleted
<ul style="list-style-type: none"> <li>• Summer 2020 traditional (non-"S" section) courses – Fee waived</li> <li>• Fall 2020 traditional (non-"S" section) courses – Fee waived</li> <li>• Spring 2021 traditional (non-"S" section) courses – Fee waived</li> </ul>			
Physical Education Special Activity Fee per course	55.00	55.00	Deleted



# CREDIT STUDENTS TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	Deleted
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	Deleted
Emergency Loan Late Payment Fee <del>Spring 2020 – Fee waived when incurred on or after March 13, 2020</del>	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee <del>Spring 2020 – Fee waived when incurred on or after March 13, 2020</del>	35.00	35.00	35.00
Reinstatement Fee (after Census date) <del>Spring 2020 – Fee waived when incurred on or after March 13, 2020</del>	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	50.00	Deleted
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes:	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• Gear Rental			
• Self Contained Breathing Apparatus			
• Testing			
• Ambulance Standby (Live Fire)			
• Uniform			
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform	165.00	165.00	165.00
• For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429			
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees

# CREDIT STUDENTS TUITION AND FEES FY 2023-2024

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024 (Not Simplified Tuition)</b>	<b>PROPOSED FY 2023-2024 (Simplified Tuition)</b>
Welding and Other Course Fees: Certification (non- "S" Section) (per course)  • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	150.00	150.00	150.00
Information Technology and Other Course Fees: Certification (per course)  • For the following courses: CPMT 1166 and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>Cosmetology Program Fees</b>			
• Tool Kit - CSME 1401	pending board approval on 2/14/23	575.00	575.00
• Register in SHEARS – CSME 1401	25.00	25.00	25.00
• Testing Fee - CSME 2441	131.00	131.00	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			

## CREDIT STUDENTS TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
Parking Permit Fee <del>(except when parking at Pecan Campus Park and Ride location during scheduled operating hours)</del>	25.00	25.00	25.00
<del>Parking Permit Replacement Fee</del>			
Additional Parking Permit Fee	25.00	25.00	25.00
Parking <del>Permit</del> Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations: *			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



# SOUTH TEXAS COLLEGE

## DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<b>DUAL CREDIT TUITION:</b>		
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts	87.00	100.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted
<b>COURSE FEES:</b>		
Electronic Distance Learning/VCT Course Fee per credit hour <del>(Summer 2020 Sessions—Fee waived)</del> <del>(Fall 2020 Session—Fee waived)</del>	10.00	Deleted
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>PROGRAM SPECIFIC FEES:</b>		
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> <li>• Gear Rental</li> <li>• Self Contained Breathing Apparatus</li> <li>• Testing</li> <li>• Ambulance Standby (Live Fire)</li> <li>• Uniform</li> </ul>		Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>		
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee <del>(except when parking at Pecan Campus Park and Ride location during scheduled operating hours)</del>	25.00	25.00



# SOUTH TEXAS COLLEGE

## DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<b>Parking Permit Replacement Fee</b>		
Additional Parking Permit Fee	25.00	25.00
Parking <b>Permit</b> Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
<b>Fire Lane Violations*:</b>		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations*	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00
<b>LIBRARY FEES:</b>		
Lost or Damaged Library Item		Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT:</b>		
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	75.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	75.00 Plus applicable differential tuition
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	Deleted
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	Deleted
<b>INDEPENDENT DUAL CREDIT FEES:</b>		
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable <u>fees and</u> will <u>not</u> be <u>assessed</u> <u>waived</u>
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable <u>fees and</u> will <u>not</u> be <u>assessed</u> <u>waived</u>



	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will <del>not</del> be assessed <del>waived</del>
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will <del>not</del> be assessed <del>waived</del>
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived	Deleted
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Deleted
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>		
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>		
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees





	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester	900.00	900.00
<b>COURSE FEES:</b>		
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour <del>• Summer 2020 traditional (non-"S" section) courses - Fee waived</del> <del>• Fall 2020 traditional (non-"S" section) courses - Fee waived</del> <del>• Spring 2021 traditional (non-"S" section) courses - Fee waived</del>	10.00	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted
<b>INCIDENTAL FEES:</b>		
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00
Reinstatement Fee (after Census date) <del>Spring 2020 - Fee waived when incurred on or after March 13, 2020</del>	200.00	200.00
Returned Check	30.00	30.00
Student ID Replacement Fee	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
<b>LIBRARY FEES:</b>		
Lost or Damaged Library Item		Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library





	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee <del>(except when parking at Pecan Campus-Park and Ride location during scheduled operating hours)</del>	25.00	25.00
<del>Parking Permit Replacement Fee</del>		
Additional Parking Permit Fee	25.00	25.00
Parking <del>Permit</del> Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations*	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00



	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>		
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>LIBRARY FEES:</b>		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee ( <del>except when parking at Pecan Campus Park and Ride location during scheduled operating hours</del> )	25.00	25.00
<del>Parking Permit Replacement Fee</del>		
Additional Parking Permit Fee	25.00	25.00
Parking <del>Permit</del> Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00



	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations*	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00



	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: <del>(per semester/session)</del> (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: <del>(per semester/session)</del> (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
<b>INCIDENTAL FEES:</b>		
Returned Check		30.00

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>CONTINUING EDUCATION PUBLIC SAFETY COURSES:</b>		
<u>Continuing Education Public Safety Courses Tuition and Fees</u>	As per Workforce/Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/Continuing Education Tuition and Fees Section on 2023-2024 <u>Non-Credit</u> Students Tuition and Fee Schedule
<b>FEES:</b>		
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Skills Pad ( per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00
• TCOLE Licensing Certification Exam		
• Basic Peace Officer Exam	35.00	35.00
• Basic Jailer Exam	35.00	35.00
• Telecommunicator Exam	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00

**TESTING FEES  
FY 2023-2024**

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>TESTING FEES:</b>		
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)		
• Basic Peace Officer Exam	35.00	35.00
• Basic Jailer Exam	35.00	35.00
• Telecommunicator Exam	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00
GED Exam Fee- <b>1st and 4th Attempts</b>		
• GED Exam Fee- <b>\$36.25</b> English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- <b>\$36.25</b> Mathematics only		
• GED Exam Fee- <b>\$36.25</b> Science only		
• GED Exam Fee- <b>\$36.25</b> Social Studies only		

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts</b> <ul style="list-style-type: none"> <li>• GED Retest Exam Fee-<b>\$16.25</b> English Language Arts</li> <li>• GED Retest Exam Fee-<b>\$16.25</b> Mathematics only</li> <li>• GED Retest Exam Fee-<b>\$16.25</b> Science only</li> <li>• GED Retest Exam Fee-<b>\$16.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
<b>HiSET Exam Fee (All Five Exams-1st and 4th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$25.00</li> <li>• HiSet Exam Fee-Writing only \$25.00</li> <li>• HiSET Exam Fee-Math only \$25.00</li> <li>• HiSET Exam Fee-Science only \$25.00</li> <li>• HiSET Exam Fee-Social Studies only \$25.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$15.00</li> <li>• HiSET Exam Fee-Writing only \$15.00</li> <li>• HiSET Exam Fee-Math only \$15.00</li> <li>• HiSET Exam Fee-Science only \$15.00</li> <li>• HiSET Exam Fee-Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>TSI Assessment Exam Fees: Effective January 11, 2021</b>		
• TSI Assessment Reservation Fee	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading only	15.00	15.00
<b>TSI Assessment Exam Retesting Fees: Effective January 11, 2021</b>		
• TSI Assessment Reservation Fee	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00



	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: <del>(per semester/session)-</del> (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: <del>(per semester/session)</del> (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee <del>(except when parking at Pecan Campus-Park and Ride location during scheduled operating hours)</del>	25.00	25.00
<del>Parking Permit Replacement Fee</del>		
Additional Parking Permit Fee	25.00	25.00
Parking <del>Permit</del> Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00





	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>Fire Lane Violations*:</b>		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations*	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
<b>Proposed Skateboard and Other Appliance Violation:</b>		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00
<b>INCIDENTAL FEES:</b>		
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
<b>LIBRARY FEES:</b>		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
<b>INCIDENTAL FEES:</b>		
Returned Check	30.00	30.00
<b>LIBRARY FEES:</b>		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
<b>CHILD DEVELOPMENT CENTER FEES:</b>		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: <del>(per semester/session)-</del> (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: <del>(per semester/session)</del> (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee <del>(except when parking at Pecan Campus Park and Ride location during scheduled operating hours)</del>	25.00	25.00
<del>Parking Permit Replacement Fee</del>		
Additional Parking Permit Fee	25.00	25.00

	<b>Board Approved FY 2022-2023</b>	<b>PROPOSED FY 2023-2024</b>
Parking <del>Permit</del> Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations*	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00



# Fiscal Year 2023 - 2024 Proposed Tuition and Fees

February 14, 2023

Mary G. Elizondo, MBA, CPA, CFE, CGMA  
Vice President for Finance & Administrative Services

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## South Texas College Tuition and Fees Schedules for FY 2023 - 2024

1. Credit Students Tuition and Fees
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
3. Dual Credit Students - Non-Sponsored Tuition and Fees
4. Non-Credit Students Tuition and Fees
5. Child Development Center Students Tuition and Fees
6. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
7. Testing Fees
8. Employee Fees
9. Non-Employees/Non-Student Fees

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## Master Tuition & Fee History

Tuition Per Credit Hour (In-District)			
Fiscal Year	Tuition Rate	Increase/(Decrease) from Prior Year(s)	Notes
1996 – 2000	\$18	-	
2000 – 2004	\$42	\$24	Tuition and mandatory fees bundled Transitioned to tier schedule
2004 – 2005	\$57 – \$125	\$83	
2005 – 2006	\$59 – \$127	\$2	
2006 – 2007	\$59 – \$127	-	
2007 – 2008	\$59 – \$127	-	
2008 – 2009	\$59 – \$127	-	
2009 – 2010	\$63 – \$131	\$4	
2010 – 2011	\$63 – \$131	-	
2011 – 2012	\$67 – \$135	\$4	
2012 – 2013	\$67 – \$135	-	
2013 – 2014	\$67 – \$135	-	
2014 – 2015	\$67 – \$135	-	
2015 – 2016	\$67 – \$100	(\$35)	Reduced 1-2 credit hours
2016 – 2017	\$67 – \$100	-	
2017 – 2018	\$70	(\$30)	Changed to flat rate
2018 -2019	\$70	-	
2019 – 2020	\$77	\$7	
2020 – 2021	\$77	-	
2021 – 2022	\$77	-	
2022 – 2023	\$77	-	

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## Master Tuition & Fee History

Mandatory Fees (Information Technology, Learning Support, Student Activity)						
Fiscal Year	Information Technology Fee	Increase / (Decrease)	Learning Support Fee	Increase / (Decrease)	Student Activity Fee	Increase / (Decrease)
1996 – 2005	-	-	-	-	-	-
2005 – 2006	\$6	-	-	-	-	-
2006 – 2007	\$6	-	-	-	-	-
2007 – 2008	\$7	\$1	-	-	-	-
2008 – 2009	\$10	\$3	\$5	-	-	-
2009 – 2010	\$12	\$2	\$7	\$2	-	-
2010 – 2011	\$16	\$4	\$12	\$5	-	-
2011 – 2012	\$16	\$0	\$12	\$0	-	-
2012 – 2013	\$16	\$0	\$12	\$0	-	-
2013 – 2014	\$18	\$2	\$13	\$1	-	-
2014 – 2015	\$20	\$2	\$13	\$0	-	-
2015 – 2016	\$22	\$2	\$15	\$2	\$2	-
2016 – 2017	\$24	\$2	\$16	\$1	\$2	\$0
2017 – 2018	\$24	\$0	\$16	\$0	\$4	\$2
2018 – 2019	\$30	\$6	\$12	(\$4)	\$4	\$0
2019 – 2020	\$30	\$0	\$12	\$0	\$4	\$0
2020 – 2021	\$31	\$1	\$14	\$2	\$4	\$0
2021 – 2022	\$31	\$0	\$14	\$0	\$4	\$0
2022 – 2023	\$31	\$0	\$14	\$0	\$4	\$0

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## Master Tuition & Fee History

### Mandatory Fees (Student Registration Fee per Student per Semester)

Fiscal Year	Fee	Increase / (Decrease)
1996 – 1997	\$25	-
1997 – 1998	\$45	\$20
1998 – 1999	\$55	\$10
1999 – 2000	\$65	\$10
2000 – 2001	\$65	\$0
2001 – 2002	\$65	\$0
2002 – 2003	\$65	\$0
2003 – 2004	\$75	\$10
2004 – 2005	\$85	\$10
2005 – 2006	\$85	\$0
2006 – 2007	\$85	\$0
2007 – 2008	\$85	\$0
2008 – 2009	\$90	\$5
2009 – 2010	\$90	\$0
2010 – 2011	\$90	\$0
2011 – 2012	\$90	\$0
2012 – 2013	\$90	\$0
2013 – 2014	\$90	\$0
2014 – 2015	\$90	\$0
2015 – 2016	\$90	\$0
2016 – 2017	\$100	\$10
2017 – 2018	\$100	\$10
2018 – 2019	\$100	\$10
2019 – 2020	\$150 changed to flat fee	\$50
2020 – 2021	\$150	\$50
2021 – 2022	\$150	\$50
2022 – 2023	\$150	\$50

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## Master Tuition & Fee History

### Differential Tuition per Credit Hour

Fiscal Year	Rate	Number of Programs		Number of Programs		Total programs with Diff tuition
		Applied Fees	Removed Fees	Increase Fees	Decrease Fees	
1996 – 2005	\$0	-	-	-	-	-
2005 – 2006	\$15 – \$50	9	-	-	-	9
2006 – 2007	\$15 – \$50	1	-	-	-	10
2007 – 2008	\$15 – \$50	-	-	1	-	10
2008 – 2009	\$15 – \$50	2	-	7	1	12
2009 – 2010	\$15 – \$50	-	-	8	-	12
2010 – 2011	\$15 – \$60	1	-	11	-	13
2011 – 2012	\$15 – \$40	-	2	9	-	13
2012 – 2013	\$10 – \$50	-	-	1	-	13
2013 – 2014	\$10 – \$50	-	1	-	-	13
2014 – 2015	\$10 – \$50	-	-	-	-	13
2015 – 2016	\$10 – \$50	3	-	-	-	16
2016 – 2017	\$10 – \$50	-	-	2	-	16
2017 – 2018	\$10 – \$50	-	-	2	-	16
2018 – 2019	\$10 – \$55	10	-	9	-	26
2019 – 2020	\$10 – \$75	4	-	17	-	30
2020 – 2021	\$10 – \$75	2	-	2	-	32
2021 – 2022	\$10 – \$75	-	-	-	-	32
2022 – 2023	\$10 – \$75	-	-	-	-	32

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## South Texas College Credit Student Tuition & Fees

Tuition	Differential Tuition	Mandatory Fees	Course & Program Specific Fees	Incidental Fees	Library Fees	Parking/Traffic Violation Fees
<ul style="list-style-type: none"> <li>• In-District</li> <li>• Out-of-District</li> <li>• Out-of-State</li> </ul>	<ul style="list-style-type: none"> <li>• 30 in place:               <ul style="list-style-type: none"> <li>➢ 9 – Nursing and Allied Health</li> <li>➢ 21 – Non-Nursing and Allied Health</li> </ul> </li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Culinary Arts</li> <li>• Fire Science</li> <li>• Pharmacy Tech</li> <li>• Vocational Nursing</li> <li>• Emergency Medical Technology</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Mandatory Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Registration fee per student per semester</li> <li>• Information Technology Fee</li> <li>• Learning Support Fee</li> <li>• Student Activity Fee</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Course Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Electronic Distance Learning/VCT Course Fee</li> <li>• Lab Fee per Lab Credit Hour</li> <li>• Physical Education Special Activity Fee</li> </ul> <p>• Program Specific Fees:</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Fire Academy</li> <li>• Information Technology</li> <li>• NAH</li> <li>• Police Academy</li> <li>• Welding</li> <li>• Technology Program</li> <li>• Culinary Arts</li> </ul>	<ul style="list-style-type: none"> <li>• 12 Incidental Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Add/Drop Fee</li> <li>• Audit Fee</li> <li>• Course Repeat Fee</li> <li>• Returned Check</li> <li>• Developmental Studies Fee</li> <li>• Reinstatement Fee</li> <li>• Withdrawal Fee</li> <li>• Installment Plan Fee</li> <li>• Installment Plan Late Fee</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Library Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Lost or Damaged Library Item</li> <li>• Overdue Inter-Library Loan or TexShare Item</li> </ul>	<ul style="list-style-type: none"> <li>• 16 Parking/Traffic Violation Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Parking Permit Fee</li> <li>• Handicap Parking Violations</li> <li>• Parking Permit Violations Fees (1st -5th)</li> </ul>

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## South Texas College Credit Proposed Simplified Tuition Rate (STR)

[Revenue Increase of \$1M]

Roll Certain Differential Tuition and Fees Into the Tuition Rate

Tuition	Differential Tuition	Mandatory Fees	Course & Program Specific Fees	Incidental Fees	Library Fees	Parking/Traffic Violation Fees
<ul style="list-style-type: none"> <li>• In-District</li> <li>• Out-of-District</li> <li>• Out-of-State</li> </ul>	<ul style="list-style-type: none"> <li>• 30 in place:               <ul style="list-style-type: none"> <li>➢ 9 – Nursing and Allied Health</li> <li>➢ 21 – Non-Nursing and Allied Health</li> </ul> </li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Culinary Arts</li> <li>• Fire Science</li> <li>• Pharmacy Tech</li> <li>• Vocational Nursing</li> <li>• Emergency Medical Technology</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Mandatory Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Registration fee per student per semester</li> <li>• Information Technology Fee</li> <li>• Learning Support Fee</li> <li>• Student Activity Fee</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Course Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Electronic Distance Learning/VCT Course Fee</li> <li>• Lab Fee per Lab Credit Hour</li> <li>• Physical Education Special Activity Fee</li> </ul> <p>• Program Specific Fees:</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Fire Academy</li> <li>• Information Technology</li> <li>• NAH</li> <li>• Police Academy</li> <li>• Welding</li> <li>• Technology Program</li> <li>• Culinary Arts</li> </ul>	<ul style="list-style-type: none"> <li>• 12 Incidental Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Add/Drop Fee</li> <li>• Audit Fee</li> <li>• Course Repeat Fee</li> <li>• Returned Check</li> <li>• Developmental Studies Fee</li> <li>• Reinstatement Fee</li> <li>• Withdrawal Fee</li> <li>• Installment Plan Fee</li> <li>• Installment Plan Late Fee</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Library Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Lost or Damaged Library Item</li> <li>• Overdue Inter-Library Loan or TexShare Item</li> </ul>	<ul style="list-style-type: none"> <li>• 16 Parking/Traffic Violation Fees:</li> </ul> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Parking Permit Fee</li> <li>• Handicap Parking Violations</li> <li>• Parking Permit Violations Fees (1st -5th)</li> </ul>

\*Yellow highlights indicates the proposed fees rolled up into the tuition rate.

