



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, June 27, 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, June 27, 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. Mission Moment**
- V. Public Comments**
- VI. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
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A. Award of Proposals

- 1) Books and Educational Materials (Award) – **Grant Funded**
- 2) Network Cabling and Equipment Installation Services (Award)
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B. Purchases and Renewals

a. Instructional Items

- 4) Automotive Equipment and Supplies (Purchase)
- 5) Welding Equipment (Purchase)
- 6) Graduation Facility Lease Agreement (Lease/Purchase)

b. Non-Instructional Items

- 7) Data Projectors (Purchase)
- 8) Campus Dining and Food Trucks – II (Renewal)
- 9) Campus Dining and Food Trucks – II (Renewal)
- 10) Mail Services (Renewal)
- 11) Maintenance and Repair Parts, Materials, and Supplies (Renewal)
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- 13) Promotional Items for Student Outreach (Renewal)
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- 15) Science Laboratory Supplies (Renewal)
- 16) Travel Services (Renewal)

- c. Technology Items
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 - 7 Policy #4111 Volunteers for Continuing Professional and Workforce Education
 - 8 Policy #4152 Documentation of Official Transcripts for All Employees
 - 9 Policy #4153 Assistance to Faculty Whose Primary Language is Not English
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- A. Next Meetings:
- Tuesday, July 11, 2023
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
 - Tuesday, July 25, 2023
 - 5:30 p.m. – Regular Board Meeting
- B. Other Announcements:
- South Texas College will be close Tuesday, July 4, 2023 in observance of Independence Day.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 23, 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 May 23, 2023 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, May 23, 2023 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 23, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:36 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mrs. Victoria Cantu, Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, and Mr. Rene Guajardo attended in person, and Ms. Rose Benavidez attended via Zoom.

Members absent: Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Ms. Lynda Lopez, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Mrs. Sara Lozano, Ms. Alicia Correa, Dr. Jesus Campos, Mrs. Olivia De La Rosa, Mr. Lucio Gonzalez, Ms. Carla Rodriguez, Mr. Kim Moore, Ms. Luisa Rodriguez, Dr. Sylvia Flores, Mrs. Gardenia Perez, Ms. Francinne Perez, Mr. Victor Valdez, Mr. Victor Fonseca, Mr. Oscar Rodriguez, Mr. Jose Bravo, Mr. Brandon Chapa, Mr. Rene Lopez, Ms. Amanda Sotelo, Ms. Selene Rodriguez, Mr. Carl Vanderhorst, Ms. Emily Upshaw, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mrs. Sara Lozano, Dean for Business, Public Safety, & Technology, said the invocation.

Public Comments

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

Mission Moment

The Mission Moment is an opportunity to highlight a story at South Texas College that provides an example of the College's mission, and its impact on our students and communities. This gives an opportunity to the Board of Trustees, as well as administrative leadership, faculty, and staff to reflect on the importance of their work.

Ms. Sara Lozano introduced a community member who had experienced firsthand the training and social impact of South Texas College, through a number of recent fire science academy graduates. The community had recently moved to the Rio Grande Valley with her young children, and found herself stranded and without help when she had a flat tire at a local store. While she was busy with her children and could not fix the spare herself, the fire academy graduates stepped forward to help change her spare tire, and refused her attempts to pay them for their help; furthermore, they credited their training and civil service mindset to the South Texas College Fire Academy.

These cadets included:

- Aaron Rosales
- Jose Bravo
- Rene Lopez
- Brandon Chapa
- Ryan Valdez
- Leo Tijerina

Ms. Lozano also recognized the Fire Science Academy faculty, including Mr. Oscar Rodriguez, Mr. Victor Fonseca, and Department Chair Victor Valdez, for preparing the academy cadets and graduates to serve their communities.

Dr. Solis and the Board congratulated the graduates for being outstanding representatives of the values of South Texas College and the impact they have made and will continue to make on the communities they serve. Dr. Solis presented each of them with a token of appreciation.

Update by the College President

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

1. Dr. Solis noted a record attendance at the Spring 2023 commencement ceremonies, and lots of positive feedback.
2. On May 17th, there was a signing with the Texas A&M Health Science Center at the Starr County Campus to start a partnership supporting diabetes clinics.
3. On June 23rd, South Texas College would host the Community College Association of Texas Trustees Trustee Leadership Seminar, and encouraged attendance.
4. Staff was continuing to develop continuing education opportunities at the Kika De La Garza Building in La Joya ISD.

No action was requested.

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Regular Board Meeting Minutes

Presentations

1. Presentation on the Spring 2023 Commencement Ceremonies

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, presented on the May 2023 Commencement Ceremonies.

Over 3,200 certificates and degrees were conferred at the conclusion of the Spring 2023 semester.

Approximately 2,250 graduates were recognized at five separate commencement ceremonies on Friday, May 5 and Saturday, May 6, 2023 at the Bert Ogden Arena in Edinburg, Texas. In total, about 15,000 friends and families joined South Texas College in celebrating these proud graduates!

