



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

**Tuesday, March 28, 2023
5:30 p.m.**

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

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 28, 2023 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
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 - B. Approval and Authorization to Accept Grant Awards and Agreements .. 42 - 45
 - 1) Department of Commerce National Telecommunications and Information Administration (NTIA), Connecting Minority Communities Pilot Program (CMC), BroadbandUSA, in the amount of \$2,850,148.35
 - 2) Texas Workforce Commission, Child Care Provider Expansion Initiative, in the amount of \$60,000.00
 - 3) Texas Workforce Commission, Camp Code, in the amount of \$44,815.00
 - 4) Texas Workforce Commission, Lower Rio Grande Valley Workforce Development Board, Texas Industry Partnership Grant, in the amount of \$50,000.00

- 5) Additional funds, Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$50,000.00
- 6) Additional Funds, Hispanic Association of Colleges and Universities (HACU), Grow with Google Hispanic Serving Institutions Career Readiness Program in the amount of \$30,000.00
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 - b. Non-Instructional Items
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 - 7) Recruitment Advertising Services (Renewal)
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A. Next Meetings:

- Tuesday, April 11, 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, April 25, 2023
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, April 6th – Sunday, April 9th for Semester Break.
- The Spring 2023 Commencement Ceremonies have been scheduled for Friday, May 5th and Saturday, May 6th at the Bert Ogden Arena in Edinburg, TX:

Friday, May 5, 2023

- 9:00 a.m.
- 12:30 p.m.
- 4:30 p.m.

Saturday, May 6, 2023

- 9:30 a.m.
- 1:30 p.m.

Update by the College President

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

No action is requested.

Presentation

1. Presentation on the South Texas College Regional Promise Strategy

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, will be joined by Dr. Anabel Romero-Juarez, Director of Regional Talent Networks with Economic Mobility Systems (EMS) to present on the South Texas College Regional Promise Strategy.

Promise Programs are an innovative strategy to support student enrollment, primarily through financial aid. At South Texas College, this will include developing better tools to work with partnering school districts and give targeted support at the high schools to assist graduates with the transition to South Texas College. The first-year goal is to increase enrollment of this cohort of students by 5% over the prior year.

Mr. Hebbard, Dr. Rodriguez, and Dr. Romero-Juarez will highlight components of a Promise Program and discuss how they will support South Texas College and the South Texas College Foundation to launch a regional program.

While a general outline was presented to the Education and Workforce Development Committee on March 7, 2023, the team will focus at the March 28, 2023 Regular Board Meeting on specific details of the strategy, including a proposed budget breakdown and a discussion of potential philanthropic support from local partners as well as foundations that fund state and national initiatives.

The support of the South Texas College Board of Trustees and the Foundation's Board of Directors will be vital in helping champion this exciting new initiative with school district leadership and other community partners.

No formal action by the Board of Trustees is requested. This information is presented as an update to the trustees for feedback to administration, and to help the trustees advocate in support of the program.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) February 14, 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 February 14, 2023 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 14, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:11 p.m. with Ms. Rose Benavidez presiding.

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

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

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Mr. George McCaleb, Chief Ruben Suarez, Dr. Brett Millan, Dr. Ali Esmaeili, Mr. Antonio De La Cruz, Mrs. Laura Requena, Ms. Alicia Correa, Dr. Zachary Suarez, Mr. Lucio Gonzalez, Ms. Cynthia Blanco, Dr. Sylvia Flores, Mrs. Carla Rodriguez, Dr. Rachel Sale, Dr. Jesus Campos, Mr. David Valdez, Ms. Shannon Perales, Mr. Ricardo Martinez, Mr. Charlie Guerra, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mrs. Laura Requena, Director of Human Resources, 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 recent a trip to meet with potential funders to support the College's developing Promise Program.
2. Legislature filed by Rep. Terry Canales in the House and Senator Zaffirini in the Senate to authorize a 6th baccalaureate program at South Texas College.
3. A recap of the recent A&M Engineering Academy agreement and announcement, which will provide a unique opportunity for students of the Rio Grande Valley.
4. A meeting planned at the Regional Center for Public Safety Excellence with the Department of Homeland Security, US Customs and Border Protection, and US House Rep. Monica De La Cruz.

No action was 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.

Ms. Benavidez and Mrs. Cantu provided a report and update on the 2023 National Legislative Summit, which highlighted the nationwide enrollment challenges faced by community colleges.

2. Presentation of the Spring 2023 Enrollment Report

Ms. Cynthia Blanco, Registrar, presented the Spring 2023 Enrollment Report.

The Spring 2023 Census Date fell on Wednesday, February 1st. Ms. Blanco reported 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 as 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 was required from the Board. This item was presented for information and feedback to staff.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) January 31, 2023 Regular Board Meeting

Upon a motion by Mrs. Victoria Cantú and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Minutes for the January 31, 2023 Regular Board Meeting as presented. The motion carried.

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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, was 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

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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 would provide up to \$979,680.00 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mrs. Victoria Cantú and a second by Dr. Alejo Salinas, Jr., 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. 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

The motion carried.

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

Administration recommended 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized execution of the proposed Memorandum of Understanding with Texas A&M Engineering Extension Service as presented. The motion carried.

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

The Board of Trustees was asked to review and adopt 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 had 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 was provided on the proposed revision.

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

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. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and adopted the proposed revision to Policy BBB: *Board Members – Elections* as presented and which superseded any previously adopted Board policy. The motion carried.

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

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

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

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	Elsevier, Inc. (Houston, TX)	Vocational Nursing - HESI	\$146,354.00
2	Hurst Review Services, Inc. (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	Labatt Food Service (San Antonio, TX)	Choice Partners Cooperative	\$22,500.00
2	Sysco Corporation (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.

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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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorizes the award of proposal, purchases, renewals, and interlocal agreement at a total cost of \$971,227.38 as presented. The motion carried.

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

Purpose and Justification – Administration recommended 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 were needed to begin and complete the courses within the program.

The new Cosmetology Program Fees were as follows:

	Proposed Rate FY 2022-2023
PROGRAM SPECIFIC FEES:	
Cosmetology Program Fees	
• Tool Kit - CSME 1401	575.00
• Register in SHEARS – CSME 1401	25.00

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• Testing Fee - CSME 2441	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees

The Tool Kit was required upon enrolling into the program as this equipment would be used throughout the duration of the program for student training. The SHEARS (Student Hour Enrollment Automated Reporting System) fee was 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 would 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 were reviewed by staff and President's Cabinet.

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

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mrs. Victoria Cantú and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed revisions to the Student Tuition and Fees Schedule for FY 2022 – 2023 as presented. The motion carried.

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 recommended 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 was 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 was not included in this presentation and would be brought to the Board at a later date for review and approval.

Simplified Tuition Rate (STR)

A major revision was 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 were rolled into one Simplified Tuition Rate applied per semester credit hour. The STR being proposed would 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, would be deleted and rolled into the STR. Active Military tuition rate would be transitioned into the STR. Other fees that would be deleted and rolled into the STR included 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 included in the packet reflected 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 would 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 included 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 were 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 were provided in the packet for the Board's information and review. The proposed revisions were highlighted in yellow.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

The Board requested additional information, including feedback from students on the proposal, as well as an outline of marketing strategies to communicate the changes. The Board took no formal action on this item.

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 recommended 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 were eligible for the one-time payment.

The retention payment to eligible full-time and part-time employees was 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 was outside the employee's base pay and enhanced employees' benefits during this time of labor market shortages and competing opportunities.

Requirements of eligibility were 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 would not be eligible for the retention payment:

- Dual Credit Faculty (High School Employees)

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

Retention Incentive Payment						
Full-Time \$1,500 and Part-Time \$750.00						
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 would be Friday, March 10, 2023.

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

A budget amendment to fund this cost from the Unrestricted Fund was provided 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, attended the Board meeting to any address questions.

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mrs. Victoria Cantú and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

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

Purpose and Justification - Administration recommended 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 would 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 were included in the packet for the Board's information and review.

The budget amendment was proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment was proposed to increase the Unrestricted Fund 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
Total Revenues and Carryover Allocations	\$ 193,855,935	\$ 3,247,812	\$ 197,103,747

Carryover Allocations revenue was 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 were proposed to increase by \$3,247,812.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment was 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
Total Expenditures	\$ 180,848,280	\$ 3,247,812	\$ 184,096,092
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	7,507,655	-	7,507,655
Total Transfers & Reserves	13,007,655	-	13,007,655
Total Expenditures/Transfers & Reserves	\$ 193,855,935	\$ 3,247,812	\$ 197,103,747

The Salaries expenditure budget was 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 was 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 were proposed to increase by \$3,247,812.

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

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

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mrs. Victoria Cantú and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2022 – 2023 as presented. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 4:37 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

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

Facilities Committee Items:

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

Open Session:

The South Texas College Board of Trustees returned to Open Session at 4:46 p.m. No action was taken in Executive Session.

02/14/2023

Regular Board Meeting Minutes

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 recommended 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 were 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 were 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 were 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 were reviewed by the President, all the Vice Presidents, and the Assistant Director of Human Resources.

Enclosed Documents – Exhibit A and Exhibit B were 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, attended the Board meeting to address any questions.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

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

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

Purpose and Justification – Administration recommended 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:

Description	Year 2021 Stops Conducted	Year 2022 Stops Conducted
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
Total	59	82

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:

Description	Year 2021 Stops Conducted	Year 2022 Stops Conducted
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
Total	59	82

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 reviewed the information being presented.

Enclosed Documents - The Racial Profiling Report for calendar year 2022 and the Comparative Analysis were 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, attended the Board meeting to address questions by the trustees.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and accepted the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2022 as presented. The motion carried.

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

Purpose and Justification – Administration recommended Board approval to Adopt New Personnel Policies and Retire Current Policies 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:

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 were also recommended for retirement. They were 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 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, Employee Relations Officer, 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, and Laura Requena, Director of Human Resources attended the Board meeting to address questions.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the adoption of new policies and retirement of current policies as listed, presented, and which supersedes any previously adopted Board policy. The motion carried.

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

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

This would 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 were currently in place and will continue to be enhanced.

The adoption of new and/or retired policies were 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 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 proposed new and retired policies were 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, attended the Board meeting to address questions.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the adoption of a new students policy and retirement of a current policy as listed, presented, and which supersedes any previously adopted Board policy. The motion carried.

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

Purpose and Justification – Administration recommended 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 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 will continue to be enhanced.

The adoption of new and/or retired policies were 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 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, the Vice President for Academic Affairs, 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, Becky Cavazos, Director of Purchasing, and Dr. Jesús Campos, Dean of Library & Learning Support Services, attended the Board meeting to address questions.

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

Because the Finance, Audit, and Human Resources Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

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

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 was requested.

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

Scheduling Priority

This project was requested by the Construction and Building Technologies Program. It was reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide 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

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
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 were budgeted in the FY 2022-2023 Unexpended Construction Plant Fund. 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 March 2023 and obtain Substantial Completion in July 2023.

Enclosed Documents

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

Because the Facilities Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized contracting construction services with Rio United Builders in the amount of \$210,000 for the Technology Campus Exterior Solar Panel Structures project as presented. The motion carried.

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 was requested.

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

Scheduling Priority

This project was requested by the Regional Center for Public Safety Excellence staff. It was reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide 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 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 March 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.

Because the Facilities Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized contracting construction services with 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. The motion carried.

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 was requested.

Project		Completion Recommendation	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 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 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 were enclosed for the Board's review and information.

Because the Facilities Committee did not meet in February 2023, this item was presented to the Board of Trustees without a Committee recommendation.

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

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

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

Consideration and Approval of Checks

Board action was requested to approve the checks for release for the month of January 2023. 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, was available to respond to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantú, the Board of Trustees of South Texas College approved and authorized the submitted checks for release in an amount over \$125,000.00, and the checks that were released as authorized by Board Policy #5610, for the month of January 2023. The motion carried.

Announcements

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 2nd 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 19th for Spring Break 2023.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 5:04 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 14, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Approval and Authorization to Accept Grant Awards and Agreements

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

1. Department of Commerce, National Telecommunications and Information Administration (NTIA), Connecting Minority Communities Pilot Program (CMC), BroadbandUSA, in the amount of \$2,850,148.35

The Department of Commerce's National Telecommunications and Information Administration (NTIA) received more than 200 Applications and over \$833 Million in funding requests as part of the Connecting Minority Communities Pilot Program (CMC). The CMC program is part of the Biden-Harris Administration's Internet for All initiative that proposes connecting everyone in America with affordable, reliable high-speed Internet service. A total of 93 grants were awarded, 8 of them in Texas.

South Texas College's Educational Technologies Department, Information Technology Department, Library Services Department, and the Center for Learning Excellence will utilize grant funds to upgrade fiber optic bandwidth connectivity between the Mid-Valley Campus, the Starr County Campus and the Pecan Campus; upgrade existing infrastructure and equipment to build capacity in the classroom by converting technology from analog to digital at the Starr County Campus and the Technology Campus; provide mobile hotspot devices and student learning support services for at least 350 students; and expand instruction and remote learning opportunities for students by virtualizing specialized desktop software. The funding period is from March 1, 2023 to February 28, 2025.

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

2. Texas Workforce Commission, Child Care Provider Expansion Initiative, in the amount of \$60,000.00

This start-up award will fund expenses incurred on or after March 1, 2022, to support the expansion of the childcare program at the South Texas College Mid-Valley Campus Child Development Center. Funds will allow the Mid-Valley Campus to provide additional childcare slots for students, faculty/staff and community members. Funds will also be used towards staffing costs, indoor and outdoor equipment, office furnishings and equipment, kitchen supplies, and safety supplies. The grant is managed by Civitas Strategies Early Start. The funding period is upon signature through March 2024.

This grant aligns with Strategic Direction #4, Foster Student Success, by providing a support system that promotes persistence and academic achievement.

3. Texas Workforce Commission, Camp Code, in the amount of \$44,815.00

This grant will help foster an interest in STEM-related careers and increase the exposure of Texas middle school children to coding and programming through hands-on experiences in summer camps. The Institute for Advanced Manufacturing (IAM) will host six Camp Codes in the summer of 2023 that will include challenging and innovative concepts in learning, problem solving, and analytical skills. The funding period is from March 1, 2023 to August 31, 2023.

This grant is aligned to Strategic Direction #1, Clear Pathways, by encouraging students to pursue higher education in STEM-related occupations.

4. Texas Workforce Commission, Lower Rio Grande Valley Workforce Development Board, Texas Industry Partnership Grant, in the amount of \$50,000.00

The Texas Workforce Commission has dedicated funds to support collaborations between Local Workforce Development Boards and local industry partners for the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. The Lower Rio Grande Valley Workforce Development Board is partnering with the South Texas College Foundation (STCF) and South Texas College (STC) to address financial hardships faced by current/enrolled STC students and supporting labor and skills gap shortages in the healthcare industry. Grant funds will be used to serve/aid up to 125 eligible current students obtain required occupational licensure, certifications and/or supplies. The funding period is from February 1, 2023 to December 31, 2023.

This grant aligns to Strategic Direction #4, Foster Student Success, by providing support systems that help students enter and stay on a path leading to employment and/or further education.

5. Additional funds, Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$50,000.00

This award from the Texas Pioneer Foundation is for the Department of Continuing, Professional, and Workforce Education to serve 200 low-income residents of Hidalgo and Starr counties through 150 hours of GED preparation contextualized to various industry clusters, 6 hours of Academic Success Skills, 4 hours of College Connections, 5 hours of Job Readiness Skills, and 4 hours of CPR/AED Certification. The additional funds increase the awarded amount to \$200,000 and extended the award period from July 1, 2021 to March 31, 2023.

This grant aligns to Strategic Direction #2, Access and Success, by providing students with access to High School Equivalency preparation.

6. Additional Funds, Hispanic Association of Colleges and Universities (HACU), Grow with Google Hispanic Serving Institutions Career Readiness Program in the amount of \$30,000.00

The Grow with Google HSI Career Readiness award offers a semester-long in-person and online digital skills program to help dual and traditional students prepare for critical steps in their career journey and increase their economic potential. Students will have an opportunity to join interactive video and in-person lessons, participate in activities that help them master key digital and real-world skills, and meet with peers or career counselors for follow-up discussions. Funds will be utilized for part-time staff to meet with faculty and develop an implementation plan, incentive gift cards for students, and promotional and marketing efforts. The additional funds increase the awarded amount to \$55,000. The funding period for this grant is from December 1, 2021 to December 31, 2023.

This grant aligns to Strategic Direction #3, Creating Educational Opportunities for Students, by aligning programs with emerging technologies and changing needs in the job market. The Division of Student Affairs and Enrollment Management will oversee the grant and implementation of the Career Readiness Program.

7. Any Additional Grants Pending Official Award

Summary of Grant Award Funding

The presented grants will provide up to \$3,084,963.35 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. Department of Commerce National Telecommunications and Information Administration (NTIA), Connecting Minority Communities Pilot Program (CMC), BroadbandUSA, in the amount of \$2,850,148.35
2. Texas Workforce Commission, Child Care Provider Expansion Initiative, in the amount of \$60,000.00
3. Texas Workforce Commission, Camp Code, in the amount of \$44,815.00
4. Texas Workforce Commission, Lower Rio Grande Valley Workforce Development Board, Texas Industry Partnership Grant, in the amount of \$50,000.00
5. Additional funds, Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of \$50,000.00
6. Additional Funds, Hispanic Association of Colleges and Universities (HACU), Grow with Google Hispanic Serving Institutions Career Readiness Program in the amount of \$30,000.00

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Proclamation 2023-007 in Support of Hidalgo County's Prosperity Task Force

In Fall 2022, Hidalgo County Judge Ricardo Cortez called upon leaders throughout Hidalgo County to find a solution to the disproportionate poverty in our region. Through the creation of the Hidalgo County Prosperity Task Force, Judge Cortez has brought together community leaders and policymakers to address the needs of the County's communities in need.

As the 8th most populous county in Texas and with as many as 40% of our over 1 million residents living in poverty, Hidalgo County is committed to addressing issues of health, food insecurity, educational attainment, underemployment and other negative impacts of poverty.

South Texas College has joined with over 160 partners on the Hidalgo County Prosperity Task Force with the mission of providing help to those who need it, with College personal serving on committees and contributing to the work of the Task Force.

Proclamation 2023-007 has been presented for review by the Board of Trustees of South Texas College, with a request for Board adoption.

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 Proclamation 2023-007 in support of the Hidalgo County Prosperity Task Force as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Proclamation 2023-007 in support of Hidalgo County's Prosperity
Task Force**

WHEREAS Hidalgo County is the 8th most populous county in Texas with some estimates showing a population of 1 million people; and

WHEREAS Hidalgo County demographics show that as much as 92 percent of the population is of Hispanic origin and analysts say that Hidalgo County is a microcosm of what Texas will look like overall in the future; and

WHEREAS Hidalgo County has a disproportionate number of people living at or below the federal poverty level, with some estimates showing that as many as 40 percent living in poverty locally, meaning that as many as 400,000 residents may be financially struggling; and

WHEREAS The contributors to poverty are multifaceted and complicated with the effects of poverty extending to issues of health, food insecurity, educational attainment and even crime; and

WHEREAS Another contributor to poverty is the disproportionate numbers of residents who are underemployed in Hidalgo County, including one in four people who either have attended some college or have college degrees earning wages at or below poverty level; and

WHEREAS Hidalgo County and its municipalities are committed to providing essential services to its residents but recognize that the most effective way to combat this challenge is to help people escape poverty with proper job training and effective financial literacy; and

WHEREAS The Hidalgo County Prosperity Task Force, composed of more than 160 community leaders and policymakers, has been formed with the mission of providing help to those who need it while identifying candidates for job training with the aim of developing human capital, enhancing existing business and attracting new business.

Now, therefore, be it resolved that South Texas College hereby acknowledges the challenges of poverty locally and endorses the efforts of the Hidalgo County Prosperity Task Force.

Rose Benavidez, Chair

South Texas College Board of Trustees

Victoria Cantú, Secretary

South Texas College Board of Trustees

Review and Adoption of Resolution 2023-006 in Support of the Texas Commission on Community College Finance Recommendations

The 87th Texas Legislature established the Texas Commission on Community College Finance (CCCCF) to evaluate the funding of community colleges in Texas, and make recommendations to improve the formulae used to determine colleges' state appropriations.

Being the first significant review of community college funding in over five decades, the CCCC engaged stakeholders in business, education, students, and governance to help ensure community colleges improve student success toward the state's postsecondary goals.

The CCCC's recommendations include performance-based funding, as well as support for workforce development in high-demand fields, dual credit programs, and economically and educationally disadvantaged students and adult learners.

The Administration of South Texas College joins peers across the state, including through the Texas Association of Community College and the Community College Association of Texas Trustees, in supporting the recommendations of the CCCC.

Resolution 2023-006 has been presented for review by the Board of Trustees of South Texas College, with a request for Board adoption.

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 Resolution 2023-006 in support of the Texas Commission on Community College Finance Recommendations as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Resolution 2023-006 in Support
of the Texas Commission on Community College Finance Recommendations**

Whereas, the State of Texas established the Texas Commission on Community College Finance to evaluate community college funding and improve student outcomes through alignment with state postsecondary goals,

Whereas, the Texas Commission on Community College Finance developed their recommendations with input from various stakeholders, including business leaders, lawmakers, college officials, students, and trustees,

Whereas, the recommendations are a historic opportunity to obtain funding to ensure postsecondary student success,

Whereas, the recommendations include performance-based funding based on measurable outcomes,

Whereas, the recommendations include much-needed support for workforce development to produce credentials of value in high-demand fields,

Whereas, the recommendations include support for students enrolling in dual credit programs,

Whereas, the recommendations would provide support to economically and educationally disadvantaged students, as well as adult learners,

THEREFORE, BE IT RESOLVED, Board of Trustees of South Texas College officially declares its support for the recommendations issued to the 88th Texas Legislature by the Texas Commission on Community College Finance.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS 28th day of March, 2023 by the Board of Trustees of South Texas College.

Rose Benavidez, Chair

South Texas College Board of Trustees

Victoria Cantú, Secretary

South Texas College Board of Trustees

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2022

A report on the College's Quarterly Investment Report for the Quarter November 30, 2022, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose and Justification – Mr. Richard Long from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2022 and provide a further update at the meeting. Mr. Long will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2022 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2022 follows in the packet for the Board's information and review.

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

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

The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2022, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

November 30, 2022

Prepared by

Valley View Consulting, L.L.C.

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

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

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

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2022			November 30, 2022		
	Book Value	Market Value		Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 93,696,871.52	\$ 93,696,871.52		\$ 95,552,844.57	\$ 95,552,844.57	2.73%
Pools	1,629,024.44	1,629,024.44		1,641,178.05	1,641,178.05	3.54%
CD/Security	272,441,489.64	270,789,043.99		266,109,188.65	262,803,091.49	1.93%
Totals	\$ 367,767,385.60	\$ 366,114,939.95		\$ 363,303,211.27	\$ 359,997,114.11	2.15%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	2.15%	Year-to-Date Portfolio Performance (2)	
		Average Quarter End Yield	2.15%
Rolling Three Month Treasury	3.84%	Rolling Three Month Treasury	3.84%
Rolling Six Month Treasury	3.52%	Rolling Six Month Treasury	3.52%
TexPool	3.61%	TexPool	3.61%

INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$250,493.40 (Unaudited)	\$1,631,560.57 (Unaudited)
Accrued Interest-End of Quarter	\$51,688.61 (Unaudited)	\$883,045.97 (Unaudited)
Fiscal YTD Interest Earned	\$250,493.40 (Unaudited)	\$1,631,560.57 (Unaudited)

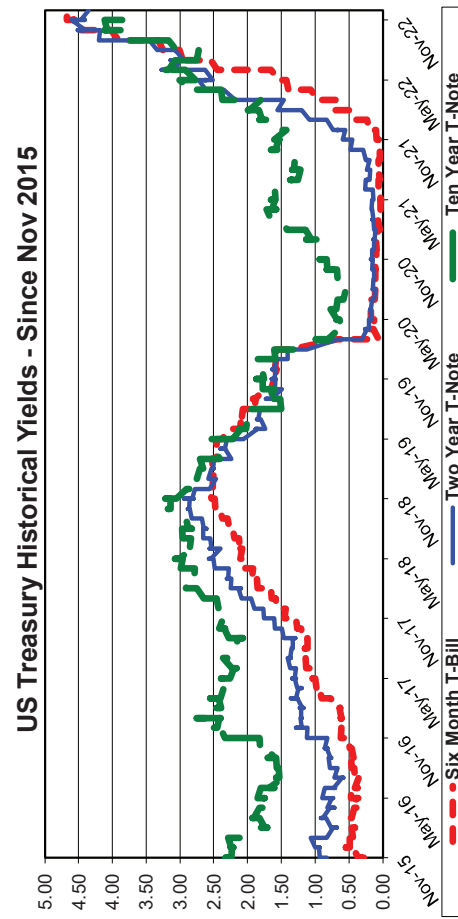
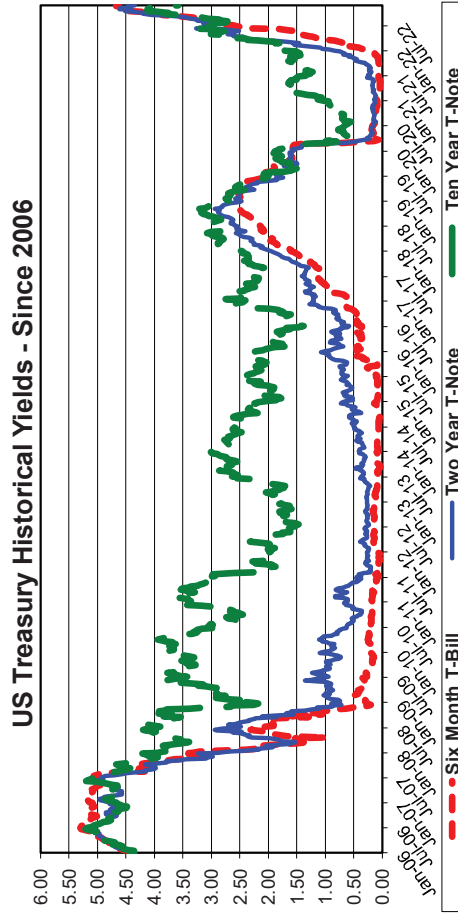
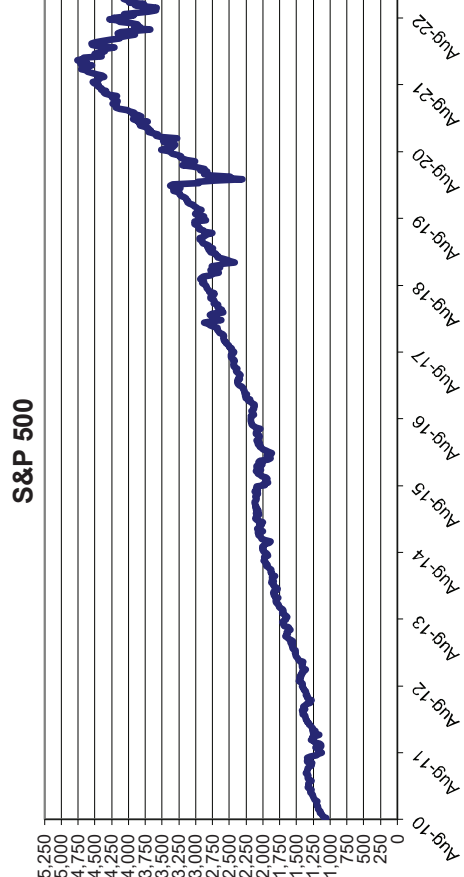
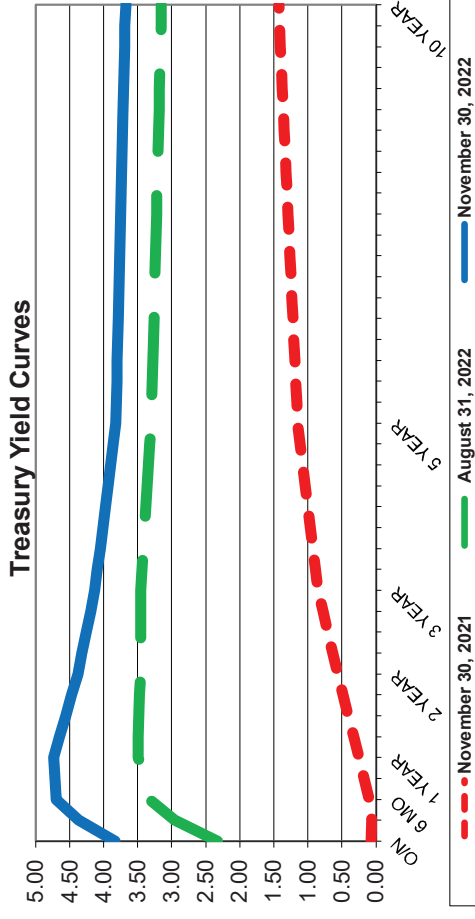
(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

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

Economic Overview

11/30/2022

The Federal Open Market Committee (FOMC) raised the Fed Funds target range 0.75% to 3.75% - 4.00% November 2nd (Effective Fed Funds are trading $\pm 3.83\%$). An additional 0.50% increase is currently anticipated December 14th. Third Quarter estimated GDP remained positive at 2.9% (Second Estimate). November Non-Farm Payroll added 263k new jobs with the Three Month Average declining slightly to 272k. Crude oil moderated closer to \$82 per barrel. The Stock Markets increased slightly, but erratically, at $\pm 15\%$ below the 2021 peak. The yield curve is fully negatively sloped (3 months to 10 years, with peak yield at 1 year) and continues to indicate lower future interest rates. Inflation remained well over the FOMC 2% target (Core PCE $\pm 5\%$ and CPI $\pm 8\%$). International challenges add to economic uncertainty.



**Investment Holdings
November 30, 2022**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
PNC Bank MMA - Operating		2.07%	12/01/22	11/30/22	\$ 20,740,764.24	\$ 20,740,764.24	1.00	\$ 20,740,764.24	1	2.07%
PNC Bank MMA - Payroll		1.96%	12/01/22	11/30/22	134,077.47	134,077.47	1.00	134,077.47	1	1.96%
PNC Bank MMA - Student		1.75%	12/01/22	11/30/22	586,817.80	586,817.80	1.00	586,817.80	1	1.75%
PNC Bank - Federal Draw Down		1.78%	12/01/22	11/30/22	490.30	490.30	1.00	490.30	1	1.78%
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15		1.80%	12/01/22	11/30/22	1,338,349.84	1,338,349.84	1.00	1,338,349.84	1	1.80%
PNC Bank - Construction E&G Transfer		2.08%	12/01/22	11/30/22	14,875,711.07	14,875,711.07	1.00	14,875,711.07	1	2.08%
Texas Regional Bank MMA - Constr. E&G Transfer		0.75%	12/01/22	11/30/22	12,052,432.71	12,052,432.71	1.00	12,052,432.71	1	0.75%
Veritex Bank MMA		3.83%	12/01/22	11/30/22	3,710,687.42	3,710,687.42	1.00	3,710,687.42	1	3.83%
NexBank MMA		3.81%	12/01/22	11/30/22	42,113,513.72	42,113,513.72	1.00	42,113,513.72	1	3.81%
TexPool LGIP	AAA/m	3.54%	12/01/22	11/30/22	1,641,178.05	1,641,178.05	1.00	1,641,178.05	1	3.54%
Texas Regional Bank CD		0.40%	12/15/22	01/28/21	10,070,127.66	10,070,127.66	100.00	10,070,127.66	15	0.40%
Texas Regional Bank CD		0.13%	12/15/22	09/23/21	5,006,503.17	5,006,503.17	100.00	5,006,503.17	15	0.13%
East West Bank CD		3.43%	02/03/23	09/09/22	4,031,319.41	4,031,319.41	100.00	4,031,319.41	65	3.43%
Prosperity Bank CD		0.15%	03/15/23	09/23/21	2,003,504.22	2,003,504.22	100.00	2,003,504.22	105	0.15%
Texas Regional Bank CD		0.25%	03/15/23	04/27/21	5,018,796.51	5,018,796.51	100.00	5,018,796.51	105	0.25%
Bank OZK CD		0.24%	03/15/23	04/07/21	4,015,319.68	4,015,319.68	100.00	4,015,319.68	105	0.24%
Prosperity Bank CD		0.15%	04/14/23	09/23/21	4,007,008.42	4,007,008.42	100.00	4,007,008.42	135	0.15%
Texas Regional Bank CD		0.27%	04/14/23	04/27/21	10,040,605.53	10,040,605.53	100.00	10,040,605.53	135	0.27%
Texas Regional Bank CD		0.20%	05/07/23	05/10/21	10,028,856.51	10,028,856.51	100.00	10,028,856.51	158	0.20%
Bank OZK CD		0.24%	06/02/23	06/02/21	5,049,860.85	5,049,860.85	100.00	5,049,860.85	184	0.24%
Veritex Bank CD		0.20%	06/15/23	07/12/21	10,025,066.19	10,025,066.19	100.00	10,025,066.19	197	0.20%
Veritex Bank CD		0.20%	07/14/23	07/12/21	8,020,052.95	8,020,052.95	100.00	8,020,052.95	226	0.20%
Bank OZK CD		0.18%	07/14/23	08/20/21	5,011,343.09	5,011,343.09	100.00	5,011,343.09	226	0.18%
East West Bank CD		3.01%	07/14/23	09/23/21	5,058,058.17	5,058,058.17	100.00	5,058,058.17	226	3.01%
US Treasury	Aaa/AA+	0.18%	07/31/23	07/12/22	10,500,000.00	10,301,702.27	96.97	10,182,133.50	243	3.03%
Texas Regional Bank CD		0.17%	08/15/23	09/23/21	5,008,505.42	5,008,505.42	100.00	5,008,505.42	258	0.17%
Bank OZK CD		0.20%	08/15/23	08/20/21	5,012,597.95	5,012,597.95	100.00	5,012,597.95	258	0.20%
FHLB	Aaa/AA+	3.63%	09/06/23	09/08/22	342,000.00	332,676.70	96.57	330,264.28	280	3.63%
Veritex Bank CD		0.25%	09/15/23	09/01/21	10,029,217.64	10,029,217.64	100.00	10,029,217.64	289	0.25%
FHLMC	Aaa/AA+	2.00%	10/17/23	03/10/22	10,000,000.00	10,034,032.96	97.65	9,765,200.00	321	1.61%
US Treasury	Aaa/AA+	1.63%	10/31/23	07/12/22	5,000,000.00	4,937,594.38	97.25	4,862,695.00	335	3.02%
FHLMC	Aaa/AA+	0.25%	11/06/23	03/24/22	10,000,000.00	9,835,275.49	95.83	9,583,080.00	341	2.06%
East West Bank CD		4.80%	11/14/23	11/14/22	332,642.78	332,642.78	100.00	332,642.78	349	4.80%
US Treasury	Aaa/AA+	2.13%	11/30/23	07/12/22	5,000,000.00	4,955,761.34	97.46	4,872,850.00	365	3.04%
FHLB	Aaa/AA+	2.25%	12/08/23	03/24/22	10,000,000.00	10,013,781.89	97.47	9,746,820.00	373	2.11%
US Treasury	Aaa/AA+	2.75%	02/15/24	04/01/22	10,000,000.00	10,054,695.49	97.75	9,775,000.00	442	2.29%
FAMCA		2.33%	03/24/24	04/05/22	10,000,000.00	10,000,000.00	96.87	9,687,000.00	480	2.33%
FAMCA		2.38%	04/29/24	04/05/22	10,000,000.00	10,000,000.00	96.79	9,678,640.00	516	2.38%
FFCB	Aaa/AA+	2.63%	05/03/24	06/01/22	9,249,000.00	9,255,940.18	97.17	8,986,957.33	520	2.57%
US Treasury	Aaa/AA+	2.50%	05/31/24	06/01/22	3,000,000.00	2,997,360.88	96.94	2,908,242.00	548	2.56%
FHLB	Aaa/AA+	2.88%	06/14/24	06/01/22	12,500,000.00	12,552,502.15	97.25	12,155,975.00	562	2.59%
FFCB	Aaa/AA+	3.15%	07/15/24	07/15/22	15,000,000.00	15,004,001.41	97.73	14,658,810.00	593	3.13%
FFCB	Aaa/AA+	3.38%	08/26/24	09/08/22	15,000,000.00	14,957,529.64	97.97	14,695,485.00	635	3.54%
FFCB	Aaa/AA+	3.50%	09/13/24	09/13/22	3,168,000.00	3,163,501.83	98.17	3,109,943.23	653	3.58%