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## Comparison of Student Bill Current & Simplified Tuition Rate (STR)

	Current		Neutral Revenue (STR)		\$1M Revenue Increase (STR)	
	1-SCH	12-SCH	1-SCH	12-SCH	1-SCH	12-SCH
<b>In-District Tuition</b>	\$77.00	\$924.00	\$157.00	\$ 1,884.00	\$160.00	\$1,920.00
<b>Differential Tuition (per SCH):</b>						
3000/4000 Level Courses	\$30.00	\$360.00	\$-	\$-	\$-	\$-
Biology Fee	\$15.00	\$180.00	\$-	\$-	\$-	\$-
Associate Degree Nursing	\$75.00	\$900.00	\$75.00	\$900.00	\$75.00	\$900.00
<b>Mandatory Fees:</b>						
Registration Fee (flat)	\$150.00	\$150.00	\$-	\$-	\$-	\$-
Learning Support Fees (per SCH)	\$14.00	\$168.00	\$-	\$-	\$-	\$-
Information Technology (per SCH)	\$31.00	\$372.00	\$-	\$-	\$-	\$-
Student Activity Fees (per SCH)	\$4.00	\$48.00	\$4.00	\$48.00	\$4.00	\$48.00
<b>Course Fees (per course):</b>						
Electronic Distance Learning (per SCH)	\$10.00	\$10.00	\$-	\$-	\$-	\$-
Lab Fee (per SCH)	\$24.00	\$24.00	\$-	\$-	\$-	\$-
Physical Education (per SCH)	\$55.00	\$55.00	\$-	\$-	\$-	\$-
<b>Incidental Fees:</b>						
Withdrawal Fee	\$50.00	\$50.00	\$-	\$-	\$-	\$-
Drop Fee	\$25.00	\$25.00	\$-	\$-	\$-	\$-
Course Repeat Fee	\$125.00	\$1,500.00	\$125.00	\$1,500.00	\$125.00	\$1,500.00
Parking Fee	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
<b>Total</b>	<b>\$710.00</b>	<b>\$5,066.00</b>	<b>\$386.00</b>	<b>\$4,357.00</b>	<b>\$389.00</b>	<b>\$4,393.00</b>

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## Comparison of Current Tuition Rates to Simplified Tuition Rates (STR) (Includes Incidental Fees) In-District

Semester Credit Hours (SCH)	Current Rate and Mandatory Fees	STR Rate	Increase/ (Decrease)	% Increase/ (Decrease)
3	\$528	\$492	(36)	-6.82%
6	906	984	78	8.61%
9	1,284	1,476	192	14.95%
12	1,662	1,968	306	18.41%
15	2,040	2,460	420	20.59%

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**Comparison of Current Tuition Rates to Simplified Tuition Rates (STR)**  
**(Includes Incidental Fees)**  
**Out-of-District**

Semester Credit Hours (SCH)	Current Rate and Mandatory Fees	STR Rate	Increase/ (Decrease)	% Increase/ (Decrease)
3	\$558	\$522	(36)	-6.45%
6	966	1,044	78	8.07%
9	1,374	1,566	192	13.97%
12	1,782	2,088	306	17.17%
15	2,190	2,610	420	19.18%

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**South Texas College**  
**Breakdown of Mandatory Fees**

Fee Description	1 SCH	Total Fees for 12 SCH
Registration Fee	\$150.00	\$150.00
Information Technology (IT) Fee (per SCH)	\$31.00	\$372.00
Learning Support Fee (per SCH)	\$14.00	\$168.00
Student Activity Fee (per SCH)	\$4.00	\$48.00
<b>Total Fees</b>	<b>\$199.00</b>	<b>\$738.00</b>

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## Simplified Tuition Rate (STR) Differential Tuition, Mandatory Fees, and Selected Incidental Fees Rolled into Tuition

Differential Tuition Per Semester Credit Hour (SCH)				Fees Per Semester Credit Hour (SCH)	
3000/4000 Level Courses	\$30	Heating, Ventilation and Air Conditioning	\$20	Mandatory Fee - Registration Fee [Fall, Spring, and Summer Minimesters with start dates of May and July (one-time each)]	\$150
Biology	\$15	Geology	\$20	Mandatory Fee - Information Technology Fee	\$31
Chemistry	\$20	Physical Science	\$20	Mandatory Fee - Learning Support Fee	\$14
Physics	\$20	Engineering	\$20	Lab Fee (per applicable hour)	\$24
Astronomy	\$10	Legal Assisting	\$10	Electronic Distance Learning Fee (per applicable hour)	\$10
Architectural & Engineering Design Technology	\$30	Manufacturing Technology	\$10	Physical Education Fee (per applicable course)	\$55
Automotive & Diesel Technology	\$20	Child Care and Development	\$20	Developmental Studies Fee (one-time)	\$29
Culinary Arts	\$15	Law Enforcement	\$10	Add/Drop Fee (one-time)	\$25
Electronic Equipment & Computer	\$15	Welding	\$15	Withdrawal After Census Day Fee (one-time)	\$50 <sup>13</sup>
Electrician Assistant	\$10	Drama	\$20		
Fire Science	\$10				

## Differential Tuition, Selected Incidental Fees, Course Fees, and Other Fees Not Rolled into Tuition

Differential Tuition Per Semester Credit Hour (SCH)		Fees (if applicable)	
Associate Degree Nursing	\$75	Audit Fee	Tuition
Emergency Medical Technology	\$55	Reinstatement Fee (one-time)	\$200
Occupational Therapy Assistant	\$55	Student ID Replacement Fee	\$15
Patient Care Assistant	\$35	Returned Check Fee	\$30
Pharmacy Tech	\$55	Dual Enrollment Late Processing Fee (one-time)	\$200
Physical Therapist Assistant	\$55	Third or More Attempts Fee (per SCH)	\$125
Radiologic Technology/Sonography	\$65	Enrollment in Developmental Studies Courses (>18 credit hours) (per SCH)	\$125
Respiratory Therapy	\$65	Installment Plan Fee	\$35
Vocational Nursing	\$75	Installment or Emergency Loan Late Payment Fee (for each late payment)	\$35
		Parking Permit Fee	\$25 <sup>14</sup>

## Pell Grant

<b>Award year for FY 2023-2024 (per student):</b>	<b>\$7,395.00</b>
<b>Fall award maximum per student:</b>	<b>\$3,698.00</b>
<b>Spring award maximum per student:</b>	<b>\$3,697.00</b>

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## UTRGV & STC Comparative Fees

Institutions	In-District Resident				Out-of-District			
	Tuition (12 SCH)	Fees (12 SCH)	Total (12 SCH)	Total per SCH	Tuition (12 SCH)	Fees (12 SCH)	Total (12 SCH)	Total per SCH
UTRGV	\$4,770.56	\$842.16	\$5,612.72	\$667.23	\$9,666.56	\$842.16	\$10,508.72	\$875.73
South Texas College (Current Rate)	\$924.00	\$738.00	\$1,662.00	\$138.50	\$1,044.00	\$738.00	\$1,782.00	\$148.50
South Texas College (Simplified Tuition Rate)	\$1,920.00	\$48.00	\$1,968.00	\$164.00	\$2,040.00	\$48.00	\$2,088.00	\$174.00

Source: UTRGV website

## Other Proposed Revisions

1. Credit Students Tuition and Fees
  - Increase four (4) Bachelor Degrees
  - Deletion of Competency Based Format
  - Addition of Cosmetology Program Fee
  - Parking/Moving Traffic Violations Fees  
⇒ Addition of Fire Lane Violations
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
  - Increase Out-of-District tuition
  - Addition of Fire Academy Fees
  - Parking/Moving Traffic Violations Fees  
⇒ Addition of Fire Lane Violations
  - Addition of Library Fees
3. Dual Credit Students- Non-Sponsored Tuition and Fees
  - Increase In-District tuition
  - Increase Out-of-District tuition
  - Parking/Moving Traffic Violations Fees  
⇒ Addition of Fire Lane Violations
  - Addition of Library Fees
4. Non-Credit Students Tuition and Fees
  - No proposed revisions
  - Parking/Moving Traffic Violations Fees  
⇒ Addition of Fire Lane Violations

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## Other Proposed Revisions

5. Child Development Center Students Tuition and Fees
  - Increase in Tuition per week
  - Revision to the Registration Fee
  - Deletion of Reservation Fee for Spring Semester
  - Addition of Returned Check Fee
6. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
  - No proposed revisions
7. Testing Fees
  - No proposed revisions
8. Employee Fees
  - Child Development Center Students Tuition and Fees  
⇒ Increase in Tuition per week  
⇒ Revision to the Registration Fee  
⇒ Deletion of Reservation Fee for Spring Semester
  - Parking/Moving Traffic Violations Fees  
⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

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## Other Proposed Revisions

### 9. Non-Employees/Non-Student Fees

- Child Development Center Students Tuition and Fees
  - ⇒ Increase in Tuition per week
  - ⇒ Revision to the Registration Fee
  - ⇒ Deletion of Reservation Fee for Spring Semester
  - ⇒ Addition of Returned Check Fee
- Parking/Moving Traffic Violations Fees
  - ⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

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Thank you

## **Discussion and Action as Necessary on Use of Unrestricted Funds for a Retention Incentive Payment for Regular and Temporary Full-Time and Part-Time Employees**

Purpose and Justification – Administration recommends Board approval to use unrestricted funds for a retention payment for regular and temporary full-time and part-time employees active on February 14, 2023.

Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the one-time payment.

The retention payment to eligible full-time and part-time employees is proposed as an incentive to retain talent and reduce turnover, which is costly and affects the department's productivity of critical instructional and operational needs necessary in fulfilling the mission of the College. The payment is outside the employee's base pay and enhances employees' benefits during this time of labor market shortages and competing opportunities.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on February 14, 2023.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the retention payment.
  - Executive
  - Administrative
  - Professional/Technical Support Full-Time Exempt
  - Professional/Technical Support Full-Time Non-Exempt
  - Classified
  - Faculty (Including Full-Time Lecturers)
  - Adjunct Faculty
  - Direct Wage
  - Trainers
  - Work Study
- Part-time employees in the following category will not be eligible for the retention payment:
  - Dual Credit Faculty (High School Employees)

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

<b>Retention Incentive Payment</b>						
<b>Full-Time \$1,500 and Part-Time \$750.00</b>						
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,535	\$ 1,500.00	\$ 1,230.00	\$ 2,302,500.00	\$ 176,141.25	\$ 2,478,641.25
Part-Time	674	\$ 750.00	\$ 667.50	\$ 505,500.00	\$ 38,670.75	\$ 544,170.75
Total	2,209	\$ 2,250.00	\$1,897.50	\$ 2,808,000.00	\$ 214,812.00	\$ 3,022,812.00

The pay date for this retention incentive payment for eligible regular and temporary full-time and part-time employees will be Friday, March 10, 2023.

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

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

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

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

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the use of unrestricted funds for a retention incentive payment for regular and temporary full-time and part-time employees active on February 14, 2023 as presented.

**Approval Recommended:**

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

## Discussion and Action as Necessary on Proposed Budget Amendment for FY 2022 – 2023

Purpose and Justification - Administration recommends Board approval of a proposed budget amendment for FY 2022 – 2023 to adjust the Unrestricted Fund revenue and expenditure budgets for the following reasons:

- A. Increase salaries and benefits needed for Nursing faculty at the Starr and Mid-Valley campuses.
- B. Increase salaries and benefits for the proposed Retention Incentive Payment for eligible employees.
- C. Increase the carryover allocations revenue budget as a result of the proposed adjustments needed for the Nursing faculty at the Starr and Mid-Valley campuses, and the Retention Incentive Payment.

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

### Fiscal Year 2022 - 2023 Unrestricted Fund Budgeted Revenues and Expenditures

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$193,855,935	\$3,247,812	\$197,103,747

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

The budget amendment is proposed as follows:

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

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$3,247,812 as follows:

#### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,444,043	-	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	7,507,655	-	7,507,655
Total Carryover Allocations	12,319,652	3,247,812	15,567,464
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>



Carryover Allocations revenue is proposed to increase \$3,247,812 as follows:

- \$225,000 due to the additional funding needed for Nursing faculty at the Starr and Mid-Valley campuses, and
- \$3,022,812 for the purpose of funding the proposed Retention Incentive Payment for eligible employees.

In total, the Unrestricted Fund Revenues are proposed to increase by \$3,247,812.

## 2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$3,247,812 as follows:

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 108,202,972	\$ 2,658,641	\$ 110,861,613
Total Benefits	25,393,290	589,171	25,982,461
Total Operating	41,612,382	-	41,612,382
Total Travel	2,355,768	-	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
<b>Total Expenditures</b>	<b>\$ 180,848,280</b>	<b>\$ 3,247,812</b>	<b>\$ 184,096,092</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	7,507,655	-	7,507,655
<b>Total Transfers &amp; Reserves</b>	<b>13,007,655</b>	<b>-</b>	<b>13,007,655</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>

The Salaries expenditure budget is proposed to increase by \$2,658,641 as follows:

- \$180,000 due to the additional funds needed for Nursing faculty at the Starr and Mid-Valley campuses, and
- \$2,478,641 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees.

The Benefits expenditure budget is proposed to increase by \$589,171 as follows:

- \$45,000 due to the additional funds needed for Nursing faculty at the Starr and Mid-Valley campuses, and
- \$544,171 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees.

In total, the Unrestricted Fund Expenditures and Reserves are proposed to increase by \$3,247,812.

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

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

It is requested that the Board approve the proposed budget amendment for FY 2022 – 2023 as presented.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the proposed budget amendment for FY 2022 – 2023 as presented.

**Approval Recommended:**

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

# South Texas College

## Unrestricted Fund

Fiscal Year Ending August 31, 2023  
AMENDED

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,444,043	-	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	7,507,655	-	7,507,655
Total Carryover Allocations	12,319,652	3,247,812	15,567,464
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 108,202,972	\$ 2,658,641	\$ 110,861,613
Total Benefits	25,393,290	589,171	25,982,461
Total Operating	41,612,382	-	41,612,382
Total Travel	2,355,768	-	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
<b>Total Expenditures</b>	<b>\$ 180,848,280</b>	<b>\$ 3,247,812</b>	<b>\$ 184,096,092</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	7,507,655	-	7,507,655
<b>Total Transfers &amp; Reserves</b>	<b>13,007,655</b>	<b>-</b>	<b>13,007,655</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>

# South Texas College

## Proposed Budget Amendment for Unrestricted Fund FY 2022 - 2023

February 14, 2023

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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## Summary of Proposed Budget Amendment

### Budgeted Revenues and Expenditures

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$193,855,935	\$3,247,812	\$197,103,747

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## Proposed Budget Amendment Summary Unrestricted Fund

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,444,043	-	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	7,507,655	-	7,507,655
Total Carryover Allocations	12,319,652	3,247,812	15,567,464
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>

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## Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$3,247,812	Due to the additional funding needed for Nursing faculty at the Starr and Mid-Valley campuses in the amount of \$225,000, and to fund the proposed Retention Incentive Payment in the amount of \$3,022,812.
<b>Total Revenue Increase</b>	<b>\$3,247,812</b>	

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## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 108,202,972	\$ 2,658,641	\$ 110,861,613
Total Benefits	25,393,290	589,171	25,982,461
Total Operating	41,612,382	-	41,612,382
Total Travel	2,355,768	-	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
<b>Total Expenditures</b>	<b>\$ 180,848,280</b>	<b>\$ 3,247,812</b>	<b>\$ 184,096,092</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	7,507,655	-	7,507,655
<b>Total Transfers &amp; Reserves</b>	<b>13,007,655</b>	<b>-</b>	<b>13,007,655</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 193,855,935</b>	<b>\$ 3,247,812</b>	<b>\$ 197,103,747</b>

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## Summary of Budget Changes Unrestricted Fund Expenditures and Reserves

Expenditures and Reserves	Increase/ (Decrease)	Description
Total Salaries	\$2,658,641	Due to the additional funding needed for Nursing faculty at the Starr and Mid-Valley campuses in the amount of \$180,000, and to fund the proposed Retention Incentive Payment in the amount of \$2,478,641
Total Benefits	589,171	Due to the additional funding needed for Nursing faculty at the Starr and Mid-Valley campuses in the amount of \$45,000, and to fund the proposed Retention Incentive Payment in the amount of \$544,171
<b>Total Expenditures Increase</b>	<b>\$3,247,812</b>	

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# **Thank You**

## **Questions?**

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## **Review and Action as Necessary to Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023**

Purpose and Justification – Administration recommends the Board 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 approved by the President. These changes are deemed critical and result from expanded duties and revisions and reclassifications appropriate to the position duties, 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 Position Title and/or Salary Adjustments

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, all the Vice Presidents, and the Assistant Director of Human Resources.