Mr. Hebbard coordinated with the Office of Public Relations and Marketing to develop a video showcasing the hard work, long hours, and extraordinary logistics that continue to improve South Texas College's recognition of its graduates.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) April 25, 2023 Regular Board Meeting

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the April 25, 2023 Regular Board Meeting as presented. The motion carried.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 28, 2023

A report on the College's Quarterly Investment Report for the Quarter February 28, 2023, was presented. The Board was asked to approve the Investment Report as presented.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. presented the status of the College's Quarterly Investment Report for the Quarter Ended February 28, 2023 and provide a further update at the meeting. Ms. Upshaw presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 28, 2023 to the College's Board of Trustees.

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Regular Board Meeting Minutes

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 February 28, 2023 was provided in the packet for the Board's information and review.

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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended February 28, 2023, as presented. The motion carried.

Review and Approval of Proposed Interlocal Agreements for Dual Credit Programs

The Board was asked to approve the Interlocal Agreements for Dual Credit Programs partnerships for academic year 2023 - 2024. These agreements covered a variety of partnerships, including:

1. In-District: School districts within the College's service area of Hidalgo and Starr counties.
2. Out-of-District: School districts within the State of Texas, but outside the College's service area of Hidalgo and Starr counties.

Background

South Texas College works with partnering school districts to execute agreements to specify the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The agreements are updated annually, and include all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

Proposed Interlocal Agreement

Administration recommended the approval and adoption of the proposed Interlocal Agreements for academic year 2023 – 2024 by the South Texas College Board of Trustees, as well as the governing board of each partnering district. There were different template agreements for In-District and Out-of-District partners.

The agreements would assist in the communication of and response to any compliance concerns with administration of partnering districts and the College.

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Regular Board Meeting Minutes

The South Texas College Board of Trustees was asked to approve the form and content of the agreements for academic year 2023 - 2024, which would then be sent to each partnering district for review and approval by the governing boards.

Changes for FY 2023 - 2024

There were no substantive changes proposed for the interlocal agreement templates that were approved by the Board of Trustees for FY 2022 – 2023, and they were submitted with only minor revisions.

The Education and Workforce Development Committee did not meet in May 2023, and this item was presented without a committee recommendation.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the proposed Interlocal Agreements for Dual Credit Program partnerships for academic year 2023 - 2024, including agreements for In-District and Out-of-District school districts. The motion carried.

Review and Approval of Proposed Interlocal Agreement with The University of Texas Rio Grande Valley for Clinical Services

The Board was asked to approve the Interlocal Agreement with The University of Texas Rio Grande Valley (UTRGV) for Clinical Services.

Background

The UTRGV School of Medicine is able to provide clinical health care services students to South Texas College students and employees through a mobile van, and potentially through temporary use of interior clinical spaces and resources. These services would include:

- Health screenings
- Diagnoses and treatment of simple or chronic illnesses
- Laboratory testing
- Counseling
- Referrals

Proposed Interlocal Agreement

Under the proposed Interlocal Agreement, South Texas College would coordinate with UTRGV to establish dates for the mobile clinical services, to provide parking areas for the mobile unit and interior spaces when available and needed, and to promote these services to its students and employees.

UTRGV would provide the mobile van, staffing, and supplies to operate the clinic.

UTRGV would provide quarterly reports regarding the number of patients served at South Texas College sites.

South Texas College would not bear any costs for clinical services. UTRGV reserved the right and responsibility to coordinate any billing including through third party funding, as well as management of medical records and compliance with related laws and standards of care.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the proposed Interlocal Agreement with The University of Texas Rio Grande Valley for Clinical Services. The motion carried.

Review and Approval to Enter into Interlocal Agreement with McAllen ISD for the STRIDES Program

The Board of Trustees was asked to authorize administration to enter into an Interlocal Agreement with the McAllen ISD for the Supported Transition & Road to Independence: Development and Employment for Students (S.T.R.I.D.E.S.) Program.

McAllen ISD administers the S.T.R.I.D.E.S. Program to provide special education students with pathways to independence and employment. Under the proposed Interlocal Agreement, McAllen ISD would engage South Texas College to provide continuing education courses in support of their program objectives.

Courses would include a wide variety of life and career skills, and would include earned Continuing Education Units and certification of completion.

The estimated contract total was \$76,944.00, as aligned to a fee structure outlined in the proposed interlocal agreement, and payable from McAllen ISD to South Texas College.

Mrs. Olivia De La Rosa, Dean of Continuing, Professional and Workforce Education, attended the Meeting to address questions by the Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College authorized administration to enter into an interlocal agreement with McAllen ISD for the Supported Transition & Road to Independence: Development and Employment for Students (S.T.R.I.D.E.S.) Program as proposed. The motion carried.

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

a. Review and Discussion of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2021 - 2022 Financial Condition Analysis of Texas Public Community College Districts

Mary Elizondo, Vice President for Finance and Administrative Services, will review the Texas Higher Education Coordinating Board Report on the Fiscal Year 2021 - 2022 Financial Condition Analysis of Texas Public Community College Districts with the Board.