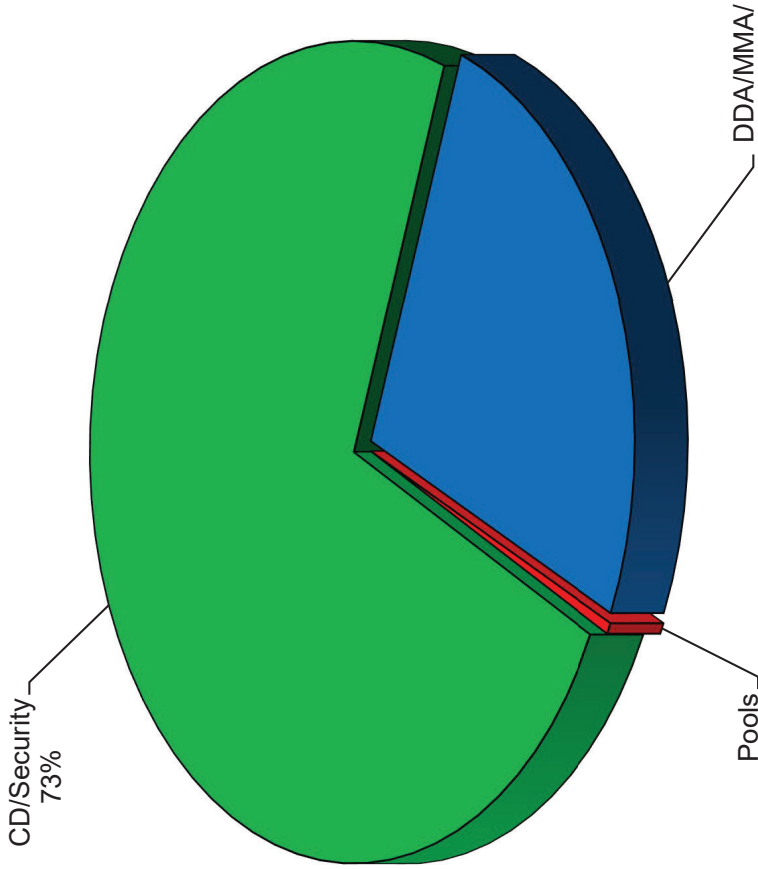
Investment Holdings
November 30, 2022

Description	Rating	Coupon/		Maturity	Settlement	Original Face\		Book	Market	Market	Life
		Discount	Rate	Date	Date	Par Value	Value				(Days)
FAMCA		4.84%		09/24/24	11/15/22	10,000,000.00	10,000,000.00	100.40	10,040,230.00	664	4.84%
FHLB	Aaa/AA+	4.50%		10/03/24	11/09/22	10,000,000.00	9,943,445.89	99.94	9,994,380.00	673	4.83%
						\$ 363,722,408.77	\$ 363,303,211.27		\$ 359,997,114.11	264	2.15%
										(1)	(2)

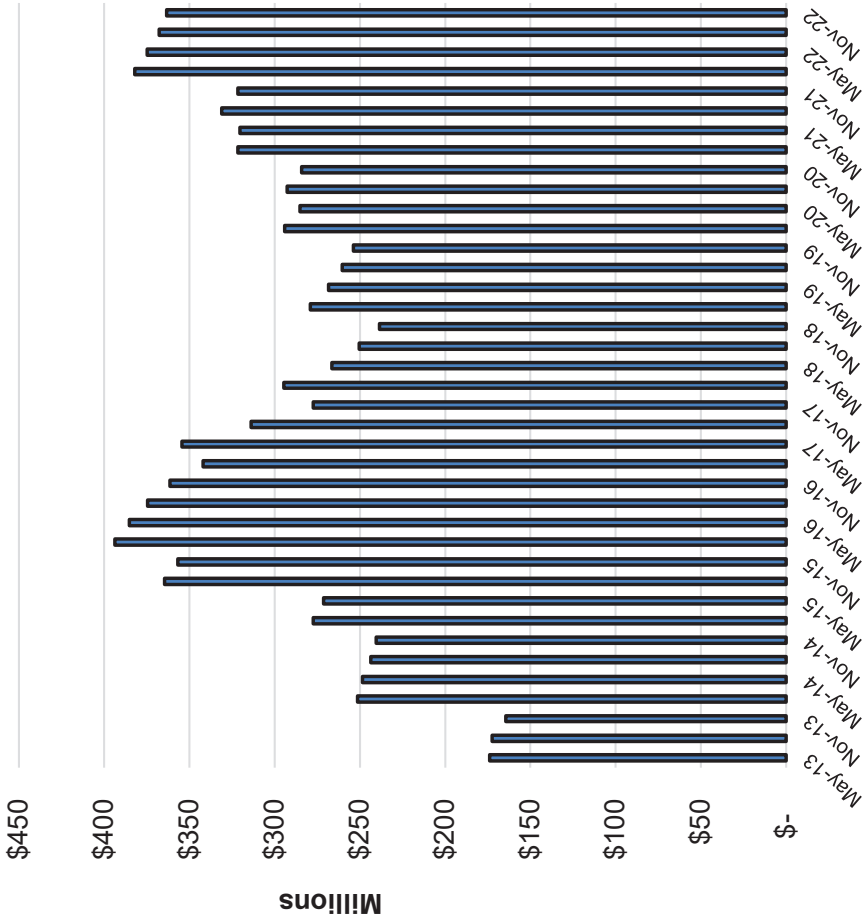
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

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

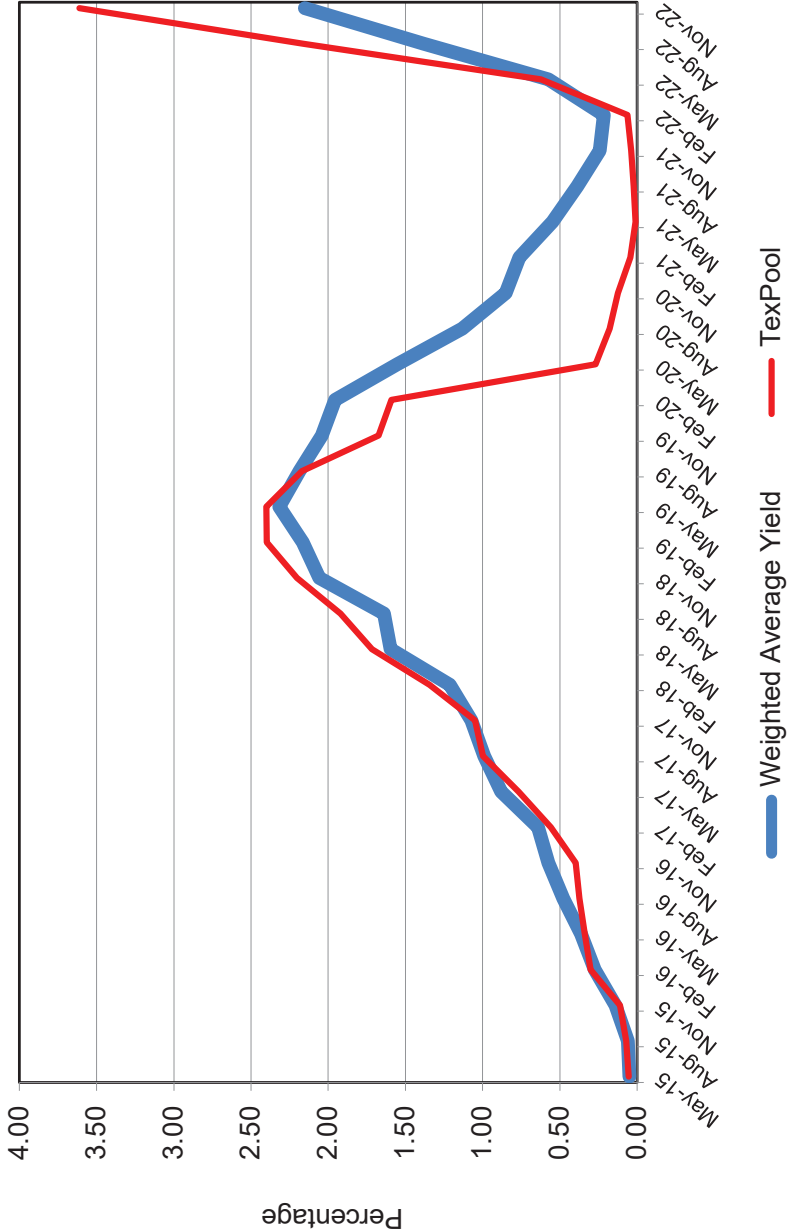
Portfolio Composition



Quarter-End Book Value



Total Portfolio Performance



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 08/31/22	Increases	Decreases	Book Value 11/30/22	Market Value 08/31/22	Change in Market Value	Market Value 11/30/22
PNC Bank MMA - Operating	2.07%	12/01/22	\$ 26,893,145.60	-	\$ (6,152,381.36)	\$ 20,740,764.24	\$ 26,893,145.60	\$ (6,152,381.36)	\$ 20,740,764.24
PNC Bank MMA - Payroll	1.96%	12/01/22	140,835.18	-	(6,757.71)	134,077.47	140,835.18	(6,757.71)	134,077.47
PNC Bank MMA - Student	1.75%	12/01/22	681,977.04	-	(95,159.24)	586,817.80	681,977.04	(95,159.24)	586,817.80
PNC Bank - Federal Draw Down	1.78%	12/01/22	747.79	-	(257.49)	490.30	747.79	(257.49)	490.30
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	1.80%	12/01/22	4,253,925.25	-	(2,915,575.41)	1,338,349.84	4,253,925.25	(2,915,575.41)	1,338,349.84
PNC Bank - Construction E&G Transfer	2.08%	12/01/22	4,227,285.82	10,648,425.25	-	14,875,711.07	4,227,285.82	10,648,425.25	14,875,711.07
Texas Regional Bank MMA - Constr. E&G Transfer	0.75%	12/01/22	12,029,924.38	22,508.33	-	12,052,432.71	12,029,924.38	22,508.33	12,052,432.71
Veritex Bank MMA	3.83%	12/01/22	3,681,962.03	28,725.39	-	3,710,687.42	3,681,962.03	28,725.39	3,710,687.42
NexBank MMA	3.81%	12/01/22	41,787,068.43	326,445.29	-	42,113,513.72	41,787,068.43	326,445.29	42,113,513.72
TexPool LGIP	3.54%	12/01/22	1,629,024.44	12,153.61	-	1,641,178.05	1,629,024.44	12,153.61	1,641,178.05
Prosperity Bank CD	0.15%	09/01/22	332,355.84	-	(332,355.84)	-	332,355.84	(332,355.84)	-
Texas Regional Bank CD	0.35%	09/15/22	8,041,976.41	-	(8,041,976.41)	-	8,041,976.41	(8,041,976.41)	-
Bank OZK CD	0.28%	09/15/22	4,020,652.27	-	(4,020,652.27)	-	4,020,652.27	(4,020,652.27)	-
Texas Regional Bank CD	0.38%	10/14/22	6,034,187.17	-	(6,034,187.17)	-	6,034,187.17	(6,034,187.17)	-
Allegiance Bank CD	0.30%	10/14/22	2,010,428.70	-	(2,010,428.70)	-	2,010,428.70	(2,010,428.70)	-
Prosperity Bank CD	0.15%	10/14/22	4,005,493.82	-	(4,005,493.82)	-	4,005,493.82	(4,005,493.82)	-
Texas Regional Bank CD	0.35%	10/15/22	2,008,799.00	-	(2,008,799.00)	-	2,008,799.00	(2,008,799.00)	-
Texas Regional Bank CD	0.13%	10/17/22	5,004,863.22	-	(5,004,863.22)	-	5,004,863.22	(5,004,863.22)	-
Texas Regional Bank CD	0.38%	11/15/22	4,022,793.66	-	(4,022,793.66)	-	4,022,793.66	(4,022,793.66)	-
Texas Regional Bank CD	0.35%	11/15/22	6,026,397.01	-	(6,026,397.01)	-	6,026,397.01	(6,026,397.01)	-
Bank OZK CD	0.24%	11/15/22	4,012,881.55	-	(4,012,881.55)	-	4,012,881.55	(4,012,881.55)	-
East West Bank CD	0.23%	11/30/22	3,779,331.20	-	(3,779,331.20)	-	3,779,331.20	(3,779,331.20)	-
Texas Regional Bank CD	0.40%	12/15/22	10,059,984.99	10,142.67	-	10,070,127.66	10,059,984.99	10,142.67	10,070,127.66
Texas Regional Bank CD	0.13%	12/15/22	5,004,863.22	1,639.95	-	5,006,503.17	5,004,863.22	1,639.95	5,006,503.17
East West Bank CD	3.43%	02/03/23	-	4,031,319.41	-	4,031,319.41	-	4,031,319.41	4,031,319.41
Prosperity Bank CD	0.15%	03/15/23	2,002,746.92	757.30	-	2,003,504.22	2,002,746.92	757.30	2,003,504.22
Texas Regional Bank CD	0.25%	03/15/23	5,015,635.97	3,160.54	-	5,018,796.51	5,015,635.97	3,160.54	5,018,796.51
Bank OZK CD	0.24%	03/15/23	4,012,881.55	2,438.13	-	4,015,319.68	4,012,881.55	2,438.13	4,015,319.68
Prosperity Bank CD	0.15%	04/14/23	4,005,493.82	1,514.60	-	4,007,008.42	4,005,493.82	1,514.60	4,007,008.42
Texas Regional Bank CD	0.27%	04/14/23	10,033,777.06	6,828.47	-	10,040,605.53	10,033,777.06	6,828.47	10,040,605.53
Texas Regional Bank CD	0.20%	05/07/23	10,023,858.31	4,998.20	-	10,028,856.51	10,023,858.31	4,998.20	10,028,856.51
Bank OZK CD	0.24%	06/02/23	5,046,827.86	3,032.99	-	5,049,860.85	5,046,827.86	3,032.99	5,049,860.85
Veritex Bank CD	0.20%	06/15/23	10,020,015.00	5,051.19	-	10,025,066.19	10,020,015.00	5,051.19	10,025,066.19
Veritex Bank CD	0.20%	07/14/23	8,016,012.00	4,040.95	-	8,020,052.95	8,016,012.00	4,040.95	8,020,052.95
Bank OZK CD	0.18%	07/14/23	5,009,057.51	2,285.58	-	5,011,343.09	5,009,057.51	2,285.58	5,011,343.09
East West Bank CD	3.01%	07/14/23	5,020,244.16	37,814.01	-	5,058,058.17	5,020,244.16	37,814.01	5,058,058.17
US Treasury	3.03%	07/31/23	10,227,442.63	74,259.64	-	10,301,702.27	10,185,819.00	(3,685.50)	10,182,133.50
Texas Regional Bank CD	0.17%	08/15/23	5,006,360.23	2,145.19	-	5,008,505.42	5,006,360.23	2,145.19	5,008,505.42
Bank OZK CD	0.20%	08/15/23	5,010,059.27	2,538.68	-	5,012,597.95	5,010,059.27	2,538.68	5,012,597.95
FHLB	3.63%	09/06/23	-	332,676.70	-	332,676.70	-	332,676.70	332,676.70
Veritex Bank CD	0.25%	09/15/23	10,022,900.51	6,317.13	-	10,029,217.64	10,022,900.51	6,317.13	10,029,217.64
FHLMC	1.61%	10/17/23	10,043,680.93	-	(9,647.97)	10,034,032.96	9,830,340.00	(65,140.00)	9,765,200.00
US Treasury	3.02%	10/31/23	4,920,642.40	16,951.98	-	4,937,594.38	4,897,265.00	(34,570.00)	4,862,695.00
FHLMC	2.06%	11/06/23	9,791,316.74	43,958.75	-	9,835,275.49	9,625,750.00	(42,670.00)	9,583,080.00
East West Bank CD	4.80%	11/14/23	-	332,642.78	-	332,642.78	-	332,642.78	332,642.78
US Treasury	3.04%	11/30/23	4,944,731.97	11,029.37	-	4,955,761.34	4,920,510.00	(47,660.00)	4,872,850.00
FHLB	2.11%	12/08/23	10,017,144.23	-	(3,362.34)	10,013,781.89	9,837,780.00	(90,960.00)	9,746,820.00
US Treasury	2.29%	02/15/24	10,065,956.32	-	(11,260.83)	10,054,695.49	9,899,610.00	(124,610.00)	9,775,000.00
FAMCA	2.33%	03/24/24	10,000,000.00	-	-	10,000,000.00	9,829,150.00	(142,150.00)	9,687,000.00
FAMCA	2.38%	04/29/24	10,000,000.00	-	-	10,000,000.00	9,828,210.00	(149,570.00)	9,678,640.00
FFCB	2.57%	05/03/24	9,257,154.71	-	(1,214.53)	9,255,940.18	9,114,843.26	(127,885.93)	8,986,957.33

Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 08/31/22	Increases	Decreases	Book Value 11/30/22	Market Value 08/31/22	Change in Market Value	Market Value 11/30/22
US Treasury	2.56%	05/31/24	2,996,922.63	438.25	—	2,997,360.88	2,951,601.00	(43,359.00)	2,908,242.00
FHLB	2.59%	06/14/24	12,561,003.39	—	(8,501.24)	12,552,502.15	12,349,087.50	(193,112.50)	12,155,975.00
FFCB	3.13%	07/15/24	15,004,615.46	—	(614.05)	15,004,001.41	14,908,200.00	(249,390.00)	14,658,810.00
FFCB	3.54%	08/26/24	—	14,957,529.64	—	14,957,529.64	—	14,695,485.00	14,695,485.00
FFCB	3.58%	09/13/24	—	3,163,501.83	—	3,163,501.83	—	3,109,943.23	3,109,943.23
FAMCA	4.84%	09/24/24	—	10,000,000.00	—	10,000,000.00	—	10,040,230.00	10,040,230.00
FHLB	4.83%	10/03/24	—	9,943,445.89	—	9,943,445.89	—	9,994,380.00	9,994,380.00
TOTALS / AVERAGE	2.15%		\$ 367,767,385.60	\$ 54,040,717.69	\$ (58,504,892.02)	\$ 363,303,211.27	\$ 366,114,939.95	\$ (6,117,825.84)	\$ 359,997,114.11

Allocation

November 30, 2022

Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
PNC Bank MMA - Operating	\$ 20,740,764.24	\$ 20,740,764.24	\$ -	\$ -	-
PNC Bank MMA - Payroll	134,077.47	134,077.47	-	-	-
PNC Bank MMA - Student	586,817.80	586,817.80	-	-	-
PNC Bank - Federal Draw Down	490.30	490.30	-	-	-
PNC Bank MMA - I&S Bond 96,02,03, 04,07, 10, 14, 15	1,338,349.84	-	-	-	1,338,349.84
PNC Bank - Construction E&G Transfer	14,875,711.07	-	14,875,711.07	-	-
Texas Regional Bank MMA - Constr. E&G Transfer	12,052,432.71	-	12,052,432.71	-	-
Veritex Bank MMA	3,710,687.42	-	3,710,687.42	-	-
NexBank MMA	42,113,513.72	30,850,800.58	10,113,163.57	-	1,149,549.57
TexPool LGIP	1,641,178.05	-	1,000,395.02	-	640,783.03
12/15/22-Texas Regional Bank CD	10,070,127.66	10,070,127.66	-	-	-
12/15/22-Texas Regional Bank CD	5,006,503.17	5,006,503.17	-	-	-
02/03/23-East West Bank CD	4,031,319.41	-	-	-	4,031,319.41
03/15/23-Prosperity Bank CD	2,003,504.22	2,003,504.22	-	-	-
03/15/23-Texas Regional Bank CD	5,018,796.51	5,018,796.51	-	-	-
03/15/23-Bank OZK CD	4,015,319.68	4,015,319.68	-	-	-
04/14/23-Prosperity Bank CD	4,007,008.42	-	4,007,008.42	-	-
04/14/23-Texas Regional Bank CD	10,040,605.53	10,040,605.53	-	-	-
05/07/23-Texas Regional Bank CD	10,028,856.51	10,028,856.51	-	-	-
06/02/23-Bank OZK CD	5,049,860.85	5,049,860.85	-	-	-
06/15/23-Veritex Bank CD	10,025,066.19	10,025,066.19	-	-	-
07/14/23-Veritex Bank CD	8,020,052.95	8,020,052.95	-	-	-
07/14/23-Bank OZK CD	5,011,343.09	5,011,343.09	-	-	-
07/14/23-East West Bank CD	5,058,058.17	-	5,058,058.17	-	-
07/31/23-US Treasury	10,301,702.27	-	-	-	10,301,702.27
08/15/23-Texas Regional Bank CD	5,008,505.42	5,008,505.42	-	-	-
08/15/23-Bank OZK CD	5,012,597.95	5,012,597.95	-	-	-
09/06/23-FHLB	332,676.70	332,676.70	-	-	-
09/15/23-Veritex Bank CD	10,029,217.64	10,029,217.64	-	-	-
10/17/23-FHLMC	10,034,032.96	10,034,032.96	-	-	-
10/31/23-US Treasury	4,937,594.38	4,937,594.38	-	-	-
11/06/23-FHLMC	9,835,275.49	9,835,275.49	-	-	-
11/14/23-East West Bank CD	332,642.78	-	-	332,642.78	-
11/30/23-US Treasury	4,955,761.34	4,955,761.34	-	-	-
12/08/23-FHLB	10,013,781.89	10,013,781.89	-	-	-
02/15/24-US Treasury	10,054,695.49	10,054,695.49	-	-	-

Allocation
November 30, 2022
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/24/24–FAMCA	10,000,000.00	10,000,000.00	—	—	—
04/29/24–FAMCA	10,000,000.00	10,000,000.00	—	—	—
05/03/24–FFCB	9,255,940.18	9,255,940.18	—	—	—
05/31/24–US Treasury	2,997,360.88	2,997,360.88	—	—	—
06/14/24–FHLB	12,552,502.15	12,552,502.15	—	—	—
07/15/24–FFCB	15,004,001.41	15,004,001.41	—	—	—
08/26/24–FFCB	14,957,529.64	14,957,529.64	—	—	—
09/13/24–FFCB	3,163,501.83	3,163,501.83	—	—	—
09/24/24–FAMCA	10,000,000.00	10,000,000.00	—	—	—
10/03/24–FHLB	9,943,445.89	9,943,445.89	—	—	—
Totals \$	363,303,211.27	\$ 294,691,407.99	\$ 50,817,456.38	\$ 332,642.78	\$ 17,461,704.12

Allocation

November 30, 2022

Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
PNC Bank MMA - Operating	\$ 20,740,764.24	\$ 20,740,764.24	\$ -	\$ -	-
PNC Bank MMA - Payroll	134,077.47	134,077.47	-	-	-
PNC Bank MMA - Student	586,817.80	586,817.80	-	-	-
PNC Bank - Federal Draw Down	490.30	490.30	-	-	-
PNC Bank MMA - I&S Bond 96,02,03, 04,07, 10, 14, 15	1,338,349.84	-	-	-	1,338,349.84
PNC Bank - Construction E&G Transfer	14,875,711.07	-	14,875,711.07	-	-
Texas Regional Bank MMA - Constr. E&G Transfer	12,052,432.71	-	12,052,432.71	-	-
Veritex Bank MMA	3,710,687.42	-	3,710,687.42	-	-
NexBank MMA	42,113,513.72	30,850,800.58	10,113,163.57	-	1,149,549.57
TexPool LGIP	1,641,178.05	-	1,000,395.02	-	640,783.03
12/15/22-Texas Regional Bank CD	10,070,127.66	10,070,127.66	-	-	-
12/15/22-Texas Regional Bank CD	5,006,503.17	5,006,503.17	-	-	-
02/03/23-East West Bank CD	4,031,319.41	-	-	-	4,031,319.41
03/15/23-Prosperity Bank CD	2,003,504.22	2,003,504.22	-	-	-
03/15/23-Texas Regional Bank CD	5,018,796.51	5,018,796.51	-	-	-
03/15/23-Bank OZK CD	4,015,319.68	4,015,319.68	-	-	-
04/14/23-Prosperity Bank CD	4,007,008.42	-	4,007,008.42	-	-
04/14/23-Texas Regional Bank CD	10,040,605.53	10,040,605.53	-	-	-
05/07/23-Texas Regional Bank CD	10,028,856.51	10,028,856.51	-	-	-
06/02/23-Bank OZK CD	5,049,860.85	5,049,860.85	-	-	-
06/15/23-Veritex Bank CD	10,025,066.19	10,025,066.19	-	-	-
07/14/23-Veritex Bank CD	8,020,052.95	8,020,052.95	-	-	-
07/14/23-Bank OZK CD	5,011,343.09	5,011,343.09	-	-	-
07/14/23-East West Bank CD	5,058,058.17	-	5,058,058.17	-	-
07/31/23-US Treasury	10,182,133.50	-	-	-	10,182,133.50
08/15/23-Texas Regional Bank CD	5,008,505.42	5,008,505.42	-	-	-
08/15/23-Bank OZK CD	5,012,597.95	5,012,597.95	-	-	-
09/06/23-FHLB	330,264.28	330,264.28	-	-	-
09/15/23-Veritex Bank CD	10,029,217.64	10,029,217.64	-	-	-
10/17/23-FHLMC	9,765,200.00	9,765,200.00	-	-	-
10/31/23-US Treasury	4,862,695.00	4,862,695.00	-	-	-
11/06/23-FHLMC	9,583,080.00	9,583,080.00	-	-	-
11/14/23-East West Bank CD	332,642.78	-	-	332,642.78	-
11/30/23-US Treasury	4,872,850.00	4,872,850.00	-	-	-
12/08/23-FHLB	9,746,820.00	9,746,820.00	-	-	-
02/15/24-US Treasury	9,775,000.00	9,775,000.00	-	-	-

Allocation
November 30, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
03/24/24-FAMCA	9,687,000.00	9,687,000.00	—	—	—
04/29/24-FAMCA	9,678,640.00	9,678,640.00	—	—	—
05/03/24-FFCB	8,986,957.33	8,986,957.33	—	—	—
05/31/24-US Treasury	2,908,242.00	2,908,242.00	—	—	—
06/14/24-FHLB	12,155,975.00	12,155,975.00	—	—	—
07/15/24-FFCB	14,658,810.00	14,658,810.00	—	—	—
08/26/24-FFCB	14,695,485.00	14,695,485.00	—	—	—
09/13/24-FFCB	3,109,943.23	3,109,943.23	—	—	—
09/24/24-FAMCA	10,040,230.00	10,040,230.00	—	—	—
10/03/24-FHLB	9,994,380.00	9,994,380.00	—	—	—
Totals	\$ 359,997,114.11	\$ 291,504,879.60	\$ 50,817,456.38	\$ 332,642.78	\$ 17,342,135.35

Allocation
August 31, 2022
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
PNC Bank MMA - Operating	\$ 26,893,145.60	\$ 26,893,145.60	\$ -	\$ -	\$ -
PNC Bank MMA - Payroll	140,835.18	140,835.18	-	-	-
PNC Bank MMA - Student	681,977.04	681,977.04	-	-	-
PNC Bank - Federal Draw Down	747.79	747.79	-	-	-
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	4,253,925.25	-	-	-	4,253,925.25
PNC Bank - Construction E&G Transfer	4,227,285.82	-	4,227,285.82	-	-
Texas Regional Bank MMA - Constr. E&G Transfer	12,029,924.38	-	12,029,924.38	-	-
Veritex Bank MMA	3,681,962.03	-	3,681,962.03	-	-
NexBank MMA	41,787,068.43	30,611,658.77	10,034,770.88	-	1,140,638.78
TexPool LGIP	1,629,024.44	-	992,986.73	-	636,037.71
09/01/22-Prosperity Bank CD	332,355.84	-	-	332,355.84	-
09/15/22-Texas Regional Bank CD	8,041,976.41	8,041,976.41	-	-	-
09/15/22-Bank OZK CD	4,020,652.27	4,020,652.27	-	-	-
10/14/22-Texas Regional Bank CD	6,034,187.17	6,034,187.17	-	-	-
10/14/22-Allegiance Bank CD	2,010,428.70	2,010,428.70	-	-	-
10/14/22-Prosperity Bank CD	4,005,493.82	-	4,005,493.82	-	-
10/15/22-Texas Regional Bank CD	2,008,799.00	2,008,799.00	-	-	-
10/17/22-Texas Regional Bank CD	5,004,863.22	5,004,863.22	-	-	-
11/15/22-Texas Regional Bank CD	4,022,793.66	4,022,793.66	-	-	-
11/15/22-Texas Regional Bank CD	6,026,397.01	6,026,397.01	-	-	-
11/15/22-Bank OZK CD	4,012,881.55	4,012,881.55	-	-	-
11/30/22-East West Bank CD	3,779,331.20	-	3,779,331.20	-	-
12/15/22-Texas Regional Bank CD	10,059,984.99	10,059,984.99	-	-	-
12/15/22-Texas Regional Bank CD	5,004,863.22	5,004,863.22	-	-	-
03/15/23-Prosperity Bank CD	2,002,746.92	2,002,746.92	-	-	-
03/15/23-Texas Regional Bank CD	5,015,635.97	5,015,635.97	-	-	-
03/15/23-Bank OZK CD	4,012,881.55	4,012,881.55	-	-	-
04/14/23-Prosperity Bank CD	4,005,493.82	-	4,005,493.82	-	-
04/14/23-Texas Regional Bank CD	10,033,777.06	10,033,777.06	-	-	-
05/07/23-Texas Regional Bank CD	10,023,858.31	10,023,858.31	-	-	-
06/02/23-Bank OZK CD	5,046,827.86	5,046,827.86	-	-	-
06/15/23-Veritex Bank CD	10,020,015.00	10,020,015.00	-	-	-
07/14/23-Veritex Bank CD	8,016,012.00	8,016,012.00	-	-	-
07/14/23-Bank OZK CD	5,009,057.51	5,009,057.51	-	-	-
07/14/23-East West Bank CD	5,020,244.16	-	5,020,244.16	-	-

Allocation
August 31, 2022
Book Value

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

Allocation
August 31, 2022
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
PNC Bank MMA - Operating	\$ 26,893,145.60	\$ 26,893,145.60	\$ -	-	\$ -
PNC Bank MMA - Payroll	140,835.18	140,835.18	-	-	-
PNC Bank MMA - Student	681,977.04	681,977.04	-	-	-
PNC Bank - Federal Draw Down	747.79	747.79	-	-	-
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	4,253,925.25	-	-	-	4,253,925.25
PNC Bank - Construction E&G Transfer	4,227,285.82	-	4,227,285.82	-	-
Texas Regional Bank MMA - Constr. E&G Transfer	12,029,924.38	-	12,029,924.38	-	-
Veritex Bank MMA	3,681,962.03	-	3,681,962.03	-	-
NexBank MMA	41,787,068.43	30,611,658.77	10,034,770.88	-	1,140,638.78
TexPool LGIP	1,629,024.44	-	992,986.73	-	636,037.71
09/01/22-Prosperity Bank CD	332,355.84	-	-	332,355.84	-
09/15/22-Texas Regional Bank CD	8,041,976.41	8,041,976.41	-	-	-
09/15/22-Bank OZK CD	4,020,652.27	4,020,652.27	-	-	-
10/14/22-Texas Regional Bank CD	6,034,187.17	6,034,187.17	-	-	-
10/14/22-Allegiance Bank CD	2,010,428.70	2,010,428.70	-	-	-
10/14/22-Prosperity Bank CD	4,005,493.82	-	4,005,493.82	-	-
10/15/22-Texas Regional Bank CD	2,008,799.00	2,008,799.00	-	-	-
10/17/22-Texas Regional Bank CD	5,004,863.22	5,004,863.22	-	-	-
11/15/22-Texas Regional Bank CD	4,022,793.66	4,022,793.66	-	-	-
11/15/22-Texas Regional Bank CD	6,026,397.01	6,026,397.01	-	-	-
11/15/22-Bank OZK CD	4,012,881.55	4,012,881.55	-	-	-
11/30/22-East West Bank CD	3,779,331.20	-	3,779,331.20	-	-
12/15/22-Texas Regional Bank CD	10,059,984.99	10,059,984.99	-	-	-
12/15/22-Texas Regional Bank CD	5,004,863.22	5,004,863.22	-	-	-
03/15/23-Prosperity Bank CD	2,002,746.92	2,002,746.92	-	-	-
03/15/23-Texas Regional Bank CD	5,015,635.97	5,015,635.97	-	-	-
03/15/23-Bank OZK CD	4,012,881.55	4,012,881.55	-	-	-
04/14/23-Prosperity Bank CD	4,005,493.82	-	4,005,493.82	-	-
04/14/23-Texas Regional Bank CD	10,033,777.06	10,033,777.06	-	-	-
05/07/23-Texas Regional Bank CD	10,023,858.31	10,023,858.31	-	-	-
06/02/23-Bank OZK CD	5,046,827.86	5,046,827.86	-	-	-
06/15/23-Veritex Bank CD	10,020,015.00	10,020,015.00	-	-	-
07/14/23-Veritex Bank CD	8,016,012.00	8,016,012.00	-	-	-
07/14/23-Bank OZK CD	5,009,057.51	5,009,057.51	-	-	-
07/14/23-East West Bank CD	5,020,244.16	-	5,020,244.16	-	-

Allocation
August 31, 2022
Market Value

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

Investment Policy Compliance
November 30, 2022

Authorized Investments	Maximum %	Actual Market Value	% of Portfolio	Status
U.S. Treasury Bills/Notes/Bonds	100%	\$ 32,600,921	9.1%	Pass
U.S. Agencies and Instrumentalities	100%	122,432,785	34.0%	Pass
States, Counties, Cities and Other	25%	–	0.0%	N/A
Financial Institution Deposits	100%	203,322,231	56.5%	Pass
Government Money Market Mutual Funds	25%	–	0.0%	N/A
Eligible Investment Pools	50%	1,641,178	0.5%	Pass
Total		\$ 359,997,114.11	100.0%	

**Presentation of the Delinquent Tax Collection Report for the Period
Ending August 31, 2022**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report through August 31, 2022.

The Delinquent Tax Collection Report is provided in the packet for the Board's review.

No action is required from the Board of Trustees.