Enclosed Documents – Exhibit A and Exhibit B are provided 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.



Administration recommends Board approval to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 as presented.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the ratification of revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan for 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
<b>Vice President for Student Affairs and Enrollment Management</b>							
1	Advising	Advisor-PASS Program - Filled Position# 622801 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
2	Advising	Advisor - Filled Position# 735332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 43,553.00	\$ 769.00	\$ 44,322.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
3	Advising	Advisor - Filled Position# 709332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 40,488.00	\$ 1,696.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
4	Advising	Advisor - Filled Position# 712332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 41,244.00	\$ 940.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
5	Advising	Advisor - Filled Position# 705332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 42,409.00	\$ 760.00	\$ 43,169.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
6	Advising	Advisor - Filled Position# 723332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
7	Advising	Advisor - Filled Position# 724332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 41,856.00	\$ 328.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
8	Advising	Advisor - Filled Position# 623556 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
9	Advising	Advisor - Filled Position# 708332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,353.00	\$ 5,831.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
10	Advising	Advisor - Filled Position# 700081 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,806.00	\$ 5,378.00	\$ 42,184.00
Rationale: • Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							

**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
11	Advising	Advisor - Filled Position# 700136 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
12	Advising	Advisor - Filled Position# 717332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
13	Advising	Advisor - Filled Position# 734332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 37,446.00	\$ 4,738.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
14	Advising	Advisor - Filled Position# 622556 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 49,315.00	\$ 226.00	\$ 49,541.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
15	Advising	Advisor - Filled Position# 732332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 38,283.00	\$ 3,901.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
16	Advising	Advisor - Filled Position# 714332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 39,560.00	\$ 2,624.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
17	Advising	Advisor - Filled Position# 713332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 48,150.00	\$ 236.00	\$ 48,386.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
18	Advising	Advisor - Filled Position# 718332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 49,793.00	\$ 238.00	\$ 50,031.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
19	Advising	Advisor - Filled Position# 706332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 49,752.00	\$ 244.00	\$ 49,996.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
20	Advising	Advisor - Filled Position# 710332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 37,742.00	\$ 4,442.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							
21	Advising	Advisor - Filled Position# 733332 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 36,446.00	\$ 5,738.00	\$ 42,184.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations.							

**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
22	Advising	Career & Tech Ed Coach - Filled Position# 622337 Current Pay Grade EAP 1	Prof /Tech Support FT Exempt	EAP 2	\$ 52,886.00	\$ -	\$ 52,886.00
Rationale: •Reclassifying from EAP 1 to EAP 2 according to TASB recommendations. On Pay Plan registered as EAP 1 but already being paid as EAP 2. No pay change, only updating pay plan to reflect EAP 2							
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>					<b>\$ 904,312.00</b>	<b>\$ 66,779.00</b>	<b>\$ 971,091.00</b>

<b>Totals for Divisions</b>	<b>\$ 904,312.00</b>	<b>\$ 66,779.00</b>	<b>\$ 971,091.00</b>
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Grand Total Salary Adjustments	\$ 66,779.00
Less Sources of Funding Identified	\$ (66,779.00)
<b>Net Impact to Budget</b>	<b>\$ -</b>

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
<b>Office of the President</b>						
1	Public Relations/Marketing	Title, Salary, and Grade Change for Administrative Assistant (Position 705362) to Senior Administrative Assistant - Filled	Classified Non-Exempt FT	\$ 38,376	\$ 1,914	\$ 40,290
Rationale: • Revise position title and salary to assist the Executive Director and Director of the department. ATS 3 to ATS 4						
<b>Total for Office of the President</b>				<b>\$ 38,376</b>	<b>\$ 1,914</b>	<b>\$ 40,290</b>
<b>Vice President for Institutional Advancement and Economic Development</b>						
2	RCPSE - State	Title, Salary, FLSA and Grade Change for Director-Regional Ctr Public Safety (Position 700517) to Police Sergeant - Filled	Prof /Tech Support FT Non-Exempt	\$ 102,823	\$ (42,823)	\$ 60,000
Rationale: • Reclassification from EAP 7 to OS 9.						
<b>Total for Vice President for Institutional Advancement and Economic Development</b>				<b>\$ 102,823</b>	<b>\$ (42,823)</b>	<b>\$ 60,000</b>
<b>Vice President for Academic Affairs</b>						
3	Mathematics	Title Change for Math Instructor (Position 300006) to Engineering Instructor - <b>Vacant</b>	Faculty FT 9 Mos Paid Over 12	\$ 75,282	\$ -	\$ 75,282
Rationale: • Requesting title change for this position that will serve as a new faculty and Program Chair for the Engineering department.						
<b>Total for Vice President for Academic Affairs</b>				<b>\$ 75,282</b>	<b>\$ -</b>	<b>\$ 75,282</b>
<b>Vice President for Finance and Administrative Services</b>						
4	Cashiers Office	Salary and Grade Change for Business System Analyst (Position 739184) - Filled	Prof /Tech Support FT Exempt	\$ 60,308	\$ -	\$ 60,308
Rationale: • Pay grade should be TECH 5 and not TECH 6 on December board motion.						
5	Human Resources	Title, Salary, and Grade Change for Administrative Assistant (Position 706240) to Senior Administrative Assistant- <b>Vacant</b>	Classified Non-Exempt FT	\$ 33,447	\$ 395	\$ 33,842
Rationale: • This position is an essential position, and critically necessary at the Office of Human Resources. Position will assist the Executive Director of Human Resources and five administrations from the department and will provide customer service by answering inquiries from the general public in person, telephone, and email. Additionally, this position will assist providing operation efficiencies (requisitions, travel, etc.)						
6	Business Office	Salary adjustment for Accounting Group Manager (Position 700054) - Filled	Prof /Tech Support FT Exempt	\$ 79,759	\$ 3,241	\$ 83,000
Rationale: • Salary review due to expanded duties to oversee the grant accounting office with additional federal, state, local and private regulatory compliance responsibilities.						
7	Business Office	Salary adjustment for Budget Manager (Position 760184) - Filled	Prof /Tech Support FT Exempt	\$ 75,845	\$ 2,655	\$ 78,500
Rationale: • Salary review due to expanded duties to supervise new department with three staff members and be responsible for additional regulatory reporting and compliance.						
<b>Total for Vice President for Finance and Administrative Services</b>				<b>\$ 249,359</b>	<b>\$ 6,291</b>	<b>\$ 255,650</b>

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

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>						
8	Student Financial Services	Title and Grade Change for VA Certifying Official (Position 705190) to VA Certifying Official - Outreach - <b>Vacant</b>	Prof /Tech Support FT Non-Exempt	\$ 42,099	\$ -	\$ 42,099
Rationale: • Position will be responsible for all the VA outreach events. Making connections with student veterans and their dependents, Student Veteran's Club, VA faculty, and staff. Maintaining the VA website, online orientations and VA student portal active. Inform outside bVA agencies, WIA, VA Clinic VIDA, RGV Coalition, Region One. Position was reclassified from ATS 4 to ATS 5.						
9	Admissions & Records	Title and Salary Change for Records Technician (Position 700072) to Admissions Specialist - <b>Vacant</b>	Classified Non-Exempt FT	\$ 27,921	\$ 5,921	\$ 33,842
Rationale: • Position at the Mid-Valley campus provides support with admissions, registration, and graduation, including the management of student records and documents, and admissions evaluations. The Specialist evaluates transcripts of course, students' qualifications for admission, transfer, or graduation and provides recommendations to the Director of Student Records and Registrar for improvement of processes within the office. Collaborates with departments during peak registration periods and assists with campus events held in the enrollment center.						
<b>Total for Vice President for Student Affairs and Enrollment Mgmt.</b>				<b>\$ 70,020</b>	<b>\$ 5,921</b>	<b>\$ 75,941</b>
<b>Totals for Divisions</b>				<b>\$ 535,860</b>	<b>\$ (28,697)</b>	<b>\$ 507,163</b>

Total Salary Adjustments	\$ (28,697)
Less Sources of Funding Identified	\$ 28,697
<b>Net Impact to Budget</b>	<b>\$ -</b>

## **Review and Action as Necessary to Accept South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2022**

Purpose and Justification – Administration recommends Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2022.

The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

During calendar year 2022, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code of Criminal Procedure, Chapter 2. General Duties of Officers, Art. 2.132. Law Enforcement Policy on Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify

traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted:

There was one search conducted during calendar year 2022.

- Street address or approximate location of the stop: 3300 W. Pecan Blvd.

One of the traffic stops resulted in a search when the operator was observed stationary, blocking traffic on an adjacent street to the Pecan Campus. A strong odor of marihuana was emitting from the operator's vehicle. The operator admitted to possessing a small amount of cannabis (Marihuana) inside the rear hatch compartment of the vehicle. The vehicle was searched, and the operator was arrested for Health and Safety Code 481.121 and issued a citation for Health and Safety Code 481.125 Possession of a Drug Paraphernalia.

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

<b>Description</b>	<b>Year 2021 Stops Conducted</b>	<b>Year 2022 Stops Conducted</b>
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	32	35
Stops conducted on entering/ leaving campuses - driving infractions on college property	12	22
Stops conducted on public roadways where violations posted a liable danger to public safety	15	25
<b>Total</b>	<b>59</b>	<b>82</b>

There has been an increase in traffic stops the last year as compared to FY 2021 due to the lifting of Covid-19 restrictions. Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:



<b>Description</b>	<b>Year 2021 Stops Conducted</b>	<b>Year 2022 Stops Conducted</b>
Red Light	15	15
Speeding	15	16
Disregard Traffic Signal	5	-
Turned Where Prohibited	-	8
Failure to Stop/ Stop at Sign	6	1
Unsafe Lane Change	4	2
No Class M DL/No DL	1	-
No Turn Signal	-	1
Failure to Yield	-	6
Driving on Wrong Side	1	-
Driving w/o Lights when Lights are Required	12	3
No License Plate Displayed	-	3
Stopping, Standing, Parking Prohibited in Certain Places	-	3
Expired License Plates	-	8
Unsafe Speed	-	1
Failure to Stop at Designated Point	-	4
Investigative Stop/ Crime	-	1
Parked in Handicap	-	7
Parked in Fire Lane	-	2
Deflective Equipment	-	1
<b>Total</b>	<b>59</b>	<b>82</b>

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

Reviewers - The Vice President for Finance and Administrative Services and the Chief of Police for the Department of Public Safety have reviewed the information being presented.

Enclosed Documents - The Racial Profiling Report for calendar year 2022 and the Comparative Analysis are included in the packet for the Board's information and review.

Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, will be present at the Board Meeting to address questions by the trustees.

Administration recommends Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2022 as presented.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and accepts the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2022 as presented.

**Approval Recommended:**

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

# South Texas College Department of Public Safety

## 2022 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
Alaska/Native American/Indian	0	0.00%	Alaska/Native American/Indian	25	0.09%
Asian/Pacific Islander	1	1.22%	Asian/Pacific Islander	146	0.52%
Black	3	3.66%	Black	122	0.44%
White	18	21.95%	White	599	2.14%
Hispanic/Latino	60	73.17%	Hispanic/Latino	26,661	95.23%
Other	0	0.00%	Other	444	1.59%
Total	82	100.00%	Total	27,997	100.00%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Chief of Police for the South Texas College Department of Public Safety

# Racial Profiling Report | Full

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Agency Name: South Texas College Department of Public Safety  
Reporting Date: 01/19/2023  
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:  
Phone: (956) 872-2589  
Email: rsuarez8@southtexascollege.edu

Mailing Address:  
2509 PECAN BLVD  
MCALLEN, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed

in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: RAY N. GUTIERREZ  
Police Compliance Coordinator

Date: 01/19/2023

# Total stops: 82

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## Street address or approximate location of the stop

City street	68
US highway	3
County road	0
State highway	1
Private property or other	10

## Was race or ethnicity known prior to stop?

Yes	0
No	82

## Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	3
White	18
Hispanic / Latino	60

## Gender

<b>Female</b>	<b>38</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	9
Hispanic / Latino	29
<b>Male</b>	<b>44</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	3
White	9
Hispanic / Latino	31

## Reason for stop?

<b>Violation of law</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	1
<b>Preexisting knowledge</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Moving traffic violation</b>	<b>72</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	3
White	15
Hispanic / Latino	53
<b>Vehicle traffic violation</b>	<b>9</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	6
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>No</b>	<b>81</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Reason for Search?</b>	
<b>Consent</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0				
<b>Contraband</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Probable</b>	<b>1</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	1				
<b>Inventory</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Incident to arrest</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
<b>Was Contraband discovered?</b>					
<b>Yes</b>	<b>1</b>	Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	0	Yes	0	No	0
Asian / Pacific Islander	0	Yes	0	No	0
Black	0	Yes	0	No	0
White	0	Yes	0	No	0
Hispanic / Latino	1	Yes	1	No	0
<b>No</b>	<b>0</b>				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				



<b>Description of contraband</b>	
<b>Drugs</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Weapons</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Result of the stop</b>	
Verbal warning	<b>8</b>

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	7
<b>Written warning</b>	<b>51</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	11
Hispanic / Latino	37
<b>Citation</b>	<b>21</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	14
<b>Written warning and arrest</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Citation and arrest</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	1
<b>Violation of Traffic Law</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>82</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

**Comparative Analysis**

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

**Optional Narrative**

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

## **Review and Action as Necessary to Adopt New Personnel Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to Adopt New Personnel Policies and Retire Current Policies to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures are currently in place and will continue to be enhanced.

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

Adopt New Policy	Retired Policy(ies)
A-1. CKD (Local) Insurance and Annuities Management: Health and Life Insurance	A-2. Policy #4340: Employee Medical Insurance  A-3. Policy #4352: "Consolidated Omnibus Budget Reconciliation Act" (Cobra)
B-1. CKF (Local) Insurance and Annuities Management: Unemployment Insurance	
C-1. DLC (Local) Employee Performance Promotion and Demotion	

The following policies are also recommended for retirement. They are duplicative with legal framework as maintained for South Texas College by TASB.

D-1. Retire Current Policy #4212: Employment and Supervisory Relationship of Relatives

- Transition and maintained as an administrative procedure.

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, Employee Relations Officer, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies are provided 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 questions.

Administration recommends Board approval to adopt new policies and retire current policies as listed, presented, and supersedes any previously adopted Board policy.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the adoption of new policies and retirement of current policies as listed, presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**College District  
Contribution**

The College District shall contribute the following amounts to the health insurance premiums for employees eligible to participate in the Texas Employees Uniform Group Insurance Program:

1. For an eligible full-time employee who works at least 30 hours per week, 100 percent to the premiums for the employee and 50 percent to the premiums for that employee's eligible dependents.
2. For an eligible part-time employee who works less than 30 hours per week, 50 percent to the premiums for the employee and 25 percent to the premiums for that employee's eligible dependents.

The Board may allocate funds as part of the annual budget development and adoption process for contributions to employee premiums for any additional health and life insurance programs available to employees.

Eligibility of  
Employees  
Performing Services  
Outside Texas

If at least 75 percent of an employee's services are performed outside Texas, then the employee, if otherwise eligible, may participate in the Texas Employees Uniform Group Insurance Program in accordance with College District regulations.

*Outside Texas*

An employee's services are performed outside Texas if they are performed while the employee is located outside Texas and do not include instruction to a College District student who is located in-state.

**Continuation  
Coverage**

The College District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The College District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or Family and Medical Leave Act (FMLA) leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the College District's group health insurance plan.