Purpose – South Texas College’s financial information and ratios presented in the Financial Condition Analysis of Texas Public Community College Districts will be reviewed with the Board of Trustees.

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board’s annual report on the financial condition of the state’s community colleges is required as referenced in the General Appropriations Act, House Bill 1 (H.B. 1), 87th Texas Legislature, Section 12 (page III-229). The rider states the following:

“Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 1st of each year.

The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor’s Office about the financial condition of the state’s community college districts.”

With the implementation of Governmental Accounting Standards Board (GASB) pronouncements 68 and 75, community college districts experienced significant turbulence in the financial condition metrics for Fiscal Years FY 2015 and FY 2018. Statements 68 and 75 are summarized below:

GASB 68 Summary

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.”

GASB 75 Summary

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.”

To create additional transparency, the GASB 68 and 75 implementation transferred pension and other post-employment benefit (OPEB) liability from the state-level financial statements of the Teachers Retirement System (TRS) and Employers Retirement System (ERS) to the individual financial statements of the institutions. This transfer increased the visibility of pension and OPEB liability at the community college district level. The overall effect to statewide financial ratios and to the financial condition of community college districts was substantial.

For the purpose of this report, any GASB 68 and 75 related long-term liabilities, deferred outflow of resources and deferred inflow of resources have been removed from the calculation of these metrics for FY 2021 - 2022, based on the updated KPMG report¹. However, any expenses related to GASB 68 and GASB 75 are included in the calculation, due to that they are included in operating expenses, and not broken out separately in the ACFR and do have an impact on the net position.

¹ FOR MORE INFORMATION, SEE STRATEGIC FINANCIAL ANALYSIS FOR HIGHER EDUCATION, 7TH EDITION, KPMG, PRAGER, SEALY & CO., BEARING POINT, SUMMER 2016.

Justification - The objective of this report is to provide an assessment of the overall financial health of public community colleges and to identify institutions in which the potential for financial stress exists.

Enclosed Documents - The PowerPoint presentation and a copy of the report follow in the packet for the Board's review and discussion.

No action was required from the Board. This item was 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 believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreements
- b. Approval to Include the Prohibited Contact Provision in the Solicitation for Competitive Procurement
- c. Ratification of Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023

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

Consent Agenda:

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

Purpose and Justification – Administration requested Board approval of the following award of proposal, 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 recommended approval as follows:

The Committee recommended Board approval of the award of proposal, rejection of proposals, purchases, renewals, and interlocal agreements at a total cost of \$1,396,540.31 as listed below:

A. Award of Proposal

- 1) **Medical Oxygen Generating Unit (Award) – Grant Funded:** award the proposal for the medical oxygen generating unit to **Novair USA Corp** (North Tonawanda, NY) (New), at a total amount of \$100,575.00;

B. Rejection of Proposals

- 2) **Medical Care Equipment (Reject) – Grant Funded:** reject the three (3) proposals received for the medical care equipment because they exceeded the amount received from the grantor. A new solicitation has been advertised to meet the federal grant deadline;
- 3) **Starr County Campus Building E – Analog to Digital Audio Visual Upgrade (Reject) – Grant Funded:** reject the one (1) proposal received for the Starr County Campus Building E – Analog to Digital Audio Visual Upgrade because of the code of federal regulations procurement rules related to competition and price analysis. A new solicitation has been advertised to meet the federal grant procurement timeline;

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

- 4) **Instructional Equipment (Purchase):** purchase instructional equipment from **JF Petroleum Group** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$60,695.35;
- 5) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services, LLC.** (Birmingham, AL) for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$62,866.61.
- 6) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the nursing and allied health equipment and supplies contracts for the period beginning August 1, 2023 through July 31, 2024, at a total estimated amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Bound Tree Medical, LLC. (Dublin, OH)	DiaMedical USA Equipment, LLC. (West Bloomfield, MI)
Hand Safety, LLC. (Wichita Falls, TX)	Henry Schein, Inc. (Melville, NY)
J and B Medical Supply Company, Inc. (Wixom, MI)	Meadows Medical Supply (Quogue, NY)
Performance Health Supply, LLC./dba Medco Supply Company (Warrenville, IL)	Pocket Nurse Enterprises, Inc/dba Pocket Nurse (Monaca, PA)
Social Medical Supply, LLC./dba Well Before (Dallas, TX)	

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

- 7) **Bond Counsel Services (Renewal):** renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC.** (McAllen, TX), for the period beginning August 1, 2023 through July 31, 2024, at a total estimated amount of \$56,000.00;

- 8) Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Cornerstone Catering** (Mission, TX) for the period beginning July 25, 2023 through July 24, 2024, with 0% commission;
- 9) Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Zaycor Management Company (Steak n Shake)** (Brownsville, TX) for the period beginning August 1, 2023 through July 31, 2024, with 0% commission;
- 10) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2023 through August 17, 2024, at a total estimated amount of \$288,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors	Rio Paper & Supply, LLC. (Pharr, TX) Gateway Printing & Office Supply, Inc. (Edinburg, TX)