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report June 1, 2022 - August 31, 2022



Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest

February

- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

- April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates

July

- July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

June 2022 – August 2022

269 Lawsuits Filed—\$202,483

321 Lawsuits Disposed—\$252,029

66,164 Statements Mailed

18,251 Incoming/Outgoing Calls

901 Property Inspections

1,405 Pay Off Request

Fiscal Year
Linebarger collected
\$3,955,292
in base, penalty & interest
in Hidalgo County

3



Collection Activities - Starr County

June 2022 – August 2022

70 Lawsuits Filed - \$63,811

16 Lawsuits Disposed - \$13,418

35,129 Statements Mailed

932 Incoming/Outgoing Calls

47 Property Inspections

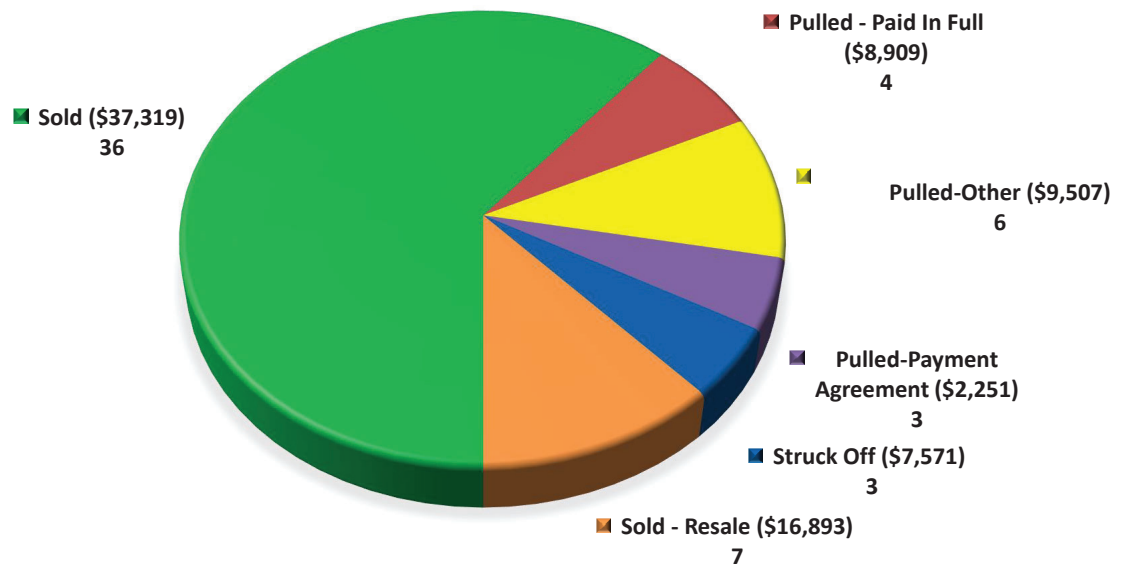
22 Pay Off Request

Fiscal Year
Linebarger collected
\$761,346
in base, penalty & interest
in Starr County

4

Tax Sale Results - Hidalgo County

June 2022 – August 2022

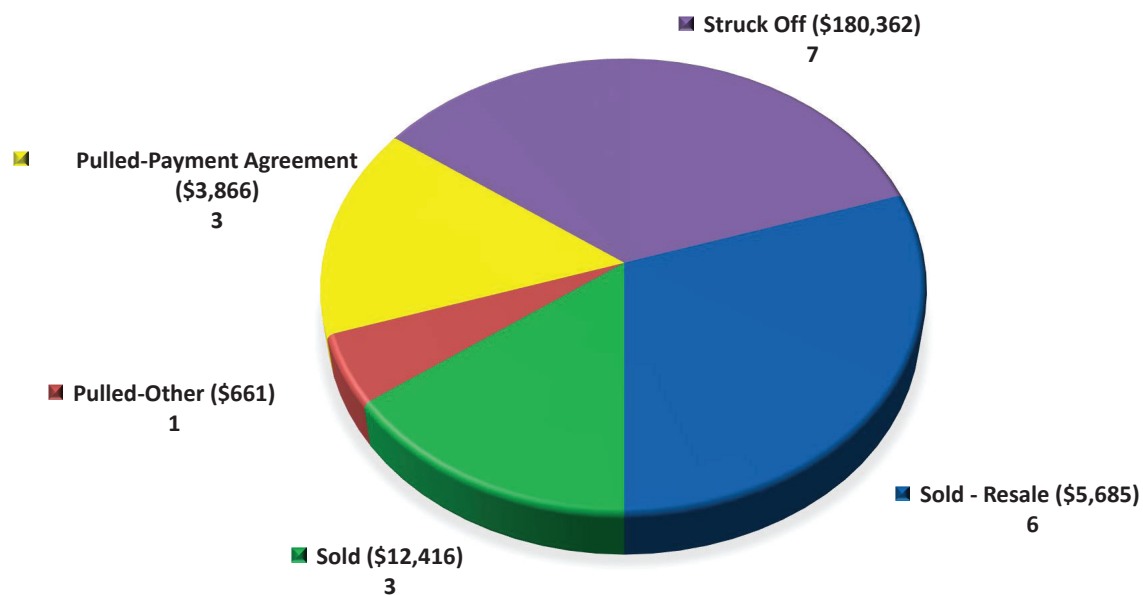


*Pulled—Other: Property Enclosed by Hidalgo County

5

Tax Sale Results - Starr County

June 2022 – August 2022

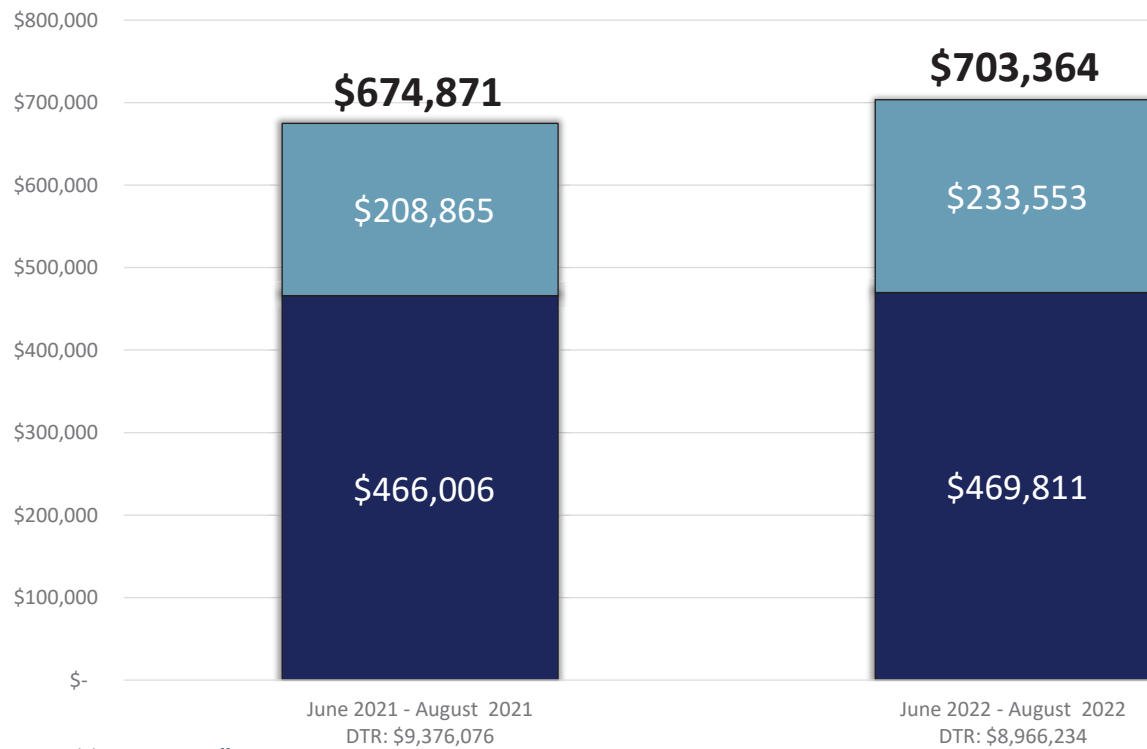


*Pulled—Other: Under Appraisal District Review

6

Collection Comparison – Hidalgo County

4th Quarter: June – August

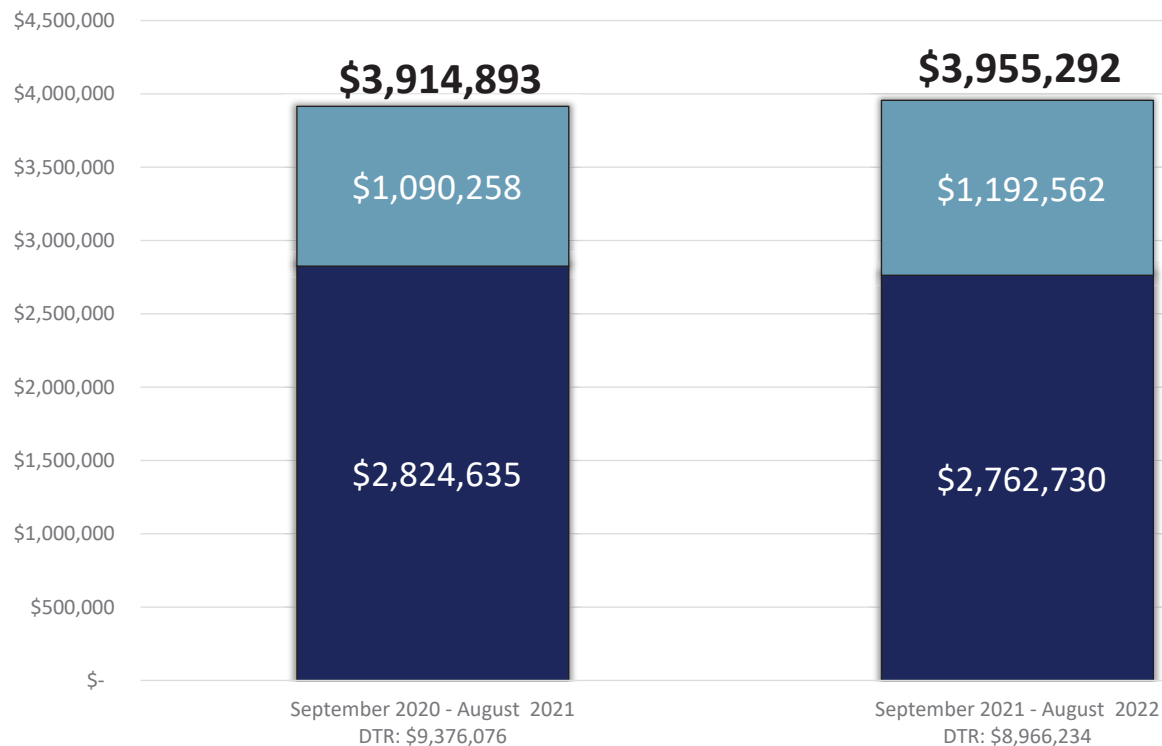


Source: Hidalgo County Tax Office Data

7

Collection Comparison – Hidalgo County

Fiscal Year: September – August



Source: Hidalgo County Tax Office Data

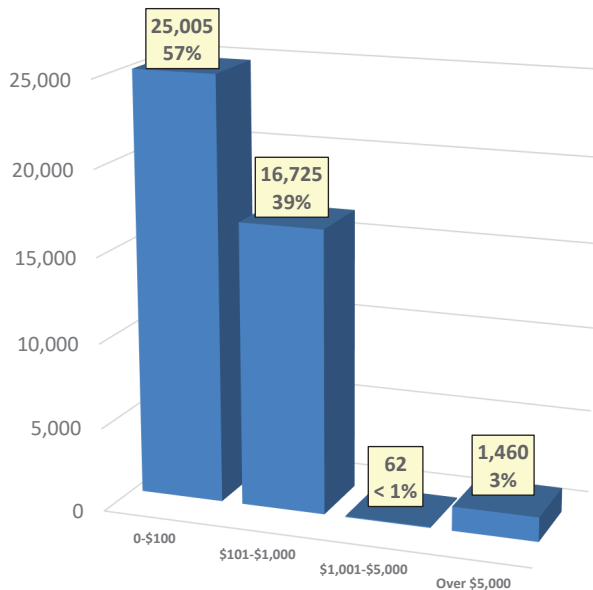
8

Tax Roll Analysis - Hidalgo County

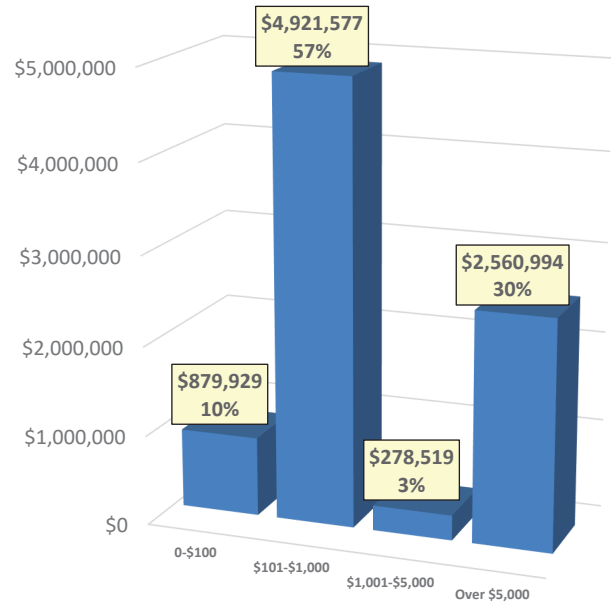
Size of Delinquent Accounts

2021 and Prior Base Tax Only

Accounts



Dollars



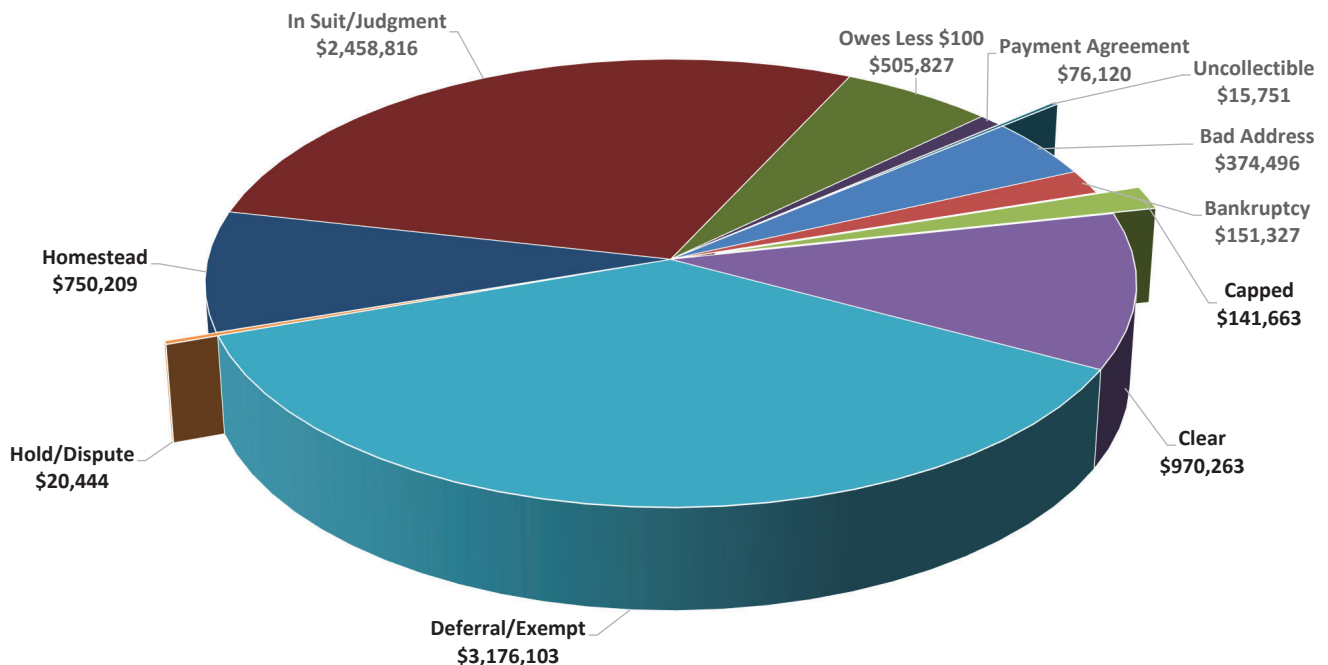
Source: Hidalgo County Tax Office Data

9

Tax Roll Analysis - Hidalgo County

Status of Accounts

Base Tax Only as of November 2021



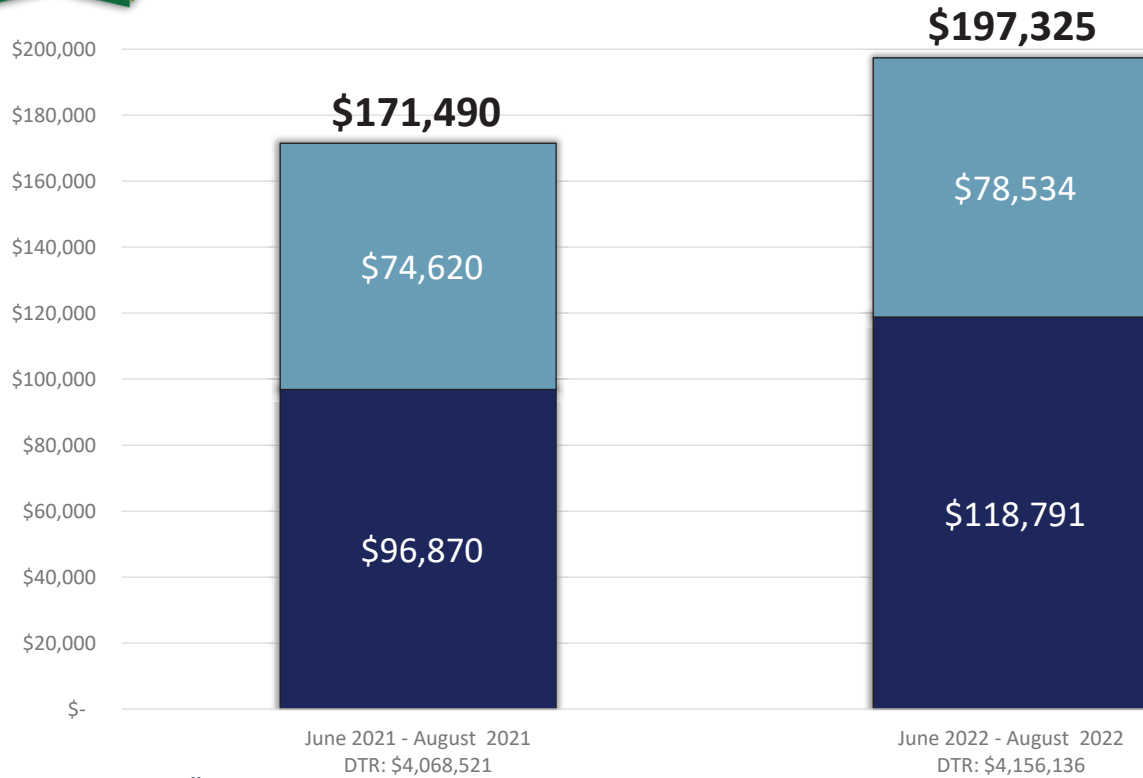
Source: Hidalgo County Tax Office Data

10



Collection Comparison – Starr County

4th Quarter: June – August



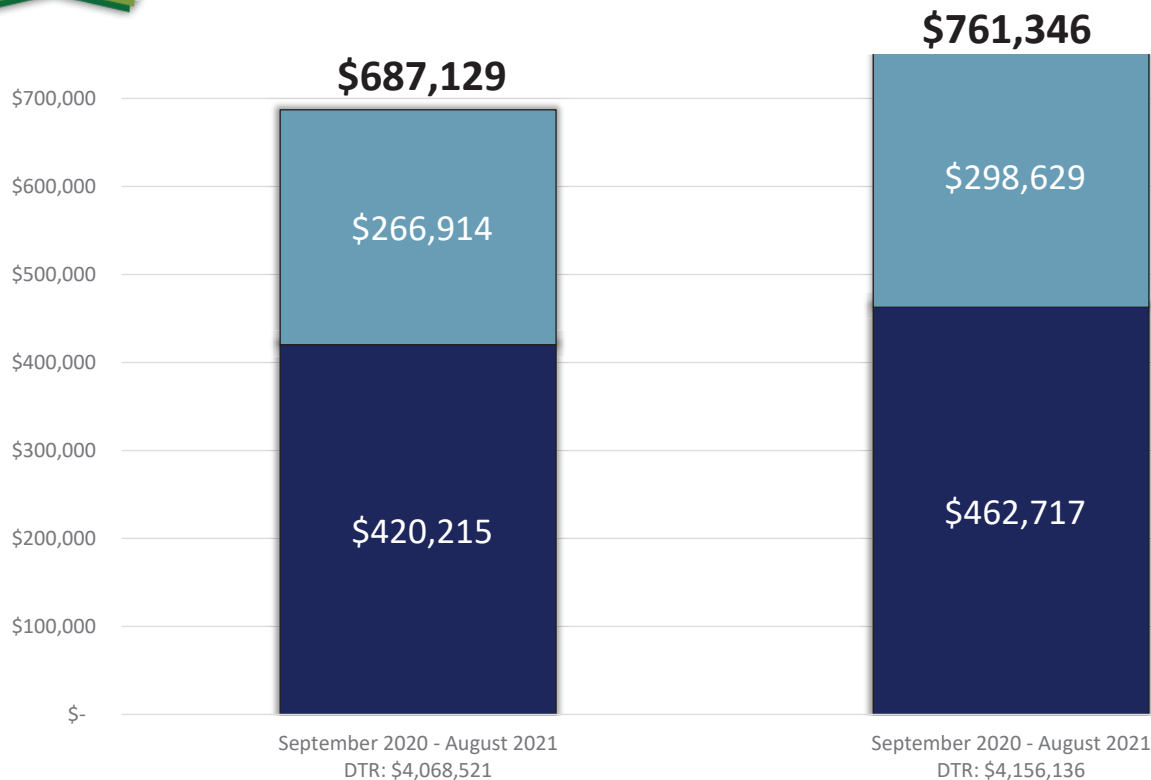
Source: Starr County Tax Office Data

11



Collection Comparison – Starr County

Fiscal Year: September – August



Source: Starr County Tax Office Data

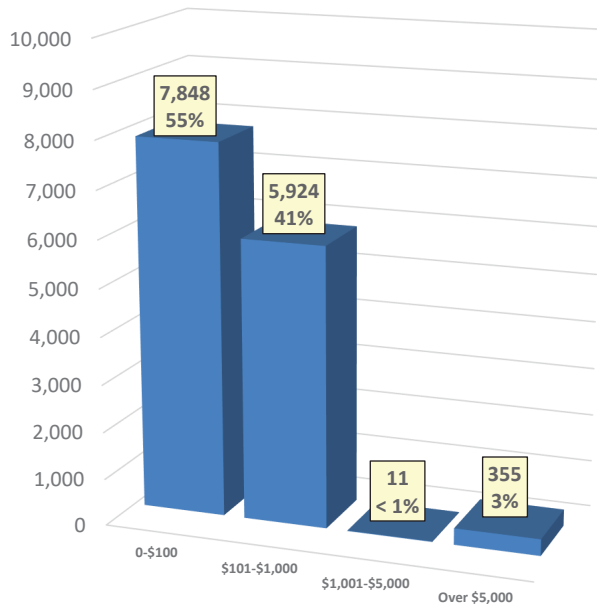
12

Tax Roll Analysis - Starr County

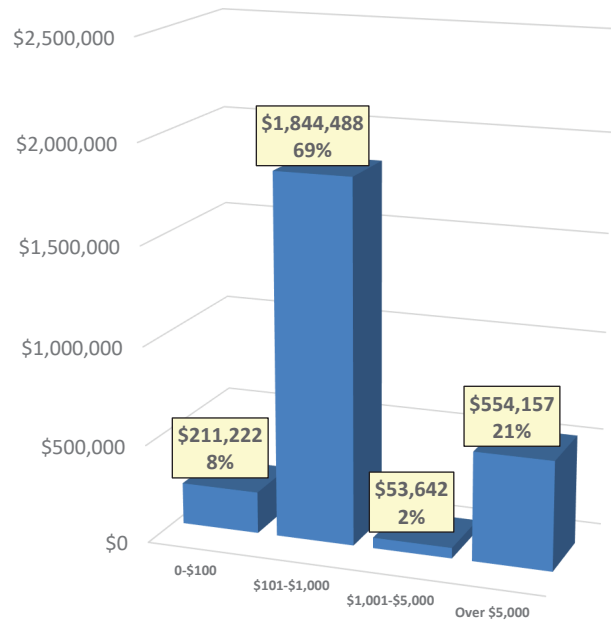
Size of Delinquent Accounts

2021 and Prior Base Tax Only

Accounts



Dollars



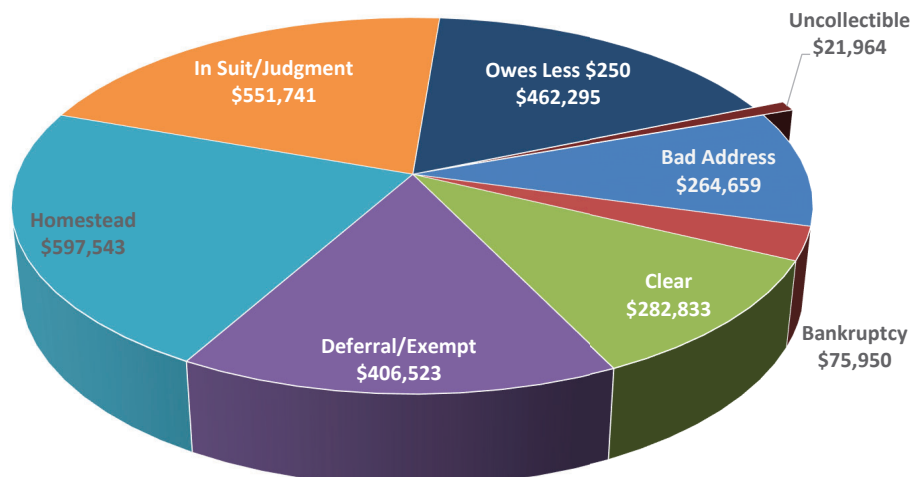
Source: Starr County Tax Office Data

13

Tax Roll Analysis - Starr County

Status of Accounts

Base Tax Only as of November 2021



Source: Starr County Tax Office Data

14



**SOUTH TEXAS
COLLEGE**

THANK YOU



**Presentation of the Delinquent Tax Collection Report for the Period
Ending November 30, 2022**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of September 1, 2022 through November 30, 2022.

The Delinquent Tax Collection Report is provided in the packet for the Board's review.

No action is required from the Board of Trustees.



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report September 01, 2022 – November 30, 2022



Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest

February

- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

- **April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates

July

- **July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

September 01, 2022 – November 30, 2022

317 Lawsuits Filed—\$206,539

279 Lawsuits Disposed—\$175,852

847 Payoff Request

16,212 Incoming/Outgoing Calls

1,370 Property Inspections

164 Payment Agreements

1st Quarter
Linebarger collected
\$970,755
in base, penalty & interest
in Hidalgo County

3



Collection Activities - Starr County

September 01, 2022 – November 30, 2022

66 Lawsuits Filed - \$64,875

25 Lawsuits Disposed - \$28,385

847 Payoff Request

608 Incoming/Outgoing Calls

147 Property Inspections

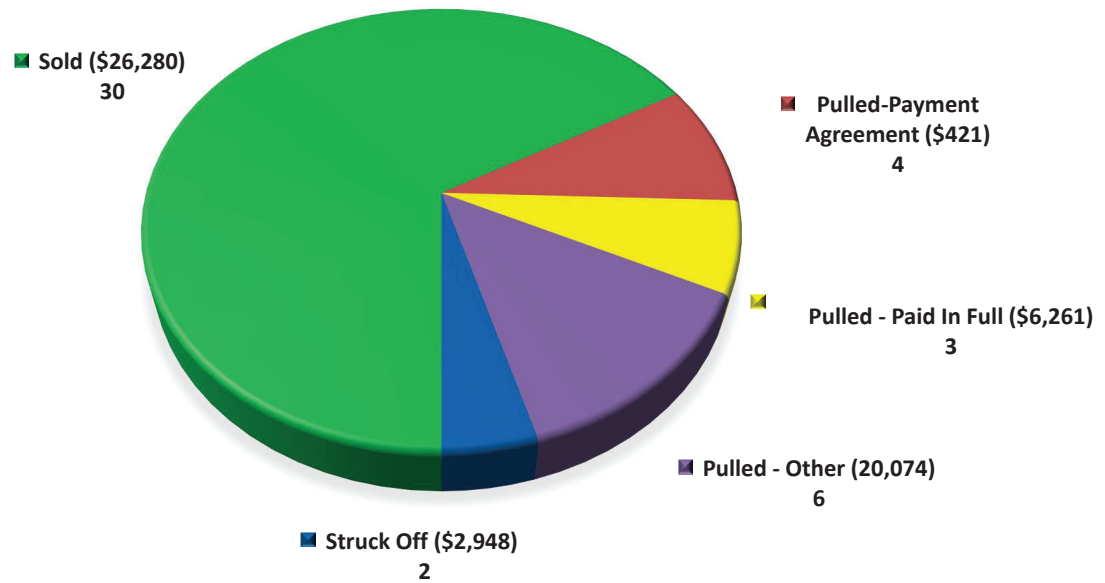
32 Payment Agreements

1st Quarter
Linebarger collected
\$147,235
in base, penalty & interest
in Starr County

4

Tax Sale Results - Hidalgo County

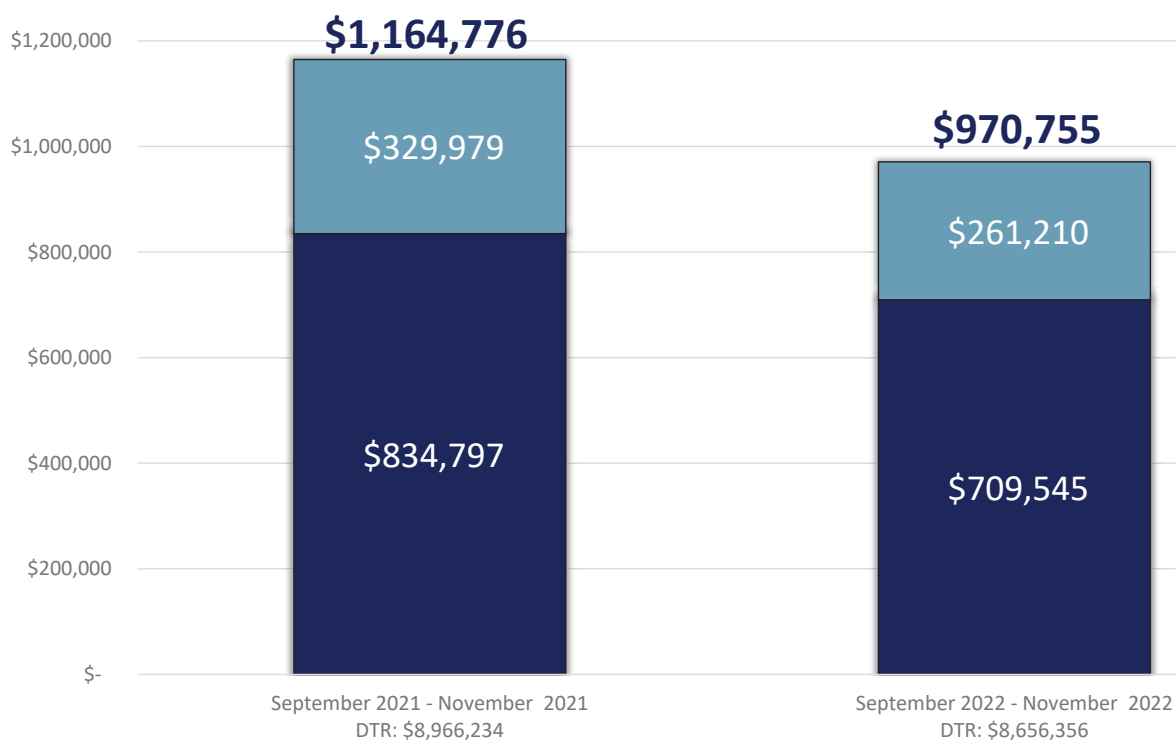
September 01, 2022 – November 30, 2022



5

Collection Comparison – Hidalgo County

1st Quarter: September 01, 2022 – November 30, 2022



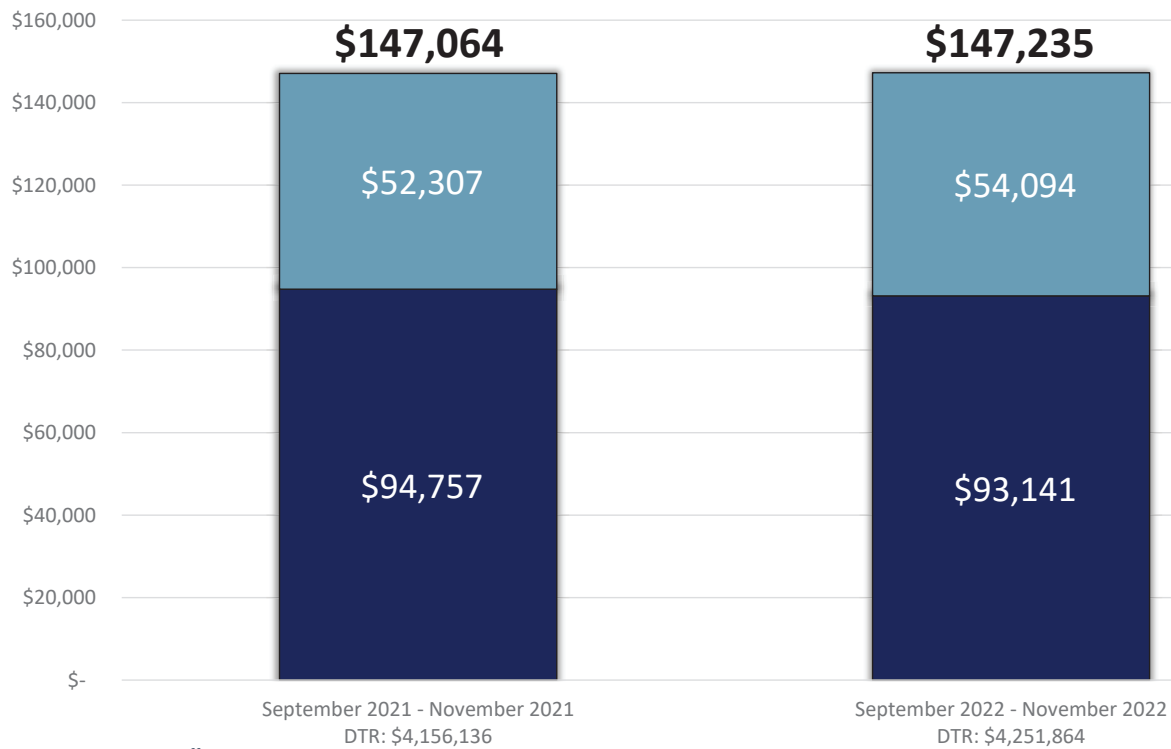
Source: Hidalgo County Tax Office Data

6



Collection Comparison – Starr County

1st Quarter: September 01, 2022 – November 30, 2022



7



**SOUTH TEXAS
COLLEGE**

THANK YOU



LINEBARGER
ATTORNEYS AT LAW

Review and Action as Necessary on Consultant Services Contract

The Board is asked to take action as necessary to secure a Consultant Services Contract.

Administration seeks consultant services to provide guidance on matters of local and state policy and legislation.

At the March 28, 2023 Regular Board Meeting, administration and legal counsel would like to provide the Board with a recommendation for the engagement of consultant services.

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 action as necessary regarding the approval of a Consultant Services Contract.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Proposed Revisions to Policy #5510: Grants

Purpose and Justification – Administration recommends Board approval to adopt the proposed revision to Policy #5510: Grants.

Administration is continuing its review of existing policies for alignment with recommendations by the Texas Association of School Board (TASB) as part of the Board-approved conversion to the TASB Policy Management Services.

Review of Policy #5510: Grants is scheduled for Phase III of this process, and the full proposed conversion to the TASB Policy Management Services is not yet ready for presentation to the Board. Administration has requested the adoption of language similar to the forthcoming TASB recommendations for adoption as a revision to existing Policy #5510: Grants.

The existing policy was last revised in April 2003. As outlined in that policy, the College President is authorized to apply for and receive grants that support the purpose of the College; however, this policy requires an additional step of formal Board approval in accepting all awards. To comply with policy, the College cannot commit to any expenditures, hiring, or other steps required by a grant until the item has been formally presented to and approved by the Board of Trustees.

While acceptance of grant awards can sometimes wait for this process, there have been awards in the past that either required expedited approval or an embargo on public disclosure due to awarding agency protocols. In these instances, the College has notified the Board, and included items for Board ratification after approval by the President.

On March 28, 2023, a grant for \$2.85M is provided for the Board's review and approval. Board action is required before hiring procedures can begin for up to three employees to work on the grant funding program. This additional delay sets the project back several weeks from the initial notification of grant award on March 1, 2023.

Under the proposed new policy, the College President would be authorized to accept grant awards on behalf of the College, allowing internal procedures and necessary expenditures to begin promptly upon notification and acceptance of awards.

Administration will incorporate into procedures the monthly reporting of new grant awards to the Board of Trustees, and will also continue the monthly reporting of financial statements for grant activity for Board review and acceptance.

Reviewers – The new and retired policies have been reviewed by staff, administrators, and the President's Cabinet.

Enclosed Documents - The proposed revision to Policy #5510: Grants is provided in the packet for the Board's information and review. Additions are highlighted in yellow and deletions are marked with red strikethrough.

Mary Elizondo, Vice President for Finance and Administrative Services, Mrs. Katarina Bugariu, Associate Comptroller, and Mrs. Carla Rodriguez, Interim Executive Director of Resource Development, Management, & Compliance, will be present at the Board Meeting to address questions.