## **MANUAL OF POLICY**

<b>Title</b>	<b>Employee Medical Insurance</b>	<b>4340</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <b>As Amended by Board Minute Order dated March 29, 1996</b> <b>As Amended by Board Minute Order dated June 16, 2005</b>	

South Texas College provides group medical insurance for eligible employees and their qualified dependents in accordance with the Texas Employees Group Benefit Program as administered and implemented by the Employees Retirement System of Texas.



## MANUAL OF POLICY

<b>Title</b>	<b>"Consolidated Omnibus Budget Reconciliation Act" (COBRA)</b>	<b>4352</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 25, 1996 As Amended by Board Minute Order Dated August 13, 1998</b>	

The "Consolidated Omnibus Budget Reconciliation Act" (COBRA) provides the option for continuation of medical and/or dental coverage to an employee and insured dependents who loses insurance coverage as a result of a qualifying event. Under this Act, an eligible employee would be able to purchase the same insurance at the full rates offered to the College. Details may be obtained from the Office of Human Resources.

A qualifying event, as defined by Federal Legislation, which would allow a former employee to continue insurance coverage for up to 18 months includes:

1. retirement;
2. layoff;
3. voluntary resignation;
4. strikes;
5. leaves of absence;
6. involuntary termination (except for gross misconduct); and
7. reduction of hours below the number required for coverage by the group health insurance plan.

All other events allow insurance coverage for up to 36 months.

Retire

INSURANCE AND ANNUITIES MANAGEMENT  
UNEMPLOYMENT INSURANCE

CKF  
(LOCAL)

**Letters of  
Reasonable  
Assurance**

The College District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following academic year.

It is the intent of the College District to achieve optimum utilization of an employee's skills and talents by filling positions with the best-suited candidate by promoting, reassigning, or demoting a qualified employee to that position.

The promotion, reassignment, or demotion of an employee shall be done on the basis of qualifications and suitability of the candidate, without regard to race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, and shall be in keeping with federal and state employment laws and regulations and the regulations of the College District.

**Definitions**

Promotion

"Promotion" is the movement of an employee into a position of increased responsibility or complexity of duties and in a higher salary range.

Reassignment

"Reassignment" is the movement of an employee from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range.

Demotion

"Demotion" is the movement of an employee into a position of decreased responsibility or complexity of duties and in a lower salary range.

**Promotion and  
Reassignments**

The appropriate vice president shall recommend the promotion or reassignment of a qualified employee under his or her authority to the College President for approval.

**Demotions**

The appropriate vice president shall recommend to the College President the demotion of an employee to a position where he or she shall be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. Employees under a term contract shall be afforded notice and a hearing regarding their demotion. An employee may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

**Salary Rate  
Adjustment**

Promotion

An employee who is promoted shall receive a salary adjustment within the salary range of the new position that does not exceed the maximum salary rate established for the new position and as determined by the College President. If no salary range has been predetermined, the appropriate vice president shall make a salary recommendation to the College President for approval.

Reassignment

An employee who is reassigned from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range is not eligible for a salary increase.

Demotion

Upon demotion, an employee's salary shall be adjusted to an appropriate level within the new salary range as determined by the College President. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

**Authority and  
Approval**

All promotions, reassignments, or demotions must be requested and approved on a form provided by the College District.

**Temporary  
Assignments**

Assuming other duties for a temporary period does not constitute a promotion, a reassignment, or a demotion and, generally, would not entitle the employee to additional or less compensation. However, individuals placed in an acting status or who are required to assume significant additional responsibilities for an extended period may be entitled to a temporary salary increase upon approval by the College President.

<b>Title</b>	<b>Employment and Supervisory Relationship of Relatives</b>	<b>4212</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 3</b>
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order dated May 26, 2020</b>	

## **I. Purpose**

The purpose of this policy is to prohibit the employment of persons in supervisory-subordinate employment relationships if they are related within the first degree, second degree or third degree of consanguinity or within the first degree or second degree of affinity.

## **II. Policy**

### **A. Employment of Relatives**

Relatives are persons related to each other within the first, second, or third degree of consanguinity (blood relatives) or within the first or second degree of affinity (relatives by marriage). Relatives shall not be employed by the College in the following employment relationships:

1. When one relative would be responsible for directly or indirectly supervising, evaluating, or auditing the work of another relative.
2. When one relative would be directly or indirectly responsible for institutional decisions that could result in a direct employment benefit to another relative. A direct employment benefit includes, but is not limited to, initial employment or assignment, employee evaluation, salary, course or work assignments, leave of absence, or approval of employee actions.
3. When one relative would have direct or indirect authority over the terms or conditions of employment of another relative.

### **B. Disclosure of Relatives**

#### **1. Initial Hiring**

Individuals applying for employment with the College, shall be required to disclose in the application for employment all relatives who the individual is aware of being employed by the College.

Individuals applying for employment with the College shall be provided by the Director of Human Resources or designee, in writing, an organizational chart or list that includes the names and titles of all employees in the appropriate organizational hierarchy.

The applicant shall also be provided a list of the relationships covered by this policy. The applicant shall be required to disclose, in writing, to the Director of Human Resources, within ten (10) business days, whether or not any of the employees identified to the applicant is a relative of the applicant.

In the event a relative is not disclosed during the application process, the employee must notify the Director of Human Resources within 45 days of becoming aware of a relative's employment with the College.

**2. Employee Reassignment. Transfers:**

An employee who is being assigned, reassigned, transferred, or promoted to any position shall be required to disclose in the application or in writing to the Director of Human Resources, within ten (10) business days, all relatives who the individual is aware of being employed by the College.

**3. Existing Employment Relationships:**

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become relatives shall notify the Director of Human Resources within ten (10) business days of having become relatives to determine whether or not the employment relationship is in violation of this policy.

**C. Administration and Enforcement of Policy**

The Director of Human Resources shall be primarily responsible for administration and enforcement of this policy.

No person may be employed, and no employee may be transferred, assigned, reassigned, or promoted to a position which would result in an employment relationship that violates this policy. Any employment relationship which is in violation of this policy shall be terminated.

If the violation results from an applicant's or an employee's failure to disclose a relative relationship, the applicant or employee shall be disqualified from employment or assignment to the position and shall be subject to termination from employment with the College.

Employees who are in an existing employment relationship that is not in violation of this policy but who, subsequently, become relatives resulting in the employment relationship being in violation of this policy shall be disqualified from continued employment with the College. These employees have option of correcting the violation by one of the employees resigning his or her position within the days stipulated in Policy 4922 Separation of Employment and Re-Employment.

Any employee who exercises authority to recommend or to approve the hiring of an individual or the assignment, reassignment, transfer, or promotion of an employee shall exercise due diligence to ensure that such hiring, assignment, reassignment, transfer or promotion does not result in an employment relationship that violates this policy. Failure to exercise due diligence shall subject the employee to sanctions, including, termination of employment.

The provisions of this Policy shall be cumulative to the provisions of Policy 4216 Harassment, Discrimination, and Sexual Misconduct which prohibits certain employee consensual relationships.

**III. Definitions**

Relatives – shall mean persons related to each other within the first, second, or third degree of consanguinity (blood relatives) or within the first or second degree of affinity (relatives by marriage), as computed under the civil law method.

Direct or Indirectly - One relative serves as an immediate supervisor for another relative or as a supervisor in a higher level in the chain of command of another relative.

#### **Method of Computing Degree of Consanguinity and Affinity Relationship**

The degree of consanguinity and affinity between individuals is determined as follows:

##### **CONSANGUINITY (blood relatives)**

1<sup>st</sup> degree of consanguinity: parents or children (includes adopted children)  
 2<sup>nd</sup> degree of consanguinity: brother, sister, grandparents, or grandchildren  
 3<sup>rd</sup> degree of consanguinity: great grandparents, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual.

There is no distinction between half-blood and full-blood relations. Half-blood relations fall within the same degree as those of the full blood.

##### **AFFINITY (relatives by marriage)**

1<sup>st</sup> degree of affinity: spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-son, or step-daughter  
 2<sup>nd</sup> degree of affinity: brother-in-law or sister-in-law (spouse's brother or sister; or brother or sister's spouse), spouse's grandparents, spouse's grandchildren.

#### **IV. History**

Origination Date Approved by Board	November 26, 2019
Date Reviewed and Approved by Board	November 26, 2019 May 26, 2020



## **Review and Action as Necessary to Adopt New Students Policy and Retire Current Policy**

Purpose and Justification – Administration recommends Board approval to adopt new students policy and retire current policy to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policy with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures are currently in place and will continue to be enhanced.

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

Adopt New Policy	Retired Policy(ies)
A-1. FLBE (Local) Student Conduct: Alcohol and Drug Use	A-2. Policy #6320: Prohibition of Drugs and Alcohol on Campus

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 Vice President for Finance and Administrative Services.

Enclosed Documents - The proposed new and retired policies are provided in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, will be present at the Board Meeting to address questions.

Administration recommends Board approval to adopt new students policy and retire current policy as listed, presented, and supersedes any previously adopted Board policy.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the adoption of a new students policy and retirement of a current policy as listed, presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**Alcohol**

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President[G head of district/college/ESC, initial upper case], these provisions may be waived with respect to a specific location on College District property or a specific event or approved academic programs/classes as permitted by law that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled  
Substances**

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

**Exceptions**

It shall not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;

3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

**Paraphernalia**

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

**Violation**

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Notice**

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

## MANUAL OF POLICY

<b>Title</b>	<b>Prohibition of Drugs and Alcohol on Campus</b>	<b>6320</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order dated June 22, 2021</b>	

### **I. Purpose**

South Texas College is committed to maintaining a safe, healthy, and lawful working and educational environment for its employees and students.

### **II. Policy**

South Texas College prohibits employees and students from the unlawful possession, sale, distribution, offering, and/or consumption of controlled substances, as defined by the Controlled Substances Act, Subchapter I, Schedules I-V, on facilities and property owned, leased, or operated by the College, or while engaged in College-related activities or functions.

South Texas College also prohibits employees and students from being under the influence, possessing, or consuming alcoholic beverages on facilities and property owned, leased, or operated by the College, except as permitted in accordance with Board Policy 4213: Drug-Free and Alcohol-Free Workplace and Campus.

### **III. Definitions**

Controlled Substance – as defined by Title 21 U.S.C. Controlled Substances Act, Chapter 13, Part A, Section 802, shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V, as amended; The Texas Controlled Substances Act, the Texas Dangerous Drugs Act, and the Texas Simulated Controlled Substances Act.

### **IV. History**

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

## **Review and Action as Necessary to Adopt New Business and Support Services Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt new business and support services policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures are currently in place and will continue to be enhanced.

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

Adopt New Policy	Retired Policy(ies)
A-1. CT (Local) - Intellectual Policy	A-2. Policy #3830: Intellectual Property  A-3. Policy #3835: Copyright
B-1. CIB - Equipment and Supplies Management: Disposal of Property	B-2. Policy #5135: Disposal of Surplus Property

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, the Vice President for Academic Affairs, and the Vice President for Finance and Administrative Services.

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

Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Dr. Jesús Campos, Dean of Library & Learning Support Services, will be present at the Board Meeting to address questions.

Administration recommends Board approval to adopt new policies and retire current policies as listed, presented, and supersedes any previously adopted Board policy.

The Finance, Audit, and Human Resources Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the adoption of new Business and Support Services policies and retirement of current policies as listed, presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

<b>Intellectual Property</b>	All copyrights, trademarks, and other intellectual property rights shall remain with the College District at all times.
Definitions	<p>“Incidental Use” is defined as minor utilization of resources commonly encountered in the course of an employee’s daily job. This includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. An individual’s office;</li> <li>2. An individual’s office computer;</li> <li>3. An individual’s office telephone;</li> <li>4. College District library resources; and</li> <li>5. College District art studios.</li> </ol> <p>“Scholarly Works” are defined as works that are created to further scholarly or artistic activity for which no compensation is granted by the College District. These include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Manuscripts;</li> <li>2. Scholarly articles;</li> <li>3. Documentaries;</li> <li>4. Webpages;</li> <li>5. Monographs;</li> <li>6. Works of art; and</li> <li>7. Other research-based productions.</li> </ol> <p>“College Time” is defined as time an employee spends conducting work that contributes to the course and scope of employment as defined in the assigned job description.</p>
Students	A student shall retain all rights to work created as part of instruction or using College District technology resources.
Community Users	Members of the community who are neither students, employees of the College District, nor independent contractors hired by the College District shall retain all rights to work created using College District technology resources.
Employees <i>College District Ownership</i>	As an agent of the College District, an employee, including a student employee, shall not have rights to work he or she creates on College District time, using College District technology resources, or using College District intellectual property with the exception of



scholarly works produced with incidental use of College District resources. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights and patents. The College District may designate a taskforce to recommend whether and what type license to assign to College District-owned intellectual property.

*Employee  
Ownership*

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to the College District for use of the patented work. A College District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

*Permission*

A College District employee may apply to the College President or designee to use College District materials and equipment in his or her creative projects, provided the employee agrees either to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

*Works for Hire*

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

*Grant & Contract  
Agreements*

This policy is superseded by the specific terms relating to intellectual property ownership, assignment, and licensing of state and federal grants and other contracts entered into by the College District with other external funding entities.

*OER & Creative  
Commons  
Licensing*

The College District promotes the development and use of Open Educational Resources (OER) to reduce barriers to student success and encourages open sharing of the creative and innovative work of College District staff. Copyright owners and creators are encouraged to assign Creative Commons licenses to share works and grant copyright permission for not-for-profit purposes.

*Disclosure of  
Intellectual Property*

College District personnel intending to create intellectual property of commercial value are advised to disclose planned projects prior to beginning work by completing the Request for Determination of

Intellectual Property Rights Form available through Human Resources.

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Copyright	Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.
Technology Use	All persons are prohibited from using College District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with College District technology resources. No person shall use the College District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the College President or designee to employ all reasonable measures to prevent the use of College District technology resources in violation of the law. All persons using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]
Electronic Media	Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.
Designated Agent	The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The College District shall include on its website information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

	<p>If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.</p>
<b>Trademark</b>	<p>The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.</p>
College District-Related Use	<p>The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.</p>
Public Use	<p>Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without the written permission of the College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.</p> <p>Any individual, organization, or business that uses College District trademarks without appropriate authorization shall be subject to legal action.</p>

## MANUAL OF POLICY

<b>Title</b>	<b>Intellectual Property</b>	<b>3830</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated September 18, 2008</b>	

### **Intent:**

The Policy on Intellectual Property applies to all students and employees and addresses the definition, ownership, compensation, benefits and revenue, and copyright derived from the creation and production of all Intellectual Property.

### **Definition:**

The College recognizes Intellectual Property as an important asset to the educational community and to a broad range of intellectual endeavors. Intellectual Property denotes legal rights to products of the mind, including but not limited to inventions, discoveries, trade secrets, trade and service marks, writings, art works, musical compositions and performances, software, literary works, architecture and any other property type defined as Intellectual Property by law.

### **Ownership:**

The College owns the Intellectual Property created by its students or employees under one or more of the following conditions: If created within the scope of employment, if created on College time, if created with the use of College resources, if created with College financial support, if commissioned by the College, if created under the copyright law of works for hire, or if related to the student or employee's work responsibilities.

The student or employee owns the Intellectual Property under the following conditions: If created outside the scope of employment, if not created on College time, if not created using College resources, if not created with College financial support, if not commissioned by the College, if not created under the copyright law of works for hire, and if unrelated to the student or employee's work responsibilities.

The College and the student or employee may enter into a co-ownership of Intellectual Property when a negotiated contract that sets forth all pertinent factors regarding ownership of materials, compensation, copyright issues, benefits, use of revenue and other conditions are developed prior to the development of Intellectual Property

### **Process:**

A student or employee desiring to develop co-ownership of Intellectual Property should initiate, in writing, an inquiry to the President through the respective Executive Officer or designee so that the means of development, ownership, equity and other pertinent documentation can be negotiated and a contract signed.

The student or employee will have no claim of compensation, benefits or use of revenue from Intellectual Property aside from what is specified in the negotiated contract in writing by the College President.

## MANUAL OF POLICY

<b>Title</b>	<b>Copyright</b>	<b>3835</b>
<b>Legal Authority</b>	<b>Approved of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated January 19, 2006</b>	

South Texas College is committed to complying with all federal laws pertaining to copyright. Violations of copyright law will result in disciplinary action up to and including termination.

Pursuant to Title 17 of the United States Code, South Texas College will maintain and make available information materials regarding copyright.

**Disposal of College  
District Property**

The College President or designee is authorized to declare College District personal property, including materials, equipment, vehicles, and supplies, to be unnecessary.

If the unnecessary property has value, the College President or designee shall:

1. Dispose of the unnecessary property for fair market value;
2. Dispose of the unnecessary property through a method expressly authorized by law; or
3. Recommend to the Board for approval an alternative method of disposal for less than fair market value. Before approving the disposal of the unnecessary property for less than fair market value, the Board shall determine that the conveyance is not a gift of public funds by making the following findings:
  - a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
  - b. The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and
  - c. The College District shall receive a return benefit.

If the unnecessary property has no value, the College President or designee may dispose of such property according to administrative discretion.

Items obtained with federal funds or as federal surplus shall be managed according to federal regulations.