- 11) Geotechnical and Materials Testing Services (Renewal):** renew the geotechnical and materials testing services contracts for the period beginning July 28, 2023 through July 27, 2024, for services ranging from \$5,000 to \$45,000 per project. The firms are as follows:

Firm (City/State)	Firm (City/State)
B2Z Engineering, LLC. (Mission, TX)	L&G Consulting Engineers, Inc. (Mercedes, TX)
Millennium Engineers Group, Inc. (Pharr, TX)	Raba Kistner, Inc. (McAllen, TX)
Terracon Consultants, Inc. (Pharr, TX)	

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

- 12) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) at \$568,120.35 and **Apple, Inc.** (Dallas, TX) at \$3,970.00 for a total of \$572,090.35;
- 13) Web Application Firewall Software/Cloud Subscription Agreement (Renewal):** renew the annual web application firewall software/cloud subscription agreement from **Kudelski Security, Inc.** (Minnetonka, MN), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 7, 2023 through July 6, 2024, at a total amount of \$50,384.00;

D. Interlocal Agreements

- 14) Facility Lease Agreements (Lease/Rental):** facility lease/rental agreement through an interlocal agreement for the period beginning May 12, 2023 through September 21, 2023, at a total amount of \$5,929.00. The events are as follows:

#	Location	Event	Dates	Amount
1	City of McAllen – Quinta Mazatlan	Distinguished Leadership Academy	9/21/23	\$315.00
2	City of Mission – Mission Event Center	Graduation Committee Appreciation Banquet	5/12/23	\$2,725.00
3	Region One Education Service Center	South Texas Leadership Academy	6/15/23	\$2,889.00

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

Consent Agenda:

b. Approval to Include the Prohibited Contact Provision in the Solicitation for Competitive Procurement

Purpose and Justification – Administration requested Board approval to include the prohibited contact provision in the solicitation for competitive procurement when responding to competitive bids, proposals, and statements of qualifications to preserve the integrity of the procurement process by prohibiting attempts by a vendor to influence the award of a contract.

The requirement clause was as follows:

Prohibited Contact Provision

For the period between the proposal advertisement and the time that the South Texas College Board of Trustees takes action to award a contract or to reject all proposals, respondents, including their agents and representatives, shall not contact, either verbally or through written format, any College Board of Trustees member, administrator, executive, College consultant, member of the proposal evaluation committee, or any other College staff, to discuss or otherwise influence the evaluation and decision-making process relating to the award of a contract. If a respondent violates the foregoing prohibition, such contact may result in disqualification of the respondent's proposal. The foregoing prohibition will not apply to communication with a respondent initiated by the College to request an interview, an oral presentation, or additional information to clarify any aspect of the respondent's proposal.

Board approved contracts that are awarded would include the prohibited contact provision in the formal solicitation documents.

The College worked with Legal Counsel to include this clause as part of the solicitation for competitive procurement.

On May 9, 2023, Mary G. Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended Facilities Committee and the Finance, Audit, and Human Resources Committee meetings to address any questions.

The Committee recommended Board approval of the prohibited contact provision in the solicitation for competitive procurement when responding to competitive bids, proposals, and statements of qualifications to preserve the integrity of the procurement process by prohibiting attempts by a vendor to influence the award of a contract.

The provision presented for Board approval incorporates feedback provided by the Trustees on May 9, 2023, to start the prohibited contact period when proposals are advertised, rather than upon the submission deadline, as recommended by each Committee.

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

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Consent Agenda:

c. Ratification of Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023

Purpose and Justification – Administration requested Board approval to ratify reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 to include revisions to position pay grades, titles, and salaries status as recommended by College Administrators.

Background – The Office of Human Resources, in collaboration with College Administration, performed further assessments of FY 2022 – 2023 positions, and actions were taken after the President's approval, as listed below:

1. Reclassification List – Reclassifications initiated by Administration and approved by the President. These changes are deemed critical and result in revisions and reclassifications as appropriate to the position duties and are effective in the month in which the President's approval was received.

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

- A. Pay Grade Revisions
- B. Position Title and/or Salary Adjustments
- C. Title Changes

Funding Source – Funds for these reclassifications were available in the FY 2022 - 2023 salary budget, and the net effect on the FY 2022 - 2023 Salary Budget and Unrestricted Fund Budget is zero.

Reviewers – The reclassifications were reviewed by the President, all the Vice Presidents, and the Interim Director of Human Resources.

Enclosed Documents – The Reclassification List was provided in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Alicia Correa, Interim Director of Human Resources, attended the Committee Meeting to address any questions.

The Committee recommended Board ratification of reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 as presented.