Administration recommends Board approval to adopt the proposed revision to Policy #5510: Grants as presented, and which supersedes any previously adopted Board policy.

This item was not presented for review by Committee, and is recommended to the Board by administration.

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 proposed revision to Policy #5510: Grants as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Grants	5510
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated April 24, 2003 As Amended by Board Minute Order dated March 28, 2023	

The President of the College District shall be authorized to:

1. Apply, on behalf of the Board, for any and all federal, state, local and private grants as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Accept and approve grant agreements and award amendments as necessary.

The College District shall comply with all requirements for federal, state, local and private grant awards imposed by law, the awarding agency, or an applicable pass-through entity.

~~The President of South Texas College is authorized to apply for and receive grants, provided that such grants, in the President's judgment, support the expressed purpose of the College.~~

~~Faculty and staff will submit all grant application requests for compliance review to the Director for Grant Development, Accountability, and Management Services prior to submission to the President for approval.~~

~~Award Grant(s) shall be submitted, together with all supporting documentation, to the Board for approval and acceptance.~~

~~Amendments and/or revisions to previously Board approved grant(s) will be submitted, with proper supporting documentation, to the President for approval prior to submission to the funding agency.~~

~~Monthly financial statements for all grants/contracts activity will be submitted to the Board for review and acceptance.~~

Review of Presentation to the Education and Workforce Development Committee:

a. Overview and Discussion of Guided Pathways at South Texas College

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Christopher Nelson, Dean for Liberal Arts, provided an overview and led a discussion of *Guided Pathways* at South Texas College.

Since 2016, South Texas College has been a leader college in the Texas Pathways Project, under the Texas Success Center and built upon a national Pathways Project model. The Pathways Project seeks to improve student success by shortening the time and cost to students in completion of their college credentials. National trends show that community college students take too much time and spend too much money to complete their field of study at community colleges. This is often due to:

- accumulating excess credits that do not contribute to their degree plan;
- delayed enrollment in courses necessary for their degree plan; or,
- having to withdraw from and/or repeat courses that are part of their degree plan.

South Texas College has implemented its *Guided Pathways* in response to the call to action posed by the Texas Pathways Project.

South Texas College has partnered with local school districts to identify high school endorsements and map those to programs of study at the College. These programs are clustered into 10 Meta-Majors, which are then used to help guide students towards courses that satisfy their career interests, while still providing flexibility to the student to grow and pursue their interests in related programs of study.

Dr. Petrosian and Dr. Nelson discussed the Texas Pathways Project and the College's implementation through *Guided Pathways*, including Key Performance Indicators of student success, and the essential practices that have helped achieve successes at better than the state average.

They also discussed the Texas Pathways Institutes and the future of the College's work with the Texas Success Center.

The support of the South Texas College Board of Trustees will be crucial in supporting the College's continued Pathways work, including our collaboration with partnering school districts and community members.

No formal action by the Education and Workforce Development Committee was requested. This information was presented as an update to the Committee, for feedback to administration, and to help the trustees advocate in support of the program.

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

a. Update on Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Tax Abatement Agreement between Terra-Gen Development Company, LLC and South Texas College

Purpose and Justification – The Committee was updated on Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Tax Abatement Agreement between Terra-Gen Development Company, LLC and South Texas College since they have ceased development efforts due to factors that greatly affected their ability to proceed with this project.

On November 26, 2019, the Board of Trustees approved the Terra-Gen Tax Abatement Agreements for four projects, including La Joya Windpower, LLC project.

On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship's payment dates. The agreements with Terra-Gen Development include the following terms:

- Based on a sliding scale to equal approximately 50% tax abatement for each of the four agreements for a period not to exceed ten years (based on tax abatement percentages scale)
- A \$40,000 lump sum payment to the College for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) for each of the ten years of the abatement period

On February 22, 2022, the Board of Trustees approved the amendment and restatement of agreements regarding the commencement dates of the projects. La Joya Windpower, LLC project commencement date was changed from December 31, 2020 to December 31, 2022 due to the impact of the COVID-19 Pandemic.

On January 25, 2023, Terra-Gen Development Company, LLC notified the College that the development of the La Joya Windpower, LLC project ceased due to development factors that greatly affected their ability to proceed with the project. Terra-Gen Development Company, LLC indicated that they remain diligent in seeing the rest of the projects to continue the process as planned and that the scholarship amount of \$40,000.00 will be paid to the College at this time; although, per the agreement, the scholarship amount was due to the College at the time that the project was started.

The tax abatement agreement, under Section VII, Default and Remedies, states that if construction does not commence by December 31, 2022, the agreement is deemed to be terminated and South Texas College is entitled, if applicable, to

recapture previously abated taxed, which is a requirement under the Texas Tax Code. La Joya Windpower, LLC project development was ceased and there are no abated taxes applicable.

Reviewers – The Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Ceased Tax Abatement Agreement Letter was reviewed by Legal Counsel.

Enclosed Documents – The La Joya Windpower, LLC to Cease Development Tax Abatement Letter was provided in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, was present at the Committee Meeting to address questions.

b. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed and Awarded

Purpose and Justification - A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust was presented to provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution and the activity of the trust and the distribution of MEDA scholarship funds to the students.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

According to the December 2022 Monthly Account Statement provided by Edward Jones Trust Company, the amount distributed to the college in the past fiscal years, including for FY 2022, was based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of January 1, 2022 through December 31, 2022.

Market Value-December 31, 2021	\$4,499,528.71
Cash & Security Transfers	-
Contributions ⁽¹⁾	-
Income & Capital Gain Distributions	93,261.06
Fees	(34,435.45)
Withdrawals (include payments to STC) ⁽¹⁾	(226,770.44)
Realized Gain/Loss	(7,416.04)
Cost Adjustments	265.57
Change in market value	(738,706.75)
Market Value-December 31, 2022	\$3,585,726.66

(1) Includes Federal Fiduciary Income Tax of \$1,794.00.

The distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
Total Distributions Received	\$1,892,918.99

Fees of the Trust are as follows:

Expense Type:	Year to Date 12/31/22
Fee-applied to Principal Cash	(16,915.21)
Fee-applied to Income Cash	(16,915.32)
Administrative Expenses	(600.00)
Tax Relief Service Fee (MEDTRONIC PLC)	(4.92)
Total Other Disbursements	\$ (34,435.45)

Reviewers – The Vice President for Finance and Administrative Services, Business Office Staff, and Student Financial Services Staff reviewed the information being presented.

Mary Elizondo, Vice President for Finance and Administrative Services, and Judy Martinez, Coordinator of Scholarships, were present at the Committee Meeting to address any questions.

Enclosed Documents – A copy of the PowerPoint presentation, the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee, were provided in the packet for the Committee's information and review.

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

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

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

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

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

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

- a. Approval of Award of Proposals, Rejection of Proposals, Purchases, Renewals, and Interlocal Agreements
- b. Approval to Modify the Bookstore Contract
- c. Approval of Disposal of Surplus Property Valued at \$5,000 and Over
- d. Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County
- e. Approval of Resolution 2023-005 to Impose an Additional Percent Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
- f. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2023 – 2024
- g. Approval to Adopt New Business and Support Services Policies and Retire Current Policies
- h. Approval to Adopt New Community and Governmental Relations Policy and Retire Current Policy
- i. Approval to Adopt New Personnel Policies and Retire Current Policies

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

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

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposals, rejection of proposals, purchases, renewals, and interlocal agreements.

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

A. Award of Proposals

1) Airway Management Trainers (Award)

Award the proposal for airway management trainers to **DiaMedical USA Equipment, LLC**. (Farmington Hills, MI), at a total amount of \$28,000.00.

Purpose and Justification – The Emergency Medical Services in the Division of Nursing and Allied Health is requesting to purchase seven (7) airway management trainers for student instruction. These trainers provide students with simulated human torsos that allow the application of techniques and airway adjuncts to secure and properly manage the emergent patient's airway intubation.

Background – The project timeline and information are as follows:

Advertised RFP	February 8, 2023 and February 15, 2023
RFP Responses Due	February 23, 2023
RFP Issued To	Eleven (11) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Division of Nursing and Allied Health and the Purchasing Department
Highest Ranked Vendor	DiaMedical USA Equipment, LLC.

Funds for this expenditure are budgeted in the Jobs and Education for Texans (JET) grant and Emergency Medical Services budget for FY 2022 – 2023.

2) Purchase of Clinical Skills Manikins (Award)

Award the proposal for the purchase of clinical skills manikins from **DiaMedical USA Equipment, LLC**. (Farmington Hills, MI), at a total amount of \$176,652.15.

Purpose and Justification – The Vocational Nursing Program in the Division and Nursing and Allied Health is requesting to purchase fourteen (14) manikins for student instruction. Students will use these manikins to meet educational and clinical nursing skill requirements, including task training and advanced patient care scenarios.

Background – The project timeline and information are as follows:

Advertised RFP	February 8, 2023 and February 15, 2023
RFP Responses Due	February 23, 2023
RFP Issued To	Nine (9) Vendors
Responses Received From	Two (2) Vendors

Responses Reviewed By	Division of Nursing and Allied Health and the Purchasing Department
Highest Ranked Vendor	DiaMedical USA Equipment, LLC.

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

B. Rejection of Proposals

3) Ambulance Cots and Stair Chairs (Reject)

Reject the two (2) proposals received for the purchase of ambulance cots and stair chairs since the vendors did not meet the required specifications. A new solicitation has already been advertised in order to meet the grant deadline.

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

4) Purchase Access to a Comprehensive Remediation, Testing, and Review Program (Purchase)

Purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC.** (ATI) (Chicago, IL), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$162,000.00.

Purpose and Justification – The Division of Nursing and Allied Health is requesting to purchase access to a comprehensive remediation, testing, and review program that predicts National Council Licensure Examination (NCLEX) success through a proprietary algorithm based on student performance.

Each remediation provided to students is based on their performance to individualize the performance improvement plans for each student. ATI Nursing Education is an undergraduate nursing solutions provider that will allow the College to track the data needed to report to our programmatic and student learning outcomes, including for the Board of Nursing and Accreditation Commission of Education in Nursing (ACEN). They can provide reports to the College, allowing the nursing program to trend and aggregate data at the national level. ATI Computer-Based Aids is for students in the Associate Degree Nursing Clinical V four (4) week course.

Funds for this expenditure are budgeted in the Nursing Shortage Reduction Program – Governor’s Emergency Education Relief Fund - II grant budget for FY 2022 – 2023.

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

5) Building Moving Services (Renewal)

Renew the building moving services contract with **Zuniga’s House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$50,000.00.

Purpose and Justification – Facilities Planning and Construction is requesting to renew the building moving services for the relocation of portable buildings as needed throughout the College district. These services are necessary to move portable buildings to accommodate enrollment needs at various campuses.

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

May 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24 First Renewal

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 Construction – Portable Building Relocation and Moving Services budgets for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

6) Insurance Risk Management Services (Renewal)

Renew the insurance risk management services contract with **Acrisure, LLC./ dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$25,000.00.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Office of Accountability, Risk, and Compliance has requested insurance risk management consultant services for the annual review and recommendations concerning the College’s insurance and ongoing consulting as needed.

The consultant will assist the College in evaluating current insurance coverage to determine if it is adequate and make recommendations regarding any changes needed, soliciting and evaluating bids for insurance coverages, providing evaluations, and making recommendations to the College administration regarding any potential loss situations. In addition, the insurance services consultant assists the College staff in the processing of claims, responding to questions arising from claims, and other insurance-related information, including domestic and international issues.

Background – The Board awarded the contract for insurance risk management services as follows:

May 26, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24 First Renewal

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 Insurance budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

7) Recruitment Advertising Services (Renewal)

Renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2023 through May 30, 2024, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in medias such as Indeed, LinkedIn, and Chronicle of Higher Ed is estimated at \$77,500.00.

Purpose and Justification – The Office of Human Resources is requesting recruitment advertising services to publicly advertise the College’s vacant positions. These services

provide access to online job boards where potential applicants are able to view available positions for various employers. The services include ad experts to help fill open positions by publishing ads in appropriate virtual employment websites, trade journals, and newspapers.

Background – The Board awarded the contract for recruitment advertising 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	5/31/22 – 5/30/23	
1 st Renewal	3/28/23		5/31/23 – 5/30/24 First Renewal

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 Human Resources budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

8)Vehicle Maintenance and Repair Services (Renewal)

Renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2023 through May 28, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Haboken Enterprises, LLC./ dba Gold Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX)	

Purpose and Justification – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Police Academy, Fire Science Program, Emergency Medical Services Program, Educational Technologies, and Information Technology are requesting to renew the vehicle maintenance and repair services for the College-owned vehicles.

It is necessary to have multiple vendors due to the various types and sizes of vehicles the College must maintain and service. The vendor availability is also considered in order to reduce the service/wait time of having the vehicle available and on the road.

The maintenance and repair services will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes for ninety-eight (98) vehicles. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

The number of College-owned department vehicles is as follows:

Department	Vehicles	Department	Vehicles
Central Receiving	11	Mail Services	3
Facilities Operations and Maintenance	27	Department of Public Safety (Police/Security/Shuttle Buses)	46
Policy Academy	4	Fire Science Program	2
Emergency Medical Services Program	2	Educational Technologies	2
Information Technology	1		

Background – The Board awarded the contract for vehicle maintenance and repair 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	5/29/22 – 5/28/23	
1 st Renewal	3/28/23		5/29/23 – 5/28/24 First Renewal

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

Funds for this expenditure are budgeted in the Central Receiving, Mail Services, Facilities Maintenance, Department of Public Safety, Security, Policy Academy, Fire Science, Emergency Medical Services, Educational Technologies, and Information Technology for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

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

9) Computers, Laptops, and Monitors (Purchase)

Purchase of computers, laptops, 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 \$59,933.24.

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

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

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

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

The purchases can be summarized as follows:

- Student Computers
 - ⇒ 4 Computers for Learning Commons and Open Labs
- Staff Computers
 - ⇒ 2 Computers for Division of Math, Science, Information Technology, and Bachelor Programs
 - ⇒ 5 Computers for Technology Support
 - ⇒ 1 Computer for Valley Scholars Student Services
 - ⇒ 4 Computers for Art Program
- Staff Laptops
 - ⇒ 1 Laptop for Dual2Degree Program
 - ⇒ 1 Laptop for College Connections
 - ⇒ 1 Laptop for Dual Credit Academies
 - ⇒ 10 Laptops for Technology Support
- Faculty Laptops
 - ⇒ 1 Laptop for Computer Science Program
 - ⇒ 1 Laptop for Political Science Program
 - ⇒ 1 Laptop for Cybersecurity Program
- Staff Monitors
 - ⇒ 30 Monitors for Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Learning Commons and Open Labs, Division of Math, Science, Information Technology, and Bachelor Programs, Technology Support, Valley Scholars-Student Services, Art, Dual2Degree, College Connections, Dual Credit Academies, Computer Science, Political Science, and Cybersecurity.

10)Software and Consulting Services (Purchase)

Purchase software and consulting services from **Ellucian Company, LP.** (Reston, VA) through Texas A&M University–Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning April 1, 2023 through March 31, 2026, at a total amount of \$114,811.00. The annual payments are as follows: Year 1 - \$40,542.00, Year 2 - \$36,586.00, and Year 3 - \$37,683.00.

Purpose and Justification – Information Technology is requesting to purchase a software subscription and consulting services to improve functionality between the College's Enterprise Planning System (Ellucian Banner) and the Learning Management System (Blackboard).

The software and services will provide upgraded and/or additional functionality to the Intelligent Learning Platform (ILP). This system allows data to pass from Ellucian Banner

to Blackboard. Services will include consulting and training staff to configure and maintain the communication/integration platform.

The subscription software and services were selected from the recommended Ellucian Action Plan created from the 2016 onsite assessment. Renewing these services is vital to continue integrating the Enterprise Resources Planning and Learning Management System.

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

11) Adobe License Subscription Agreement (Renewal/Purchase)

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2023 through April 5, 2024, at an estimated amount of \$111,149.73.

Purpose and Justification – Information Technology is requesting to renew the four hundred fifty (450) existing licenses and purchase new licenses as needed. These licenses are used by faculty, staff, and students throughout the district for the day-to-day operation and student instruction. Some instructional programs and labs include Art, Architectural and Engineering Design Technology, Centers for Learning Excellence, and Open Labs. The support services include Public Relations and Marketing, Client Services, Purchasing, Student Financial Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Institute for Advanced Manufacturing, and various other departments.

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

D. Interlocal Agreements

12) Facility Lease Agreements (Lease/Rental)

Lease/Rental facility lease agreements with the **City of Mission – Mission Event Center** (Mission, TX), through an interlocal agreement, for the period beginning August 20, 2023 through October 5, 2023, at a total amount of \$9,700.00. The events are as follows:

#	Event	Dates	Amount
1	Academic Affairs Fall 2023 Semester Assembly	8/20/23 – 8/21/23	\$6,175.00
2	A Night With The Stars Gala	10/5/23	\$3,525.00

Purpose and Justification – The Division of Academic Affairs and Division of Institutional Advancement and Economic Development are requesting to lease/rent the Mission Event Center for two (2) College hosted events named above.

Funds for this expenditure are budgeted in the Office of Professional Development and RGV Community Foundation President's Discretionary budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

Recommendation:

The Committee recommend Board approval of the award of proposals, rejection of proposals, purchases, renewals, and interlocal agreements at a total cost of \$914,746.12 as listed below:

A. Award of Proposals

- 1) Airway Management Trainers (Award):** award the proposal for airway management trainers to **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$28,000.00;
- 2) Purchase of Clinical Skills Manikins (Award):** award the proposal for the purchase of clinical skills manikins from **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$176,652.15;

B. Rejection of Proposals

- 3) Ambulance Cots and Stair Chairs (Reject):** reject the two (2) proposals received for the purchase of ambulance cots and stair chairs since the vendors did not meet the required specifications. A new solicitation has already been advertised in order to meet the grant deadline.

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

- 4) Purchase Access to a Comprehensive Remediation, Testing, and Review Program (Purchase):** purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC.** (ATI) (Chicago, IL), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$162,000.00;

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

- 5) Building Moving Services (Renew):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated amount of \$50,000.00;
- 6) Insurance Risk Management Services (Renewal):** renew the insurance risk management services contract with **Acrisure, LLC./ dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$25,000.00;
- 7) Recruitment Advertising Services (Renewal):** renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2023 through May 30, 2024, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in medias such as Indeed, LinkedIn, and Chronicle of Higher Ed is estimated at \$77,500.00;
- 8) Vehicle Maintenance and Repair Services (Renewal):** renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2023 through May 28, 2024, at an estimated total amount of \$100,000.00, which is based on the prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Haboken Enterprises, LLC./ dba Gold Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX)	

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

- 9) Computers, Laptops, and Monitors (Purchase):** purchase computers, laptops, 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 \$59,933.24;
- 10) Software and Consulting Services (Purchase):** purchase software and consulting services from **Ellucian Company, LP.** (Reston, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning April 1, 2023 through March 31, 2026, at a total amount of \$114,811.00. The annual payments are as follows: Year 1 - \$40,542.00, Year 2 - \$36,586.00, and Year 3 - \$37,683.00;
- 11) Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2023 through April 5, 2024, at an estimated amount of \$111,149.73;

D. Interlocal Agreements

- 12) Facility Lease Agreements (Lease/Rental):** lease/rental facility lease agreements with the **City of Mission – Mission Event Center** (Mission, TX), through an interlocal agreement, for the period beginning August 20, 2023 through October 5, 2023, at a total amount of \$9,700.00. The events are as follows:

#	Event	Dates	Amount
1	Academic Affairs Fall 2023 Semester Assembly	8/20/23 – 8/21/23	\$6,175.00
2	A Night With The Stars Gala	10/5/23	\$3,525.00

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, rejection of proposals, purchases, renewals, and interlocal agreements at a total cost of \$914,746.12 as listed below:

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:
b. Approval to Modify the Bookstore Contract

Purpose and Justification – Administration requests Board approval to modify the College Bookstore contract with Barnes & Noble College Booksellers minimum annual guarantee from \$500,000 to \$300,000 for the period beginning November 1, 2021 through October 31, 2022.

On February 10, 2023, Barnes & Noble College Booksellers contacted the College to request a contract modification to their current five-year contract (November 1, 2019 through October 31, 2024) due to COVID-19 and the College's lack of foot traffic on campus because of increased online classes. The contract modification requested is for the third year of the five-year contract, November 1, 2021 through October 31, 2022.

Background - On August 27, 2019, the Board of Trustees awarded a five-year contract to Barnes & Noble College Booksellers, for the period beginning November 1, 2019 through October 31, 2024.

The terms of the current contract are as follows:

- The vendor is currently obligated to pay the College the greater of the Minimum Annual Guarantee or the total commissions received on Commissionable Sales and Digital Sales during the period.
- The vendor remits commissions periodically during the term. If the total commissions are less than the Minimum Annual Guarantee, the vendor pays the difference to the College at the end of the period.

Within the existing contract, the force majeure clause allows either party to amend the contract due to governmental regulations or controls, or acts of God. Due to this uncontrollable event, Barnes and Noble has asked that the College consider a third contract modification to the existing contract.

The current, previously modified, and proposed terms are as follows:

Minimum Annual Guarantee	Period	Amount
Original Contract	11/11/19 – 10/31/24	\$500,000
1 st Contract Modification Amount Board Approved 5/26/20	11/1/19 – 10/31/20	\$400,000
2 nd Contract Modification Amount Board Approved 3/29/22	11/1/20 – 10/31/21	\$325,000
Proposed 3 rd Contract Modification Amount	11/1/21 – 10/31/22	\$300,000

Note: According to Barnes & Noble College Booksellers, the contract terms revert back to the original minimum guaranteed payment amount of \$500,000 for the period of 11/01/22 to 10/31/23.

Commissionable Sales	Percentage Rate of Sales
• No change requested	• 14.5% of Commissionable Sales up to \$2,000,000.00
	• 15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,000.00
	• 17% of Commissionable Sales in excess of \$3,000,000.00

The proposed contract modification seeks to replace the Minimum Annual Guarantee for the period beginning November 1, 2021 through October 31, 2022 from \$500,000 to \$300,000.

The current and previous commission history is as follows:

Contract	Commission Amount
November 2021 – August 2022	\$203,368.68
November 2020 – October 2021	\$340,700.79
November 2019 – October 2020	\$479,889.53
Previous Contract	
November 2018 – October 2019	\$487,495.00
November 2017 – October 2018	\$538,879.00
November 2016 – October 2017	\$607,112.00
November 2015 – October 2016	\$601,327.00
November 2014 – October 2015	\$593,622.00

Enclosed Documents – The Barnes & Noble College Booksellers Contract Modification letter follows in the packet for the Board’s information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to modify the College Bookstore contract with Barnes & Noble College Booksellers minimum annual guarantee from \$500,000 to \$300,000 for the period beginning November 1, 2021 through October 31, 2022 as presented.

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

The Board of Trustees of South Texas College approves and authorizes modifying the College Bookstore contract with Barnes & Noble College Booksellers minimum annual guarantee from \$500,000 to \$300,000 for the period beginning November 1, 2021 through October 31, 2022 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

February 9, 2023

George McCaleb
Director of Operations
South Texas College

Re: Agreement for Bookstore Services dated November 1, 2019 ("Agreement")

Dear George:

Thank you for your time discuss our business. As a result, we'd like to make temporary adjustments to certain financial terms in the Agreement. This letter outlines our understanding of that arrangement.

Effective November 1, 2021, the Minimum Annual Guarantee as stated in Section 14.1D of the Agreement shall be reduced from \$500,000 to \$300,000. The parties acknowledge and agree this letter agreement shall control over their prior letter agreement dated January 20, 2022 with respect to the Minimum Annual Guarantee as of November 1, 2021.

Except as expressly modified in this letter, all other terms and conditions of the Agreement shall remain the same. All capitalized terms used but not defined in this letter refer to the definitions in the Agreement.

If you agree with the terms outlined above, please confirm by signing below and returning a copy of this letter to me via email at your earliest possible convenience.

Please let me know if you have any questions or would like to discuss the above. As always, I thank you in advance for your consideration and for your ongoing support and partnership.

Very truly yours,

Bobby Hamous
VP, Stores

ACKNOWLEDGED AND AGREED:

South Texas College

Sign: _____

George McCaleb
Director of Operations

Consent Agenda:

c. Approval of Disposal of Surplus Property Valued at \$5,000 and Over

Purpose and Justification – Administration requests Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction.

The Fixed Assets Department is also requesting that these assets, which are part of the College's inventory, be removed from the inventory and general ledger.

It is necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized throughout the College district. After this evaluation process, the department submits a request to have the property removed from their department and relocated to the Shipping and Receiving Warehouse surplus area.

The auction items are located at the South Texas College Receiving Department, 3700 W Military Hwy, McAllen, TX. The auction will be scheduled in the Spring at the auctioneers' site due to a lack of space at the Central Receiving Warehouse.

The items valued over \$5,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The list of the items to be auctioned follows in the packet for the Board's review and information.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

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

The Board of Trustees of South Texas College approves and authorizes the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - LIST #130
FEBRUARY 22, 2023

Recap: 1 ea Screen, 1 ea A/C Controls Trainer, 1 ea Computerized Engine Analyzer, 1 ea Jaws IV Ironworker, 1 ea Golf Cart, 1 ea Ford Pick Up, 1 ea Dodge Caravan, 757 bxs Library Books, 1 ea Gator, 1 ea Marquee Sign, 1 ea Chiller Unit

Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
91	1 EA	Tension Screen		0000011776	8/5/2005	\$ 5,461.21	000012502		Obsolete
93	1 EA	Hampden H-ACCS Roof Top A/C Controls Trainer	66641	0000000783	10/16/1996	\$ 6,514.00	000000783		Obsolete
94	1 EA	Snap-On EOS108 Computerized Engine Analyzer	0141D0934	0000006706	4/18/2002	\$ 20,511.59	000007488		Obsolete
95	1 EA	Edwards 60 Ton Jaws IV Ironworker	3866008	14461	6/16/2008	\$ 7,349.00	N00016744		Obsolete
96	1 EA	2012 John Deere XUV 825i Golf Car - Unit #43 (Gator 33)	1M0825GSLCM049979	20557	7/25/2012	\$ 9,703.99	N00020436		Damaged
97	1 EA	2011 Ford F350 Pickup - Unit #35 (PD Unit 6)	1FT8W3A6XBEA30716	13334	7/8/2010	\$ 23,070.00	N00018174		Damaged
98	1 EA	2005 Dodge Caravan - Unit #13	1D4GP25B75B241777	16121	6/21/2007	\$ 9,954.49	N00015871		Damaged
99	12 BXS	Library Books (06/2022)							Obsolete
100	12 BXS	Library Books (06/2022)							Obsolete
101	12 BXS	Library Books (06/2022)							Obsolete
102	12 BXS	Library Books (06/2022)							Obsolete
103	12 BXS	Library Books (06/2022)							Obsolete
104	21 BXS	Library Books (06/2022)							Obsolete
105	19 BXS	Library Books (06/2022)							Obsolete
106	18 BXS	Library Books (06/2022)							Obsolete
107	18 BXS	Library Books (06/2022)							Obsolete
108	18 BXS	Library Books (06/2022)							Obsolete
109	18 BXS	Library Books (06/2022)							Obsolete
110	18 BXS	Library Books (06/2022)							Obsolete
111	18 BXS	Library Books (06/2022)							Obsolete
112	18 BXS	Library Books (06/2022)							Obsolete
113	18 BXS	Library Books (06/2022)							Obsolete
114	18 BXS	Library Books (06/2022)							Obsolete
115	18 BXS	Library Books (06/2022)							Obsolete
116	18 BXS	Library Books (06/2022)							Obsolete
117	12 BXS	Library Books (06/2022)							Obsolete
118	12 BXS	Library Books (06/2022)							Obsolete
119	10 BXS	Library Books (06/2022)							Obsolete
120	10 BXS	Library Books (06/2022)							Obsolete
121	10 BXS	Library Books (06/2022)							Obsolete
122	1 EA	2010 XUV 825i Gold Car - Unit #45 (PD Gator 1)	1M0825GSCBM031730	19906	10/24/2011	\$ 9,826.32	N00019393		Damaged
124	1 EA	2-Sided Marquee Sign		21603	4/3/2003	\$ 5,207.46	000009155		Damaged
125	25 BXS	Library Books (10/2020 / 1/2021)							Obsolete
126	24 BXS	Library Books (10/2020 / 1/2021)							Obsolete
127	33 BXS	Library Books (10/2020 / 1/2021)							Obsolete
128	27 BXS	Library Books (10/2020 / 1/2021)							Obsolete
129	18 BXS	Library Books (10/2020 / 1/2021)							Obsolete
130	27 BXS	Library Books (10/2020 / 1/2021)							Obsolete
131	18 BXS	Library Books (10/2020 / 1/2021)							Obsolete
132	20 BXS	Library Books (10/2020 / 1/2021)							Obsolete
133	35 BXS	Library Books (10/2020 / 1/2021)							Obsolete
134	36 BXS	Library Books (10/2020 / 1/2021)							Obsolete
135	12 BXS	Library Books (10/2020 / 1/2021)							Obsolete
136	13 BXS	Library Books (10/2020 / 1/2021)							Obsolete
137	19 BXS	Library Books (10/2020 / 1/2021)							Obsolete
138	28 BXS	Library Books (10/2020 / 1/2021)							Obsolete
139	34 BXS	Library Books (10/2020 / 1/2021)							Obsolete
140	20 BXS	Library Books (10/2020 / 1/2021)							Obsolete
141	16 BXS	Library Books (10/2020 / 1/2021)							Obsolete
142	1 EA	Technology Campus 2007 Chiller Unit		21305	5/31/2007	\$143,628.00	N00016195	\$0.00	Obsolete

List# 130

Consent Agenda:

d. Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Purpose and Justification – Administration requests Board approval to award a contract to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) for delinquent tax collection services for Hidalgo and Starr Counties at a fee of 15% that is based on the amount of delinquent tax, penalty, and interest collected for the period beginning May 1, 2023 through April 30, 2024 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

The current contract with Linebarger Goggan Blair & Sampson, LLP. expires on April 30, 2023. Approval to contract with a firm for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 to the previous tax year.

Background – On March 21, 2020, the Board awarded the current contract with Linebarger Goggan Blair & Sampson, LLP. for delinquent tax collection services as follows:

March 21, 2020 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/21/20	05/01/20 – 04/30/21	2 – one year options
1 st Renewal	02/23/21		05/01/21 – 04/30/22
2 nd Renewal	04/26/22		05/01/22 – 04/30/23 Last Renewal

The recent solicitation project timeline and information are as follows:

Advertised RFP	January 11, 2023 and January 18, 2023
RFP Responses Due	February 2, 2023
RFP Issued To	Two (2) Vendors
Responses Received From	Two (2) Vendor
Responses Reviewed By	Business Office and the Purchasing Department
Highest Ranked Vendor	Linebarger Goggan Blair & Sampson, LLP.

Effective September 1, 2019, the Legislature passed HB 2826 related to the procurement of a contingent fee contract for legal services, including the amendment to Texas Government Code 2254.102, that adds a new subsection (e) that applies to a contract for legal services entered into under Section 6.30 of the Tax Code. In addition, Section

2254.1036 of the Texas Government Code requires written notice of the meeting before governing body approves to go into a contingent fee contract for legal services.

The notice of the public meeting has been published together with the meeting agenda, in accordance with the Texas Government Code requirements, on the South Texas College website.

The Finance, Audit, and Human Resources Committee has the option to interview the two (2) firms that submitted qualifications prior to the Board of Trustees meeting.

Funding Source – The delinquent tax collection services fee was paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents – A Proposal Summary, an Evaluation Summary, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary of Total Tax Levy Uncollected follow in the packet for the Board's information and review.

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

The Finance, Audit, and Human Resources Committee recommended Board approval to award a contract to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) for delinquent tax collection services for Hidalgo and Starr Counties at a fee of 15% that is based on the amount of delinquent tax, penalty, and interest collected for the period beginning May 1, 2023 through April 30, 2024 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

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 awarding a contract to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) for delinquent tax collection services for Hidalgo and Starr Counties at a fee of 15% that is based on the amount of delinquent tax, penalty, and interest collected for the period beginning May 1, 2023 through April 30, 2024 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
ADDRESS	1512 S Lone Star Way	2805 Fountain Plaza Blvd Ste B
CITY/STATE/ZIP	Edinburg, TX 78539	Edinburg, TX 78539
PHONE	956-383-4500	956-631-4026
FAX	956-383-7820	956-289-1023
CONTACT	Lucy G. Canales	Hiram A. Gutierrez
1. Years In Business	47 years; Established: 1976	53 years; Established: 1970
2. Type of Operation	Limited Liability Partnership	Limited Liability Partnership
3. Staff	120 Attorneys Nationwide 1,036 Full-Time Employees 175 Technology Staff Edinburg location has 50 highly trained staff, including attorneys, litigation support, collection staff, researchers, and information technology professionals.	60 Full-time Attorneys 295 Full-time Employees, not including attorneys
4. Key Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Kelly Rivera Salazar, Capital Partner Michael G. Cano, Partner Jaime "Jimmy" Eduardo Gonzalez, Attorney John D. Franz, Local Counsel Diane W. Sanders, Partner Anthony W. Nims, Capital Partner Lori Gruver, Capital Partner and General Counsel Kevin Underwood, Chief Compliance Officer and Partner, Gig Harbor Office Tito Salinas, Director of Operations Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator Elvira Hernandez, Assistant Office Manager Anissa L. de la Garza, Data Specialist	Listed the following as key team members: Hiram Gutierrez, Partner, Project Manager Janelle Caso, Associate Attorney Melissa E. Valdez, Partner, Bankruptcy Carl Sandin, Partner, Title Research Daniel Torres, Director of Information Technology Marisa Cortez, Office Manager, Client Services Romero Cantu, Communication/Tax Sale Manager Perla Longoria, Lead Legal Assistant Rachel Salinas, Suit Prep Supervisor Veronica Mendoza, Collection Center Supervisor
5. Contracts with Taxing Jurisdictions in Texas	Indicated that they represent over 1,800-plus delinquent tax clients, including 446 school districts in Texas.	Indicated that they represent over 1,600 taxing jurisdictions, including 350 school districts.
6. Tax Collection Efforts	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: Edinburg ISD: 37.4%, 48.4% & 48.6% Hidalgo County: 37.7%, 44.8% & 46.4% Pharr-San Juan-Alamo ISD- 37.67%, 47.54% & 44.34%	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: Ford Bend ISD: 61.76%, 50.41% & 54.11% Alvin ISD: 67.64%, 51.94% & 53.47% Garland ISD: 41.20%, 48.55% & 49.13%
7. Reports	Indicated they can provide the following reports: -Annual performance report -Report identifying accounts owing more than \$500 and their current collection status -Monthly collection reports that provide Year-to-Date activities -Bankruptcy activity reports -Post-Judgement sales reports -Quarterly and yearly reports -Other reports as specified by STC	Indicated they can provide the following reports: -Litigation Reports -Bankruptcy Reports/Pending Bankruptcy Report -Collection Report (Monthly/Annual) -Client Analysis/Inventory Report -Property Analysis Report -Top Account Reports -Bad Address Report -Installment Agreement Report (Default) -Descending and Alpha Order Tax Rolls

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
8. References	Hidalgo County Pablo Villarreal, Jr. Hidalgo County Tax Assessor-Collector Contract Period: 2015 - Present	La Joya ISD Dr. Gisela Saenz Contract Period: 2016 - Present
	South Texas ISD Dr. Marco A. Lara, Jr., Superintendent Contract Period: 1990 - Present	City of Weslaco David Suarez, Mayor Contract Period: 2015 - Present
	Rio Grande City Grulla ISD Laura V. Garcia, RTA, CSTA Tax Assessor-Collector (956) 716-6700 Contract Started: May 2006 - Present	Hill College Billy Don Curbo Vice President of Administrative Services Contract Period: 1991 - Present
		Panola College Karie Lindsay, Controller Contract Period: 2014 - Present
9. Bilingual Collection Services	Many of our professional customer service agents are bilingual or multilingual and have translation assistance available in cases where we do not have staff with the requisite language skills. Edinburg office maintains a toll-free telephone number and a local number both of which are printed on our collection notices to assure that property owners may contact us at no expense. Toll free number is (800) 414-3961	Employs a diverse group of collection professionals, including qualified multilingual staff members. Many of our staff speak Spanish and are available to assist taxpayers. Also utilize a language line that provided translation services in virtually any language. Toll free number is (877) 631-4026
10. Fees	15% of the total tax, penalty, and interest collected by firm. The fee includes all mailings, title and address research, publication costs associated with our collection program and comprehensive delinquent tax litigation. It also includes unlimited legal advice in response to telephone or letter inquiries, attendance at official meetings, and appearances at other, non-litigation functions where our presence is requested or required. Provide comprehensive delinquent tax bankruptcy litigation services, including nationwide representation, for 15% of all taxes, penalties and interest collected by our attorneys.	Proposed fee for delinquent tax attorney services is 13.5%.
11. Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed tax suit procedures described in writing.
12. Tax Collection Procedures	Provided detailed tax collection procedures, which include the following: - Send a tax collection letter to every eligible account. - Follow with second letter 60 days later if no payment is made. - Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility. - Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers. - Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.	Automated Collection Processes Customized Collection Program: Response taxpayer assistance Quick routing for taxpayer inquiries Dispute resolution Account Association Customizable Letters, Scripts & Reports Automated Communications Campaigns Automated payment agreements and notification Skilled, Multilingual Collections center Extensive Research Property visits
TOTAL EVALUATION POINTS	92.15	91.66
RANKING	1	2

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

*The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050 -- EVALUATION SUMMARY**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
STREET		1512 S Lone Star Way		2805 Fountain Plaza Blvd Ste B	
CITY/STATE/ZIP		Edinburg, TX 78539		Edinburg, TX 78539	
PHONE		956-383-4500		956-631-4026	
FAX		956-383-7820		956-289-1023	
CONTACT		Lucy G. Canales		Hiram A. Gutierrez	
1	The purchase price. (up to 35 points) a. The lower bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	31.5	31.5	35	35
		31.5		35	
		31.5		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points) a. Number of years in business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	17	16.66	16	15.33
		16		14	
		17		16	
3	The quality of the vendor's goods and/or services. (up to 18 points) a. Warranty b. Service/Response Time c. Goods/Products (manufacturer life) d. Product Performance	15	15.33	15	15.33
		16		16	
		15		15	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points) a. Time frame to complete the project b. Delivery time frame of product(s) c. Number of staff d. Meet or exceed the specifications	14	14	13	13
		14		13	
		14		13	
5	The vendor's past relationship with the College. (up to 3 points) a. Quality of past performance with STC	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point) a. Provided the certification document	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points) a. Annual escalation increase b. Annual maintenance cost	5	4.66	4	4
		4		4	
		5		4	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in the state. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
9	Any other relevant factor specifically listed in the request for bids or proposals. (up to 2 points) a. The experience of the firm in the area of tax collection	2	2	2	2
		2		2	
		2		2	
TOTAL EVALUATION POINTS		92.15		91.66	
RANKING		1		2	

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

*The proposal criteria follows in the packet for further explanation of each criteria.