**Disposal of  
Abandoned or  
Unclaimed Personal  
Property**

The College President or designee is authorized to dispose of a third parties' abandoned and unclaimed personal property in accordance with College District regulations. These regulations shall address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.
3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

EQUIPMENT AND SUPPLIES MANAGEMENT  
DISPOSAL OF PROPERTY

CIB  
(LOCAL)

Any monies realized from disposal of unclaimed or abandoned personal property shall be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]

## MANUAL OF POLICY

<b>Title</b>	<b>Disposal of Surplus Property</b>	<b>5135</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated February 15, 2007 Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated October 27, 2016</b>	

This policy concerns the disposal of surplus property. The disposal of intellectual property or real property is not included in this policy.

For purposes of this policy, “surplus property” is defined as property which may meet one or more of the following descriptions:

- is obsolete, outmoded, or has been identified as having no current or foreseeable use for college operation;
- may have future use but does not justify the cost of maintenance and/or storage;
- through use, time, or accident is so damaged, used or consumed that it has no value for the purpose for which it was originally intended.

As a condition to its designation, surplus property must be determined to be at no reasonable use or value by any College department. Property which is no longer needed by one department shall, to the maximum extent possible, be redistributed to other departments within the College where it may be needed.

South Texas College may use any or all of the following methods for disposition of surplus property:

1. **Sale:** Surplus property may be sold by sealed competitive bid, auction, or direct sale to the public, including a sale using an Internet auction site.
2. **Donation:** Surplus property may be donated to other agencies of the State of Texas or to local governmental agencies in cases where limited proceeds would be derived from a sale, or where such donation helps to further the mission of the College, in accordance with law.
3. **Trade-in:** As an alternative to a sale of surplus personal property, the College may include an item(s) as a “trade-in” when a replacement item(s) is purchased under the College’s Purchasing Policy. Property may not always have to be designated as surplus for the College to use the trade-in method of disposition.
4. **Disposal as Waste:** Property which the College is unable to dispose of by any of the above methods shall be treated as waste material and the College shall have it removed by the local community waste disposal service or by any waste collection organization that may recycle or dispose of it as required by local ordinances or rules.
5. **Release to a Party Insuring the Property:** If College property is damaged by a party such as a vendor doing an installation or conducting work for the College and is covered by the party’s liability insurance, the damaged property may be released to the party upon reimbursement of the value of the property to the College, and upon approval by the President.

Property purchased with grant funds shall be disposed of according to the grant’s provisions.

Disposition of property by sale, donation, or trade-in shall require the following approvals:

- By President: for property with an original unit value less than \$5,000
- By Board: for property with an original unit value of \$5,000 and over



## MANUAL OF POLICY

**Title**

**Disposal of Surplus Property**

**5135**

**Legal Authority**

**Approval of the Board of Trustees**

**Page 2 of 2**

Except for property acquired through grants or other funding sources which may have their own requirements, all proceeds from the sale of surplus property, net of the expenses related to the sale, will be deposited into the unrestricted fund for the general use of the College.

When disposing of surplus property, South Texas College shall advertise the sale at least once in at least one newspaper of general circulation within the College district.

At no time or under any circumstance may College property be disposed of by donation, gift or direct sale without competitive bid or auction to employees or Board members of the College or their immediate families, relatives, firms, employers or agents, except when permitted by law.

Revised

## **Review and Action as Necessary on Contracting Construction Services for the Technology Campus Exterior Solar Panel Structures**

Approval to contract construction services for the Technology Campus Exterior Solar Panel Structures project is requested.

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

### **Scheduling Priority**

This project has been requested by the Construction and Building Technologies Program. It has been reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a structure for instruction and demonstration.

### **Background**

On June 28, 2022, the Board approved the schematic design for this project as prepared by SAMES, Inc.

### **Request for Proposals (RFP) - The solicitation process was as follows:**

Advertised RFP	January 18, 2023 and January 25, 2023
RFP Responses Due	February 2, 2023
RFP Issued To	Seven (7) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Division of Business, Public Safety, and Technology, Project Architect, and the Purchasing Department
Highest Ranked Vendor	Rio United Builders

### **Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommend **Rio United Builders** as the highest ranked in the amount of \$210,000. The table below details the construction budget and the contractor's proposal.

### **Construction Budget and Proposal Amount**

Source of Funding	Original Construction Budget	Highest Ranked Proposal Rio United Builders	Original Budget Variance
Unexpended Construction Plant Fund	\$175,200	\$210,000	(\$34,800)

### **Total Project Budgets**

<b>Unexpended Construction Plant Fund Projects</b>	<b>Construction Budget</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech.</b>	<b>Total Project Budget</b>
Technology Campus Exterior Solar Panel Structures	\$175,200	\$17,024	\$6,000	\$0	\$0	\$198,224*

\*Actual Project Costs could increase due to the construction proposal costs and current market conditions.

### **Funding Source**

Funds for the Technology Campus Exterior Solar Panel Structures Project 2022-008C are budgeted in the FY 2022-2023 Unexpended Construction Plant Fund. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

### **Estimated Project Timeline**

Construction is to commence in March 2023 and obtain Substantial Completion in July 2023.

### **Enclosed Documents**

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

The Facilities Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Rio United Builders in the amount of \$210,000 for the Technology Campus Exterior Solar Panel Structures project as presented.

### **Approval Recommended:**

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



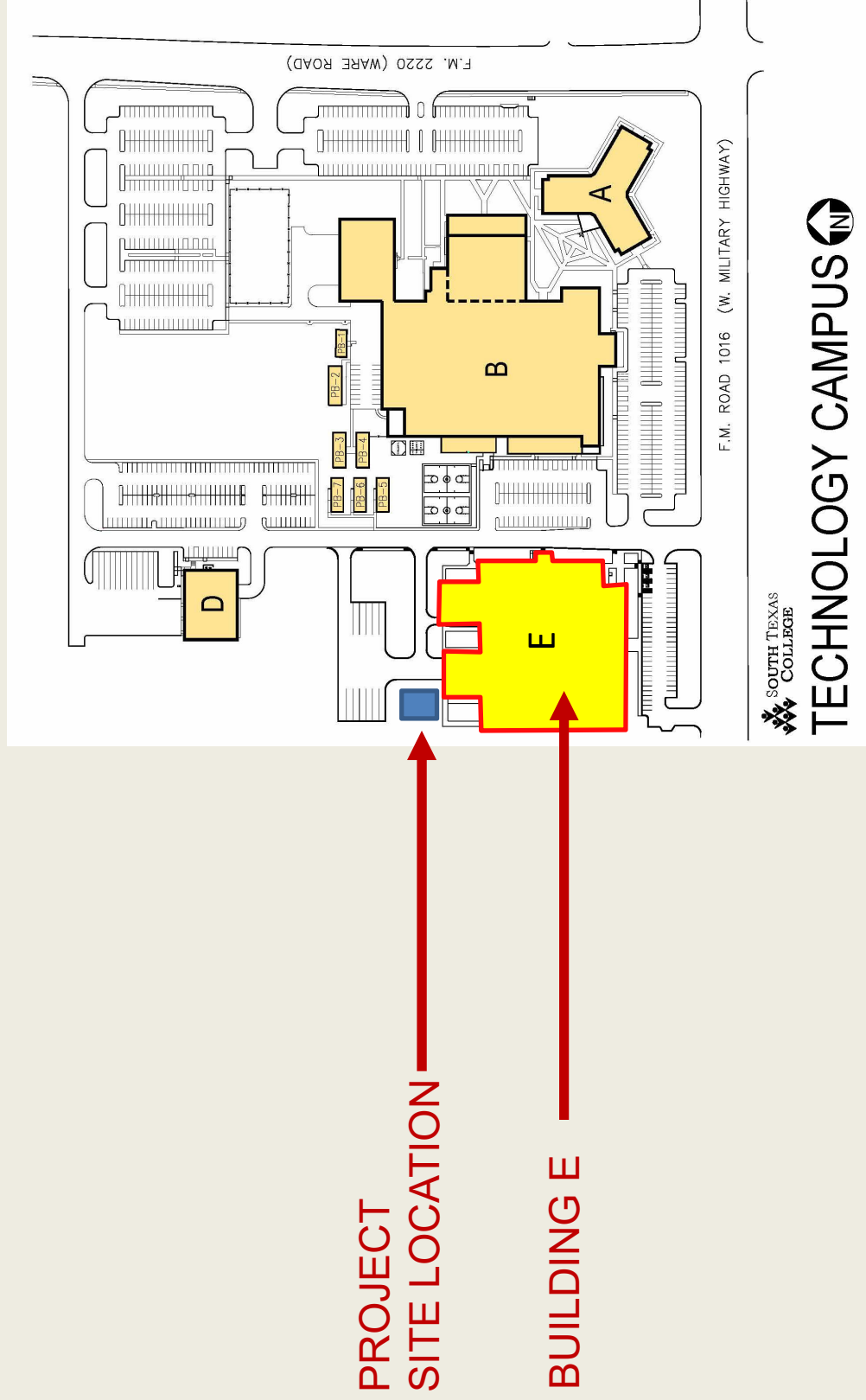
# Technology Campus

## Institute for Advanced Manufacturing Building E

### Solar Panel Structures

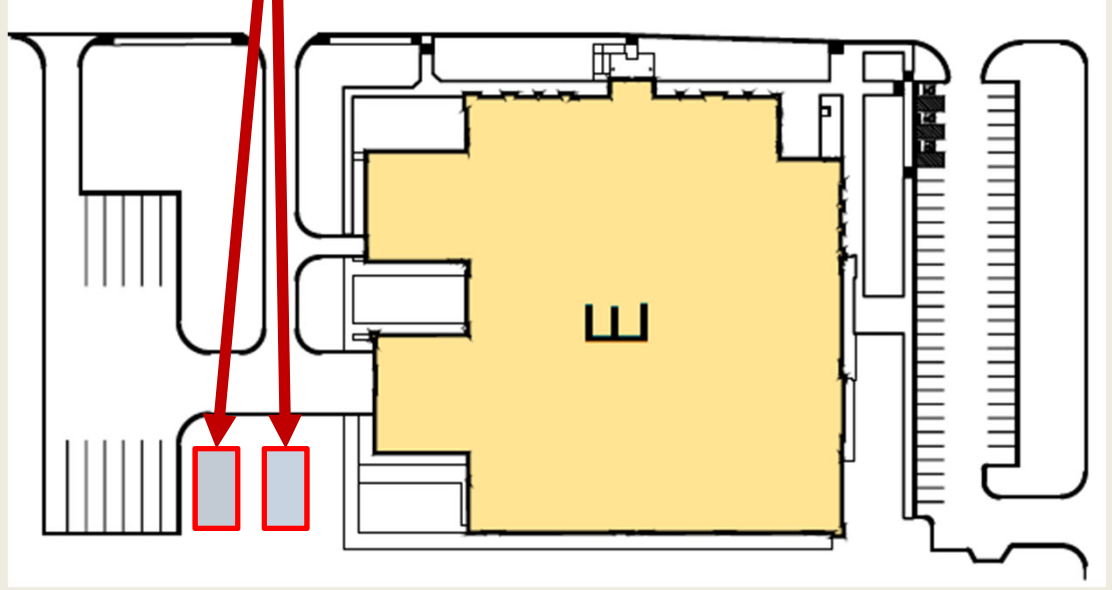
RFP 22-23-1012

# Technology Campus Solar Panel Structures Project Site

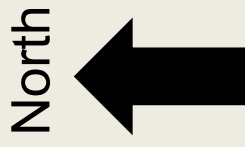


# Technology Campus Solar Panel Structures

## Project Location



PROPOSED  
PROJECT  
LOCATIONS





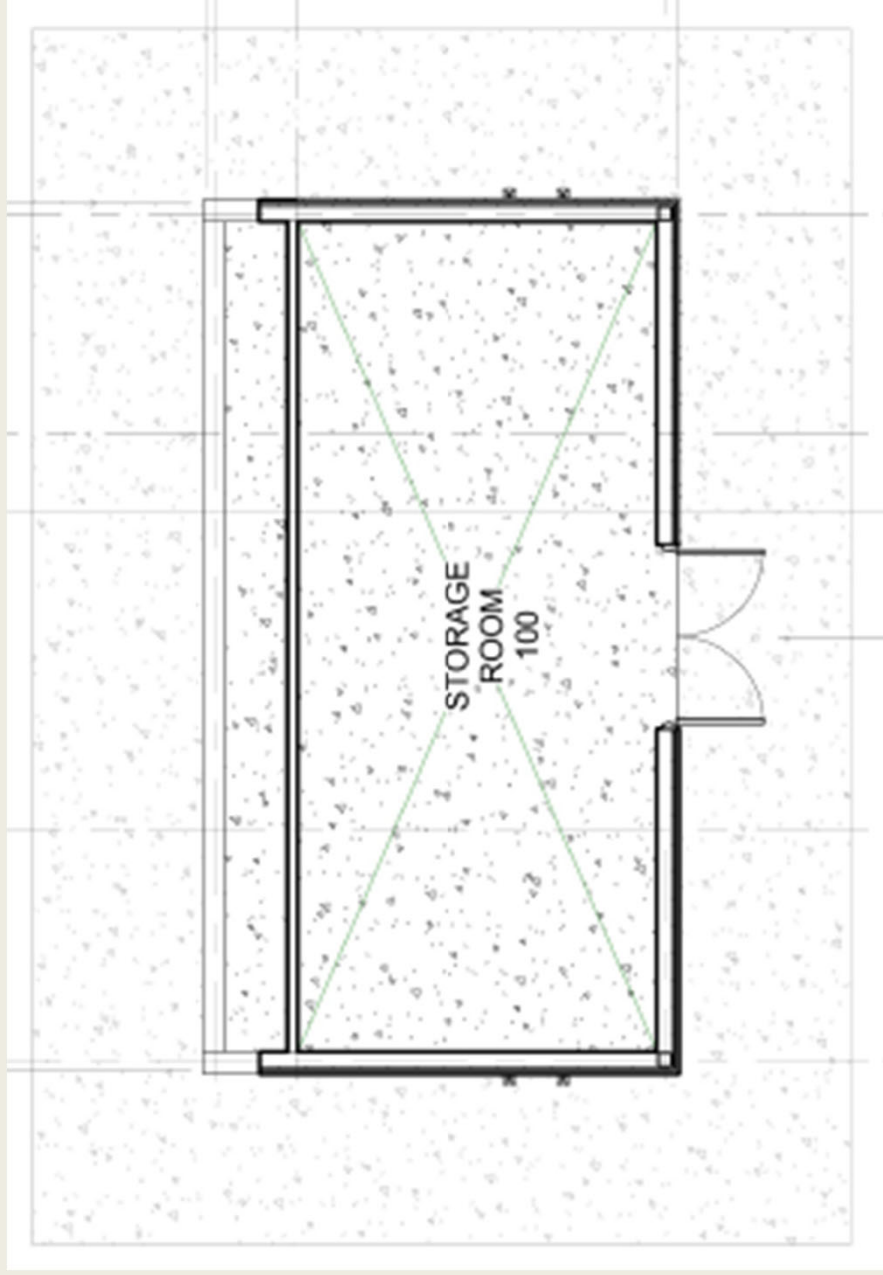
# Technology Campus Solar Panel Structures Project Location Photo



**Project Location**

# Technology Campus Solar Panel Structures

## Proposed Floor Plan

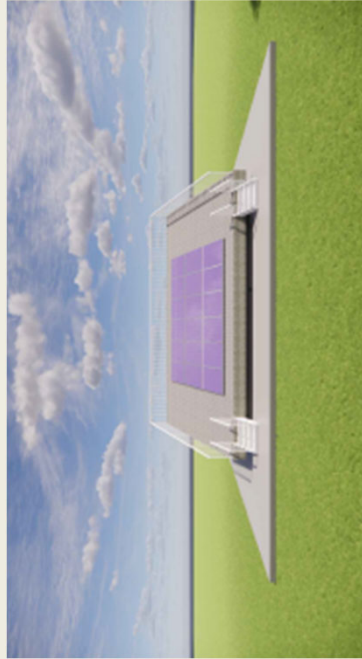


**Proposed  
Floor Plan**



# Technology Campus Solar Panel Structures

## Proposed Elevation Views



**Front**



**Right  
Side**



**Rear**



**Left  
Side**



# Technology Campus Solar Panel Structures



## **Requested By**

Construction and Building Technologies Program

## **Scope of Work**

1. Two free-standing structures used to instruct students on the installation of solar panels, and a storage space for solar panels
2. Free standing structures:
  - Steel frame with Metal panel siding
  - Asphalt shingle roof
  - Safety railing all around elevated areas

Total Renovated Square Feet = 840 sq. ft.