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

Review and Action as Necessary on Approval to Purchase Mobile Hotspot Service – Grant Funded

Purpose and Justification – The Board of Trustees was asked to authorize the Administration to purchase mobile hotspot service from **T-Mobile USA, Inc.** (Bellevue,

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WA), a Sourcewell purchasing cooperative approved vendor, for the period beginning June 1, 2023 through February 28, 2025, at an estimated total amount of \$98,490.00. The monthly service subscription cost for three hundred fifty (350) mobile hotspots was \$13.40 per device.

Library Services requested approval to procure monthly service for three hundred fifty (350) mobile broadband hotspot devices that will be utilized by students belonging to vulnerable populations. These devices were funded by the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant.

The pandemic increased the College's reliance on online and hybrid instruction as a safe option for teaching and learning. This, in turn resulted in sustained demand for student online access to STC services and resources. Many students do not have access to reliable internet when taking online or hybrid courses. These devices would provide reliable broadband internet service to students, allowing home access to online courses and learning resources. Based on data, students receiving a hotspot have achieved a higher grade-point average and pass rate.

Funds for this expenditure were budgeted in the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 - 2026, pending Board approval of the budgets.

Enclosed Documents – The summary of the purchase was provided in the packet for the Board's information and review.

Dr. David Plummer, Vice President for Information Services Planning Performance, and Strategic Initiatives, Dr. Jesus Campus, Dean for Library and Learning Support Services, and Becky Cavazos, Director of Purchasing, attended the Board Meeting to address questions.

After the publication of the May 9, 2023, Finance, Audit, and Human Resources Committee, the need arose to include this item for approval on May 23, 2023, Board Meeting since the purchase must be made for services to begin Summer 2023. Therefore, it was presented without a recommendation from the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the purchase of mobile hotspot service from **T-Mobile USA, Inc.** (Bellevue, WA), a Sourcewell purchasing cooperative approved vendor, for the period beginning June 1, 2023 through February 28, 2025, at an estimated total amount of \$98,490.00. The monthly service subscription cost for three hundred fifty (350) mobile hotspots is \$13.40 per device, as presented. The motion carried.

Review and Action as Necessary on Approval to Purchase a Network Fiber Optic Subscription Service Agreement – Grant Funded

Purpose and Justification – The Board of Trustees was asked to authorize the Administration to purchase a network fiber optic subscription service agreement from **VTX Communications, LLC**. (Raymondville, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor for the period beginning September 1, 2023 through August 31, 2028, at an estimated total amount of \$61,000.00. The annual amounts were as follows:

Fiscal Year	Service	Monthly Amount	Annual Amount
FY2024	Subscription Service	\$1,000.00	\$12,000.00
FY2024	One Time Fee	\$1,000.00	\$1,000.00
FY2025	Subscription Service	\$1,000.00	\$12,000.00
FY2026	Subscription Service	\$1,000.00	\$12,000.00
FY2027	Subscription Service	\$1,000.00	\$12,000.00
FY2028	Subscription Service	\$1,000.00	\$12,000.00
Total Amount			\$61,000.00

Information Technology requested approval to purchase a network fiber optic subscription service agreement for additional lines from the Pecan Campus to the Mid Valley and Starr County Campuses. The enhancement would provide services that would improve the network connectivity and increase network services for students, faculty, and staff.

Funds for this expenditure were budgeted in the National Telecommunications and Information Administration (NTIA) grant budget for FY 2023 – 2024 and FY 2024 – 2025 and the Systems and Networking budget for FY 2025 – 2026, FY 2026 – 2027, and FY 2027 – 2028, pending Board approval of the budget.

Enclosed Documents – The summary of the purchase was provided in the packet for the Board's information and review.

Dr. David Plummer, Vice President for Information Services Planning Performance, and Strategic Initiatives, Lucio Gonzalez, Assistant Computer Information Officer – Infrastructure and Software Development, and Becky Cavazos, Director of Purchasing, attended the Board Meeting to address questions.

After the publication of the May 9, 2023, Finance, Audit, and Human Resources Committee, the need arose to include this item for approval on May 23, 2023, Board Meeting since the purchase must be made for services to begin prior to the Fall 2023 semester. Therefore, it was presented without a recommendation from the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the purchase of a network fiber optic subscription agreement from **VTX Communications, LLC**. (Raymondville, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor for the period beginning September 1, 2023 through August 31, 2028, at an estimated total amount of \$61,000.00, as presented. The motion carried.

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

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

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

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

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

- a. Approval of Final Completion and Release of Final Payment for the District Wide Repainting of Exterior Stucco & Panels at Starr County Campus

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized item "a" of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

- a. **Approval of Final Completion and Release of Final Payment for the District Wide Repainting of Exterior Stucco & Panels at Starr County Campus**

Approval of final completion and release of final payment for the District Wide Repainting of Exterior Stucco & Panels at Starr County Campus project was requested.

Project		Completion Recommended	Date Received
1.	District Wide Repainting of Exterior Stucco & Panels at Starr County Campus Project No. 2022-016R Contractor: Terra Fuerte Construction, LLC	Final Completion Recommended	April 28, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Terra Fuerte Construction, LLC be approved. The original cost approved for this project was \$275,235.