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
8/31/2020	12,692,792.74	2,718,590.36	21.42%	9,974,202.38	78.58%
8/31/2021	13,407,753.31	3,392,141.95	25.30%	10,015,611.36	74.70%
8/31/2022	13,031,483.88	3,347,219.00	25.69%	9,684,264.88	74.31%
1/31/2023	12,612,072.55	1,412,276.83	11.20%	11,199,795.72	88.80%

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections
Hidalgo County and Starr County
As of Each Fiscal Year End

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
8/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
8/31/2020	8,880,508.11	2,386,507.72	26.87%	6,494,000.39	73.13%
8/31/2021	9,382,482.47	2,971,926.77	31.68%	6,410,555.70	68.32%
8/31/2022	8,901,654.14	2,884,501.90	32.40%	6,017,152.24	67.60%
1/31/2023	8,746,802.97	1,253,339.91	14.33%	7,493,463.06	85.67%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
8/31/2020	3,812,284.63	332,082.64	8.71%	3,480,201.99	91.29%
8/31/2021	4,025,270.84	420,215.18	10.44%	3,605,055.66	89.56%
8/31/2022	4,129,829.74	462,717.10	11.20%	3,667,112.64	88.80%
1/31/2023	3,865,269.58	158,936.92	4.11%	3,706,332.66	95.89%

South Texas College
Summary of Total Tax Levy Uncollected
By Tax Year for Hidalgo County and Starr County
As of January 31, 2023

Year	Adjusted Tax Levy	Tax Levy Collections	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Tax Levy, Penalty, Interest, and Other Collections **	Total Percentage Collected Including Penalty, Interest, and Other Collections **
1996	10,210,191.92	10,197,485.19	(12,706.73)	-0.12%	617,901.33	10,815,386.52	105.93%
1997	10,579,719.46	10,566,343.85	(13,375.61)	-0.13%	649,081.93	11,215,425.78	106.01%
1998	10,938,034.89	10,923,354.60	(14,680.29)	-0.13%	726,028.36	11,649,382.96	106.50%
1999	11,611,970.66	11,597,185.04	(14,785.62)	-0.13%	430,145.67	12,027,330.71	103.58%
2000	12,494,467.31	12,478,780.67	(15,686.64)	-0.13%	894,080.14	13,372,860.81	107.03%
2001	13,849,020.47	13,712,991.66	(136,028.81)	-0.98%	818,523.15	14,531,514.81	104.93%
2002	29,261,667.07	29,108,205.61	(153,461.46)	-0.52%	1,572,937.44	30,681,143.05	104.85%
2003	30,501,756.42	30,348,086.39	(153,670.03)	-0.50%	1,547,224.94	31,895,311.33	104.57%
2004	32,841,542.76	32,665,445.88	(176,096.88)	-0.54%	1,794,217.50	34,459,663.38	104.93%
2005	34,323,740.52	34,128,226.45	(195,514.07)	-0.57%	1,697,446.74	35,825,673.19	104.38%
2006	36,806,532.36	36,597,296.41	(209,235.95)	-0.57%	1,974,930.31	38,572,226.72	104.80%
2007	41,500,474.58	41,263,961.07	(236,513.51)	-0.57%	2,639,594.92	43,903,555.99	105.79%
2008	44,601,738.15	44,340,931.81	(260,806.34)	-0.58%	3,049,216.46	47,390,148.27	106.25%
2009	45,072,493.34	44,769,949.69	(302,543.65)	-0.67%	1,918,271.01	46,688,220.70	103.58%
2010	44,722,658.11	44,408,516.48	(314,141.63)	-0.70%	1,443,487.60	45,852,004.08	102.53%
2011	44,075,877.49	43,760,985.15	(314,892.34)	-0.71%	1,236,929.04	44,997,914.19	102.09%
2012	44,190,642.70	43,867,662.78	(322,979.92)	-0.73%	1,166,562.30	45,034,225.08	101.91%
2013	45,112,915.49	44,773,309.48	(339,606.01)	-0.75%	1,224,965.54	45,998,275.02	101.96%
2014	56,746,998.30	56,316,432.16	(430,566.14)	-0.76%	2,070,016.25	58,386,448.41	102.89%
2015	60,379,154.80	59,850,323.81	(528,830.99)	-0.88%	1,631,396.47	61,481,720.28	101.83%
2016	63,112,879.75	62,513,073.70	(599,806.05)	-0.95%	1,351,808.48	63,864,882.18	101.19%
2017	66,989,391.71	66,301,711.19	(687,680.52)	-1.03%	1,915,439.09	68,217,150.28	101.83%
2018	67,271,329.10	66,416,494.53	(854,834.57)	-1.27%	1,281,457.67	67,697,952.20	100.63%
2019	68,797,028.47	67,735,520.70	(1,061,507.77)	-1.54%	1,426,569.08	69,162,089.78	100.53%
2020	71,722,580.70	70,328,325.93	(1,394,254.77)	-1.94%	1,877,012.63	72,205,338.56	100.67%
2021	77,222,301.89	74,766,712.47	(2,455,589.42)	-3.18%	2,574,622.87	77,341,335.34	100.15%
Delinquent Subtotal	1,074,937,108.42	1,063,737,312.70	(11,199,795.72)	-1.04%	\$ 39,529,866.92	\$1,101,391,237.48	100.15%

* The Tax Levy Uncollected for Levy 2022 will become delinquent 7/1/2023-unaudited

Consent Agenda:

e. Approval of Resolution 2023-005 to Impose an Additional Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation

Purpose and Justification – Administration requests the Committee recommend Board approval on Resolution 2023-005 to impose an additional percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08 and 33.48 of the Texas Property Tax Code for attorney's compensation.

The resolution authorizing the College to levy an additional percent penalty and additional fees to the delinquent 2022 district taxes is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which will remain delinquent on July 1, 2023.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional percent penalty and additional fees for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

Background – According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

The relevant Texas Property Tax Codes are as follows:

- a) Texas Property Tax Code 33.07, Additional Penalty For Collection Costs For Taxes Due Before June 1, is as follows:
 - a. A taxing unit or appraisal district may provide, in the manner required by law for official action by the body, that taxes that become delinquent on or after February 1 of a year but not later than May 1 of that year and that remain delinquent on July 1 of the year in which they become delinquent incur an additional penalty to defray costs of collection, if the unit or district or another unit that collects taxes for the unit has contracted with an attorney pursuant to Section [6.30](#). The amount of the penalty may not exceed the amount of the compensation specified in the contract with the attorney to be paid in connection with the collection of the delinquent taxes.
- b) Texas Property Tax Code 33.08, Additional Penalty For Collection Costs For Taxes Due On Or After June 1, is as follows:
 - a. A taxing unit may assess an additional penalty for collection costs for taxes that become delinquent on or after June 1st under sections 26.075 (j), 26.15 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42 that were not previously assessed an additional penalty for collection costs under section 33.07.
- c) Texas Property Tax Code 33.48, Recovery Of Costs And Expense, is as follows:

- a. A taxing unit may assess additional fees to recover other costs and expenses in a suit to collect a delinquent tax.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows 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.

The Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2023-005 to impose an additional percent penalty and additional fees for collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation and as presented.

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

The Board of Trustees of South Texas College approves and adopts Resolution 2023-005 to impose an additional percent penalty and additional fees for collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation and as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION NO. 2023-005

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF __% AND ADDITIONAL FEES TO THE DELINQUENT 2022 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE DISTRICT §

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2022; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2022 taxes which remain delinquent on July 1, 2023; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2022 taxes which remain delinquent on June 1, 2023 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

WHEREAS, pursuant to Section 33.48 of the Texas Property Code, the Board of Trustees is authorized to recover other costs and expenses in a suit to collect a delinquent tax and,

WHEREAS, the College has contracted _____ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of _____ percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2022 delinquent taxes, the penalty of _____ percent on the amount of taxes, penalty and interest due as of July 1, 2023, and thereafter for taxes levied for

the tax year 2022. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2022 at least thirty (30) and not more than sixty (60) days before July 1, 2023.
4. A tax lien shall attach to the property on which the 2022 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2023 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Consent Agenda:

f. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2023 – 2024

Purpose and Justification – Administration requests 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 schedules have been separated into ten separate schedules in order to assist the students in easily determining the tuition and fees associated with the type of programs in which they are enrolled.

The proposed revisions to the tuition and fees schedules include the following:

1. Credit Students Tuition and Fees
 - 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
 - Delete Electronic Distance Learning/VCT Course Fee
 - 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
 - Delete Non-Resident Dual Credit students who do not receive approval
 - 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
 - Revision of Reservation Fee for Spring Semester
 - Addition of Returned Check Fee
6. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
 - Revisions for Continuing Education Public Safety Courses

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
 - ⇒ Revision 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 follow in the packet for the Board's information and review. The proposed revisions are highlighted in yellow on the Schedules.

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

The Finance, Audit, and Human Resources Committee recommended Board approval of 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.

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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit 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



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
DUAL CREDIT TUITION:		
Per credit hour tuition for in-district dual credit students <u>in</u> <u>in-district</u> 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 (within Texas, outside of service district)	87.00	100.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted
COURSE FEES:		
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions – Fee waived) (Fall 2020 Session – Fee waived)	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
PROGRAM SPECIFIC FEES:		
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 		Recovery of costs and processing fees
INCIDENTAL FEES:		
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
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	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
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit 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
LIBRARY FEES:		
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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
INDEPENDENT DUAL CREDIT TUITION PER CREDIT:		
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. (Outside of Texas, but within U.S.)	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
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
INDEPENDENT DUAL CREDIT FEES:		
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 fees and will not be assessed waived
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 fees and will not be assessed waived



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
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 not be assessed <u>waived</u>
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 not be assessed <u>waived</u>
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	All fees, including course and incidental fees are applicable fees and will not be assessed <u>waived</u>
(Outside of Texas, but within U.S.)		
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
DUAL CREDIT ACADEMIES PARTICIPATION FEES:		
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

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
DUAL CREDIT REIMBURSEMENT OF COSTS:		
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
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester	900.00	900.00
COURSE FEES:		
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non-"S" section) courses - Fee waived • Fall 2020 traditional (non-"S" section) courses - Fee waived • Spring 2021 traditional (non-"S" section) courses - Fee waived	10.00	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted
INCIDENTAL FEES:		
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) Spring 2020 - Fee waived when incurred on or after March 13, 2020	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
LIBRARY FEES:		
Lost or Damaged Library Item		Cost of item plus processing fee



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
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
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus- Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit 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>		
Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:		
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
LIBRARY FEES:		
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
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CHILD DEVELOPMENT CENTER FEES:		
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: (per semester/session) (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: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
INCIDENTAL FEES:		
Returned Check		30.00

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CONTINUING EDUCATION PUBLIC SAFETY COURSES:		
<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
FEES:		
• 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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
TESTING FEES:		
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- 1st and 4th Attempts		
• GED Exam Fee- \$36.25 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- \$36.25 Mathematics only		
• GED Exam Fee- \$36.25 Science only		
• GED Exam Fee- \$36.25 Social Studies only		



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts <ul style="list-style-type: none"> • GED Retest Exam Fee-\$16.25 English Language Arts • GED Retest Exam Fee-\$16.25 Mathematics only • GED Retest Exam Fee-\$16.25 Science only • GED Retest Exam Fee-\$16.25 Social Studies only 	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
HiSET Exam Fee (All Five Exams-1st and 4th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$25.00 • HiSet Exam Fee-Writing only \$25.00 • HiSET Exam Fee-Math only \$25.00 • HiSET Exam Fee-Science only \$25.00 • HiSET Exam Fee-Social Studies only \$25.00 	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
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$15.00 • HiSET Exam Fee-Writing only \$15.00 • HiSET Exam Fee-Math only \$15.00 • HiSET Exam Fee-Science only \$15.00 • HiSET Exam Fee-Social Studies only \$15.00 	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
TSI Assessment Exam Fees: Effective January 11, 2021		
• 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
TSI Assessment Exam Retesting Fees: Effective January 11, 2021		
• 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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CHILD DEVELOPMENT CENTER FEES:		
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: (per semester/session) (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: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus-Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit 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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
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
INCIDENTAL FEES:		
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
LIBRARY FEES:		
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

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
INCIDENTAL FEES:		
Returned Check	30.00	30.00
LIBRARY FEES:		
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
CHILD DEVELOPMENT CENTER FEES:		
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: (per semester/session)- (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: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<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 (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00

**NON-EMPLOYEE/
NON-STUDENT FEES
FY 2023-2024**

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Parking Permit 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
*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
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00

Consent Agenda:

g. Approval to Adopt New Business and Support Services Policies and Retire Current Policies

Purpose and Justification – Administration requests 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 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. CG (Local) Safety Program	A-2. Policy #6225: Safety
B-1. CGC (Local) Safety Program: Emergency Plans and Alerts	B-2. Policy #4405: Hazard Communication Program B-3. Policy #6220: Emergency Closing of the College

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 new and or retired policies follow 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, attended the Committee meeting to address questions.

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

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies.
2. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
3. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
4. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
5. Driver education programs, when available.
6. Vehicle safety programs.

**Information
Management**

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

MANUAL OF POLICY

Title

Safety

6225

Legal Authority

Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board

Board Minute Order Dated November 9, 1995

As Amended by Board Minute Order dated November 26, 2019

I. Purpose

The purpose of the Safety policy is to provide provisions regarding South Texas College's commitment for a safe and healthy environment for all students, employees, and visitors.

II. Policy

South Texas College endeavors to provide and maintain a safe and supportive learning and working environment and is committed to protecting the health and safety of its students, employees, and visitors as well as the environment.

The College maintains environmental, health, and safety procedures and plans focusing on the following areas, including, but not limited to, workplace safety, campus security, emergency preparedness, and fire safety. The procedures and plans shall meet or exceed applicable laws, standards, and best practices. Plans and procedures are maintained on the College's website and by individual departmental units.

The administration and dissemination of environmental, health, and safety procedures and plans are delegated to the Vice President of Finance and Administrative Services.

Employees, students, and visitors shall cooperate fully with all aspects of the environmental, health, and safety policies, procedures, and plans.

The College conducts a safety and security audit of the College's facilities, pursuant to Texas Education Code, Sec. 37.108, at least once every three years. The College shall follow safety and security audit procedures developed by the Texas School Safety Center. The results of the safety and security audit shall be reported to the College's Board of Trustees and to the Texas School Safety Center.

III. Definitions

Not Applicable

IV. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	November 9, 1995 November 26, 2019

**Emergency
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; and implementation of a safety and security audit.

**Emergency
Response and
Evacuation
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

MANUAL OF POLICY

Title	Hazard Communication Program	4405
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 19, 1998	

South Texas College shall comply with the requirements of the Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code).

Furthermore, the College shall communicate any information regarding hazardous chemicals in the workplace to employees who are involved in these work areas.

It will be the responsibility of the supervisory administrator and instructor to ensure the proper information is obtained and disseminated to the appropriate employees. It will be the employee's responsibility to follow safe practices as outlined in the Hazard Communication Program procedures.

MANUAL OF POLICY

Title	Emergency Closing of the College	6220
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

The President or designee shall have the authority to cancel classes and close the College because of extreme weather or other emergency conditions.

Revised

Consent Agenda:

h. Approval to Adopt New Community and Governmental Relations Policy and Retire Current Policy

Purpose and Justification – Administration requests Board approval to adopt new community and governmental relations policies and retire current policies 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
A-1. GDA (Local) Community Expression and Use of College Facilities: Conduct on College District Premises	A-2. Policy #6322: Smoke/Tobacco/E-Cigarette Free Environment

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 new and or retired policies follow 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, attended the Committee meeting to address questions.

The Finance, Audit, and Human Resources Committee recommended Board approval adopt new community and governmental relations policy and retire current policy as listed, presented, and supersedes any previously adopted Board policy.

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

**Withdrawal of
Consent to Remain
on Campus**

In accordance with law, during a period of disruption, the College President or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

Hearing Procedures

A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

Appeal

The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

**Tobacco and
E-cigarettes**

With the exceptions of designated areas and parking lot, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

Alcohol

The College District prohibits 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, these provisions may be waived with respect to a specific location on College District property or a specific event 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.

MANUAL OF POLICY

Title	Smoke/Tobacco/E-Cigarette Free Environment	6322
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order Dated September 2, 1999 As Amended by Board Minute Order Dated July 18, 2007 As Amended by Board Minute Order dated January 26, 2016	

South Texas College, including all its facilities and grounds, is a smoke/tobacco/e-cigarette free environment except in designated areas and parking lots.

Persons violating this policy shall be subject to appropriate disciplinary action.

Revised

Consent Agenda:

i. Approval to Adopt New Personnel Policies and Retire Current Policies

Purpose and Justification – Administration requests Board approval to Adopt New 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. CDDA (Local) Payroll Procedures: Salary Deductions	
B-1. DLA (Local) Employee Performance: Evaluation	<p>B-2. Retire Policy #3812: Faculty Evaluation</p> <ul style="list-style-type: none"> • Transition and maintained as an administrative procedure. <p>B-3. Retire Policy #4160: Non-Faculty Performance Appraisal</p> <ul style="list-style-type: none"> • Transition and maintained as an administrative procedure.

The following policy is also recommended for retirement. It is duplicative with the existing legal framework as maintained for South Texas College by TASB.

C-1. Retire Current Policy #4710: Public Statements Regarding Personnel Matters

- Replaced by GCA (Legal Framework) – Public Information Program: Access to Information

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

Mary Elizondo, Vice President for Finance and Administrative Services, Alicia Correa, Interim Director of Human Resources, and Zachary Suarez, Employee Relations Officer, attended the Committee meeting to address questions.

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

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

The College District shall make deductions from an employee's salary or wages or shall reduce an employee's wages in accordance with law or salary reduction agreements executed between the College District and its employees.

**State Employee
Charitable
Contribution
Program**

By April 1 of each year, the Board shall decide whether to participate in the state employee charitable contribution (SECC) program for the following fiscal year.

Additional Amounts

In addition to legally required deductions, the Board has determined it to serve a public purpose and benefit employees to permit voluntary deductions for:

1. Approved insurance programs;
2. Annuities/deferred compensation programs;
3. College District cafeteria plan options authorized by the Internal Revenue Service;
4. Area credit unions as specified in administrative procedures; and
5. Miscellaneous reimbursements to the College District, authorized by the employee; and
6. Charitable organizations as approved by the Board. If the Board participates in the SECC program, an employee may choose not to participate in the program and may authorize a deduction(s) for charitable organizations approved by the Board.

To qualify for a deduction listed above, the employee must submit a request in writing, specifying the category of the deduction, the amount to be deducted, and the entity to which the deducted amount is to be transferred, in accordance with administrative procedures. The procedures must address:

1. Enrollment periods, if any; and
2. Any administrative fee to cover the cost of making a deduction.

Social Security All employees shall be covered by social security.

Optional Tax-
Sheltered Annuity An optional tax-sheltered annuity shall be available to all employees regardless of the retirement system they have chosen.

Excess Leave Deductions shall be made for unauthorized leave or leave taken in excess of earned leave. [See DEC]

DATE ISSUED:

ADOPTED:

1 of 1

CDDA(LOCAL)-X

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

The College District shall regularly evaluate the effectiveness of each employee in accordance with the criteria and procedures developed with employee input and described in administrative regulations.

MANUAL OF POLICY

Title	Faculty Evaluation	3812
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Evaluation is a continuous process designed to improve the performance of those being evaluated. As part of this process, at least once a year all faculty members of the College will be evaluated in accordance with the Faculty Evaluation Procedures, which specify the means and extent of participation by students, peers, supervisor and self.

Evaluation of faculty performance should take place under the policies which declare the College's values regarding instruction and which make clear its expectations of instructors.

The development and implementation of the faculty evaluation policy is a shared responsibility of both faculty and administration. No faculty member is to be subject to an evaluation characterized by unilateral judgments based upon insufficient data and casual procedures.

The criteria for evaluation should be clearly stated and disseminated to faculty. The procedures for applying these criteria and the time schedule for the evaluation process should be specified.

Successful faculty evaluation depends upon open communication between those who are evaluated and those who evaluate.

Evaluation of faculty performance inevitably involves judgment and subjectivity. Therefore, the administrators of the evaluation policy should be judicious in recognizing the complex nature of teaching, the broad range of effective teaching styles, and the variety of teaching methods. Procedures for faculty input in the development and review of evaluation policies are provided.

The evaluation policies recognize the concepts of academic freedom and responsibility and provide for due process whenever grievances arise.

MANUAL OF POLICY

Title	Non-Faculty Performance Appraisal	4160
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated May 30, 2019	

I. Purpose

Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

II. Policy

It is the policy of South Texas College to provide a process for performance appraisal of full-time non-faculty personnel. Full-time non-faculty personnel include Classified, Professional Support, Administrative, and Executive positions. Each non-faculty full time employee shall be evaluated annually in accordance with the established guidelines and procedures as maintained by the Office of Human Resources and approved by the President. Performance appraisals will be retained at the Office of Human Resources upon completion.

Performance appraisals are expected to be a fair, accurate, and complete reflection of the employee's performance. If an employee disagrees with the performance appraisal, the employee may submit a statement within three (3) business days of the performance appraisal meeting and the statement will be attached to the performance appraisal to be included in the employee's personnel file. The employee may also elect to submit a grievance as per Policy #4904 Employee Complaint Procedure.

Faculty appraisals will follow the Faculty Evaluation procedures as per Policy #3812 Faculty Evaluation.

The President's appraisal will follow Policy #2140 Evaluation of the President.

The Internal Auditor's appraisal will follow Policy #2250 Evaluation of the Internal Auditor.

III. History

Origination Date Approved by Board:
May 30, 2019

Date Amended and Approved by Board:

MANUAL OF POLICY

Title	Public Statements Regarding Personnel Matters	4710
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Any personnel matter which is under discussion or in the process of being resolved between employees or between employees and the College shall not be discussed in any manner or way with any person not directly involved in resolving the particular issue.

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**Section I: Public
Information
Generally**

It is the policy of this state that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees.

Access to public information is addressed by the Public Information Act (PIA), Government Code Chapter 552. This chapter shall be liberally construed in favor of granting a request for information.

Gov't Code 552.001

Definitions

*Public
Information*

"Public information" means information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

1. By a governmental body, including a college district board of trustees;
2. For a governmental body and the governmental body:
 - a. Owns the information;
 - b. Has a right of access to the information; or
 - c. Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
3. By an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.

The definition of "public information" applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

Information is in connection with the transaction of official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the governmental body.

Gov't Code 552.002(a)–(a-2)

Official Business

"Official business" means any matter over which a governmental body has any authority, administrative duties, or advisory duties.
Gov't Code 552.003(2-a)

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Availability of Public
Information

Public information is available to the public at a minimum during the normal business hours of the governmental body. *Gov't Code 552.021*

Information That
Must Be Disclosed
Unless Confidential
Under Law

Without limiting the amount or kind of information that is public information under the PIA, the following categories of information are public information and not excepted from required disclosure unless made confidential under the PIA or other law:

1. A completed report, audit, evaluation, or investigation made of, for, or by the governmental body, except by provided in Government Code 552.108.
2. The name, sex, ethnicity, salary, title, and dates of employment of each employee and officer of a governmental body.
3. Information in an account, voucher, or contract relating to the receipt or expenditure of public or other funds by a governmental body.
4. The name of each official and the final record of voting on all proceedings of the board.
5. All working papers, research material, and information used to estimate the need or expenditure of public funds or taxes by a governmental body, on completion of the estimate.
6. The name, place of business, and the name of the municipality to which local sales and use taxes are credited, if any, for the named person, of a person reporting or paying sales and use taxes under Tax Code Chapter 151.
7. A description of an agency's central and field organizations, including the established places at which the public may obtain information, submit information or requests, and obtain decisions; the employees from whom the public may obtain information, submit information or requests, or obtain decisions; and the methods by which the public may obtain information, submit information or requests, or obtain decisions.
8. A statement of the general course and method by which an agency's functions are channeled and determined, including the nature and requirements of all formal and informal policies and procedures.
9. A rule of procedure, description of forms available or the places at which forms may be obtained, and instructions relating to the scope and content of all papers, reports, or examinations.

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10. A substantive rule of general applicability adopted or issued by an agency as authorized by law, and a statement of general policy or interpretation of general applicability formulated and adopted by an agency.
11. Each amendment, revision, or repeal of information described in items 7–10.
12. Final opinions, including concurring and dissenting opinions, and orders issued in the adjudication of cases.
13. A policy statement or interpretation that has been adopted or issued by an agency.
14. Administrative staff manuals and instructions to staff that affect a member of the public.
15. Information regarded as open to the public under an agency's policies.
16. Information that is in a bill for attorney's fees and that is not privileged under the attorney-client privilege.
17. Information that is also contained in a public court record.
18. A settlement agreement to which a governmental body is a party.

Gov't Code 552.022

*Contracts for
Lobbying
Services*

Information related to contracts for lobbying services required to be displayed on a political subdivision's internet website under Government Code 2254.030 is public information subject to disclosure under the PIA. *Gov't Code 2254.030(c)*

*Contracting
Information*

Contracting information is public and must be released unless excepted from disclosure under the PIA.

"Contracting information" means the following information maintained by a governmental body or sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor:

1. Information in a voucher or contract relating to the receipt or expenditure of public funds by a governmental body;
2. Solicitation or bid documents relating to a contract with a governmental body;
3. Communications sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor during the solicitation, evaluation, or negotiation of a contract;

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4. Documents, including bid tabulations, showing the criteria by which a governmental body evaluates each vendor, contractor, potential vendor, or potential contractor responding to a solicitation and, if applicable an explanation of why the vendor or contractor was selected; and
5. Communications and other information sent between a governmental body and a vendor or contractor related to the performance of a final contract with the governmental body or work performed on behalf of the governmental body.

Gov't Code 552.0222(a), .003(1-a) [See CM for construction contract evaluation document disclosures]

*Investment
Information*

The categories of information held by a governmental body relating to its investments, as specified by Government Code 552.0225(b), are public information and not excepted from disclosure under the PIA. *Gov't Code 552.0225(b)*

*Expenditures for
a Security
System*

Financial information in the possession of a governmental entity that relates to the expenditure of funds by a governmental entity for a security system is public information that is not excepted from required disclosure under the PIA. *Gov't Code 418.182(b)*

*Security
Cameras in
Private Offices*

Information in the possession of a governmental entity that relates to the location of a security camera in a private office at a state agency, including an institution of higher education, is public information and is not excepted from required disclosure under the PIA unless the security camera is located in an individual personal residence for which the state provides security or is in use for surveillance in an active criminal investigation. *Gov't Code 418.182(c)*

*Body-Worn
Cameras*

Information recorded by a body-worn camera that is or could be used as evidence in a criminal prosecution is subject to disclosure under the PIA. Information recorded by a body-worn camera and held by a law enforcement agency under Occupations Code Chapter 1701, Subchapter N, is not subject to disclosure under the PIA. A recording is confidential and excepted from the requirements of Government Code Chapter 552 if the recording:

1. Was not required to be made under Occupations Code Chapter 1701, Subchapter N, or another law or under a policy adopted by the appropriate law enforcement agency; and
2. Does not relate to a law enforcement purpose.

A law enforcement agency may not release any portion of a recording made in a private space, or of a recording involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization

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from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative.

Occupations Code 1701.661(c)–(d), (f), (h)

Permitted
Viewing

A permitted viewing of a recording under Occupations Code 1701.660(a-1) is not considered to be a release of public information for purposes of the PIA. *Occupations Code 1701.660(a-1)*

*Communications
with Voting
Systems Vendors*

A written letter, email, or other communication, including a communication made confidential by other law, between a public official and a voting systems vendor is not confidential, is public information for purposes of the PIA, and is not subject to an exception to disclosure provided by the PIA other than Government Code Sections 552.110 and 552.1101. *Election Code 121.004(a)*

Exception

A written letter, email, or other communication between a public official and a voting systems vendor is excepted from disclosure under Government Code Chapter 552 if the communication discloses information, data, or records relating to the security of elections critical infrastructure. *Election Code 121.004(b)*

*Agreements to
Assess Course
Material Fees
and Charges*

Any agreement between an institution of higher education and an entity under which the institution agrees to assess or allows the entity to assess a fee or charge for course materials to students enrolled at the institution is public information under Government Code Chapter 552. *Education Code 51.4521(e)*

**Section II:
Information that is
Confidential**

The certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued under Government Code 551.104(b)(3). *Gov't Code 551.104(c)*

Certified Agenda or
Recording of a
Closed Meeting

"Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov't Code 551.001(7)*

Personal
Information

*Employees and
Officials*

Each employee, with the exception of a current or honorably retired peace officer, security officer, or elected public officer to whom Government Code 552.1175 applies, or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to information in the custody of the governmental body that relates to the person's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.

Each employee and official and each former employee and official shall state that person's choice to the main personnel officer of the

governmental body in a signed writing not later than the 14th day after the date on which the employee begins employment with the governmental body, the official is elected or appointed, or the former employee or official ends service with the governmental body. If the employee or official or former employee or official chooses not to allow public access to the information the information is protected under Government Code Chapter 552, Subchapter C and the governmental body may redact the information from any information the governmental body discloses under the PIA without the necessity of requesting a decision from the attorney general. If an employee or official or a former employee or official fails to state the person's choice within the 14-day period, the information is subject to public access.

An employee or official or former employee or official of a governmental body who wishes to close or open public access to the information may request in writing that the main personnel officer of the governmental body close or open access.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov't Code 552.024; Att'y Gen. ORD-530 (1989)

*Elected Public
Officers and
Peace Officers /
Security Officers*

Information that relates to the home address, home telephone number, emergency contact information, date of birth, or social security number of any elected public officer, current or honorably retired peace officer as defined by Code of Criminal Procedure article 2.12, commissioned security officer as defined by Occupations Code 1702.002, or other individual to whom Government Code 552.1175 applies, or that reveals whether the individual has family members is confidential and may not be disclosed to the public under Government Code Chapter 552 if the individual to whom the information relates:

1. Chooses to restrict public access to the information; and

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2. Notifies the governmental body of the individual's choice on a form provided by the governmental body, accompanied by evidence of the individual's status.

The choice remains valid until rescinded in writing by the individual.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov't Code 552.1175 [For officer information excepted under Government Code 552.117, see Section III: Information Excepted from Public Disclosure]

*Disaster Fund
Recovery
Recipients*

Information maintained by a governmental body is confidential and may not be disclosed to the public under the PIA if it relates to:

1. The name, social security number, house number, street name, and telephone number of an individual or household that applies for state or federal disaster recovery funds;
2. The name, tax identification number, address, and telephone number of a business entity or an owner of a business entity that applies for state or federal disaster recovery funds; and
3. Any other information the disclosure of which would identify or tend to identify a person or household that applies for state or federal disaster recovery funds.

The street name and census block group of and the amount of disaster recovery funds awarded to a person or household are not confidential after the date on which disaster recovery funds are awarded to the person or household.

Gov't Code 552.160

Student Records

Information is confidential and excepted from the requirements of the PIA if it is a student record at an educational institution funded

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wholly or partly by state revenue. The record shall be made available on the request of the educational institution personnel, the student involved, or the student's parent, guardian, or spouse or a person conducting a child abuse investigation required by Family Code Chapter 261, Subchapter D.

The PIA does not require the release of information contained in education records of an educational agency or institution, except in conformity with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g. This section does not prohibit the disclosure or provision of information included in an education record if the disclosure or provision is authorized by FERPA or other federal law. [See FL]

Gov't Code 552.114(b)–(c), .026

Redaction

An educational institution may redact information covered under Government Code 552.114(b) from information disclosed under the PIA without requesting a decision from the attorney general. *Gov't Code 552.114(d)*

Exception

If an applicant for admission to an educational institution described by Section 552.114(b), above, or a parent or legal guardian of a minor applicant to an educational institution described by Section 552.114(b), above, requests information in the record of the applicant, the educational institution shall disclose any information that is related to the applicant's application for admission and was provided to the educational institution by the applicant. *Gov't Code 552.114(e)*

Student Record

"Student record" means:

1. Information that constitutes education records as that term is defined by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g(a)(4)); or
2. Information in a record of an applicant for admission to an educational institution, including a transfer applicant.

Gov't Code 552.114(a)

*Protected Health
Information*

Protected health information as defined by Health and Safety Code 181.006 is not public information and is not subject to disclosure under the PIA. *Gov't Code 552.002*

*Out-of-State
Health-Care
Information*

Information obtained by a governmental body that was provided by an out-of-state health-care provider in connection with a quality management, peer review, or best practices program that the out-of-state health-care provider pays for is confidential and excepted from the requirements of the PIA. *Gov't Code 552.162*

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Credit Card, Debit
Card, Charge Card,
and Access Device
Numbers

A credit card, debit card, charge card, or access device number that is collected, assembled, or maintained by or for a governmental body is confidential.

“Access device” means a card, plate, code, account number, personal identification number, electronic serial number, mobile identification number, or other telecommunications service, equipment, or instrument identifier or means of account access that alone or in conjunction with another device may be used to:

1. Obtain money, goods, services, or another thing of value; or
2. Initiate a transfer of funds other than a transfer originated solely by paper instrument.

A governmental body may redact information that must be withheld as described above from any information the governmental body discloses without the necessity of requesting a decision from the attorney general.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov’t Code 552.136

Confidential
Investment
Information

All information prepared or provided by a private investment fund and held by a governmental body that is not listed in Government Code 552.0225(b) is confidential and excepted from the requirements of the PIA.