## **Estimated Total Project Budget**

Construction	\$ 175,200
Design	17,024
Miscellaneous	6,000
Total Project Budget	<b>\$ 198,224</b>

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS EXTERIOR SOLAR PANEL STRUCTURE  
PROJECT NO. 22-23-1012**

<b>NAME</b>		Kimber 1985, LLC.	Rio United Builders
<b>ADDRESS</b>		302 S Taylor Rd	219 N Missouri St
<b>CITY/STATE/ZIP</b>		Mission, TX 78572	Alton, TX 78573
<b>PHONE</b>		956-606-4436	956-222-6624
<b>FAX</b>		956-715-3356	
<b>CONTACT</b>		Joshua Belgum	Dagoberto Perez, Jr.
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Project: Technology Campus Solar Panel Structures	\$ 258,000.00	\$ 210,000.00
2	Begin Work Within:	10 Working Days	5 Working Days
3	Completion of Work Within:	100 Calendar Days	90 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 258,000.00	\$ 210,000.00
<b>TOTAL EVALUATION POINTS</b>		83.83	92.73
<b>RANKING</b>		2	1

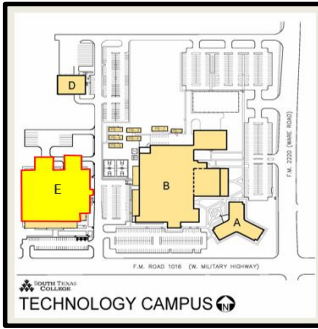
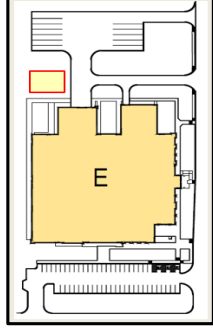




The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS EXTERIOR SOLAR PANEL STRUCTURE  
PROJECT NO. 22-23-1012  
EVALUATION SUMMARY**

VENDOR		Kimber 1985, LLC.		Rio United Builders	
ADDRESS		302 S Taylor Rd		219 N Missouri St	
CITY/STATE/ZIP		Mission, TX 78572		Alton, TX 78573	
PHONE		956-606-4436		956-222-6624	
FAX		956-715-3356			
CONTACT		Joshua Belgum		Dagoberto Perez, Jr.	
1	The Respondent's price proposal. (up to 45 points)	36.62	36.62	45	45
		36.62		45	
		36.62		45	
		36.62		45	
		36.62		45	
		36.62		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.58	8	8.5
		9		8	
		8.5		8	
		9		9	
		8		10	
		8		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.58	8	8.41
		9		8.5	
		8.5		8	
		9		8	
		8		10	
		8		8	
4	The Respondent's safety record (up to 5 points)	4	4.08	4	4.25
		4.5		4.5	
		4		4	
		4		4	
		4		5	
		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.08	7	7
		7.5		7	
		7		7	
		7		6	
		7		8	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.75	7.5	7.66
		8.5		7.5	
		8		7	
		8		8	
		7		9	
		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.08	4.5	4.91
		5.5		5	
		5		5	
		5		4	
		5		6	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.04	6.04	7	7
		6.04		7	
		6.04		7	
		6.04		7	
		6.04		7	
		6.04		7	
TOTAL EVALUATION POINTS		83.83		92.73	
RANKING		2		1	

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

Project Fact Sheet  
2/3/2023

<b>Project Name:</b> Technology Campus - Solar Panel Structures						<b>Project No.</b> 2022-008C	
<b>Funding Source</b> Unexpended Plant Fund							
			FY 21-22			FY 22-23	
	<u>Original Project</u> <u>Budget</u>	<u>*Revised Project</u> <u>Budget</u>	<u>FY 21-22</u> <u>Project Budget</u> <u>Actual Expenditures</u> <u>Variance of Project Budget vs. Actual Expenditures</u>			<u>FY 22-23</u> <u>Project Budget</u> <u>Actual Expenditures</u> <u>Variance of Project Budget vs. Actual Expenditures</u>	
Construction:	\$ 88,200.00	\$ 175,151.89	\$ 88,200.00	\$ -	\$ 88,200.00	\$ 175,200.00	\$ -
Design:	8,400.00	8,400.00	8,400.00	5,791.25	2,608.75	17,024.00	5,791.25
Miscellaneous:	6,500.00	6,500.00	6,500.00	446.37	6,053.63	6,000.00	652.38
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 103,100.00</b>	<b>\$ 190,051.89</b>	<b>\$ 103,100.00</b>	<b>\$ 6,237.62</b>	<b>\$ 96,862.38</b>	<b>\$ 198,224.00</b>	<b>\$ 6,443.63</b>
*Project Budget adjusted after Schematic Design							
<b>Project Team</b>				<b>Board Status</b>			
<b>Approval to Solicit Architect/Engineer:</b> 9/28/2021  <b>Architect/Engineer:</b> Sames Inc. <b>Contractor:</b> TBD				<b>Board Approval of Schematic Design:</b> 06/28/2022  <b>Substantial Completion:</b> TBD  <b>Final Completion:</b> TBD			
<b>STC FPC Project Manager:</b> Samuel Saldana				<b>Board Acceptance:</b> TBD  <b>Board Acceptance:</b> TBD			
<b>Project Description</b>				<b>Project Scope</b>			
Need two structures simulating a residential roof to train students how to install Solar Panels on a roof.				Design and Construction of Solar Panel Structures. Two free standing structures to be use to instruct students on the installation of solar panels, and a storage space for solar panels.			
<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/28/2021	12/14/2021	6/28/2022	2/14/2023	3/15/2023	7/25/2023	8/29/2023	N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2021-22	\$ -	\$ 5,791.25	\$ 446.37	\$ -		\$ 6,237.62	
2022-23		\$ -	\$ 206.01	\$ -		\$ 206.01	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 5,791.25</b>	<b>\$ 652.38</b>	<b>\$ -</b>		<b>\$ 6,443.63</b>	
<b>Current Agenda Item</b>							
<b>02/14/2023 Board Meeting: Review and Recommend Action on contracting for construction services for the Technology Campus Solar Panel Structures</b>							
							
							

FPC Project Manager SPS

FPC Asst. Director Rita Geller

FPC Director RALA

## **Review and Action as Necessary on Contracting Construction Services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure**

Approval to contract construction services for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project is requested.

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

### **Scheduling Priority**

This project has been requested by the Regional Center for Public Safety Excellence staff. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a two-story structure for instruction and training in fire science in a residential setting using fire training elements and live fire props.

### **Background**

On June 28, 2022, the Board approved the schematic design for these projects as prepared by Martinez Architects.

### **Request for Proposals (RFP) - The solicitation process was as follows:**

Advertised RFP	January 18, 2023 and January 25, 2022
RFP Responses Due	February 2, 2023
RFP Issued To	Six (6) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Division of Business, Public Safety, and Technology, Project Architect, and the Purchasing Department
Highest Ranked Vendor	5 Star GC Construction, LLC.

### **Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommend **5 Star GC Construction, LLC.** as the highest ranked in the amount of \$2,465,000. The table below details the construction budget and the contractor's proposal.

### **Construction Budget and Proposal Amount**

Source of Funding	Original Construction Budget	Highest Ranked Proposal 5 Star GC Construction, LLC.	Original Budget Variance
Unexpended Construction Plant Fund	\$1,681,228	\$2,465,000	(\$783,772)

### Total Project Budgets

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure	\$1,681,228	\$125,000	\$31,250	\$68,750	\$106,250	\$2,012,478*

\*Actual Project Costs could increase due to the construction proposal costs and current market conditions.

### Funding Source

Funds for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Project 2022-015C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

### Estimated Project Timeline

Construction is to commence in March 2023 and obtain Substantial Completion in March 2024.

### Enclosed Documents

Presentations of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee did not meet in February 2023, and this item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with 5 Star GC Construction, LLC. in the amount of \$2,465,000 for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

### Approval Recommended:

**Dr. Ricardo J. Solis**  
President





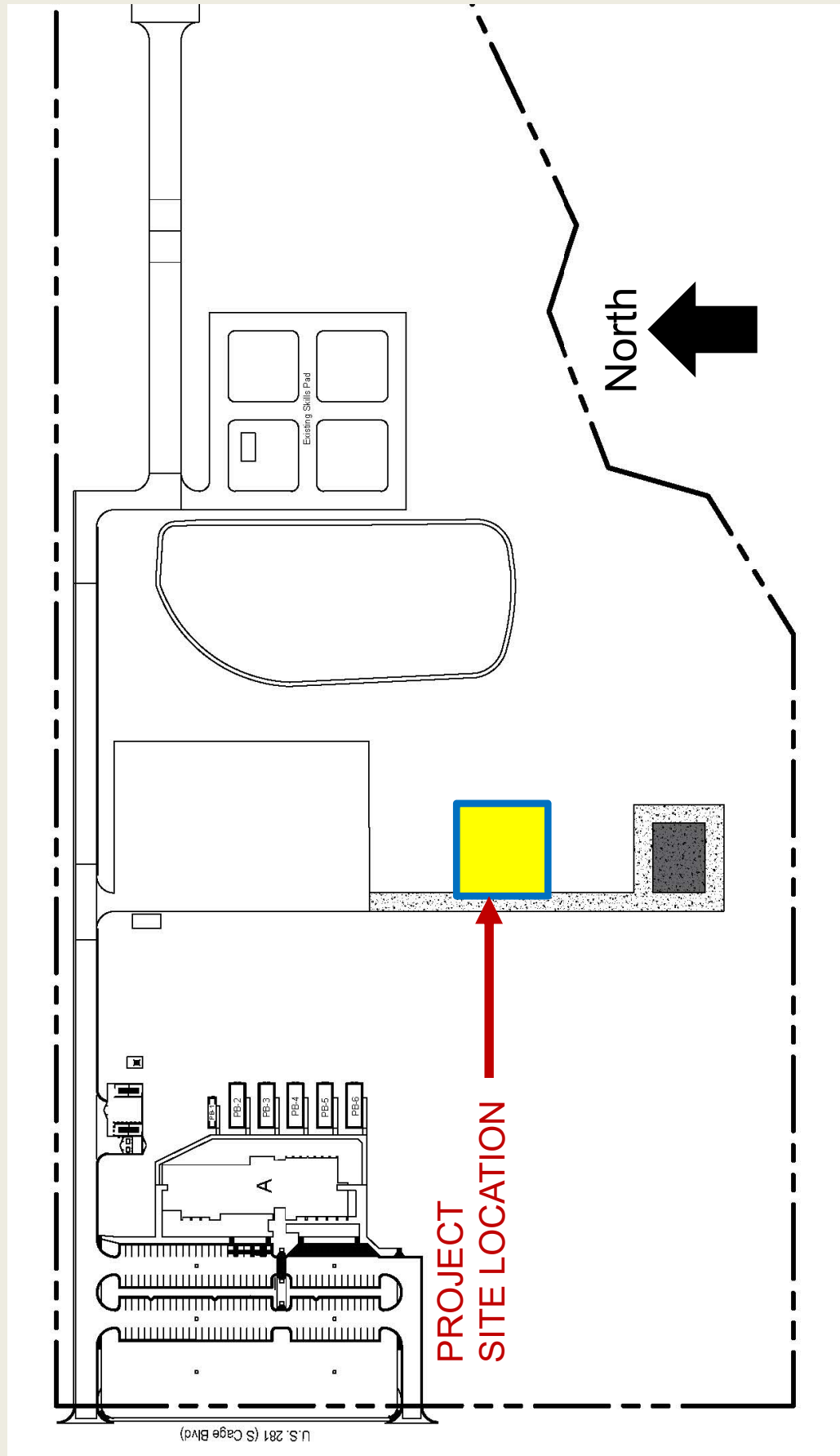
# Regional Center for Public Safety Excellence

## Two-Story Fire Training Structure

RFP – 22-23-1048



# RCPSE Two-Story Fire Training Structure Project Site



# RCPSE Two-Story Fire Training Structure Project Location Photo



**Project Location**

# RCPSE Two-Story Fire Training Structure Project Location Photo



**Project Location**

# RCPSE Two-Story Fire Training Structure

## Proposed Scope & Budget



### Requested By

RCPSE Staff

### Scope of Work

Construction of a two-story residential building to be used as a fire training structure, including several fire training elements and live fire props.

### Estimated Total Project Budget

Construction	\$ 1,681,228
Design	125,000
Miscellaneous	31,250
FFE	68,750
Technology	<u>106,250</u>
Total Project Budget	\$ <b>2,012,478</b>

**SOUTH TEXAS COLLEGE  
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE  
TWO-STORY RESIDENTIAL FIRE TRAINING STRUCTURE  
PROJECT NO. 22-23-1048**

<b>NAME</b>		5 Star GC Construction, LLC.	Holchemont, Ltd.	Kimber 1985, LLC.
<b>ADDRESS</b>		3209 Melody Ln	900 N Main St	302 S Taylor Rd
<b>CITY/STATE/ZIP</b>		Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572
<b>PHONE</b>		956-867-5040	956-686-2901	956-606-4436
<b>FAX</b>		956-599-9055	956-686-2925	956-715-3356
<b>CONTACT</b>		Alan Oakley	Michael C. Montalvo	Joshua Belgum
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Base Price	\$ 2,465,000.00	\$ 2,477,000.00	\$ 2,595,000.00
2	Begin Work Within:	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within:	280 Calendar Days	300 Calendar Days	250 Calendar Days
4	Alternate No.1: Equipment, Ductwork, Air Devices, ETC, associated with Mechanical Ventilation System in 1/M2.11 in Restroom only.	\$ 17,500.00	\$ 1,500.00	\$ 27,000.00
5	Begin Work Within:	10 Working Days		10 Working Days
6	Completion of Work Within:	25 Calendar Days		250 Calendar Days
<b>TOTAL AMOUNT PROPOSED</b>		\$ 2,465,000.00	\$ 2,477,000.00	\$ 2,595,000.00
<b>TOTAL AMOUNT WITH ALTERNATE</b>		\$ 2,482,500.00	\$ 2,478,500.00	\$ 2,622,000.00
<b>TOTAL EVALUATION POINTS</b>		92.54	91.12	91.29
<b>RANKING</b>		1	3	2

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


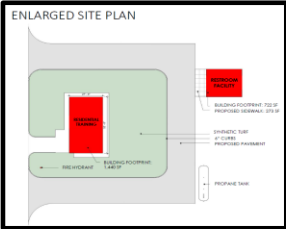


**SOUTH TEXAS COLLEGE  
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE  
TWO-STORY RESIDENTIAL FIRE TRAINING STRUCTURE  
PROJECT NO. 22-23-1048 - EVALUATION SUMMARY**

VENDOR		5 Star					
ADDRESS		GC Construction, LLC.		Holchemont, Ltd.		Kimber 1985, LLC.	
CITY/STATE/ZIP		3209 Melody Ln Mission, TX 78574		900 N Main St McAllen, TX 78501		302 S Taylor Rd Mission, TX 78572	
PHONE		956-867-5040		956-686-2901		956-606-4436	
FAX		956-599-9055		956-686-2925		956-715-3356	
CONTACT		Alan Oakley		Michael C. Montalvo		Joshua Belgum	
1	The Respondent's price proposal. (up to 45 points)	45	45	44.78	44.78	42.74	42.74
		45		44.78		42.74	
		45		44.78		42.74	
		45		44.78		42.74	
		45		44.78		42.74	
		45		44.78		42.74	
		45		44.78		42.74	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.71	8	8.28	9	8.42
		9		8.5		9	
		8		8		8	
		9		8		7	
		9		9		9	
		8		7.5		8	
		9		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.64	8	8.5	9	8.71
		8.5		8		9	
		8		8		8	
		9		9		9	
		9		9.5		9	
		8		8		8	
		9		9		9	
4	The Respondent's safety record (up to 5 points)	4	4	5	4.35	5	4.21
		4		4		4	
		4		4		4	
		4.5		5		4	
		3.5		4.5		4.5	
		4		4		4	
		4		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	8	7.07	7	6.92	8	7.21
		7		7		7	
		7		6.5		6.5	
		7		7		7	
		7		7.5		7.5	
		7		7		7	
		6.5		6.5		7.5	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.78	7	7.5	8	8
		8		8		8	
		7		7		7.5	
		8		8		8	
		8.5		8		8.5	
		8		7.5		8	
		7		7		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	6	5.07	5	4.92	6	5
		4.5		5		5	
		5		5		4	
		5		5		4	
		5.5		5		5.5	
		5		5		5	
		4.5		4.5		5.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.27	6.27	5.87	5.87	7	7
		6.27		5.87		7	
		6.27		5.87		7	
		6.27		5.87		7	
		6.27		5.87		7	
		6.27		5.87		7	
		6.27		5.87		7	
TOTAL EVALUATION POINTS		92.54		91.12		91.29	
RANKING		1		3		2	