The following table summarizes the current budget status:

District Wide Repainting of Exterior Stucco & Panels at Starr County Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000.00	\$275,235.00	(\$39,287.00)	\$235,948.00	\$218,708.05	\$17,239.95

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$17,239.95 to Terra Fuerte Construction, LLC of the District Wide Repainting of Exterior Stucco & Panels at Starr County Campus as presented.

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

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

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

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of April 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.

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The checks submitted for approval and financial reports were included in the Board packet under separate cover. Also included as information only, under separate cover was the check register.

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

Announcements

A. Next Meetings:

- Monday, June 12, 2023
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, June 27, 2023
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, May 29, 2023 in observance of Memorial Day.
- South Texas College will sponsor and host the TedEX de Jovenes international student event at the Pecan Campus Cooper Center on Tuesday, May 30, 2023.
- South Texas College will be close Monday, June 19, 2023 in observance of Juneteenth.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:43 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 23, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú
Board Secretary

Review and Action as Necessary on Proposed Memorandum of Understanding with the National Alliance of Concurrent Enrollment Partnerships

In February 2023, South Texas College partnered once again with the National Alliance of Concurrent Enrollment Partnerships (NACEP) to host the second annual National Summit for Dual Credit Programs.

The three-day summit included fantastic keynote speakers and breakout sessions representing concurrent enrollment partnerships, from the higher education perspective as well as other stakeholders including K-12 school districts, from institutions across the nation. Over 270 participants attended from 28 states, bringing with them valuable insights and lessons learned from delivering dual credit courses to students from diverse regional and socio-economic backgrounds.

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, will provide an update on the second annual summit, including revenues and expenditures and lessons learned to provide an even better summit next year.

Dr. De Leon will discuss the proposed the Memorandum of Understanding (MOU) with NACEP to partner on the third annual National Summit for Dual Credit Programs, which would again be hosted at the South Padre Island Convention Center, from February 18 – 21, 2024.

The Board's authorization to finish negotiations and execute the proposed MOU will be necessary to support another highly successful summit, which will further highlight South Texas College's role as a national leader in the concurrent enrollment environment and allow the College to learn with and from fellow colleges and invested stakeholders from across the nation.

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 administration to negotiate and execute the proposed Memorandum of Understanding with the National Alliance of Concurrent Education Partnerships as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

SUMMIT FOR DUAL CREDIT PROGRAMS

February 19-21 | South Padre Island, TX

South Texas College Board Meeting

Tuesday, June 27, 2023 | 5:30 PM

Dr. Rebecca De Leon,

Dean for Dual Credit Programs and School District Partnerships



Summit Overview

- ✓ Hosted by **South Texas College** and the **National Alliance of Concurrent Enrollment Partnerships**
- ✓ A premier conference tailored for higher education institutions, school districts and State/National entities
- ✓ The Summit provides attendees with valuable information and key takeaways regarding dual credit and college readiness



SUMMIT FOR
Dual Credit Programs

Hosted By:



Participation & Representation



- ✓ **296 Registered**
- ✓ **270 Attended**
- ✓ **28 States Represented**
 - Institutions of Higher Education
 - State Agencies
 - Workforce Development
 - School Districts

SUMMIT FOR
Dual Credit Programs

Hosted By:



Keynote Speakers



Shayla Rivera

Director of Engineering X program and Professor for Texas A&M University

- Aerospace Engineer
- Former Rocket Scientist with NASA
- Comedian, Writer and Awareness Expert



Dr. Brad C. Phillips

President and Chief Executive Officer of the Institute for Evidence-Based Change (IEBC)

- Focuses on improving educational practice
- Co-author of the book, *Creating A Data-Informed Culture In Community Colleges*
- Founder of both Call-PASS and IEBC.

SUMMIT FOR
Dual Credit Programs

Hosted By:



Summit Session

✓ 6 Conference Tracks

- Partnerships and Collaborations
- Dual Credit for Beginners
- Program Innovation
- Student Pathways
- Data, Measurement & Research
- Policy and Funding

✓ 7 Breakout Rounds

✓ 28 Sessions



SUMMIT FOR
Dual Credit Programs

Hosted By:



Post Conference

Dual Credit Programs Leadership provided insight for **20 attendees** from **8 institutions** on topics such as:

- ✓ Policies & Procedures
- ✓ Program Scheduling
- ✓ Faculty Credentialing
- ✓ Enrollment Services
- ✓ Support Services

"It was great to hear how Dual Credit Programs operate at other colleges. I learned some new tricks and practices to take home."