Unless the information has been publicly released, pre-investment and post-investment diligence information, including reviews and analyses, prepared or maintained by a governmental body or a private investment fund is confidential and excepted from the requirements of the PIA, except to the extent it is subject to disclosure under the following provision.

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All information regarding a governmental body's direct purchase, holding, or disposal of restricted securities that is not listed in Section 552.0225(b)(2)–(9), (11), or (13)–(16) is confidential and excepted from the requirements of the PIA. This provision does not apply to a governmental body's purchase, holding, or disposal of restricted securities for the purpose of reinvestment nor does it apply to a private investment fund's investment in restricted securities. This provision applies to information regarding a direct purchase, holding, or disposal of restricted securities by the Texas growth fund, created under Texas Constitution Article XVI, Section 70, that is not listed in Government Code 552.0225(b).

Gov't Code 552.143(a)–(c)

Email Addresses

Confidential

An email address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is confidential and not subject to disclosure under the PIA. Confidential information described by this section that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release. *Gov't Code 552.137(a)–(b)*

Exceptions

This section does not apply to an email address:

1. Provided to a governmental body by a person who has a contractual relationship with the governmental body or by the contractor's agent;
2. Provided to a governmental body by a vendor who seeks to contract with the governmental body or by the vendor's agent;
3. Contained in a response to a request for bids or proposals, contained in a response to similar invitations soliciting offers or information relating to a potential contract, or provided to the governmental body in the course of negotiating the terms of a contract or potential contract;
4. Provided to the governmental body on a letterhead, coversheet, printed document, or other document made available to the public; or
5. Provided to a governmental body for the purpose of providing public comment on or receiving notices related to an application for a license or receiving orders or decisions from a governmental body. "License" includes the whole or part of a state agency permit, certificate, approval, registration, or similar form of permission required by law.

This section does not prohibit a governmental body from disclosing an email address for any reason to another governmental body or to a federal agency.

Gov't Code 552.137(c)–(d), 2001.003(2)

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Participant in Address Confidentiality Program	Information relating to a participant in the Address Confidentiality Program to assist a victim of family violence, sexual assault or abuse, stalking, or trafficking of persons under Code of Criminal Procedure Chapter 58, Subchapter B, is confidential, except as provided by Code of Criminal Procedure 58.061, and may not be disclosed under the PIA. <i>Code of Criminal Procedure 58.060</i>
Crime Victim Information <i>Pseudonym Form</i>	A completed and returned pseudonym form as provided by Code of Criminal Procedure Chapter 58 is confidential and may not be disclosed to any person except as provided by Chapter 58. <i>Code of Criminal Procedure Chapter 58</i>
<i>Certain Identifying Information</i>	<p>Information is confidential and excepted from the requirements of the PIA if the information identifies an individual as:</p> <ol style="list-style-type: none">1. A victim of:<ol style="list-style-type: none">a. An offense under Penal Code 20A.02, 20A.03, 21.02, 21.11, 22.011, 22.021, 43.05, or 43.25; orb. An offense that is part of the same criminal episode, as defined by Penal Code 3.01 as an offense described by paragraph 1a; or2. A victim of any criminal offense, if the victim was younger than 18 years of age when any element of the offense was committed. <p><i>Gov't Code 552.1315(a)</i></p>
Exception	<p>Information under this provision may be disclosed:</p> <ol style="list-style-type: none">1. To any victim identified by the information, or to the parent or guardian of a victim described by item 2, above, who is identified by the information;2. To a law enforcement agency for investigative purposes; or3. In accordance with a court order requiring the disclosure. <p><i>Gov't Code 552.1315(b)</i></p>
<i>Employees Who Are Victims of Certain Crimes</i>	An employee of a governmental body who is also a victim under Code of Criminal Procedure Chapter 56B, regardless of whether the employee has filed an application for compensation under that chapter, may elect whether to allow public access to information held by the attorney general's office or governmental body that would identify or tend to identify the victim, including a photograph or other visual representation of the victim. The election must be made in writing on a form developed by the governmental body, be signed by the employee, and be filed with the governmental body

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before the third anniversary of the latest to occur of one of the following:

1. The date the crime was committed;
2. The date employment begins; or
3. The date the governmental body develops the form and provides it to employees.

If the employee fails to make the election, the identifying information is excepted from disclosure until the third anniversary of the date the crime was committed. In case of disability, impairment, or other incapacity of the employee, the election may be made by the guardian of the employee or former employee.

Gov't Code 552.132(d)–(e)

*Victim Impact
Statement*

The following information that is held by a governmental body or filed with a court and that is contained in a victim impact statement or was submitted for purposes of preparing a victim impact statement is confidential:

1. The name, social security number, address, and telephone number of a crime victim; and
2. Any other information the disclosure of which would identify or tend to identify the crime victim.

“Crime victim” means a person who is a victim as defined by Code of Criminal Procedure 56B.003.

“Victim impact statement” means a victim impact statement under Code of Criminal Procedure Chapter 56A, Subchapter D.

Gov't Code 552.1325

*Child Victim
Information*

A public servant or other person who has access to or obtains the name, address, telephone number, or other identifying information of a victim, as described by Code of Criminal Procedure 58.101, 58.155, or 58.201, younger than 17 years of age or of a victim, as described by Code of Criminal Procedure 58.251, younger than 18 years of age may not release or disclose the identifying information to any person who is not assisting in the investigation, prosecution, or defense of the case. *Code of Criminal Procedure 58.105, .155, .205, .255*

Library Records

A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of the PIA, unless the records are disclosed:

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1. Because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;
2. Under Government Code 552.023; or
3. To a law enforcement agency or prosecutor under a court order or subpoena obtained after a showing to a district court that disclosure of the record is necessary to protect the public safety or the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

A record of a library or library system that is excepted from required disclosure under this section is confidential.

Gov't Code 552.124

Certain Products,
Devices, and
Processes

In order to protect the actual or potential value, the following information is confidential and is not subject to disclosure under the PIA, or otherwise:

1. All information relating to a product, device, or process, the application or use of such a product, device, or process, and all technological and scientific information (including computer programs) developed in whole or in part at a state institution of higher education, including a college district, regardless of whether patentable or capable of being registered under copyright or trademark laws, that have a potential for being sold, traded, or licensed for a fee.
2. Any information relating to a product, device, or process, the application or use of such product, device, or process, and any technological and scientific information (including computer programs) that is the proprietary information of a person, partnership, corporation, or federal agency that has been disclosed to an institution of higher education solely for the purposes of a written research contract or grant that contains a provision prohibiting the institution of higher education from disclosing such proprietary information to third persons or parties.

Education Code 51.914(a)

Research

Information maintained by or for an institution of higher education that would reveal the institution's plans or negotiations for commercialization or a proposed research agreement, contract, or grant, or that consists of unpublished research or data that may be commercialized, is not subject to the PIA, unless the information has been

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	published, is patented, or is otherwise subject to an executed license, sponsored research agreement, or research contract or grant. <i>Education Code 51.914(b)</i>
Research and Development Facility	The plans, specifications, blueprints, and designs, including related proprietary information, of a scientific research and development facility that is jointly financed by the federal government and a local government or state agency, including an institution of higher education, is confidential and is not subject to disclosure under the PIA if the facility is designed and built for the purposes of promoting scientific research and development and increasing the economic development and diversification of this state. <i>Education Code 51.914(a)</i>
Compliance Investigations	<p>The following are confidential:</p> <ol style="list-style-type: none">1. Information that directly or indirectly reveals the identity of an individual who made a report to the compliance program office of an institution of higher education, sought guidance from the office, or participated in an investigation conducted under the compliance program; and2. Information that directly or indirectly reveals the identity of an individual as a person who is alleged to have or may have planned, initiated, or participated in activities that are the subject of a report made to the compliance program office of an institution of higher education if, after completing an investigation, the office determines the report to be unsubstantiated or without merit. <p>Information is excepted from disclosure under the PIA if it is collected or produced in a compliance program investigation and releasing the information would interfere with an ongoing compliance investigation.</p> <p><i>Education Code 51.971(c), (e)</i></p>
Exceptions	<p>Education Code 51.971(c) does not apply to information related to an individual who consents to disclosure of the information.</p> <p>Information made confidential or excepted from public disclosure by this section may be made available to the following on request in compliance with applicable law and procedure:</p> <ol style="list-style-type: none">1. A law enforcement agency or prosecutor;2. A governmental agency responsible for investigating the matter that is the subject of a compliance report, including the Texas Workforce Commission civil rights division or the federal Equal Employment Opportunity Commission; or

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3. An officer or employee of an institution of higher education or compliance officer who is responsible under institutional policy for a compliance program investigation or for reviewing a compliance program investigation.

A disclosure to an individual listed above is not a voluntary disclosure for purposes of Government Code 552.007. [See AF]

Education Code 51.971(d), (f)–(g)

Computer Network
Security

Information is excepted from the requirements of the PIA if it is information that relates to computer network security, to network security information that is restricted under Government Code 2059.055, or to the design, operation, or defense of a computer network. The following information is confidential:

1. A computer network vulnerability report;
2. Any other assessment of the extent to which data processing operations, a computer, a computer program, network, system, system interface, or software of a governmental body or of a contractor of a governmental body is vulnerable to unauthorized access or harm, including an assessment of the extent to which the governmental body's or contractor's electronically stored information containing sensitive or critical information is vulnerable to alteration, damage, erasure or inappropriate use;
3. A photocopy or other copy of an identification badge issued to an official or employee of a governmental body; and
4. Information directly arising from a governmental body's routine efforts to prevent, detect, investigate, or mitigate a computer security incident, including information contained in or derived from an information security log.

Item 4 does not affect the notification requirements related to a breach of system security as defined by Business and Commerce Code 521.053.

Information may be disclosed to a bidder if the governmental body determines that providing the information is necessary for the bidder to provide an accurate bid. Such a disclosure is not a voluntary disclosure for purposes of Government Code 552.007 (requiring disclosure to any person).

Gov't Code 552.139

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Security System Specifications, Operations, and Locations	Except as provided by Government Code 418.182(b) and (c), information, including access codes and passwords, in the possession of a governmental entity that relates to the specifications, operating procedures, or location of a security system used to protect public or private property from an act of terrorism or related criminal activity is confidential. <i>Gov't Code 418.182(a)</i>
Emergency Alert System	The personal identifying information obtained from an individual for the purpose of the emergency alert system of a college district, including an email address or telephone number, is confidential and not subject to disclosure under the PIA. [See CGC] <i>Education Code 51.218(e)</i>
Sensitive Crime Scene Image	A sensitive crime scene image, as defined by Government Code 552.1085(a)(6), in the custody of a governmental body, including a college district, is confidential and excepted from the requirements of Government Code 552.021, and a governmental body may not permit a person to view or copy the image except as provided by Government Code 552.1085. <i>Gov't Code 552.1085(c)</i>
Military Discharge Records	A military veteran's Department of Defense Form DD-214 or other military discharge record that is first recorded with or that otherwise first comes into the possession of a governmental body on or after September 1, 2003, is confidential for the 75 years following the date it is recorded with or otherwise comes into the possession of the governmental body in accordance with Government Code Section 552.140 or in accordance with a court order. A governmental body that obtains information from the record shall limit the governmental body's use and disclosure of the information to the purpose for which the information was obtained. <i>Gov't Code 552.140</i>
Retirement System Information	Records of individual members, annuitants, retirees, beneficiaries, alternate payees, program participants, or persons eligible for benefits from a retirement system under a retirement plan or program administered by the retirement system that are in the custody of another governmental agency acting in cooperation with or on behalf of the retirement system are confidential and not subject to public disclosure. <i>Gov't Code 552.0038</i>
Election Judge or Clerk Information	An email address or personal phone number of an election judge or clerk collected or maintained by the authority conducting the election is confidential and does not constitute public information for purposes of the PIA. <i>Election Code 32.076(a)</i>
<i>Exception</i>	<p>An email address or phone number described by Election Code 32.076(a), above, shall be made available on request to:</p> <ol style="list-style-type: none">1. Any entity eligible to submit lists of election judges or clerks for that election; or

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2. The state executive committee of a political party with a county chair eligible to submit lists of election judges or clerks for that election.

Election Code 32.076(b)

**Section III:
Information
Excepted from
Public Disclosure**

The PIA does not prohibit a governmental body or its officer for public information voluntarily making part or all of its information available to the public, unless the disclosure is expressly prohibited by law or the records are confidential by law. *Gov't Code 552.007*

Except for social security numbers as provided by Government Code 552.147, the confidentiality provisions of Government Code Chapter 552, or other law, information that is not confidential, but is excepted from required disclosure under the PIA, is public information and is available to the public on or after the 75th anniversary of the date the information was originally created or received by the governmental body. This paragraph does not limit the authority of a governmental body to establish retention periods for records under applicable law. *Gov't Code 552.0215*

Confidential
Information

Information is excepted from the requirements of the PIA if it is information considered to be confidential by law, either constitutional, statutory, or by judicial decision. *Gov't Code 552.101*

Personnel File

Information is excepted from the requirements of the PIA if it is information in a personnel file, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, except that all information in the personnel file of an employee of a governmental body is to be made available to that employee or the employee's designated representative as public information is made available under the PIA. *Gov't Code 552.102*

Substantial Threat
of Physical Harm

Information in the custody of a governmental body that relates to an employee or officer of the governmental body is excepted from the requirements of the PIA if, under the specific circumstances pertaining to the employee or officer, disclosure of the information would subject the employee or officer to a substantial threat of physical harm. *Gov't Code 552.152*

Litigation

Information is excepted from the requirements of the PIA if it is information relating to litigation of a civil or criminal nature to which the state or a political subdivision is or may be a party or to which an officer or employee of the state or political subdivision, as a consequence of the person's office or employment, is or may be a party. The state or a political subdivision is considered to be a party to litigation of a criminal nature until the applicable statute of limitations has expired or until the defendant has exhausted all appellate and postconviction remedies in state and federal court. Information

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relating to litigation involving a governmental body or an officer or employee of a governmental body is excepted from disclosure under the PIA only if the litigation is pending or reasonably anticipated on the date that the requestor applies to the officer for public information for access to or duplication of the information. *Gov't Code 552.103*

Competition or
Bidding

Information is excepted from the requirements of the PIA if a governmental body demonstrates that release of the information would harm its interest by providing an advantage to a competitor or bidder in a particular ongoing competitive situation or in a particular competitive situation where the governmental body establishes the situation at issue is set to reoccur or there is a specific and demonstrable intent to enter into the competitive situation again in the future. Except as provided below, the requirement of Government Code 552.022 that a category of information listed under Section 552.022(a) is public information and not excepted from required disclosure under the PIA unless expressly confidential under law does not apply to information that is excepted from required disclosure under this provision. *Gov't Code 552.104(a)–(b)*

*Exception for
Entertainment
Events*

The exception to disclosure for information related to competition or bidding under Government Code 552.104(b) does not apply to information described by Government Code 552.022 relating to the receipt or expenditure of public or other funds by a governmental body for a parade, concert, or other entertainment event paid for in whole or part with public funds. A person, including a governmental body, may not include a provision in a contract related to an event described by this provision that prohibits or would otherwise prevent the disclosure of information described by this subsection. A contract provision that violates this provision is void. *Gov't Code 552.104(c)*

Location or Price of
Property

Information is excepted from the requirements of the PIA if it is information relating to the location of real or personal property for a public purpose prior to public announcement of the project, or appraisals or purchase price of real or personal property for a public purpose prior to the formal award of contracts for the property. *Gov't Code 552.105*

Drafts and Working
Papers

A draft or working paper involved in the preparation of proposed legislation is excepted from the requirements of the PIA. *Gov't Code 552.106*

Legal Matters

Information is excepted from the requirements of the PIA if it is information the attorney of a political subdivision is prohibited from disclosing because of a duty to the client under the Texas Rules of Evidence or the Texas Disciplinary Rules of Professional Conduct

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or a court by order has prohibited disclosure of the information.
Gov't Code 552.107

Law Enforcement
Information

Information held by a law enforcement agency that deals with detection, investigation, or prosecution of crime is excepted from the requirements of the PIA if:

1. Release of the information would interfere with the detection, investigation, or prosecution of crime;
2. It is information that deals with the detection, investigation, or prosecution of crime only in relation to an investigation that did not result in conviction or deferred adjudication; or
3. It is information relating to a threat against a peace officer collected or disseminated under Government Code 411.048.

An internal record or notation of a law enforcement agency that is maintained for internal use in matters relating to law enforcement or prosecution is excepted from the requirements of the PIA if:

1. Release of the internal record or notation would interfere with law enforcement or prosecution; or
2. The internal record or notation relates to law enforcement only in relation to an investigation that did not result in conviction or deferred adjudication.

This section does not except from the requirements of the PIA information that is basic information about an arrested person, an arrest, or a crime.

Gov't Code 552.108

Private
Correspondence
and
Communications

Private correspondence or communications of an elected office holder relating to matters the disclosure of which would constitute an invasion of privacy are excepted from the requirements of the PIA. *Gov't Code 552.109*

Contracting
Information

Trade Secrets

Information is excepted from public disclosure if it is demonstrated based on specific factual evidence that the information is a trade secret, as defined by Government Code 552.110(a). *Gov't Code 552.110(b)*

*Proprietary
Information*

Information submitted to a governmental body by a vendor, contractor, potential vendor, or potential contractor in response to a request for a bid, proposal, or qualification is excepted from public disclosure if the vendor, contractor, potential vendor, or potential contractor that the information relates to demonstrates based on specific factual evidence that the information is proprietary information under Government Code 552.1101. *Gov't Code 552.1101*

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*Commercial or
Financial
Information*

Commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained are excepted from the requirements of the PIA. *Gov't Code 552.110(b)*

Exceptions

The exceptions to disclosure provided by Government Code 552.110 and 552.1101 do not apply to the following types of contracting information:

1. A contract described by Government Code 2261.253(a), excluding any information that was properly redacted under Section 2261.253(e);
2. A contract described by Government Code 322.020(c), excluding any information that was properly redacted under Section 322.020(d);
3. The following contract or offer terms or their functional equivalent:
 - a. Any term describing the overall or total price the governmental body will or could potentially pay, including overall or total value, maximum liability, and final price;
 - b. A description of the items or services to be delivered with the total price for each if a total price is identified for the item or service in the contract;
 - c. The delivery and service deadlines;
 - d. The remedies for breach of contract;
 - e. The identity of all parties to the contract;
 - f. The identity of all subcontractors in a contract;
 - g. The affiliate overall or total pricing for a vendor, contractor, potential vendor, or potential contractor;
 - h. The execution dates;
 - i. The effective dates; and
 - j. The contract duration terms, including any extension options; or
4. Information indicating whether a vendor, contractor, potential vendor, or potential contractor performed its duties under a contract, including information regarding a breach of contract, a contract variance or exception, a remedial action, an amendment to a contract, any assessed or paid liquidated

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damages, a key measures report, a progress report, and a final payment checklist.

Gov't Code 552.0222(6)

Agency Memoranda An interagency or intraagency memorandum or letters that would not be available by law to a party in litigation with the agency is excepted from the requirements of the PIA. *Gov't Code 552.111; City of Garland v. Dallas Morning News, 22 S.W.3d 351 (Tex. 2000) (concluding that the deliberative process privilege, incorporated into the exception found at Government Code 552.111, exempts communications related to a governmental agency's policymaking)*

Audit Working Paper An audit working paper of an audit of the state auditor or the auditor of an institution of higher education is excepted from the requirements of the PIA. If information in an audit working paper is also maintained in another record, that other record is not excepted from the requirements of the PIA.

"Audit working paper" includes all information, documentary or otherwise, prepared or maintained in conducting an audit or preparing an audit report, including intra-agency and interagency communications and drafts of the audit report or portions of those drafts.

Gov't Code 552.116

Contact Information Information is excepted from the requirements of the PIA if it is information that relates to the home address, home telephone number, emergency contact information, or social security number of the following persons, or that reveals whether the person has family members:

1. A current or former official or employee of a governmental body, except as otherwise provided by Government Code 552.024.
2. A current or honorably retired peace officer as defined by Code of Criminal Procedure 2.12, regardless of whether the officer complies with Government Code 552.024 or 552.1175, as applicable.
3. A commissioned security officer as defined by Occupations Code 1702.002, regardless of whether the officer complies with Sections 552.024 or 552.1175, as applicable.
4. An elected public officer, regardless of whether the officer complies with Section 552.024 or 552.1175, as applicable.
5. Other officials listed under Government Code 552.117.

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	<p><i>Gov't Code 552.117</i> [For officer information that is confidential under Government Code 552.1175, see Section II: Information that is Confidential]</p>
Photographs of Peace Officers	<p>A photograph that depicts a peace officer, as defined by Code of Criminal Procedure 2.12, the release of which would endanger the life or physical safety of the officer is excepted from the requirements of the PIA, unless:</p> <ol style="list-style-type: none">1. The officer is under indictment or charged with an offense by information;2. The officer is a party in a civil service hearing or a case in arbitration; or3. The photograph is introduced as evidence in a judicial proceeding. <p>A photograph excepted from disclosure as described above may be made public only if the peace officer gives written consent to the disclosure.</p> <p><i>Gov't Code 552.119</i></p>
Test Items	<p>Test items developed by a state-funded educational institution. A test item developed by a licensing agency or governmental body is excepted from the requirements of the PIA. <i>Gov't Code 552.122</i></p>
Rare Books and Original Manuscripts	<p>A rare book or original manuscript that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from the requirements of the PIA. <i>Gov't Code 552.120</i></p>
Documents Held for Historical Research	<p>An oral history interview, personal paper, unpublished letter, or organizational record of a nongovernmental entity that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from the requirements of the PIA to the extent that the archival and manuscript repository and the donor of the interview, paper, letter, or record agree to limit disclosure of the item. <i>Gov't Code 552.121</i></p>
Chief Executive Officer Applicants	<p>The name of an applicant for the position of chief executive officer of an institution of higher education, and other information that would tend to identify the applicant, is excepted from the requirements of the PIA except that the governing board of the institution must give public notice of the name or names of the finalists being considered for the position at least 21 days before the date of the</p>

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meeting at which final action or a vote is to be taken on the employment of the person. *Gov't Code 552.123*

Motor Vehicle
Record Information

Information is excepted from the requirements of the PIA if the information relates to:

1. A motor vehicle operator's or driver's license or permit issued by an agency of this state or another state or country;
2. A motor vehicle title or registration issued by an agency of this state or another state or country; or
3. A personal identification document issued by an agency of this state, or another state or country or a local agency authorized to issue an identification document.

Information described above may be released only if, and in the manner, authorized by Transportation Code Chapter 730 (the Motor Vehicle Records Disclosure Act).

Subject to Chapter 730, a governmental body may redact information described above from any information the governmental body discloses without the necessity of requesting a decision from the attorney general under Government Code Chapter 552, Subchapter G. If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

A governmental body that redacts or withholds information as described above shall provide the following information to the requestor on a form prescribed by the attorney general: a description of the redacted or withheld information; a citation to Government Code 552.130; and instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

Gov't Code 552.130

Commercial Book
or Publication

A governmental body is not required under the PIA to allow the inspection of or to provide a copy of information in a commercial book or publication purchased or acquired by the governmental body for research purposes if the book or publication is commercially available to the public. Although information in a book or publication may be made available to the public as a resource material, such as a library book, a governmental body is not required to make a copy of the information in response to a request for public

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information. A governmental body shall allow the inspection of information in a book or publication that is made part of, incorporated into, or referred to in a rule or policy of the governmental body.
Gov't Code 552.027

Social Security
Numbers

The social security number of a living person is excepted from the requirements of the PIA, but is not confidential under Government Code 552.147 and this section does not make the social security number of a living person confidential under the PIA or other law. A governmental body may redact the social security number of a living person from any information the governmental body discloses under the PIA without the necessity of requesting a decision from the attorney general. *Gov't Code 552.147(a)–(b)*

Donor Information

The name or other information that would tend to disclose the identity of a person, other than a governmental body, who makes a gift, grant, or donation of money or property to an institution of higher education or to another person with the intent that the money or property be transferred to an institution of higher education is excepted from the requirements of the PIA. This provision does not except from required disclosure other information relating to the described gifts, grants, and donations, including the amount or value of an individual gift, grant, or donation. *Gov't Code 552.1235*

Safety and Security
Audit

Any document or information collected, developed, or produced during a safety and security audit conducted under Education Code 37.108(b) is not subject to disclosure under the PIA [see CG].

*Multihazard
Emergency
Operations Plan
Exception*

A document relating to a public junior college district's multihazard emergency operations plan [see CGC] is subject to disclosure if the document enables a person to:

1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Texas Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments;
2. Verify that the district's plan was reviewed within the last 12 months and determine the specific review dates;
3. Verify that the plan addresses the five phases of emergency management under Education Code 37.108(a);
4. Verify that district employees have been trained to respond to an emergency and determine the types of training, the number of employees trained, and the person conducting the training;

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5. Verify that each campus in the district has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;
6. Verify that the district has completed a safety and security audit under Education Code 37.108(b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees; and
7. Verify that the district has addressed any recommendations by the board for improvement of the plan and determine the district's progress within the last 12 months.

Education Code 37.108(c-1)–(c-2)

*Cybersecurity
Information*

A cyber threat indicator or defensive measure shared by or with a state, tribal, or local government under 6 U.S.C. 1503 shall be deemed voluntarily shared information and exempt from disclosure under any state or local freedom of information law, open government law, open meetings law, open records law, sunshine law, or similar law requiring disclosure of information or records. 6 U.S.C. 1503(d)(4)(B)

A cyber threat indicator or defensive measure shared with the federal government under Title 6, United States Code, shall be:

1. Deemed voluntarily shared information and exempt from disclosure under federal public information law and any state or local provision of law requiring disclosure of information or records; and
2. Withheld, without discretion, from the public under federal public information law and any state or local provision of law requiring disclosure of information or records.

6 U.S.C. 1504(d)(3) [See CS]

Review and Recommend Action on Resolution 2023-008 on a Written Statement for Professional Legal Services Contract

The Board is asked to approve the resolution 2023-008 on a written statement for professional legal services contract, under Texas Government Code 2254.1036.

This applies to the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2023 through April 30, 2024.

Purpose and Justification – To comply with Texas Government Code 2254.1036, Political Subdivision: Contract Notice; Approval by Governing Body, which requires a written statement when a political subdivision enters and approves a contingency fee contract for legal services.

A written statement when a political subdivision enters and approves a contingency fee contract delinquent tax collection legal services is required by Texas Government Code 2254.1036, include the following:

- There is a substantial need for the legal services;
- The legal services cannot be adequately performed by the attorney and supporting personnel of the political subdivision; and
- The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which the services will be obtained or because the political subdivision does not have funds to pay the estimated amount required under a contract providing only for the payment of hourly fees.

Background – As per Texas Government Code 2254.1036, a written notice was published when the delinquent tax collection services contract was presented to the Board of Trustees for consideration. A resolution is recommended to meet the requirements of Texas Government Code 2254.1036, which will be completed once the Board selects the delinquent tax attorney firm.

Enclosed Documents – The Resolution for Approving a Contract with a delinquent tax attorney firm, follows in the packet for the Board's information and review.

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

This item was not available for presentation to the Finance, Audit, and Human Resources Committee on March 7, 2023, and is presented without a recommendation from that committee.

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

The Board of Trustees of South Texas College approves and adopts Resolution 2023-008 on a written statement and finding of the College's need for specialized contingent fee legal services, under Texas Government Code 2254.1036 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION 2023-008 TO APPROVE PROFESSIONAL LEGAL SERVICES CONTRACT WITH

WHEREAS, after having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with _____ is approved and the President is authorized to execute this Agreement.

After exercising its due diligence, The South Texas College finds that:

1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the South Texas College at a reasonable cost;
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08 and 33.48 and because the South Texas College does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
4. _____, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
5. _____, provides specialized legal services to South Texas College and the College is well satisfied with the quality and outcome of the legal services since the inception of the agreement.
6. The contract with _____ is the result of an arm's length transaction between South Texas College and _____ and is fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with _____ for the collection of delinquent taxes for the period of May 1, 2023 through April 30, 2024.

PASSED, APPROVED and ADOPTED this _____ day of _____, 2023.

South Texas College

ATTEST:

BY: _____

Rose Benavidez

Chair

ATTEST:

Victoria Cantu

Secretary

Discussion and Action as Necessary to Implement a 36-Hour Work Week Summer Schedule Starting May 15, 2023 and Ending on August 13, 2023

Purpose and Justification – Administration requests Board approval to implement a 36-hour work week Summer Schedule starting May 15, 2023 and ending on August 13, 2023 by reducing the number of working hours for all full-time employees, from 40 hours per week to 36 hours per week, and granting 4-hours summer leave paid per week resulting in no reduction in pay. The College will close on Fridays.

The modified 36-hour work week Summer Schedule will consist of the following:

- Full time employees will work four (4) days (Monday – Thursday) for nine (9) hours each day, totaling 36 hours.
⇒ Exceptions or flexible schedules may be applied for positions required to work on Friday.
- A 4-hour Summer Paid Leave will be populated every week for the duration of the Summer schedule for non-exempt employees.

Background – Since the pandemic, different work arrangements have been accepted by employers across industries, including the reduction of work days in a week. The College implemented a summer pilot program of a four-and-a-half-day workweek in May 2022, which was extended through fiscal year 2022 - 2023. Employees work 40 hours in the reduced work week.

In continuing to expand employees' benefits in order to improve retention and employee satisfaction, Administration is proposing to reduce the work week to 36 hours worked over 4 days, as noted above. Exceptions will apply for positions required to work on Friday.

Studies have shown that benefits of the proposed 36-hour workweek include, but are not limited to:

- Increased employee satisfaction
- Extended weekend time to spend with family/children on summer break
- Reduced monthly utility cost
- Attract and retain employees and reduce turnover
- Improved overall employee mental health
- Higher employee productivity despite fewer hours

The modified work week schedule would begin the week of May 15, 2023 and end August 13, 2023. Employees will work with their supervisor to implement their new schedule for this period with the goal of working 36 hours each week. Supervisors will ensure that administrative offices are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

Reviewers – The Summer Schedule has been reviewed by Administrative Staff, President's Cabinet, and Legal Counsel.

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

The Finance, Audit, and Human Resources Committee did not make a recommendation on this item, asking that it be presented to the full Board of Trustees for deliberation and action.

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 implementation of a 36-hour work week Summer Schedule starting May 15, 2023 and ending on August 13, 2023 by reducing the number of working hours for all full-time employees, from 40 hours per week to 36 hours per week, and granting 4-hours summer leave paid per week resulting in no reduction in pay, and includes closing the College on Fridays as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Proposed Revisions to Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to Include Simplified Tuition Rate and Bachelor's Degrees

Purpose and Justification – Administration requests Board approval on proposed revisions to the Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to include Simplified Tuition Rate (STR) and to four (4) Bachelor's Degrees.

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.

A. Simplified Tuition Rate (STR)

A major revision is proposed for FY 2023 - 2024 in order to implement the Simplified Tuition Rate (STR) in the Credit Students Schedule, whereby In-District Tuition, Out-of-District Tuition, 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.

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.

Differential Tuition for the Nursing Allied Health Programs and certain mandatory, incidental, and course fees such as for Fire Science, Police Academy, Welding, and Cosmetology 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, Lab Fee, Electronic Distance Learning Fee, Physical Education Special Activity Fee, Developmental Studies Fee, Drop Fee, and Withdrawal Fee.

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

B. Bachelor Degrees

Although the Bachelor's Degrees are not rolled into the STR Method, a revision is proposed which is dependent on whether the STR is approved. Changes are as follows:

10. Credit Students Tuition and Fees

- Increase four (4) Bachelor's Degrees
- Deletion of the term Competency Based Format

On February 14, 2023, the Board of Trustees reviewed this item and did not take action. They recommended that Administration work with the Public Relations department to develop a marketing strategy on how to best advertise the new STR changes to students and gather feedback from students. In addition, the Board requested an analysis of how many students will have an increase or decrease in the total cost and include how many students will be covered by Financial Aid, Pell Grant, and other forms of scholarships and bring it back to the Committee for consideration.

If the **Simplified Tuition Rate (STR)** and **Bachelor Degrees** are not approved by the Committee, Administration requests that the Tuition and Fees will remain unchanged from Fiscal Year 2022 – 2023.

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

Enclosed Documents - The proposed Schedules on Exhibit A and B and a Presentation on the FY 2023-2024 Tuition and Fees follow in the packet for the Board's information and review. The proposed revisions are highlighted in yellow on the Schedule.

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

The Finance, Audit, and Human Resources Committee did not make a recommendation on this item, asking that it be presented to the full Board of Trustees for deliberation and action.

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 Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to include Simplified Tuition Rate (STR) and to four (4) Bachelor's Degrees as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
• In-District per credit hour	77.00	77.00	160.00
RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
• Out-of-District per credit hour	87.00	87.00	170.00
NON-RESIDENT TUITION-OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:			
• Out-of-State/International per credit hour	0.00	0.00	0.00
OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT HOUR:			
• Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	250.00 flat rate	250.00 flat rate
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			
DIFFERENTIAL TUITION PER CREDIT HOUR:			
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
Nursing and Allied Health (NAH)			75.00
Associate Degree Nursing	75.00	75.00	Deleted
Emergency Medical Technology	55.00	55.00	Deleted
Occupational Therapy Assistant	55.00	55.00	Deleted
Patient Care Assistant	35.00	35.00	Deleted
Pharmacy Tech	55.00	55.00	Deleted
Physical Therapist Assistant	55.00	55.00	Deleted
Radiologic Technology/Sonography	65.00	65.00	Deleted
Respiratory Therapy	65.00	65.00	Deleted
Vocational Nursing	75.00	75.00	Deleted
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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:			
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
*All fees will be assessed, except mandatory and course fees.			
MANDATORY FEES:			
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 -(Summer 2020 Sessions – Fee-waived)	4.00	4.00	4.00
COURSE FEES:			
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 • Summer 2020 traditional (non-"S" section) courses – Fee-waived • Fall 2020 traditional (non-"S" section) courses – Fee-waived • Spring 2021 traditional (non-"S" section) courses – Fee-waived	10.00	10.00	Deleted
Physical Education Special Activity Fee per course	55.00	55.00	Deleted
INCIDENTAL FEES:			
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) • Enrollment in Developmental Studies Courses (>18 credit hours)	125.00 125.00	125.00 125.00	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 Spring 2020 – Fee-waived when incurred on or after March 13, 2020	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee Spring 2020 – Fee-waived when incurred on or after March 13, 2020	35.00	35.00	35.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
Reinstatement Fee (after Census date) Spring 2020 – Fee waived when incurred on or after March 13, 2020	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
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
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 • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429	165.00	165.00	165.00
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
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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
Cosmetology Program Fees			
• Tool Kit - CSME 1401	575.00	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
LIBRARY FEES:			
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



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, EDUCATION BACHELOR FLAT TUITION:			
BACHELOR DEGREES: • Computer and Information Technologies • Medical and Health Services Management • Organizational Leadership • Operations Management			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)	850.00	850.00	900.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)	910.00	910.00	960.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)	1500.00	1500.00	1500.00
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			



Proposed Simplified Tuition Rate for Fiscal Year 2023 - 2024

March 28, 2023 Board Committee Meeting

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

1

Simplified Tuition Rate (STR)

Introduced the proposed Simplified Tuition Rate (STR) with certain tuition, differential tuition, and fees rolled into the STR.

Tuition

- Reviewed tuition and fees history
- Last tuition change occurred in 2020 (\$70 to \$77)

Mandatory Fees

- Registration Fee – Last increase occurred in 2020 (\$100/\$160 per semester to \$150)
- Student Activity Fees - Last increase occurred in 2018 (\$2 to \$4 per semester credit hour)
- Information Technology Fee – Last increase occurred in 2021 (\$30 to \$31 per semester credit hour)
- Learning Support Fee – Last increase occurred in 2021 (\$12 to \$14 per semester credit hour)

Differential Tuition

- Reviewed differential tuition per credit hour history
- Last differential tuition change occurred in 2020 (\$10 - \$55 to \$10 - \$75)
- (4) four new programs were added in 2020 and (2) two new programs were added in 2021

2

What is a Simplified Tuition Rate?

- In-District Tuition, Out-of-District Tuition, majority of the mandatory fees, Program Differential Tuition, and selected other fees are rolled into one Simplified Tuition Rate applied per semester credit hour.