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



Project Fact Sheet  
2/3/2023

<b>Project Name:</b> Regional Center for Public Safety Excellence - Two Story Fire Training Structure						<b>Project No.</b> 2022-015C															
<b>Funding Source(s):</b> Unexpended Plant Fund; Unexpended Plant Fund																					
			FY 21-22			FY 22-23															
	<u>Original</u> Project Budget	<u>*Revised</u> Project Budget	<u>FY 21-22</u> Project Budget	<u>Actual</u> Expenditures	<u>Variance of Project</u> Budget vs. Actual Expenditures	<u>FY 22-23</u> Project Budget	<u>Actual</u> Expenditures	<u>Variance of</u> Project Budget vs. Actual Expenditures	<u>Total Actual</u> Expenditures To Date												
Construction:	\$ 1,250,000.00	\$ 1,681,228.00	\$ 250,000.00		\$ 250,000.00	\$ 1,000,000.00		\$ 1,000,000.00	\$ -												
Design	125,000.00	125,000.00	100,000.00	49,755.83	\$ 50,244.17	68,750.00	70,972.56	\$ (2,222.56)	120,728.39												
Miscellaneous:	31,250.00	31,250.00	31,250.00	240.27	\$ 31,009.73	31,000.00	3,945.64	\$ 27,054.36	4,185.91												
FFE:	68,750.00	68,750.00	-		\$ -	68,750.00		\$ 68,750.00	-												
Technology:	106,250.00	106,250.00	-		\$ -	106,250.00		\$ 106,250.00	-												
<b>Total:</b>	<b>\$ 1,581,250.00</b>	<b>\$ 2,012,478.00</b>	<b>\$ 381,250.00</b>	<b>\$ 49,996.10</b>	<b>\$ 331,253.90</b>	<b>\$ 1,274,750.00</b>	<b>\$ 74,918.20</b>	<b>\$ 1,199,831.80</b>	<b>\$ 124,914.30</b>												
*Project Estimate adjusted after Schematic Design																					
<b>Project Team</b>					<b>Board Status</b>																
<b>Approval to Solicit</b>																					
<b>Architect/Engineer:</b>	9/28/2021				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Vendor</u></td> <td style="text-align: center;"><u>Contract</u> Amount</td> <td style="text-align: center;"><u>Actual</u> Expenditures</td> <td style="text-align: center;"><u>Variance</u></td> </tr> <tr> <td>Martinez Architects</td> <td style="text-align: right;">\$ 153,571.66</td> <td style="text-align: right;">\$ 120,728.39</td> <td style="text-align: right;">\$ 32,843.27</td> </tr> <tr> <td>TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>					<u>Vendor</u>	<u>Contract</u> Amount	<u>Actual</u> Expenditures	<u>Variance</u>	Martinez Architects	\$ 153,571.66	\$ 120,728.39	\$ 32,843.27	TBD	\$ -	\$ -	\$ -
<u>Vendor</u>	<u>Contract</u> Amount	<u>Actual</u> Expenditures	<u>Variance</u>																		
Martinez Architects	\$ 153,571.66	\$ 120,728.39	\$ 32,843.27																		
TBD	\$ -	\$ -	\$ -																		
<b>Architect/Engineer:</b>	Martinez Architects																				
<b>Contractor:</b>	TBD				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Board</u> <u>Acceptance</u></td> <td style="text-align: center;">TBD</td> </tr> </table>					<u>Board</u> <u>Acceptance</u>	TBD										
<u>Board</u> <u>Acceptance</u>	TBD																				
<b>STC FPC Project Manager:</b>	Samuel Saldana				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Board</u> <u>Acceptance</u></td> <td style="text-align: center;">TBD</td> </tr> </table>					<u>Board</u> <u>Acceptance</u>	TBD										
<u>Board</u> <u>Acceptance</u>	TBD																				
<b>Project Description</b>					<b>Project Scope</b>																
Design and Construction of a two story Fire training structure.					Construction of a 2-story residential building to be used as a fire training structure, including several fire training elements and live fire props.																
<b>Projected Timeline</b>																					
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In														
9/28/2021	1/25/2022	6/28/2022	2/14/2023	3/15/2023	3/15/2024	4/28/2024	N/A														
<b>Project Calendar of Expenditures by Fiscal Year</b>																					
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>															
2020 -21	\$ -	\$ -		\$ -	\$ -	\$ -															
2021-22		49,755.83	240.27	-	-	\$ 49,996.10															
2022-23		70,972.56	3,945.64			\$ 74,918.20															
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 120,728.39</b>	<b>\$ 4,185.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,914.30</b>															
<b>02/14/2023 Board Meeting: Review and Recommend Action on contracting for Construction Services for the Regional Center for Public Safety Excellence Two Story Residential Training Structure</b>																					
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Proposed Locations</p> </div> <div style="text-align: center;">  <p>ENLARGED SITE PLAN</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>																					

FPC Project Manager

*SPS*

FPC Asst. Director

*Rita Geller*

FPC Director

*RARA*

## Review and Action as Necessary on Substantial Completion and Final Completion of the District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus

Approval of substantial and final completion of the District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus project is requested.

Project		Completion Recommended	Date Received
1.	District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus Project No. 2022-016R	Substantial Completion	January 11, 2023
	Contractor: Terra Fuerte Construction, LLC	Final Completion Recommended	February 3, 2023

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. It was scheduled as a non-educational improvement to repaint the stucco façades.

College staff visited the site and developed a construction punch list on January 11, 2023. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Terra Fuerte Construction, LLC be approved. The original cost approved for this contractor's portions of the district wide project, which includes Mid Valley Campus, was \$353,996.

The following table summarizes the current budget status:

District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus Contractor: Terra Fuerte Construction, LLC					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$180,000.00	\$353,996.00	\$0	\$353,996.00	\$227,369.88	\$126,626.12

### Enclosed Documents

A copy of the Certificate of Substantial Completion, Letter of Final Completion and photos are enclosed for the Board's review and information.

The Facilities Committee did not meet in February 2023, and this item is presented without a Committee recommendation.



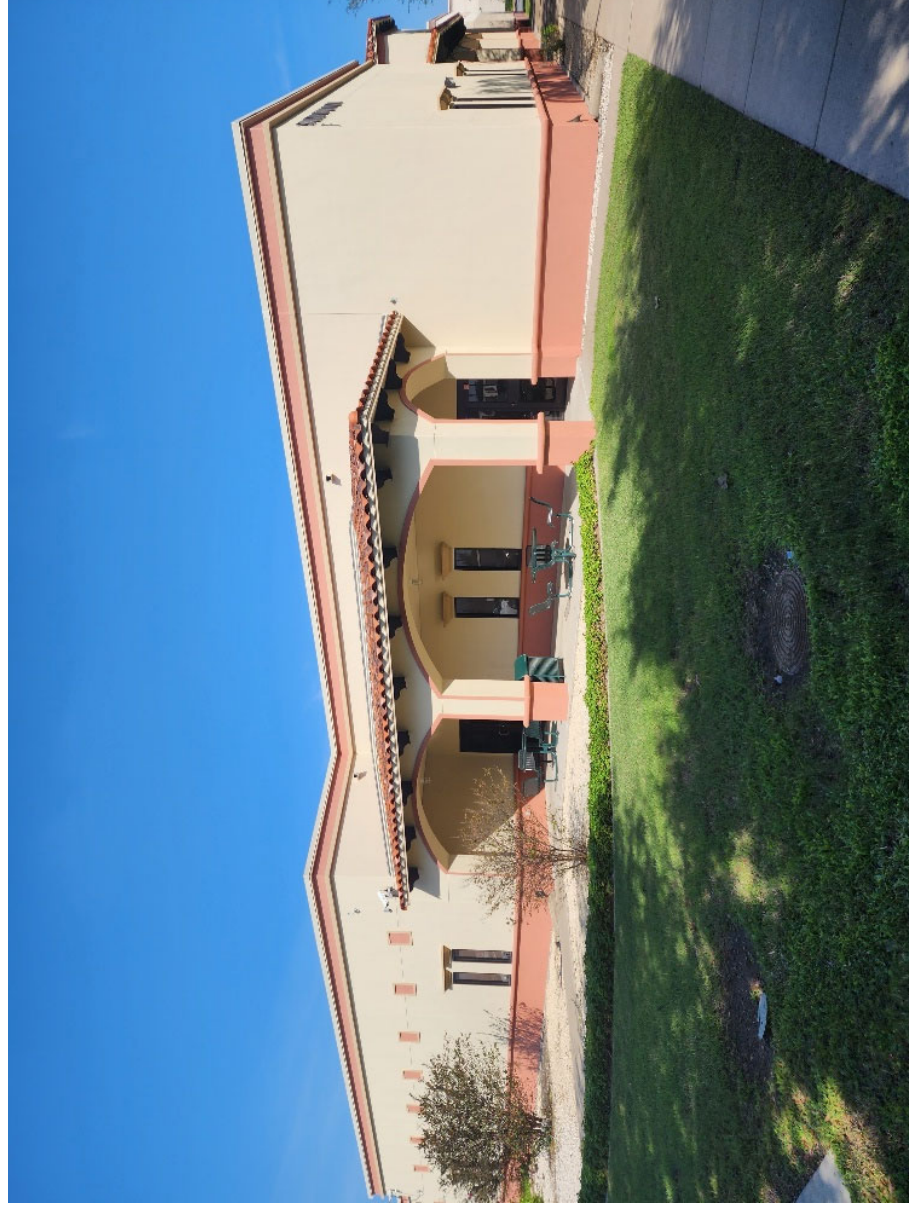
**It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:**

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$126,626.12 to Terra Fuerte Construction, LLC of the District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus as presented.

**Approval Recommended:**

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

## District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus



Mid Valley Campus - Student Union Building F

## District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus



Mid Valley Campus - Library Building E



## District Wide Repainting of Exterior Stucco & Panels at Mid Valley Campus



Mid Valley Campus - North Academic Building G

# Substantial Completion Acceptance

**Project Name:** District Wide Repainting of Exterior Stucco and Panels - Mid Valley Campus

**Project No.:** RFP - 21-22-1017

**Owner:** South Texas College

**Contractor:** Terra Fuerte Construction, LLC.

**A/E Firm:** N/A

## Scope of Work Covered by This Acceptance:

Repainting of Exterior Stucco walls and Panels at the Mid-Valley Campus, Buildings E, F, and G.

Effective Date of Acceptance: 1/11/2023

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes ☒ No ☐

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The <b>Contractor</b> shall complete/correct the items identified on the punch list(s) within		30
Calendar days from the Effective Date of this Acceptance.		
<u>AJ SALDAÑA SUPERINTENDENT</u>	<u>[Signature]</u>	<u>01/25/23</u>
Printed Name and Title	Signature	Date

The <b>Architect/Engineer</b> agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
N/A		
Printed Name and Title	Signature	Date

With the exception of those items noted on the attached "punch list(s)", the <b>Owner</b> accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<u>RICKO DELA CORTA FPC DIRECTOR</u>	<u>[Signature]</u>	<u>1-24-2023</u>
Printed Name and Title	Signature	Date



P.O. BOX 9701  
McAllen, TX 78502-9701

Facilities Planning & Construction  
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737  
(956) 872-3747

February 03, 2023

South Texas College  
3200 W. Pecan Blvd., Bldg N. Suite 179  
McAllen, TX 78501

Re: RFP 21-22-1017 STC District Wide Repainting of Exterior Stucco Walls and Panels – Mid Valley Campus

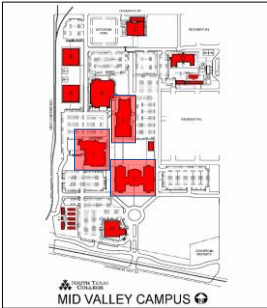



South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Repainting of Exterior Stucco Walls and Panels for Mid Valley Campus** as of **February 03, 2023** and recommends release of final payment to Terra Fuerte Construction LLC.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director  
Facilities Planning & Construction  
3200 W. Pecan Blvd., Bldg. N. Suite 179  
McAllen, TX 78501  
Phone: 956-872-3737  
Fax: 956-872-3747

**Project Fact Sheet**  
**2/3/2023**

<b>Project Name:</b> District Wide - District Wide Repainting of Exterior Stucco & Panels - Mid Valley Campus										<b>Project No.</b> 2022-022R	
<b>Funding Source(s):</b> Renew and Replacement Fund											
			<b>FY21-22</b>			<b>FY22-23</b>					
	<b>Original Project Budget</b>	<b>*Revised Project Budget</b>		<b>FY 21-22 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>		<b>FY 22-23 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Total Actual Expenditures To Date</b>		
Construction:	\$ 180,000.00	\$ 353,996.00	\$ 180,000.00	\$ -	\$ 180,000.00	\$ 320,000.00	\$ 227,369.88	\$ 92,630.12	\$ 227,369.88		
Design	17,000.00	17,000.00	17,000.00	-	17,000.00	-	-	-	-		
Miscellaneous:	3,000.00	3,000.00	3,000.00	109.15	2,890.85	3,000.00	-	3,000.00	109.15		
FFE:			-	-	-	-	-	-	-		
Technology:			-	-	-	-	-	-	-		
<b>Total:</b>	<b>\$ 200,000.00</b>	<b>\$ 373,996.00</b>	<b>\$ 200,000.00</b>	<b>\$ 109.15</b>	<b>\$ 199,890.85</b>	<b>\$ 323,000.00</b>	<b>\$ 227,369.88</b>	<b>\$ 95,630.12</b>	<b>\$ 227,479.03</b>		
										*Project Budget adjusted due to Construction Cost amount.	
<b>Project Team</b>						<b>Board Status</b>					
<b>Approval to Solicit Architect/Engineer:</b>		N/A				<b>Board Approval of Schematic Design</b>		NA		<b>Contract Amount</b>	
<b>Architect/Engineer:</b>		N/A				<b>Substantial Completion</b>		1/7/2023		<b>Actual Expenditures</b>	
<b>Contractor:</b>		Terra Fuerte Construction, LLC				<b>Board Acceptance</b>		2/14/2023		<b>Variance</b>	
<b>STC FPC Project Manager:</b>		Samuel Saldana				<b>Final Completion</b>		TBD		<b>Board Acceptance</b>	
										<b>2/14/2023</b>	
<b>Project Description</b>						<b>Project Scope</b>					
Painting of Exterior Stucco and Panels for Building(s) - Building E Library (partial) - Building F Student Union - Building G North Academic						Repainting of Building E, Building F and Building G Exterior Stucco and Panels as indicated by the construction documents.					
<b>Projected Timeline</b>											
<b>Board Approval to Solicit Architect/Engineer</b>		<b>Board Approval of Architect / Engineer</b>		<b>Board Approval of Schematic Design</b>	<b>Board Approval of Contractor</b>	<b>Construction Start Date</b>	<b>Board Approved Substantial Completion Date</b>		<b>Board Approved Final Completion Date</b>		<b>FFE Completion of Move In</b>
10/27/2020		N/A		N/A	6/28/2022	10/31/2022	2/14/2023		2/14/2023		N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>											
<b>Fiscal Year</b>	<b>Construction</b>		<b>Design</b>		<b>Miscellaneous</b>		<b>FFE</b>	<b>Tech</b>		<b>Project Total</b>	
2021-22	\$ -		\$ -		\$ 109.15		\$ -	\$ -		\$ 109.15	
2022-23	227,369.88		-		-		-	-		-	
	-		-		-		-	-		-	
<b>Project Total</b>	<b>\$ 227,369.88</b>		<b>\$ -</b>		<b>\$ 109.15</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ 227,479.03</b>	
<b>Current Agenda Item</b>											
02/14/2023 Board Meeting: Review and Recommend Action on Substantial and Final Completion for the District Wide Repainting of Exterior Stucco Walls and Panels-Mid Valley Campus											
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>MID VALLEY CAMPUS</p> </div> <div style="text-align: center;">  <p>BUILDING E</p> </div> <div style="text-align: center;">  <p>BUILDING F</p> </div> <div style="text-align: center;">  <p>BUILDING G</p> </div> </div>											

FPC Project Manager SPS

FPC Asst. Director Rita Cella

FPC Director RMA

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

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.