- Post Conference Attendee

SUMMIT FOR
Dual Credit Programs

Hosted By:

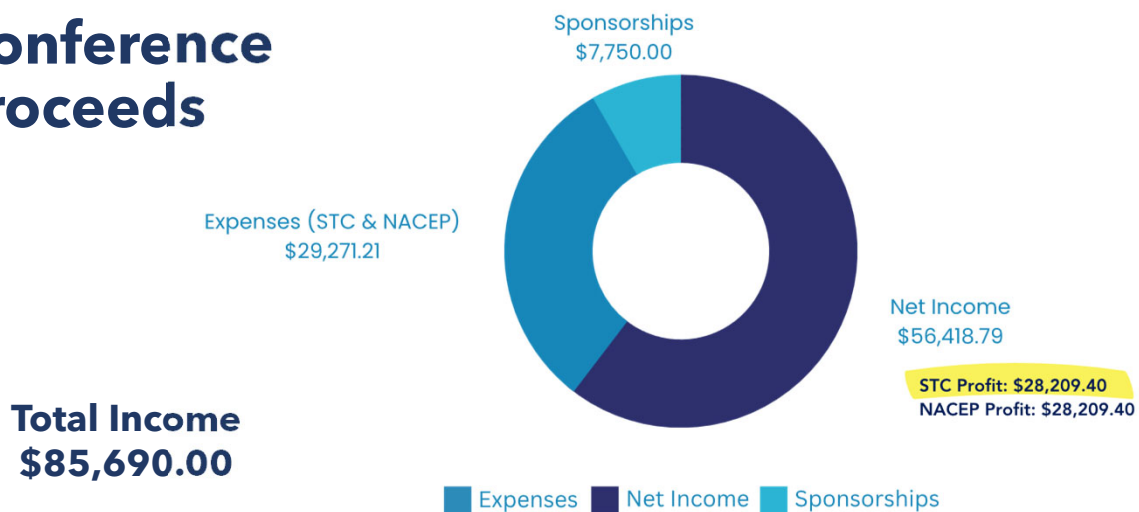


2023 Sponsors

- Howard
- BibliU
- DualEnroll
- Quottly
- W.W.Norton & Company
- Pearson
- Latinos in Action
- Cengage
- Textbook Acquisition Services
- Anthology
- Audio Visual Aids
- The NROC Project



Conference Proceeds



SUMMIT FOR
Dual Credit Programs

Hosted By:



Feedback &

"Was the **MOST RELEVANT** and **USEFUL** conference I have attended! THANK YOU FOR HOSTING THIS! LOVED ALL SPEAKERS AND CONTENT".



Session Recommendations

- ✓ **High School** Focus Perspectives
- ✓ IHE and ISD **partnership** collaboration
- ✓ Post COVID **best practices**
- ✓ Dual Credit **Marketing**

SUMMIT FOR
Dual Credit Programs

Hosted By:



Takeaways



"Dual credit programs is **not a one size fits all**. **Networking** is important because you might have similar problems for which you can **collaborate** with other to **find a solution**".

"It was great to be able to **interact with others in your field**. Each state varies significantly with their state laws and **how the state supports Dual Credit**. I loved the two opening speakers. They did a great job of breaking down the importance of so many things. **Data is essential in Higher Education**".





Review and Action as Necessary on Proposed Revision to the 2023 – 2024 Academic Calendar

The Board is asked approve and authorize the following proposed revisions to the 2023-2024 Academic Calendar.

The 2023-2024 Academic Calendar was previously approved by the Board on May 26, 2022. Since that time, there have been modifications to event titles and dates referenced in the approved calendar as follows:

- The Academic Affairs Convocation scheduled for Monday, August 21 has been re-titled to “Academic Affairs Assembly”.
- The College-Wide Professional and Organizational Development Day scheduled for September 22, 2023 has been re-titled to “Fall Convocation” and re-scheduled for September 29, 2023 due to the availability of the venue.
- The College-Wide Professional and Organizational Development Day scheduled for February 9, 2024 has been re-titled to “College-Wide Professional Development Day”.

In addition, a disclosure has been added to the calendar for all events that may take place at external locations to account for changes in scheduling due to the availability of the venue. This will allow the College to make the necessary updates to the calendar on the College website and send appropriate communication to staff, faculty and students in a timely manner when these changes occur.

Enclosed Documents

The proposed revisions to the 2023-2024 Academic Calendar is provided in the following pages.

Mrs. Christina Cavazos, Director of Curriculum, 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 proposed revisions to the 2023-2024 Academic Calendar, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

2023-2024 Calendar



Fall Semester 2023 (August 28 - December 17)

August 16 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 17 (Thursday)	New Faculty Orientation
August 18 (Friday)	New Faculty Service Area Tour
August 21 (Monday)	Faculty Return – Academic Affairs Assembly Convocation / Division Meetings
August 22 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 23 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 24 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 25 (Friday)	Faculty Preparation Day / Departmental Meetings
August 26 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 28 (Monday)	Classes Begin
September 4 (Monday)	College Closed – Labor Day
September 13 (Wednesday)	Census Day - Twelfth Class Day
September 22 29 (Friday)	College Closed – College-Wide Professional and Organizational Development Day Fall Convocation*
November 17 (Friday)	Last Day to Withdraw
November 23 – 26 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 11 – 17 (Monday – Sunday)	Finals
December 16 (Saturday)	Commencement Ceremonies*
December 16 (Saturday)	Certificate and Degree Award Date
December 17 (Sunday)	End of Term
December 18 (Monday)	Grades Due Date
December 20 – January 4 (Wed. – Thurs.)	Winter Break (College Closed)

May vary depending on facility availability* **Subject to change depending on availability of venue.