3

Benefits of a Simplified Tuition Rate

Benefits to Students

- Simplify and clarify students total cost of attendance
- Simplify and clarify student bills and statements
- Reduce questions from students and parents
- Provide equity
- Provide transparency

Benefits to College

- Reduce manual work
- Simplify and streamline tuition tables
- Simplify communication
- Reduce errors in assessing changes and refunding credits

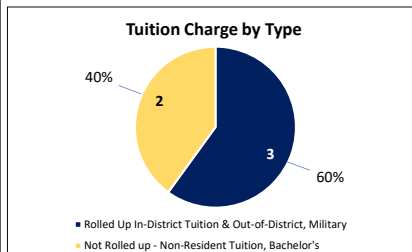
4

List of Other Colleges with Simplified Tuition Rates

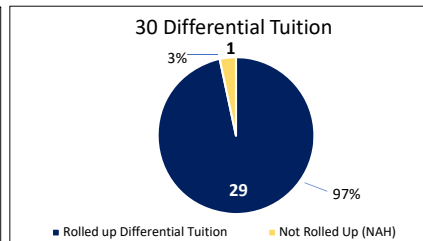
#	Other Colleges with Simplified Tuition Rates
1	Central Texas College
2	Coastal Bend
3	Collin College
4	Dallas College
5	Lone Star College
6	San Jacinto College
7	Tarrant County College

5

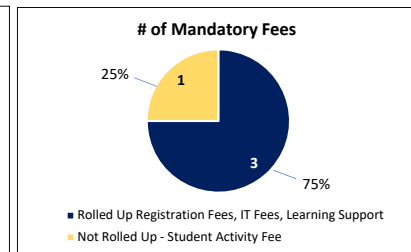
Number of Fees Rolled Up Into STR



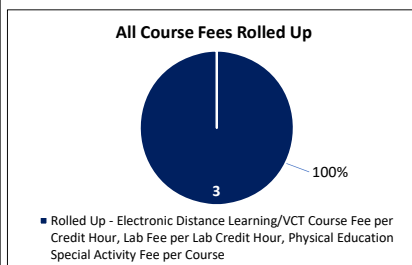
There are 5 types of tuition charges. 2 out of the 5 will be rolled up.



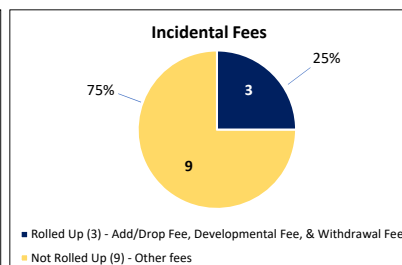
There are 30 differential tuitions. 29 out of the 30 will be rolled up. 9 NAH differential tuitions rolled into 1.



There are 4 Mandatory fees. 3 out of the 4 will be rolled up.



There are 3 Course fees. All fees rolled up.

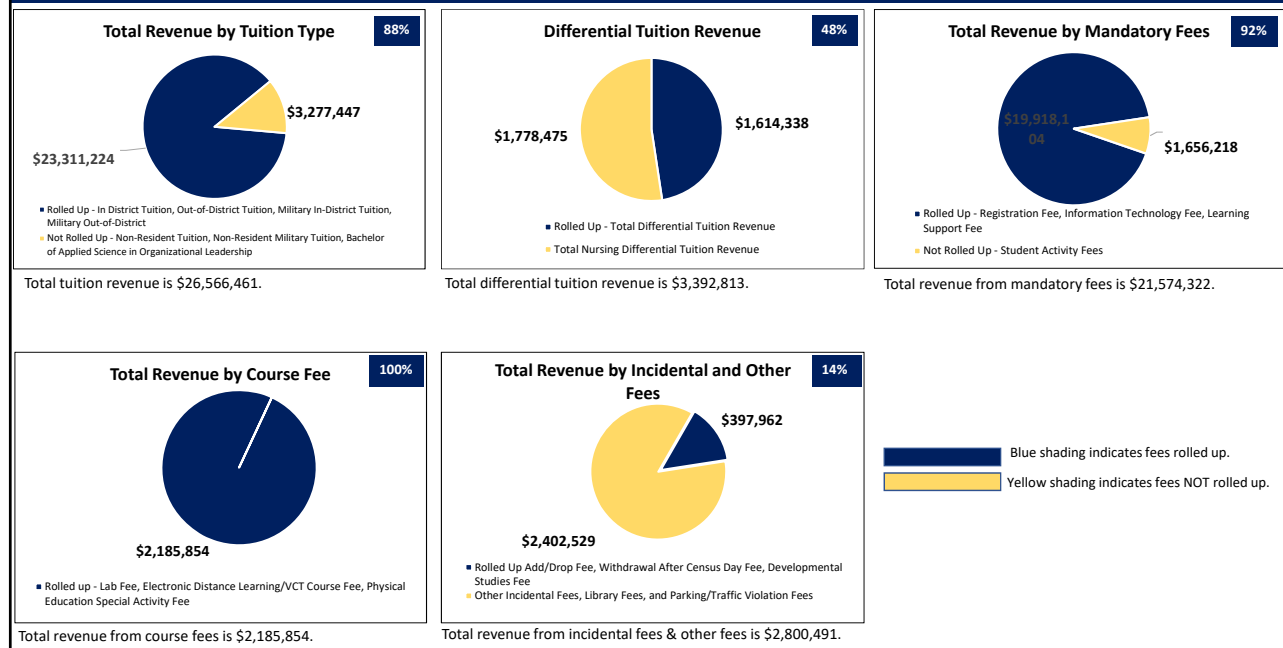


There are 12 Incidental fees. 3 out of 12 are rolled up.

Blue shading indicates fees rolled up.
Yellow shading indicates fees NOT rolled up.

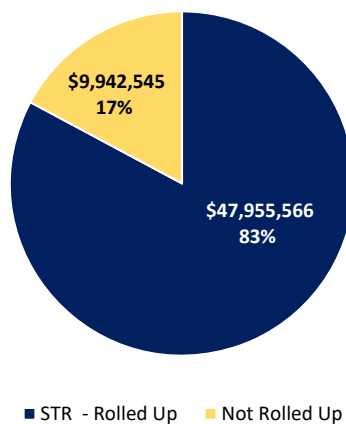
6

Total Revenue of Tuition and Fees Rolled Up



Total Tuition and Fees Revenue

Tuition and Fees Revenue
Rolled Up into STR and Not Rolled UP



STR Rates

Tuition Residency	STR Rates
In District Rate	\$160
Out-of-District Rate	\$170
Non-Resident	\$250

9

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

10

Board Requested Items

- On February 14, 2023, the Board of Trustees reviewed the proposed STR and did not take action. The following items were requested from Administration:
 - 1. Student Input on the STR**
 - 2. Analysis on Impact on Student**
 - 3. Analysis on Financial Aid and Scholarship Support**
 - 4. Marketing Strategy**

11

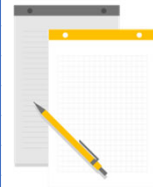
Student Input

Student Affairs and Student Activity student focus group

- The student focus group included 40 students from 15 different programs



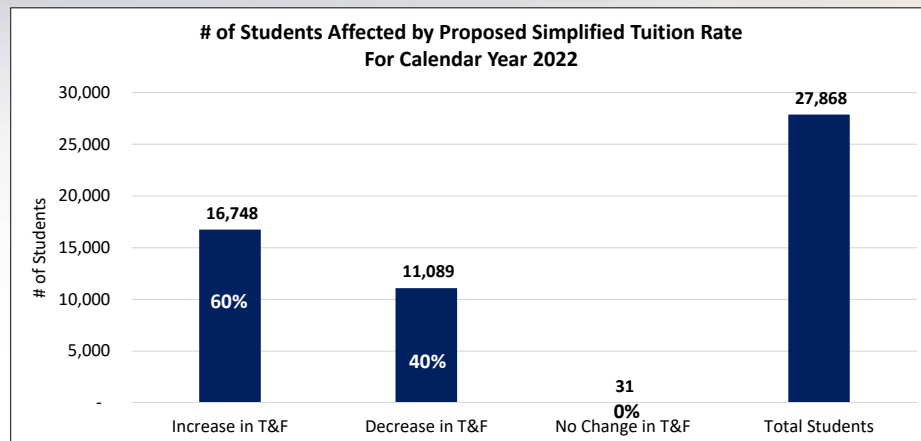
Student Comments
"Currently the bill is confusing on how much to pay."
"Great way to know the cost and have a set amount (to plan)."
"Good idea, no extra information needed to explain to parents"
"Explaining an increase is easier than explaining all the fees"
"As a student you focus on tuition"
"All inclusive is easier "I like it"
"All inclusive less confusing"
"Really great idea currently focus on tuition and don't even look at the fees, but still need to pay them."
"Do like, it easier to understand, concerned about out of pocket payees"
"Good idea, had a student calling to question the IT fee and other fees."
"All inclusive don't have time to go through it, combined fees"
"Eliminate the stress of calculating the extra fees."
"Easier less confusing without the detail."
"Show them up-front easier to explain on the system"
"Current bill is long, confusing, and hard to explain and understand"
"Currently have fees for everything and is hard to explain"



12

Analysis of Student Impact Students Affected by Proposed Simplified Tuition Rate Regular Semester for Calendar Year 2022

The table below shows a total of 27,868 students impacted by implementing STR using enrollment data from Calendar Year 2022. An estimated 16,748 students would be impacted negatively (paying more) and an estimated 11,089 of students would be impacted positively (paying less). A total of 31 students were not impacted.

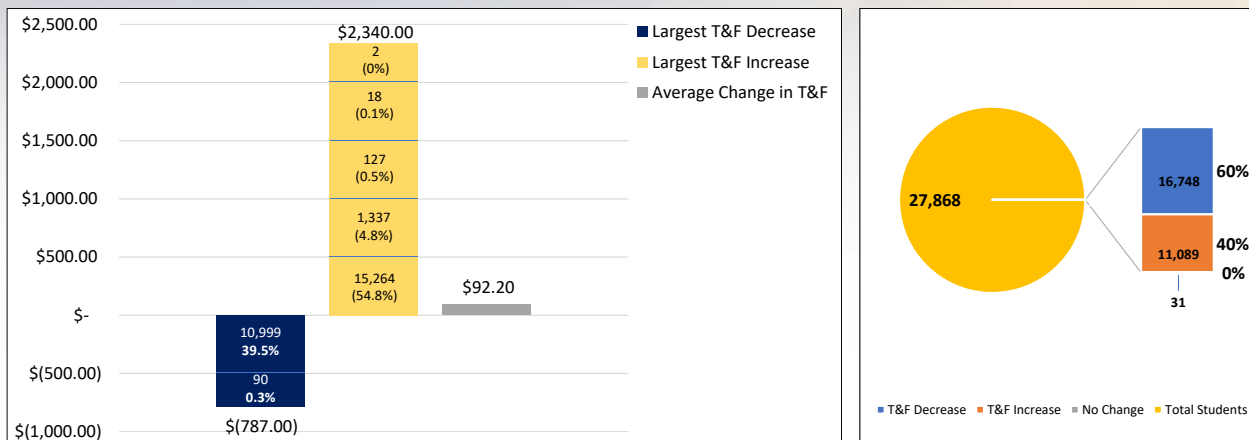


13

Data analyzed includes In District, Out of District, Military In District, Military Out of District students and excludes CBE Bachelor's, Dual Enrollment, CE, Work Credit and Differential Fees

Analysis of Student Impact Monetary Impact by Proposed Tuition Rate Regular Semester for Calendar Year 2022

The table below shows a total of 27,868 students impacted by implementing STR using enrollment data from the Calendar Year 2022. An estimated 15,264 students would have paid a range from \$1 to \$500 more and an estimated 10,999 students would have paid a range from \$1 to \$500 less.



Data analyzed includes In District, Out of District, Military In District, Military Out of District students and excludes CBE Bachelor's, Dual Enrollment, CE, and Work Credit

Analysis on Financial Aid and Scholarship Support Financial Aid and Scholarship Coverage

- Federal Pell Grants
- Veteran Affairs Funds (VA)
- Workforce Investment Grant (WIA)
- Texas Educational Opportunity Grant (TEOG)
- Texas Public Education Grant (TPEG)
- Third Party Scholarships
 - Valley Alliance of Mentors for Opportunities and Scholarships (VAMOS)
 - Valley Initiative for Development and Advancement (VIDA)
 - Rising Star Scholarship
- Nursing student grants/scholarships
- Private Scholarships
- Loans
- Creating Magic Scholarship

Semester Term	Enrollment	% Covered by Pell Grants	% Covered by Other Aid	Total
Fall 2022	18,012	56%	8%	64%
Spring 2023	14,832	55%	8%	63%

*Approximately 1,000 students do not apply for financial aid each semester.

15

Marketing Strategy

- Develop an interactive calculator placed on the College's webpage.
- Marketing strategies include the following:



Post Cards



Text Messages



Social Media

16

Marketing Strategy Proposed Calculator Example

- An interactive calculator will be posted online to assist students in determining their total charge.



Fall 2022 - Spring 2023 Tuition Calculator

Undergraduate | Graduate | Online | Other Fees | Study Abroad

Undergraduate Tuition and Fee Calculator

Fall 2022 or Spring 2023

Estimated Academic Tuition & Fees:

Please fill out all options below:

Student Type
(None)

Student Class
(None)

Full/Part Time
☐ Full Time
☐ Part Time

PT Credits: 0

Residency
(None)

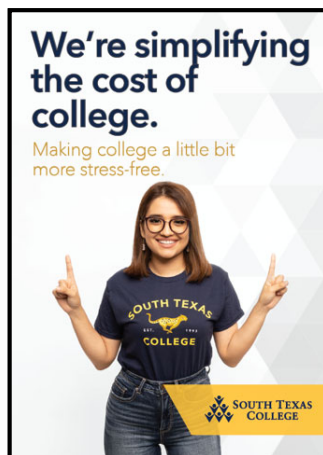
Program Name
(None)

Program Location
(None)

*This is not your final bill, this is an estimation of general tuition and fees. Other fees may apply.

17

Marketing Strategy Mock Ups of Post Cards



18

Maximum Amount per Student by Fiscal Year Pell Grant Award and Total Pell Grant

Semesters	FY 2022 - 2023	FY 2023 - 2024	Difference
Fall Semester	\$3,448.00	\$3,698.00	\$250.00
Spring Semester	\$3,447.00	\$3,697.00	\$250.00
Summer Semester	\$1,594.00	\$1,594.00	\$0.00
Total Award per Student	\$8,489.00	\$8,989.00	\$500.00

Semesters	Amount Awarded
Fall Semester	\$23,000,000
Spring Semester	23,000,000
Summer Semester	6,100,000
Total Pell Grant Award Estimate for FY 2023 - 2024	\$52,100,000

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Thank you



Review and Action as Necessary on Approval to Purchase an Ambulance

Purpose and Justification – The Board of Trustees is asked to authorize administration to purchase an ambulance from **Southwest Ambulance Sales, LLC.** (Kennedale, TX) (New), a Houston-Galveston Area Council (H-GAC) purchasing cooperative approved vendor, at a total amount of \$202,139.01.

The Emergency Medical Service Program in the Division of Nursing and Allied Health is requesting to purchase an ambulance for student instruction. Students will be able to perform hands-on training in loading and unloading patients, provide emergency care to patients, and practice medical and trauma care scenarios in this ambulance.

The ambulance is necessary for student preparation and interaction with the actual transportation type of vehicle used by the medical industry. This new ambulance will replace one of the in-service ambulances that reached twenty (20) years of service.

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

Enclosed Documents - The Summary of the Purchase is provided in the packet for the Board's information and review.

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

After the publication of the March 7, 2023, Finance, Audit, and Human Resources Committee, the need arose to include this item for approval on March 28, 2023, Board Meeting since the purchase must be made and the item received in order to be in compliance with the grant requirements and period; therefore, it is now presented without a recommendation from the Committee.

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 purchase of an ambulance from Southwest Ambulance Sales (Kennedale, TX) (New), at a total amount of \$202,139.01 as presented

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
PURCHASE OF AMBULANCE**

VENDOR			Southwest Ambulance Sales, LLC.	
ADDRESS			621 Kennedale Parkway	
CITY/STATE/ZIP			Kennedale, TX 76060	
PHONE			210-825-0192	
CONTACT			Fidel Baldazo III	
#	Qty	Description	Unit Price	Extension
1	1	2022 Medix 153 Chevy 3500 4x2 Ambulance	\$ 197,450.00	\$ 197,450.00
2	1	Shipping and Delivery	\$ 3,100.00	\$ 3,100.00
3	1	Vehicle Inventory Tax	\$ 457.01	\$ 457.01
4	1	Registration and State Inspection	\$ 132.00	\$ 132.00
5	1	HGAC Fee	\$ 1,000.00	\$ 1,000.00
TOTAL AMOUNT			\$ 202,139.01	

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

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

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

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

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

- a. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot
- b. Approval to Contract Construction Services for the District Wide Flooring Replacements Phase II at Pecan Campus, Mid Valley Campus, and Nursing and Allied Health Campus
- c. Approval of Proposed Change Order for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

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

The Board of Trustees of South Texas College approve and authorize items a – c of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot

Approval of schematic design prepared by R. Gutierrez Engineering Corporation and authorization to proceed with Solicitation of Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot project is requested.

Schematic design is the first phase of basic design services provided by the project design team. Once approved, the engineer will proceed to prepare all necessary construction documents, which will then be issued for solicitation of construction proposals

Scheduling Priority

The Pecan Campus Ann Richards Administration Building A Additional Parking Lot project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. This project is scheduled as a non-educational improvement to provide additional parking needed for Pecan Campus Building A.

Background

On November 29, 2022, the Board of Trustees approved contracting civil engineering services with R. Gutierrez Engineering Corporation for this project. The engineer has worked with College staff to develop a schematic design that provides adequate additional parking.

The project consists of demolishing or modifying the existing concrete curbs, irrigation, underground infrastructure, and constructing the additional parking lot on the west side of Building A.

- 18 New Parking Spaces
- Parking Lot Lighting
- Landscaping and Irrigation

Funding Source

Funds for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project 2023-015C are budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023.

Reviewers

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

Estimated Project Timeline

The project design phase is projected to last until April 2023, with construction to commence in June 2023 and Substantial Completion in October 2023.

Enclosed Documents

R. Gutierrez Engineering Corporation has developed a schematic presentation describing the proposed design. Enclosed are the schematic design and a fact sheet.

Presenters

Representatives from R. Gutierrez Engineering Corporation 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 for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot project as presented.

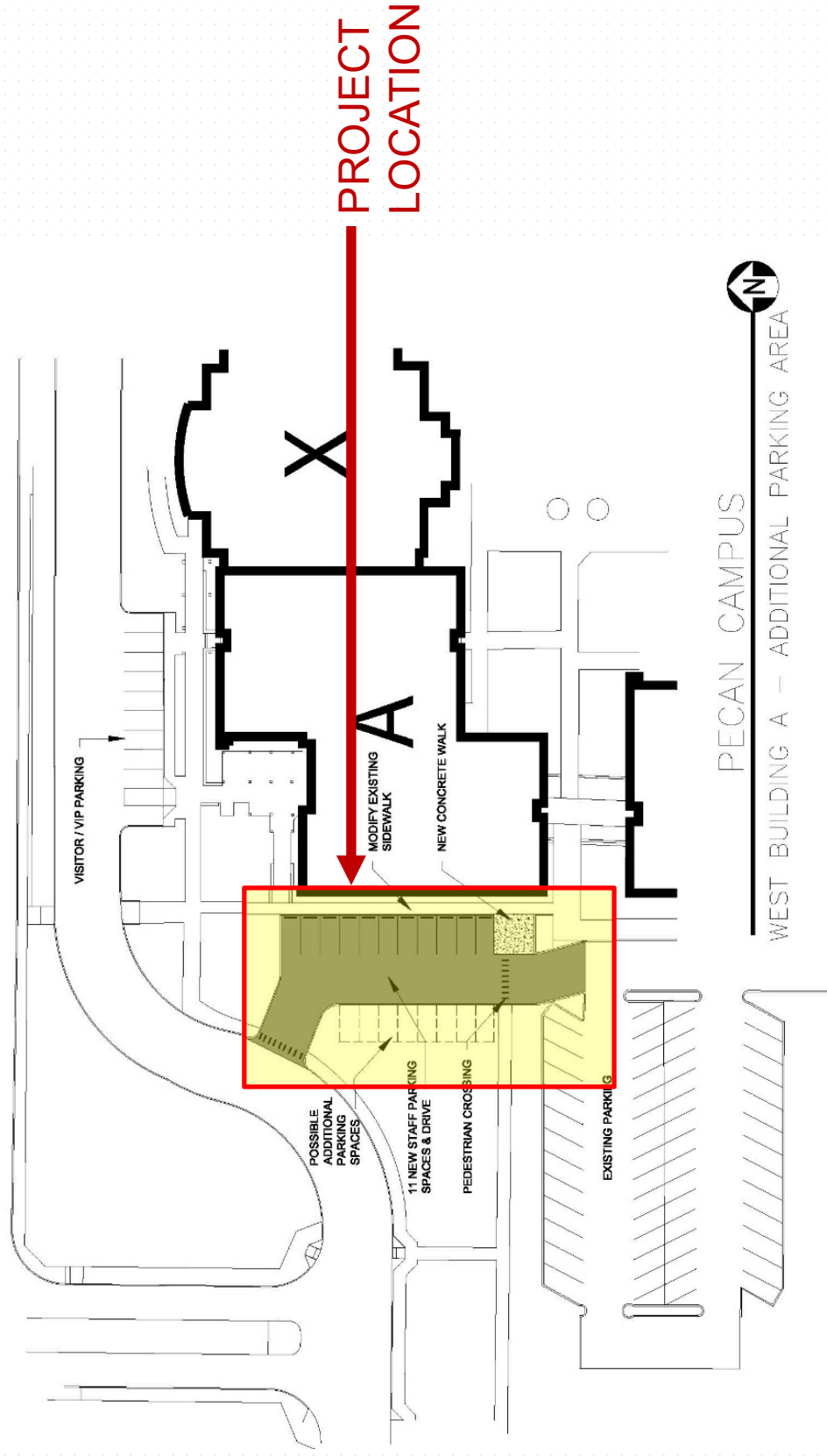
It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

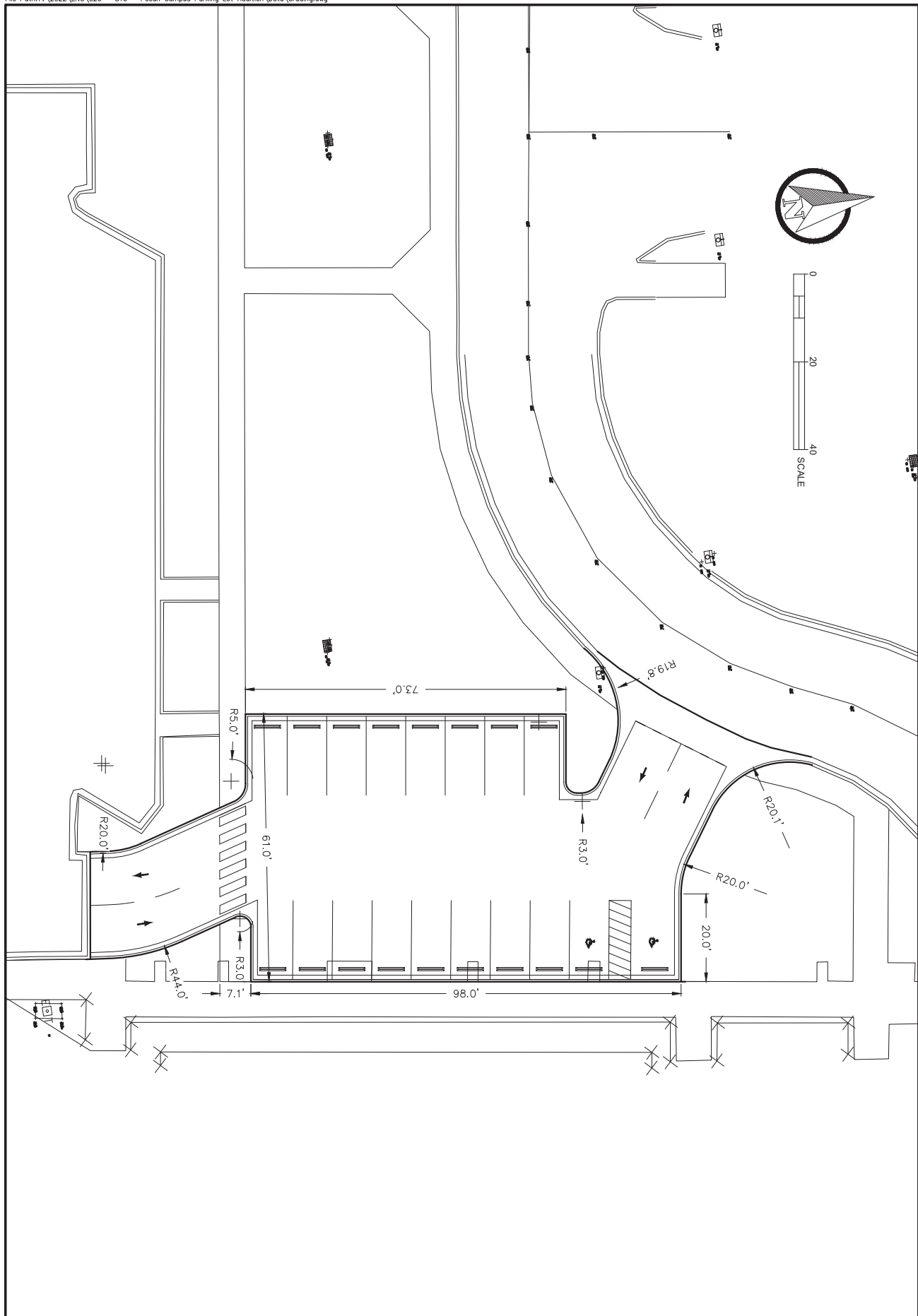
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design and authorization to proceed with solicitation of construction services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot project as presented.


Approval Recommended:

Dr. Ricardo J. Solis
President

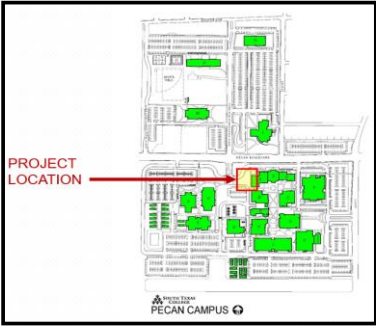
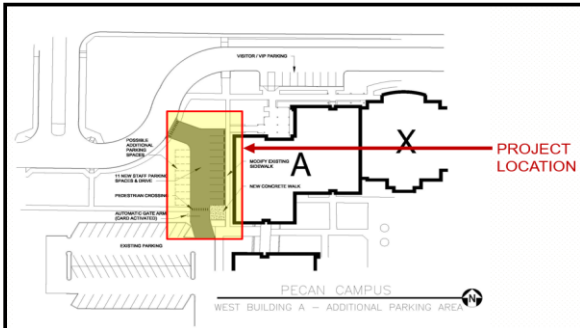
Pecan Campus Building A Additional Parking Lot Proposed Project Site





# SHEET	SCALE:				SOUTH TEXAS COLLEGE PECAN CAMPUS ADDITIONAL PARKING LOT	PRELIMINARY—FOR REVIEW ONLY These documents are for Design Review and not intended for Construction, Bidding or Permit Purposes. They were prepared by, or under the supervision of: RAMIRO GUTIERREZ P.E. Name	 <i>Professional Engineers & Land Surveyors</i> 130 E. PARK AVENUE • PHARR, TEXAS 77577 (TEL) 956 782-2557 • (FAX) 956 782-2558 ENGINEERING FIRM No. 486 SURVEYING FIRM No. 101850-00
	DATE: February 2023						
	FB. No.:						
	SURVEY BY:						
	DRAWN BY:						
	PREPARED BY: R.G.						
	CHECKED BY: R.G.						
	REVISION	DATE	BY	Proposed Plan			

Project Fact Sheet
3/1/2023

Project Name: Pecan Campus - Ann Richards Administration Building A Additional Parking Lot 19				Project No. 2023-015C													
Funding Source(s): Unexpended Plant Fund																	
		FY 22-23															
	Total Project Budget	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date												
Construction:	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00	\$ -												
Design	20,000.00	20,000.00	-	20,000.00	-												
Miscellaneous:	50,000.00	50,000.00	260.70	49,739.30	260.70												
FFE:	-	-	-	-	-												
Technology:	-	-	-	-	-												
Total:	\$ 200,000.00	\$ 200,000.00	\$ 260.70	\$ 199,739.30	\$ 260.70												
Project Team			Board Status														
Approval to Solicit Architect/Engineer: 9/27/2022 R. Gutierrez Engineering Corporation Architect/Engineer: R. Gutierrez Engineering Corporation Contractor: TBD STC FPC Project Manager: David Valdez			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>R. Gutierrez Engineering</td> <td style="text-align: right;">\$ 12,516.00</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 12,516.00</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>			Vendor	Contract Amount	Actual Expenditures	Variance	R. Gutierrez Engineering	\$ 12,516.00	\$ -	\$ 12,516.00	TBD	\$ -	\$ -	\$ -
			Vendor	Contract Amount	Actual Expenditures	Variance											
			R. Gutierrez Engineering	\$ 12,516.00	\$ -	\$ 12,516.00											
			TBD	\$ -	\$ -	\$ -											
Board Approval of Schematic Design TBD																	
Substantial Completion TBD																	
Final Completion TBD			Board Acceptance TBD														
Project Description			Project Scope														
Construction of a new parking lot on the West side of the Pecan Campus Ann Richards Administration Building A.			Construction of a new parking lot of approximately 5,600 square feet on the West side of the Pecan Campus Ann Richards Administration Building A.														
Projected Timeline																	
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date											
9/27/2022	11/29/2022	3/28/2023	5/23/2023	6/5/2023	10/24/2023	11/28/2023											
						FFE Completion of Move In											
						N/A											
Current Agenda Item																	
3/7/2023 Facilities Committee: Review and Recommend Action on Schematic Design of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot																	
<div style="display: flex; justify-content: space-around;">   </div>																	

FPC Project Manager David A. Valdez

FPC Asst. Director

Rita Cella

FPC Director

RMA

Consent Agenda:

b. Approval to Contract Construction Services for the District Wide Flooring Replacements Phase II at Pecan Campus, Mid Valley Campus, and Nursing and Allied Health Campus

Approval to contract construction services for the District Wide Flooring Replacements Phase II at Pecan Campus, Mid Valley Campus, and Nursing and Allied Health Campus project is requested. The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance (FOM) and Facilities Planning & Construction (FPC) departments. The project has been reviewed by the FPC and FOM departments, the President's Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as the second phase of a routine improvement to replace flooring in buildings district wide as necessary.

Background

On June 22, 2021, the Board approved the priority schedule for the District Wide Flooring Replacements. The second phase includes the following locations:

District Wide Flooring Replacements Phase II		
Campus	Buildings	Floor / Sq. Ft.
Pecan Campus	Student Services Building K • Carpet and LVT Replacement	1 st Floor – 17,877 sq. ft. 2 nd Floor – 10,968 sq. ft.
Mid Valley Campus	Childcare Development Center Building L • LVT Replacement	4,405 sq. ft.
Nursing and Allied Health Campus	NAH East Building A • Carpet and LVT Replacement	1 st Floor – 3,342 sq. ft. 2 nd Floor – 9,904 sq. ft. 3 rd Floor – 9,631 sq. ft. 4 th Floor – 11,053 sq. ft.
Phase II Total		67,180 sq. ft.

The flooring in these buildings has been in place between 18 and 23 years and has considerable wear. The scope of work will include the replacement of carpet and the installation of luxury vinyl tile (LVT) to replace vinyl composition tile (VCT) in the buildings as listed above.

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

Advertised RFP	February 8, 2023 and February 15, 2023
RFP Responses Due	February 28, 2023
RFP Issued To	Twelve (12) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	College staff from the FPC, FOM, and Purchasing depts.
Highest Ranked Vendor(s)	Intertech Flooring

Proposed Contractors

College staff reviewed and evaluated the competitive sealed proposals and recommend the contractor(s) as listed below:

Campus	Highest Ranked Contractor	Highest Ranked Proposal Bid
Pecan Campus: Student Services Building K	Intertech Flooring	\$189,749
Mid Valley Campus: Childcare Development Center Building L	Intertech Flooring	37,641
Nursing and Allied Health Campus: NAH East Building A	Intertech Flooring	227,686
Total Amount		\$455,076

Funding Source

Funds for the District Wide Flooring Replacements Phase II Project 2023-019R are budgeted in the FY 2022-23 Renewals & Replacements Fund in the amount of \$500,000 for construction. Additional funds are available in the FY 2022-23 Renewals & Replacements Fund as necessary.