# FY 2022 - 2023 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Campus								
1	New Continuing Education Bldg	DV	TBD	TBD	TBD	TBD	TBD	TBD
2	Ann Richards Administration Bldg A Renovation of Adminstration Offices	DV	Warren Group Architects 4/26/22	6/28/2022	CRC Development & Construction 8/23/2022	9/18/2022	3/28/2023	4/25/2023
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	1/31/2023	4/25/2023	5/8/2023	11/28/2023	12/28/2023
4	Pecan Campus Kinesiology Bldg Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	<del>4/31/2023</del> 5/23/2023	10/24/2023	11/15/2023	11/26/2024	12/10/2024
5	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	MV	Brown Reynolds Watford Architects 6/28/22	<del>3/28/2023</del> TBD	<del>11/21/2023</del> TBD	<del>2/25/2024</del> TBD	<del>4/25/2025</del> TBD	<del>2/21/2025</del> TBD
6	Ann Richards Administration Bldg A Additional Parking Lot	DV	R. Gutierrez Engineering Corporation 11/29/2022	4/25/2023	5/25/2023	6/5/2023	10/24/2023	11/28/2023
7	Library Bldg F Renovation and Expansion	DV	ERO Architect 6/25/19	2/23/2021	N/A	-	-	-
8	Business and Science Bldg G Engineering Lab Renovation	TBD	-	-	-	-	-	-

# FY 2022 - 2023 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
<b>Mid-Valley Campus</b>								
9	Center for Learning Excellence Building A Renovation Existing Cafeteria to Culinary Arts Instructional Kitchen	MV	Boultinghouse Simpson Gates Architects 10/26/21	1/25/2022	Holchemont LTD 4/26/22	5/29/2022	4/25/2023	5/23/2023
10	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	1/31/2023	3/8/2023	1/30/2024	2/27/2004
11	Workforce Building D Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	1/31/2023	3/8/2023	1/30/2024	2/27/2004
12	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	1/31/2023	3/8/2023	1/30/2024	2/27/2004
<b>Technology Campus</b>								
13	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	3/28/2023	5/1/2023	2/27/2024	3/27/2024
14	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	3/21/2023	4/3/2023	6/27/2023	7/25/2023
15	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	12/13/2022 4/31/2023 2/14/2023	2/15/2023 3/15/2023	5/23/2023 7/25/2023	6/23/2023 8/25/2023
16	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-
<b>Nursing &amp; Allied Health Campus</b>								
17	East Building A Occupational Therapy Kitchen Lab Expansion	SS	Negrete and Kolar Architects 12/14/2021	5/26/2022	CRC Development & Construction 9/27/2022	10/15/2022	4/25/2023	5/23/2023
18	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-

## FY 2022 - 2023 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
19	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
<b>Starr County Campus</b>								
20	Workforce Center Bldg D Welding Expansion	MV	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	7/25/2023	8/22/2023
21	Workforce Bldg D Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	3/8/2023	5/28/2024	6/25/2024
22	North Academic Bldg C HVAC-R Classroom and Outdoor Area	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	3/8/2023	5/28/2024	6/25/2024
<b>Regional Center for Public Safety Excellence</b>								
23	Chiller Insallation	MV	Halff Associates, Inc 11/11/20	N/A	Johnson Controls 1/26/21	2/10/2022	11/29/2022	11/29/2022
24	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
25	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
26	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
27	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	9/26/2023	10/24/2023
28	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
29	Two-Story Residential Fire Training Structure	SS	Martinez Architects 1/25/22	6/28/2022	4/31/2023 2/14/2023	2/15/2023 3/15/2023	12/17/2023 3/15/2024	1/28/2024 4/15/2024

Red text signifies projected dates

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2022 - 2023																			
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Library Building F Renovation and Expansion	DV									●	\$ 17,015,000	\$ -	\$ 17,015,000	\$ 2,557,313	High	N/A	N/A	N/A
2	New Continuing Education Building & Testing Center Addition	TBD		●								\$ 9,898,468	\$ 521	\$ 9,897,947	\$ 603,728	Low	TBD	Approval of Architectural Services	TBD
3	Ann Richards Administration Building A Renovation of Administration Offices	DV					●					\$ 660,000	\$ 392,975	\$ 267,025	\$ 638,800	Low	March 2023	Approval of Substantial Completion	The Warren Group Architects
4	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV			●							\$ 1,034,110	\$ 456	\$ 1,033,654	\$ 865,600	Low	May 2023	Approval of Construction Services	Able City, LLC
5	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 3,240,000	\$ 446	\$ 3,239,554	\$ 483,660	Low	December 2022	Approval of Schematic Design	Boultinghouse Simpson Gates Architects
6	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV		●								\$ 4,536,000	\$ 456	\$ 4,535,544	\$ 618,400	Low	March 2023	Approval of Schematic Design	BRW Architects
7	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 35,000	Low	TBD	TBD	TBD
8	Ann Richards Administration Building A Additional Parking Lot	DV			●							\$ 200,000	\$ 261	\$ 199,739	\$ 200,000	Low	TBD	TBD	R. Gutierrez Engineers
Pecan Campus Subtotal												\$ 37,083,578	\$ 395,115	\$ 36,688,463	\$ 6,002,501				
Pecan Plaza																			
9	Human Resources Building A Renovation	RG									●	\$ 5,000	\$ 40,886	\$ (35,886)	\$ 600	Completed	N/A	N/A	O&M
Pecan Plaza Subtotal												\$ 5,000	\$ 40,886	\$ (35,886)	\$ 600				
Mid-Valley Campus																			
10	Workforce Center Building D Welding Expansion	MV					●					\$ 537,500	\$ 44,226	\$ 493,274	\$ 721,273	High	January 2024	Approval of Substantial Completion	PBK Architects
11	Workforce Center Building D Automotive Lab Expansion	MV					●					\$ 920,500	\$ 55,299	\$ 865,201	\$ 915,668	High	January 2024	Approval of Substantial Completion	PBK Architects
12	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 528,000	\$ 29,867	\$ 498,133	\$ 425,868	High	January 2024	Approval of Substantial Completion	PBK Architects
13	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV					●					\$ 531,365	\$ 312,601	\$ 218,764	\$ 488,099	High	April 2023	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 441,993	\$ 2,075,372	\$ 2,550,908				
Technology Campus																			
14	Exterior Solar Panels Structure	SS				●						\$ 199,100	\$ 6,444	\$ 192,656	\$ 198,224	High	February 2023	Approval of Construction Services	SAMES, Inc
15	Welding Lab Expansion Building	SS			●							\$ 1,559,180	\$ 39,202	\$ 1,519,978	\$ 122,400	High	April 2023	Approval of Construction Services	EGV Architects
16	Truck Driving Range Expansion	DV			●							\$ 49,620	\$ 261	\$ 49,359	\$ 41,350	Low	TBD	TBD	R. Gutierrez Engineers
17	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2022 - 2023																				
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Board Meeting Item		Architect/ Engineering Firm	Contractor
Technology Campus Subtotal												\$ 2,092,900	\$ 45,906	\$ 2,046,994	\$ 646,974					
Nursing and Allied Health Campus Subtotal																				
18	East Building A Occupational Therapy Kitchen Lab Expansion	SS					●					\$ 99,500	\$ 41,111	\$ 58,389	\$ 96,760	High	April 2023	Approval of Substantial Completion	Negrete & Kolar Architects, LLP	CRC Development and Construction, LLC
19	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 10,106	Low	TBD	TBD	TBD	TBD
20	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 9,250	Low	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 410,746	\$ 41,111	\$ 369,635	\$ 116,116					
Starr County Campus																				
21	Workforce Center Building D Welding Expansion	MV					●					\$ 598,000	\$ 77,048	\$ 520,952	\$ 395,594	High	July 2023	Approval of Substantial Completion	Gignac & Associates, LLP	Kimber 1985
22	Workforce Building D Automotive Expansion	MV					●					\$ 1,078,300	\$ 68,208	\$ 1,010,092	\$ 922,098	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
23	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 153,000	\$ 17,905	\$ 135,095	\$ 296,878	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 1,829,300	\$ 163,161	\$ 1,666,139	\$ 1,614,570					
Regional Center for Public Safety Excellence																				
24	Canopy for Safety Training Vehicles	DV					●					\$ 285,000	\$ 33,469	\$ 79,764	\$ 421,051	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
25	Canopy for Students/Instructors	DV					●					\$ 247,000	\$ 22,404	\$ 67,264	\$ 155,078	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
26	Chiller Installation	MV									●	\$ 170,000	\$ 199,938	\$ 157,262	\$ 22,000	High	TBD	TBD	Half Associates, Inc	Johnson Controls
27	Fire Training Area	DV					●					\$ 443,000	\$ 49,462	\$ 97,364	\$ 295,686	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
28	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
29	Skills Pad and EVOC Lighting	SS					●					\$ 342,000	\$ 52,291	\$ 341,532	\$ 313,920	High	September 2023	Approval of Substantial Completion	DBR	Metro Electric
30	Two-Story Residential Fire Training Structure	SS				●						\$ 1,581,200	\$ 124,914	\$ 381,055	\$ 1,274,750	Medium	February 2023	Approval of Construction Services	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 3,261,200	\$ 482,478	\$ 1,317,241	\$ 2,675,485					
District Wide																				
31	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
32	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
33	Land	N/A	N/A									\$ 5,500,000	\$ 2,922,043	\$ 2,577,957	\$ 5,500,000	N/A	N/A		N/A	N/A
34	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ 56,483	\$ 892,267	\$ 948,750	N/A	N/A		N/A	TBD
35	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
36	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
37	Project Cost Control Reserve	N/A	●									\$ 3,059,291	\$ -	\$ 3,059,291	\$ 3,119,291	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,643,941	\$ 2,978,526	\$ 6,665,415	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	3	\$ 56,844,030	\$ 4,589,177	\$ 50,793,372	\$ 23,311,095					

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Student Activities Building H Data Cabling Infrastructure Replacement	RC	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD
2	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD
3	Stucco Repainting	SS									●	\$ 137,000	\$ 132,401	\$ 4,599	\$ 137,000	High	January 2023	Approval of Final Completion	Noble Texas Builders
4	Resurfacing of East Drive	SS			●							\$ 280,000	\$ 27,219	\$ 252,781	\$ 264,000	High	July 2022	Approval of Construction Services	Perez Consulting Engineers
5	South Academic Building J Generator Replacement	SS					●					\$ 280,000	\$ 19,528	\$ 260,472	\$ 270,063	High	November 2023	Approval of Substantial Completion	Metro Electric
6	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,022,000	\$ 179,148	\$ 842,852	\$ 996,063				
Pecan Plaza																			
7	Stucco Repainting	SS									●	\$ 12,000	\$ 8,749	\$ 3,251	\$ 12,000	High	January 2023	Approval of Final Completion	Noble Texas Builders
Pecan Plaza Subtotal												\$ 12,000	\$ 8,749	\$ 3,251	\$ 12,000				
Mid Valley Campus																			
8	Stucco Repainting and Exterior Upgrades	SS						●				\$ 323,000	\$ 227,479	\$ 95,521	\$ 323,000	Low	February 2023	Approval of Substantial & Final Completion	Terra Fuerte, LLC
9	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV			●							\$ 985,700	\$ 456	\$ 985,244	\$ 695,163	Low	TBD	TBD	Milnet Architectural Services
10	North Academic Building G Analog to Digital Conversion	RC				●						\$ 720,000	\$ -	\$ 720,000	\$ 720,000	Low	TBD	TBD	TBD
11	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 2,453,700	\$ 227,935	\$ 2,225,765	\$ 2,163,163				
Technology Campus																			
12	Emerging Technologies Building A Analog to Digital Replacement	TBD	●									\$ 515,000	\$ -	\$ 515,000	\$ 515,000	Low	TBD	TBD	TBD
13	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD
Technology Campus Subtotal												\$ 575,000	\$ -	\$ 575,000	\$ 575,000				

South Texas College  
Renewal and Replacement Projects  
Project Status  
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
14	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD
15	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A
16	NAH East Building A Exterior Stair Repairs and Replacement	SS									●	\$ 293,000	\$ 318,302	\$ (25,302)	\$ 15,850	High	January 2023	Approval of Final Completion	Chanin Engineering, LLC
17	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 24,255	\$ 397,745	\$ 405,219	Low	November 2023	Approval of Substantial Completion	DBR
Nursing and Allied Health Campus Subtotal												\$ 1,055,000	\$ 342,557	\$ 712,443	\$ 761,069				
Starr County Campus																			
20	Stucco Repainting	SS					●					\$ 253,000	\$ 109	\$ 252,891	\$ 253,000	High	April 2023	Approval of Substantial Completion	TBD
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
22	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 433,000	\$ 109	\$ 432,891	\$ 433,000				
District Wide																			
26	Renewals & Replacements	N/A	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A
27	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A
28	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A
29	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A
30	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ -	\$ 76,500	\$ 76,500	Low	N/A		N/A
31	Flooring Replacements	MV		●								\$ 504,000	\$ 13,544	\$ 490,456	\$ 504,000	Medium	March 2023	Approval of Construction Services	N/A
32	HVAC Replacements	RC/O&M		●								\$ 325,000	\$ -	\$ 325,000	\$ 325,000	Low	TBD		N/A
33	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A
34	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A
35	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A
36	Project Cost Control Reserve	N/A	●									\$ 676,489	\$ -	\$ 676,489	\$ 676,489	N/A	TBD		N/A
District Wide Subtotal												\$ 2,379,489	\$ 13,544	\$ 2,365,945	\$ 2,379,489				
Totals		0	7	8	0	0	2	0	0	0	1	\$ 7,930,189	\$ 772,043	\$ 7,158,146	\$ 7,319,784				

## **Consideration and Approval of Checks**

Board action is requested to approve the checks for release for the month of January 2023. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

The checks submitted for approval are included in the Board packet under separate cover.

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

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, and the checks that were released as authorized by Board Policy #5610, for the month of January 2023.

**Approval Recommended:**

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



### **Consideration and Approval of Checks**

The Checks and the Financial Reports presented for approval are included in the Board Packet as follows:

- 1) Release of Checks for \$25,000.00 - \$125,000.00  
Released Prior to Board Approval for January 2023.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for January 2023.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for January 2023.
- 4) Release of Construction Fund Checks for January 2023.

**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 January 01, 2023 to January 31, 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor Name/Description</b>	<b>Amount</b>
1/26/2023	!0021601	Linebarger Goggan Blair & Sampson LLP Attorney fees for delinquent taxes collected for the month of December 2022	34,853.58
1/5/2023	01163896	Dell Marketing LP Computer supplies and equipment district wide	103,501.71
1/5/2023	01163908	LinkedIn Corporation Renewal of online training software Lynda.com utilized by faculty and staff to learn business, software, technology, and creative skills to achieve personal and professional goals	26,300.00
1/12/2023	01163961	Conference Technologies Inc Equipment for the remodeling of Pecan (PCN) campus building A, college-wide special events, and to improve support offerings from the Educational Technologies department which include wireless microphones, video playback, and streaming of special events	32,775.09
1/12/2023	01163963	Dell Marketing LP Computer supplies and equipment district wide	103,083.81
1/19/2023	01164109	Terra Fuerte Construction LLC Construction - Mid Valley (MV) campus stucco repainting of building G	104,330.41
1/26/2023	01164142	Caldwell Country Chevrolet Department of Public Safety to be used by South Texas College (STC) staff for transportation of items at different college events	64,190.00
1/26/2023	01164164	Elsevier BV Renewal of eBooks database subscription for online research that supports the academic programs district wide	28,866.00
1/26/2023	01164186	Inside Track Inc Purchase of InsideTrack consulting hours to provide expertise in the implementation and recommendations of diagnostic reporting. Consulting will help in student journey's that will improve the students impact	37,800.00
1/26/2023	01164187	Insight Public Sector Inc Purchase of wireless equipment for internet services that support students, faculty, and staff	85,479.20
1/26/2023	01164193	Lightcast Purchase of skills management software Skillabi-HE and SkillsMatch-He used for labor market insight to improve the college's value, relevance, and future	30,000.00
1/12/2023	17004440	Martinez Architects LP Construction - Architectural design services for a two-story residential fire structure at the Regional Center for Public Safety Excellence (RCPSE) campus	39,029.23

**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 January 01, 2023 to January 31, 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor Name/Description</b>	<b>Amount</b>
1/19/2023	17004443	Terra Fuerte Construction LLC for site improvements at the Pecan (PCN) West portable area	42,000.00
1/17/2023	31017903	Johnstone Supply Purchase of consumable supplies and materials needed for the Heating, Ventilation, and Air Conditioning (HVAC) Technician Assistant program	27,038.06
1/17/2023	31017911	ReachLocal Inc Digital advertisement for registration, branding, events, and campaigns for January 2023	27,500.00
1/26/2023	31018072	Carr Riggs & Ingram LLC Fee for external audit services in fiscal year 2022-2023	33,600.00

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

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**Date**

**Release of Checks: Checks For \$125,000 and Above  
Board of Trustees Approval Required  
Board Meeting February 14, 2023**

<b>Vendor Name/Description</b>	<b>Amount</b>	<b>Financial Manager</b>
Doggett Freightliner of South Texas LLC Purchase of a tractor trailer unit for the truck driving classes offered by the Continuing Education department on a monthly basis	128,000.00	Olivia D. De La Rosa

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

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Date

**Release of Checks: Checks for \$125,000 and Above  
Released Prior To Board Approval  
As Authorized By Policy No. 5610  
Period of January 01, 2023 to January 31, 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor Name/Description</b>	<b>Amount</b>
1/27/2023	10021604	TSA Consulting Group Inc Payroll Liabilities	135,487.53
1/12/2023	01163958	Cavallo Energy Texas LLC Utilities - Electricity	254,908.77

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

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**Date**

**Release of Construction Fund Checks: Checks For \$125,000 and Above**  
**Board of Trustees Approval Required**  
**Board Meeting February 14, 2023**

Vendor Name/Description	Check Amount	Financial Manager
5 Star GC Construction LLC	507,753.32	Maria Elizondo
Construction services for the vehicle canopy, student and instructor canopy, and training area at the Regional Center for Public Safety Excellence (RCPSE) campus		

<i>Ricardo De La Garza</i>	<i>2/14/2023</i>
Ricardo De La Garza, Dir. of Facilities Planning and Construction	Date

<i>Mary G. Elizondo</i>	<i>2/14/2023</i>
Maria G. Elizondo, Vice President for Finance and Administrative Services	Date

Rose Benavidez, South Texas College Board of Trustees - Chair Approval	Date
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## **Announcements**

### **A. Next Meetings:**

- *Tuesday, February 14, 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, February 28, 2023*
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- South Texas College will be closed Friday, February 17, 2023 to hold College-Wide Professional and Organizational Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 2<sup>nd</sup> annual Summit for Dual Credit Programs from February 19 – 21, 2023 at the South Padre Island Convention Center.
- South Texas College will be closed Monday, March 13 – Sunday, March 19<sup>th</sup> for Spring Break 2023.