District Wide Flooring Replacements Phase II Construction Budget and Variance	
Item	Amount
Construction Budget	\$500,000
Total Bid Proposals Amount	455,076
Variance	\$44,924

Enclosed Documents

Site plans of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Intertech Flooring in the amounts of \$189,749 for the Pecan Campus Student Services Building K, \$37,641 for the Mid Valley Campus Childcare Development Center Building L, and \$227,686 for the Nursing and Allied Health Campus NAH East Building A for the District Wide Flooring Replacements Phase II as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Intertech Flooring in the amounts of \$189,749 for the Pecan Campus Student Services Building K, \$37,641 for the Mid Valley Campus Childcare Development Center Building L, and \$227,686 for the Nursing and Allied Health Campus NAH East Building A for the District Wide Flooring Replacements Phase II as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



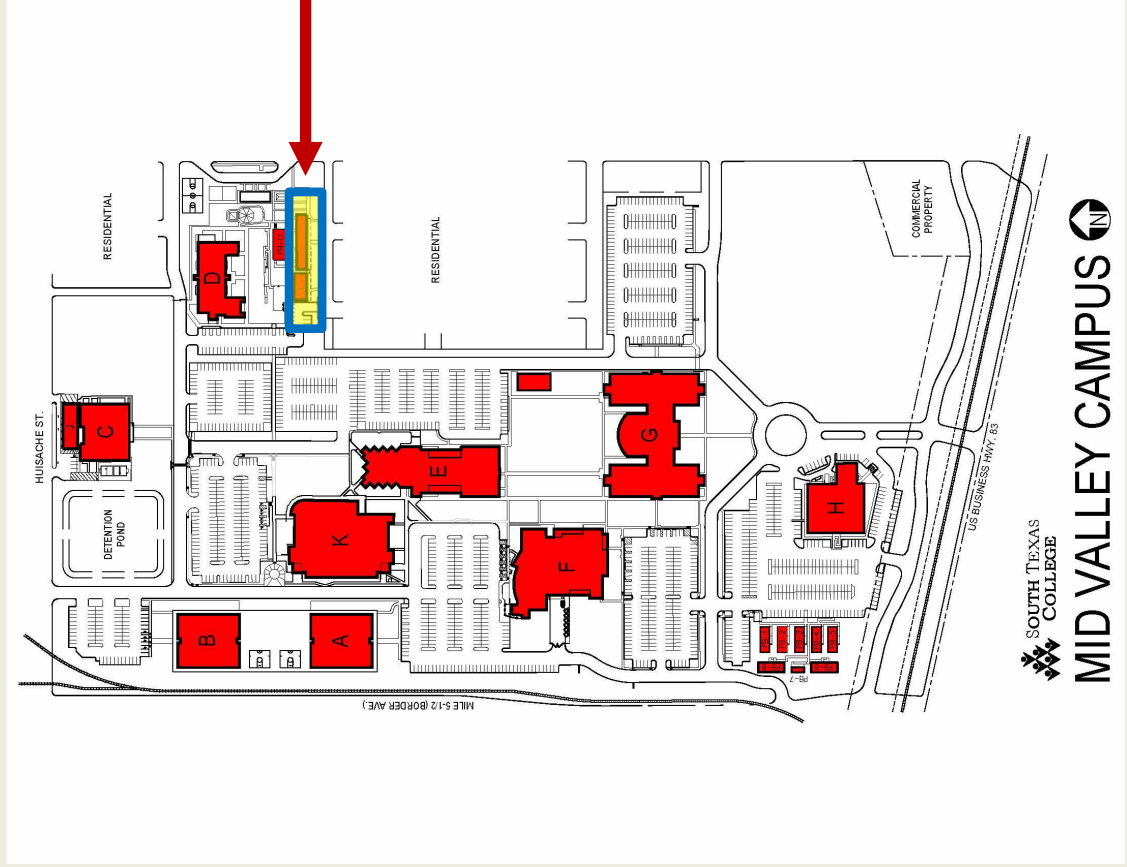
District Wide Flooring Replacement -

Mid Valley Campus Childcare Development Center Building L, Dr.
Ramiro R. Casso Nursing & Allied Health East Building A, and Pecan
Campus Student Services Building K

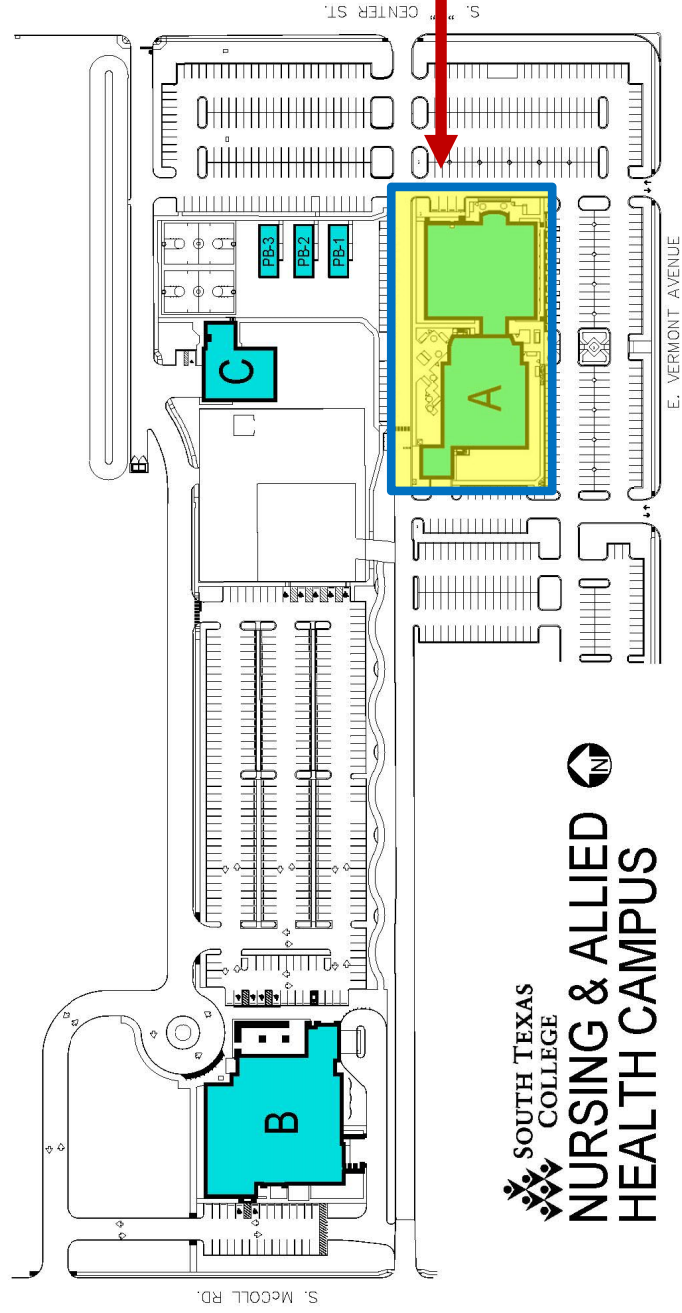
RFP – 22-23-1051

Mid Valley Campus Child Development Center Building L

Project Site



Dr. Ramiro R. Casso Nursing & Allied Health East Building A Project Site



Pecan Campus Student Services Building K

Project Site



SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT - MID VALLEY CAMPUS CHILDCARE DEVELOPMENT CENTER
BUILDING L, DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH EAST BUILDING A, AND PECAN
CAMPUS STUDENT SERVICES BUILDING K
PROJECT NO. 22-23-1051

NAME		Diaz Floors & Interiors, Inc.	Terra Fuerte Construction, LLC.	W.E. Imhoff & Co. Inc./ dba Intertech Flooring
ADDRESS		1205 W Polk	P O Box 5657	1301 Business Park Dr Ste D
CITY/STATE/ZIP		Pharr, TX 78577	McAllen, TX 78502	Mission, TX 78572
PHONE		956-787-0056	956-844-6146	956-584-3592
FAX		956-781-7917		956-584-2149
CONTACT		Andres Diaz, Sr.	Rolando Leal	Vicente Garza
#	Description	Proposed	Proposed	Proposed
	Mid Valley Campus Building L			
1	A. Carpet			
2	B. LVT Mannington	\$ 37,946.94	\$ 45,473.00	\$ 37,641.00
3	Alternate No. 1 LVT Tarkett	\$ 40,421.85	\$ 45,000.00	
4	Begin Work Within	10-15 Working Days	7 Working Days	10 Working Days
5	Completion of Work Within	30-60 Calendar days	76 Calendar Days	20 Calendar days
TOTAL PROJECT AMOUNT		\$ 37,946.94	\$ 45,473.00	\$ 37,641.00
TOTAL EVALUATION POINTS		91.63	82.54	93.1
RANKING		2	3	1
	Nursing and Allied Health - East Bldg A			
6	A. Carpet	\$ 60,447.60	\$ 105,000.00	\$ 65,393.00
7	B. LVT Mannington	\$ 218,232.01	\$ 172,000.00	\$ 162,293.00
8	Alternate No. 1 LVT Tarkett	\$ 230,494.15	\$ 160,000.00	\$ 162,293.00
9	Begin Work Within	10-15 Working Days	7 Working Days	10 Working Days
10	Completion of Work Within	45-60 Calendar Days	76 Calendar Days	60 Calendar Days
TOTAL PROJECT AMOUNT		\$ 278,679.61	\$ 277,000.00	\$ 227,686.00
TOTAL EVALUATION POINTS		83.76	82.28	93.1
RANKING		2	3	1
	Pecan Campus Building K			
11	A. Carpet	\$ 62,238.00	\$ 120,000.00	\$ 85,964.00
12	B. LVT Mannington	\$ 141,689.20	\$ 122,000.00	\$ 103,785.00
13	Alternate No. 1 LVT Tarkett	\$ 148,348.30	\$ 116,000.00	\$ 103,785.00
14	Begin Work Within	10-15 Working Days	7 Working Days	10 Working Days
15	Completion of Work Within	40-60 Calendar Days	76 Calendar Days	60 Calendar Days
TOTAL PROJECT AMOUNT		\$ 203,927.20	\$ 242,000.00	\$ 189,749.00
TOTAL EVALUATION POINTS		88.87	80.58	93.1
RANKING		2	3	1
TOTAL AMOUNT PROPOSED		\$ 520,553.75	\$ 564,473.00	\$ 455,076.00

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

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR PECAN CAMPUS STUDENT SERVICES BUILDING K
PROJECT NO. 22-23-1051
EVALUATION SUMMARY**

VENDOR			Diaz Floors & Interiors, Inc.		Terra Fuerte Construction, LLC.		W.E. Imhoff & Co., Inc./ dba Intertech Flooring	
ADDRESS			1205 W Polk		614 E Frontage Rd		1301 Business Park Dr Ste D	
CITY/STATE/ZIP			Pharr, TX 78577		Alamo, TX 78516		Mission, TX 78572	
PHONE			956-787-0056		956-844-6146		956-584-3592	
FAX			956-781-7917				956-584-2149	
CONTACT			Andres Diaz, Sr.		Rolando Leal		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	41.87	41.87	35.28	35.28	45	45
			41.87		35.28		45	
			41.87		35.28		45	
			41.87		35.28		45	
			41.87		35.28		45	
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	9	8.8	9	8.5	9	8.8
			9		9		9	
			8		8		8	
			9		8		9	
			9		8.5		9	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive an minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	8	8.1	8	7.6	8	8.6
			8		8		9	
			8		8		8	
			8		6		9	
			8.5		8		9	
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response	4	3.9	3	3.4	4	4.1
			3.5		4		4	
			4		4		4	
			4		3		4	
			4		3		4.5	
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. -c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	6	6.2	7	6.8	7	6.8
			6		7		7	
			7		7		7	
			5		6		6	
			7		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and star and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	7	7.8	7	7.3	7	7.8
			8		6.5		8	
			8		8		8	
			8		7		8	
			8		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response	5	5.2	5	4.7	5	5
			5.5		4.5		5	
			5		5		5	
			5		5		5	
			5.5		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	7	7	7	7	7	7
			7		7		7	
			7		7		7	
			7		7		7	
			7		7		7	
TOTAL EVALUATION POINTS			88.87		80.58		93.1	
RANKING			2		3		1	

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

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR MID VALLEY CAMPUS CHILDCARE DEVELOPMENT CENTER BUILDING L
PROJECT NO. 22-23-1051
EVALUATION SUMMARY**

VENDOR			Diaz Floors & Interiors, Inc.		Terra Fuerte Construction, LLC.		W.E. Imhoff & Co., Inc./ dba Intertech Flooring	
ADDRESS			1205 W Polk		614 E Frontage Rd		1301 Business Park Dr Ste D	
CITY/STATE/ZIP			Pharr, TX 78577		Alamo, TX 78516		Mission, TX 78572	
PHONE			956-787-0056		956-844-6146		956-584-3592	
FAX			956-781-7917				956-584-2149	
CONTACT			Andres Diaz, Sr.		Rolando Leal		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	44.63	44.63	37.24	37.24	45	45
			44.63		37.24		45	
			44.63		37.24		45	
			44.63		37.24		45	
			44.63		37.24		45	
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	9	8.8	9	8.5	9	8.8
			9		9		9	
			8		8		8	
			9		8		9	
			9		8.5		9	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive an minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	8	8.1	8	7.6	8	8.6
			8		8		9	
			8		8		8	
			8		6		9	
			8.5		8		9	
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response	4	3.9	3	3.4	4	4.1
			3.5		4		4	
			4		4		4	
			4		3		4	
			4		3		4.5	
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. -c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	6	6.2	7	6.8	7	6.8
			6		7		7	
			7		7		7	
			5		6		6	
			7		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and star and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	7	7.8	7	7.3	7	7.8
			8		6.5		8	
			8		8		8	
			8		7		8	
			8		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response	5	5.2	5	4.7	5	5
			5.5		4.5		5	
			5		5		5	
			5		5		5	
			5.5		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	7	7	7	7	7	7
			7		7		7	
			7		7		7	
			7		7		7	
			7		7		7	
TOTAL EVALUATION POINTS			91.63		82.54		93.1	
RANKING			2		3		1	




**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH EAST BUILDING A
PROJECT NO. 22-23-1051
EVALUATION SUMMARY**

VENDOR			Diaz Floors & Interiors, Inc.		Terra Fuerte Construction, LLC.		W.E. Imhoff & Co., Inc./ dba Intertech Flooring	
ADDRESS			1205 W Polk		614 E Frontage Rd		1301 Business Park Dr Ste D	
CITY/STATE/ZIP			Pharr, TX 78577		Alamo, TX 78516		Mission, TX 78572	
PHONE			956-787-0056		956-844-6146		956-584-3592	
FAX			956-781-7917				956-584-2149	
CONTACT			Andres Diaz, Sr.		Rolando Leal		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	36.76	36.76	36.98	36.98	45	45
			36.76		36.98		45	
			36.76		36.98		45	
			36.76		36.98		45	
			36.76		36.98		45	
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	9	8.8	9	8.5	9	8.8
			9		9		9	
			8		8		8	
			9		8		9	
			9		8.5		9	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	8	8.1	8	7.6	8	8.6
			8		8		9	
			8		8		8	
			8		6		9	
			8.5		8		9	
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response	4	3.9	3	3.4	4	4.1
			3.5		4		4	
			4		4		4	
			4		3		4	
			4		3		4.5	
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. -c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	6	6.2	7	6.8	7	6.8
			6		7		7	
			7		7		7	
			5		6		6	
			7		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and star and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	7	7.8	7	7.3	7	7.8
			8		6.5		8	
			8		8		8	
			8		7		8	
			8		8		8	
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response	5	5.2	5	4.7	5	5
			5.5		4.5		5	
			5		5		5	
			5		5		5	
			5.5		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	7	7	7	7	7	7
			7		7		7	
			7		7		7	
			7		7		7	
			7		7		7	
TOTAL EVALUATION POINTS			83.76		82.28		93.1	
RANKING			2		3		1	

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

Project Fact Sheet

3/1/2023

Project Name: District Wide - Flooring Replacement Phase II				Project No. 2023-019R					
Funding Source(s): Renewals & Replacements Fund									
		FY 22-23		Variance of FY 22-23 Project Budget vs. Actual Expenditures					
		Total Project Budget	Actual Expenditures						
Construction:		\$ 500,000.00	\$ 13,543.68	\$ 486,456.32					
Design:		-	-	-					
Miscellaneous:		4,000.00	-	4,000.00					
FFE:		-	-	-					
Technology:		-	-	-					
Total:		\$ 504,000.00	\$ 13,543.68	\$ 490,456.32					
Project Team				Board Status					
Approval to Solicit : 6/22/2021 Architect/Engineer: N/A Contractor:		Board Approval of Schematic Design NA		Location		Vendor	Contract Amount	Actual Expenditures	Variance
				PCN Bldg. U		Diaz Flooring	\$ 8,472.00		\$ 8,472.00
				PCN Bldg. K					\$ -
				MVC Bldg. L					\$ -
				NAH Bldg. A					\$ -
				Starr Bldg. F		Mannington	\$ 17,413.32		\$ 17,413.32
						Intertech Flooring	\$ 12,955.00		\$ 12,955.00
				PCN PB 25A&B		Diaz Flooring	\$ 13,543.68	13,543.68	\$ -
		Substantial Completion TBD		Board Acceptance		TBD			
STC FPC Project Manager: Martin Villarreal		Final Completion TBD		Board Acceptance		TBD			
Project Description				Project Scope					
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.				Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.					
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
N/A	N/A	N/A	3/28/2023	5/17/2023	8/22/2023	9/26/2023	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2022-23	13,543.68	-	-	-	-	\$ 13,543.68			
Project Total	\$ 13,543.68	\$ -	\$ -	\$ -	\$ -	\$ 13,543.68			
Current Agenda Item									
N/A									
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Pecan Campus</p> </div> <div style="text-align: center;">  <p>Mid-Valley Campus</p> </div> <div style="text-align: center;">  <p>Nursing and Allied Health Campus</p> </div> </div>									

FPC Project Manager 

FPC Asst. Director 

FPC Director 

Consent Agenda:

c. Approval of Proposed Change Order for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

Approval of a proposed change order with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (FLAG) Fire Training Area projects is requested. The proposed change order authorizes modifications to the scope and completion date.

Scheduling Priority

These projects have been requested by administrative staff at the RCPSE. The projects have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. The F.L.A.G. fire training area is scheduled as an educational space improvement project, and the canopy to provide protection from the elements and security for safety training vehicles is scheduled as a non-educational space improvement project.

Background

On September 27, 2022, the Board approved contracting construction services with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (FLAG) Fire Training Area projects. A change order to the construction contract is needed for additional costs and time associated with scope modifications that include the following.

Scope Modifications

Canopy for Safety Training Vehicles:

- Installation of a new 5' wide concrete sidewalk from the existing sidewalk to the new canopy as required by Texas Department of Licensing and Regulations (TDLR)
 - Installation of a 3' pedestrian gate
- Total Cost of Proposed Scope Modifications..... \$6,670

The project contains a contingency allowance of \$10,000. Changes to the scope which increase the construction costs are able to be deducted from the contingency allowance. The unused contingency allowance balance will remain in the project budget.

- Contingency Allowance \$10,000
- Change Proposal Amount (6,670)
- Contingency Allowance Balance \$3,330

Flammable Liquid and Gas (FLAG) Fire Training Area:

- Installation of utility sleeves for future domestic water, sewer, and telecommunications, additional tees, valves, and plugs for future waterline tie-in connections for the future Multistory Fire Structure, Two-Story Residential Fire Training Structure, and the future Confined Space/Trench Rescue Training Structure
- Total Cost of Proposed Scope Modifications..... \$52,673.50

The project contains a contingency allowance of \$10,000. Changes to the scope which increase the construction costs are able to be deducted from the contingency allowance. The change proposal exceeds the contingency allowance by \$42,673.50.

- Contingency Allowance \$10,000.00
- Change Proposal Amount (52,673.50)
- Change Proposal Balance (\$42,673.50)

The contract cost will be modified by this change order because the cost increases associated with the scope modifications exceed the contingency allowance in the project budget.

Additional Days for Completion

The contractor has requested additional days due to the modifications to the scope.

Original Substantial Completion Date.....May 11, 2023

Additional Days Requested per proposed Change Order #1 Ten (10) days

Revised Substantial Completion Date per proposed Change Order #1May 21, 2023

Below is a description of the proposed change order items:

Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area			
Proposed Change Order No.	Item Description	Cost	Days
1	<u>Canopy for Safety Training Vehicles:</u>		
	<u>Contingency Allowance</u>	\$10,000.00	
	• Increases to cost, deducted from Contingency Allowance	(6,670.00)	10 days
	○ Add 5' wide concrete sidewalk		
	○ Add one (1) 3' pedestrian gate		
	<u>Remaining Contingency Allowance, to remain in construction budget</u>	3,330.00	
	Costs Applied to Construction Contract Amount	0.00	
	<u>FLAG Fire Training Area:</u>		
	<u>Contingency Allowance</u>	10,000.00	
	• Increases to cost, deducted from Contingency Allowance	(52,673.50)	
	○ Add utility sleeves, tees, valves, and plugs for the waterline system		
	<u>Remaining Contingency Allowance</u>	0.00	
	Costs Applied to Construction Contract Amount	42,673.50	
Net Effect of Proposed Change Order No. 1 to Contract Amount		\$42,673.50	10 days

Below is a table summarizing the construction budget and the change order proposal.

Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Construction Budget with Change Order Proposal	
Construction Contract Amount	\$1,659,250.00
Net Effect of Change Order No. 1 to Contract Amount	42,673.50
Revised Construction Contract Amount	\$1,701,923.50

Funding Source

Funds for the RCPSE Canopy for Safety Training Vehicles Project 2019-016C and the RCPSE Flammable Liquid and Gas (F.L.A.G.) Fire Training Area Project 2019-020C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023.

Enclosed Documents

A draft of the proposed Change Order #1 is enclosed.

The Facilities Committee recommended Board approval of the proposed change order with 5 Star GC Construction, LLC. for scope modifications in the amount of \$42,673.50, after deductions from the project contingency allowances, and adding ten (10) additional days for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed change order with 5 Star GC Construction, LLC. for scope modifications in the amount of \$42,673.50, after deductions from the project contingency allowances, and adding ten (10) additional days for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

DRAFT AIA® Document G701® - 2017

Change Order

PROJECT: <i>(Name and address)</i> Regional Center for Public Safety Excellence: Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors and Safety Training Vehicles Excellence Flammable Liquid & Gas Fire Training Area	CONTRACT INFORMATION: Contract For: General Construction Date: October 12th., 2022	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: March 29, 2023
OWNER: <i>(Name and address)</i> South Texas College 3200 West Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(Name and address)</i> Gignac & Associates 3700 N. 10th St., Suite 205 McAllen, TX 78501	CONTRACTOR: <i>(Name and address)</i> 5 Star GC Construction, LLC 3209 Melody Lane Mission, TX 78574

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PR-01 CPR-01 Additional flatwork and gate as required by TDLR

PR-02 CPR-02R1 Addition of underground sleeves for future buildings and misc. underground utilities

Flammable Liquid and Gas Fire Training Area

Contingency Allowance: \$10,000.00
Change Proposal Request-02: \$52,673.50
Contingency Allowance Balance: \$0.00
Change Order No 1 amount: \$42,673.50
Contract Time increase by Zero (0) days

Canopy for Students and Instructors

Contingency Allowance: \$5,000.00
Contingency Allowance Balance: \$5,000.00
Increase to Original Contract Sum: \$0.00
Contract Time increase by Zero (0) days

Canopy for Safety Training Vehicles

Contingency Allowance: \$10,000.00
Change Proposal Request No.1: \$6,670.00
Contingency Allowance Balance: \$3,330.00
Contract Time Increase by Ten (10) days

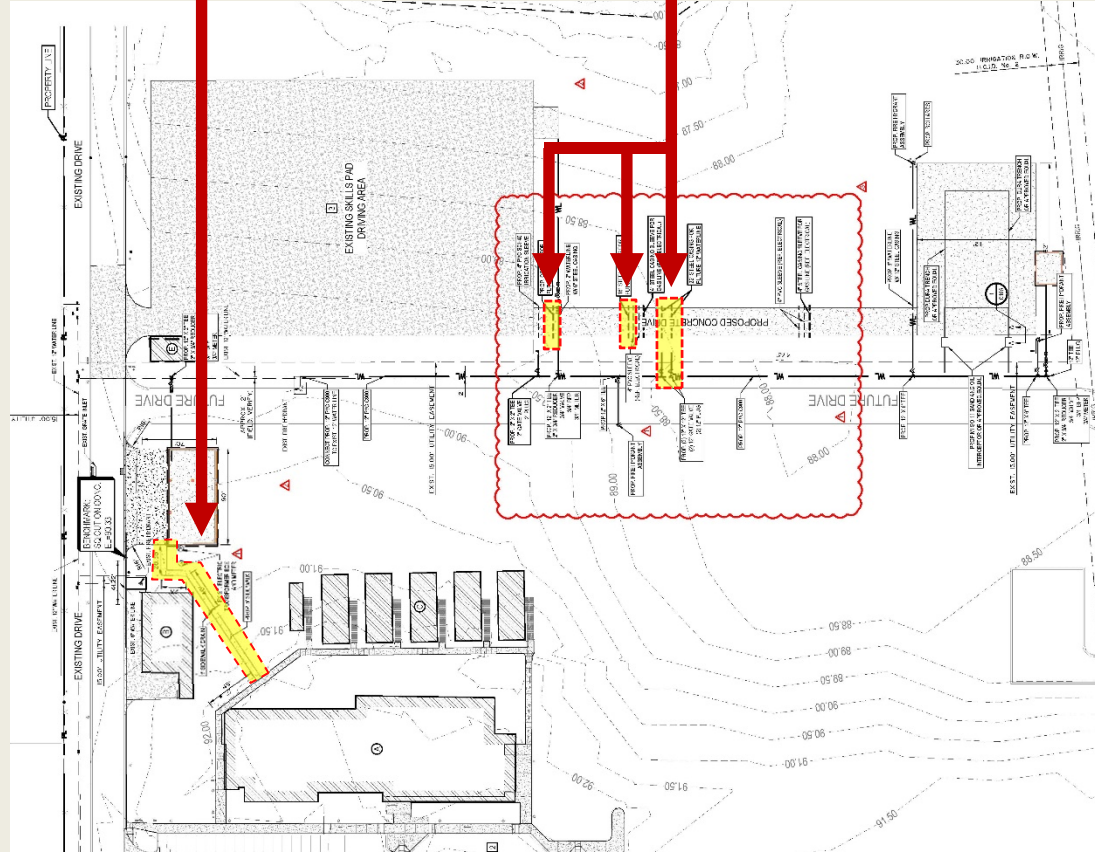
The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

\$	974,746.00
\$	0.00
\$	974,746.00
\$	42,673.50
\$	1,017,419.50

The Contract Time will be increased by Ten (10) days.
The new date of Substantial Completion will be May 21, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

Regional Center for Public Safety Excellence FLAG Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles – Change Order No.1

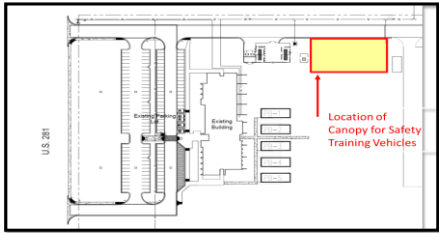


Texas Department of Licensing and Regulation (TDLR) requested accessible route from existing sidewalk to the new canopy for safety training vehicles.


Additional utility sleeves needed for future domestic water, sewer, and telecommunication connections to future Multistory Fire Training Structure, Two-Story Fire Residential Facility, and Trench/Rescue Training area.

Project Fact Sheet
3/1/2023

Project Name: Regional Center for Public Safety Excellence - Canopy for Safety Training Vehicles						Project No.: 2019-016C						
Funding Source(s): Unexpended Plant Fund												
	Original Total Project Budget	*Revised Total Project Budget	FY 20-21			FY 21-22			FY 22-23			Total Actual Expenditures To Date
			Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 245,000.00	\$ 760,560.20	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 245,000.00	\$ -	\$ 245,000.00	\$ 405,000.00	\$ 232,722.07	\$ 172,277.93	\$ 232,722.07
Design	24,500.00	24,500.00	8,500.00	-	8,500.00	24,500.00	31,359.72	(6,859.72)	7,887.00	-	7,887.00	31,359.72
Miscellaneous:	10,000.00	10,000.00	4,000.00	159.67	3,840.33	10,000.00	1,918.74	8,081.26	8,164.00	31.30	8,132.70	1,950.04
FFE:	-	-	-	-	-	-	-	-	-	-	-	-
Technology:	6,000.00	6,000.00	6,000.00	-	6,000.00	6,000.00	-	6,000.00	-	-	-	-
Total:	\$ 285,500.00	\$ 801,060.20	\$ 103,500.00	\$ 159.67	\$ 103,340.33	\$ 285,500.00	\$ 33,278.46	\$ 252,221.54	\$ 421,051.00	\$ 232,753.37	\$ 188,297.63	\$ 266,031.83
*Revised Project Budget based on the Construction cost amount.												
Project Team						Board Status						
Approval to Solicit						Board Approval						
Architect/Engineer: 4/27/2021						1/25/2022						
Architect/Engineer: Gignac Associates						Vendor Contract Amount Actual Expenditures Variance						
Contractor: 5 Star GC Construction, LLC						Gignac \$ 17,762.50 \$ 31,359.72 \$ (13,597.22)						
STC FPC Project Manager: David Valdez						Construction, LLC \$ 760,560.20 \$ 232,722.07 \$ -						
						Substantial Completion 5/11/2023						
						Board Acceptance TBD						
						Board Acceptance TBD						
Project Description						Project Scope						
Design and construction of a canopy for the safety training vehicles.						Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.						
Projected Timeline												
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In					
4/27/2021	7/27/2021	1/25/2022	9/27/2022	11/18/2022	6/27/2023	7/25/2023	N/A					
Project Calendar of Expenditures by Fiscal Year												
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total						
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67						
2021-22	-	31,359.72	1,918.74	-	-	33,278.46						
2022-23	232,722.07	-	31.30	-	-	232,753.37						
Project Total	\$ 232,722.07	\$ 31,359.72	\$ 2,109.71	\$ -	\$ -	\$ 266,191.50						
Current Agenda Item												
N/A												



Location of Canopy for Safety Training Vehicles



Project Location

FPC Project Manager *C Project Manager

David A. Valdez

FPC Asst. Director

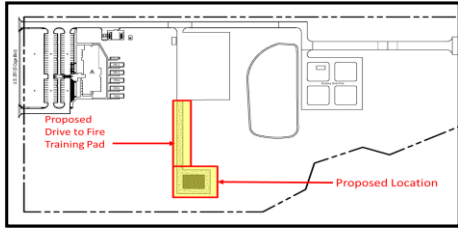

Rita G. Gignac

FPC Director

R. R. R.

Project Fact Sheet

3/1/2023

Project Name: Regional Center for Public Safety Excellence - Flammable Liquid and Gas (FLAG) Fire Training Area										Project No. 2019-020C		
Funding Source(s): Unexpended Plant Fund												
			FY 20-21			FY 21-22			FY 22-23			
	<u>Original Project Budget</u>	<u>*Revised Project Budget</u>	<u>Project Budget</u>	<u>FY 20-21 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Project Budget</u>	<u>FY 21-22 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Total Actual Expenditures To Date</u>
Construction:	\$ 300,000.00	\$ 345,641.78	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 284,173.00	\$ 96,987.00	\$ 187,186.00	\$ 96,987.00
Design:	30,000.00	30,000.00	30,000.00	-	30,000.00	24,000.00	42,843.28	(18,843.28)	10,418.00	-	10,418.00	42,843.28
Miscellaneous:	13,600.00	13,600.00	13,600.00	159.67	13,440.33	13,433.00	3,587.54	9,845.46	1,095.00	2,871.18	(1,776.18)	6,618.39
FFE:	100,000.00	100,000.00	100,000.00	-	100,000.00	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-	-	-	-	146,448.67
Total:	\$ 443,600.00	\$ 489,241.78	\$ 443,600.00	\$ 159.67	\$ 443,440.33	\$ 97,433.00	\$ 46,430.82	\$ 51,002.18	\$ 295,686.00	\$ 99,858.18	\$ 195,827.82	\$ 292,897.34
*Revised Project Budget based on the Construction cost amount.												
Project Team						Board Status						
Approval to Solicit Architect/Engineer: 4/27/2021 Architect/Engineer: Gignac Associates Contractor: 5 Star GC Construction, LLC STC FPC Project Manager: David Valdez						Board Approval of Schematic Design 1/25/2022 Substantial Completion 5/11/2023 Final Completion TBD Vendor Contract Amount Actual Expenditures Variance Gignac \$ 21,750.00 \$ 42,843.28 \$ (21,093.28) 5 Star GC Construction, LLC \$ 345,641.78 \$ 96,987.00 \$ - Board Acceptance TBD Board Acceptance TBD						
Project Description						Project Scope						
Design and construction of a fire training area for the fire science program.						Design and construction of a concrete pad, associated fire line, and access drive for a new fire training area for the fire science program and to conduct fire training exercises.						
Projected Timeline												
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In					
4/27/2021	7/27/2021	1/25/2022	9/27/2022	11/18/2022	6/27/2023	7/25/2023	N/A					
Project Calendar of Expenditures by Fiscal Year												
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total						
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67						
2021-22	-	42,843.28	3,587.54	-	-	\$ 46,430.82						
2022-23	96,987.00	-	2,871.18	-	-	\$ 99,858.18						
Project Total	\$ 96,987.00	\$ 42,843.28	\$ 6,618.39	\$ -	\$ -	\$ 146,448.67						
Current Agenda Item												
N/A												
<div style="display: flex; justify-content: space-around;">   </div>												

FPC Project Manager David A. Valdez

FPC Asst. Director Rita G. Gignac

FPC Director R. D. A.

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	5/23/2023	6/5/2023	12/12/2023	1/30/2024
4	Pecan Campus Kinesiology Bldg Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	6/27/2023	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	TBD	TBD	TBD	TBD	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
Mid-Valley Campus								
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
Technology Campus								
13	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	4/25/2023	5/1/2023	2/27/2024	3/27/2024
14	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	4/25/2023	5/3/2023	7/27/2023	8/25/2023
15	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	2/14/2023	3/15/2023	7/25/2023	8/25/2023
16	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-
Nursing & Allied Health Campus								
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	-	-	-	-	-	-
Starr County Campus								
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
Regional Center for Public Safety Excellence								
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	6/27/2023	7/25/2023
25	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	6/27/2023	7/25/2023
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	6/27/2023	7/25/2023
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	2/14/2023	3/15/2023	10/23/2024	11/27/2024

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	DV		●								\$ 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	\$ 507,735	\$ 152,265	\$ 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	\$ 6,600	\$ 1,027,510	\$ 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	June 2023	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	TBD	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	\$ 516,019	\$ 36,567,559	\$ 6,002,501				
Pecan Plaza																			
9	Human Resources Building A Renovation	RG									●	\$ 5,000	\$ 40,886	\$ (35,886)	\$ 600	Completed	N/A		N/A
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	\$ 15,322	\$ 183,778	\$ 198,224	High	July 2023	Approval of Substantial Completion	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	April 2023	Approval of Construction Services	R. Gutierrez Engineers
17	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD
Technology Campus Subtotal												\$ 2,092,900	\$ 54,785	\$ 2,038,115	\$ 646,974				

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	
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	\$ 149,455	\$ 448,545	\$ 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	\$ 235,568	\$ 1,593,732	\$ 1,614,570					
Regional Center for Public Safety Excellence																				
24	Canopy for Safety Training Vehicles	DV					●					\$ 285,000	\$ 266,192	\$ 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	\$ 200,448	\$ 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	\$ 146,449	\$ 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	\$ 126,249	\$ 381,055	\$ 1,274,750	Medium	December 2023	Approval of Substantial Completion	Martinez Architects	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 3,261,200	\$ 991,567	\$ 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	\$ 58,443	\$ 890,307	\$ 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	\$ 2,980,486	\$ 6,663,455	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	3	\$ 56,844,030	\$ 5,302,416	\$ 50,589,222	\$ 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	\$ 139,364	\$ (2,364)	\$ 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	April 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	\$ 186,111	\$ 835,889	\$ 996,063				
Pecan Plaza																			
7	Stucco Repainting	SS									●	\$ 12,000	\$ 9,204	\$ 2,796	\$ 12,000	High	January 2023	Approval of Final Completion	Noble Texas Builders
Pecan Plaza Subtotal												\$ 12,000	\$ 9,204	\$ 2,796	\$ 12,000				
Mid Valley Campus																			
8	Stucco Repainting and Exterior Upgrades	SS						●				\$ 323,000	\$ 336,405	\$ (13,405)	\$ 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	\$ 336,861	\$ 2,116,839	\$ 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	TBD
15	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
16	NAH East Building A Exterior Stair Repairs and Replacement	SS									●	\$ 293,000	\$ 318,542	\$ (25,542)	\$ 15,850	High	January 2023	Approval of Final Completion	Chanin Engineering, LLC	5 Star GC Construction, 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	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 1,055,000	\$ 342,797	\$ 712,203	\$ 761,069					
Starr County Campus																				
20	Stucco Repainting	SS					●					\$ 253,000	\$ 109	\$ 252,891	\$ 253,000	High	June 2023	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
21	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
22	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
23	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 433,000	\$ 109	\$ 432,891	\$ 433,000					
District Wide																				
26	Renewals & Replacements	N/A	N/A									\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	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	TBD
28	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
29	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
30	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ -	\$ 76,500	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacements	MV				●						\$ 504,000	\$ 13,544	\$ 490,456	\$ 504,000	Medium	March 2023	Approval of Construction Services	N/A	TBD
32	HVAC Replacements	RC/O&M		●								\$ 325,000	\$ -	\$ 325,000	\$ 325,000	Low	TBD		N/A	TBD
33	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
34	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
35	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ 290	\$ 24,710	\$ 25,000	N/A	TBD		N/A	TBD
36	Project Cost Control Reserve	N/A	●									\$ 676,489	\$ -	\$ 676,489	\$ 676,489	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 2,379,489	\$ 13,834	\$ 2,365,655	\$ 2,379,489					
Totals		0	7	7	0	1	2	0	0	0	1	\$ 7,930,189	\$ 888,916	\$ 7,041,273	\$ 7,319,784					

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of February 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.

Also submitted for approval are the financial reports for the month of January 2023. These were not yet ready for approval by the February 14, 2023 Board Meeting, and are presented for Board approval at this time.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

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

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

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of February 2023, as well as the financial reports submitted 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 February 2023.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for February 2023.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for February 2023.
- 4) Release of Construction Fund Checks for February 2023.
- 5) Quarterly Investment Report and Money Market Accounts for January 2023 and February 2023.
- 6) Summary of Revenues for January 2023 and February 2023.
- 7) Summary of State Appropriations Revenue for January 2023 and February 2023.
- 8) Summary of Property Tax Revenue for January 2023 and February 2023.
- 9) Summary of Expenditures by Classification for January 2023 and February 2023.
- 10) Summary of Expenditures by Function for January 2023 and February 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for January 2023 and February 2023.
- 12) Summary of Grant Revenues and Expenditures for January 2023 and February 2023.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- Tuesday, April 11, 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, April 25, 2023
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, April 6th – Sunday, April 9th for Semester Break.
- The Spring 2023 Commencement Ceremonies have been scheduled for Friday, May 5th and Saturday, May 6th at the Bert Ogden Arena in Edinburg, TX:

Friday, May 5, 2023

- 9:00 a.m.
- 12:30 p.m.
- 4:30 p.m.

Saturday, May 6, 2023

- 9:30 a.m.
- 1:30 p.m.