2023-2024 Calendar



Spring Semester 2024 (January 16 – May 9)

January 5 (Friday).....	College Opens – Staff return
January 5 (Friday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 8 (Monday)	Faculty Return – Division / Department Meetings
January 9 – 12 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 13 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 15 (Monday)	Martin Luther King, Jr. Day – College Closed
January 16 (Tuesday)	Classes Begin
January 30 – February 3 (Tuesday – Saturday) ...	Distance Learning Symposium
January 31 (Wednesday).....	Census Day - Twelfth Class Day
February 9 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day*
March 11 – 17 (Monday - Sunday).....	College Closed - Spring Break
March 28 – 31 (Thursday – Sunday).....	College Closed - Semester Break
April 15 (Monday).....	Last Day to Withdraw
May 3 – 9 (Friday – Thursday).....	Finals
May 9 (Thursday)	End of Term
May 10 – 11 (Friday - Saturday)	Commencement Ceremonies*
May 10 – 11 (Friday - Saturday)	Certificate and Degree Award Date
May 13 (Monday)	Grades Due Date
May 27 (Monday)	College Closed – Memorial Day

~~*May vary depending on facility availability~~ Subject to change depending on availability of venue.

2023-2024 Calendar



Summer Session 2024 (June 3 – August 9)

June 3 (Monday)	Classes Begin
June 7 (Friday)	Staff – South Texas Leadership Academy for Staff *
June 18 (Tuesday)	Census Day - Twelfth Class Day
June 19 (Wednesday)	College Closed - Juneteenth
July 4 (Thursday)	College Closed-Independence Day
July 8 – 9 (Monday & Tuesday)	No classes (For Summer III only)
July 25 (Thursday)	Last Day to Withdraw
August 8 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 9 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 12 (Monday)	Grades Due Date

SI – Minimester (June 3 – July 5)

June 3 (Monday)	Classes Begin
June 6 (Thursday)	Census Day - Fourth Class Day
June 19 (Wednesday)	College Closed - Juneteenth
June 27 (Thursday)	Last Day to Withdraw
July 4 (Thursday)	College Closed-Independence Day
July 5 (Friday)	End of Term/Finals
July 8 (Monday)	Grades Due Date

SII – Minimester (July 10 – August 9)

July 10 (Wednesday)	Classes Begin
July 15 (Monday)	Census Day - Fourth Class Day
August 2 (Friday)	Last Day to Withdraw
August 8 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 9 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 12 (Monday)	Grades Due Date

~~*May vary depending on facility availability~~ Subject to change depending on availability of venue

Review of Presentation to the Education and Workforce Development Committee:

a. Presentation on the South Texas College Student Completion Services

Mr. Tony Matamoros, Director of Student Engagement & Completion Services, presented on the South Texas College Student Completion Services.

The Student Completion Services Department supports the College's commitment to student access and completion, with a focus on services to adult learners through strategies on student re-engagement, recruitment of adult learners seeking career transition pathways, and adult learners looking for non-credit to credit pathways.

Adult learners have varying academic backgrounds and preparedness for college, and most have work-life balance challenges. The Student Completion Services team helps guide students to resources at South Texas College that are ready to support students' diverse needs. The College also partners with The Hope Center and with the Valley Initiative for Development and Advancement (VIDA) to help identify and address students' basic needs, which can be crucial in supporting students' focus on completion.

Student Re-Engagement

Student Re-Engagement strategies primarily seek to identify prior South Texas College students who earned credit toward completion of a credential, but stopped out prior to graduating. From the 2018 – 2019 Academic Year through the 2021 – 2022 Academic Year, over 22,000 students enrolled but have since stopped enrollment without completing their program. 1,459 of these students were only 1 – 4 courses away from completing their credential.

Recently, the Student Completion Services team identified 5,113 students who had stopped out prior to completion, and helped 550 of them re-enroll since Fall 2022.

Another strategy of Student Re-Engagement is to identify adult learners who began the application process to attend South Texas College but did not enroll for courses. Recent efforts have identified 2,248 such applicants. Upon outreach from staff, the department helped 206 students complete the enrollment process and register for classes since Fall 2022.

Adult Learner Recruitment

Adult Learner Recruitment strategies seek to identify working adults, many of whom hold a degree or workforce credential, who are looking for career advancement or career change opportunities. South Texas College offers a wide variety of programs tailored to specific professional groups that can offer career advancement or help launch a new career.

These strategies include targeted recruitment presentations in coordination with partnering agencies, such as the US Border Patrol, military personnel, and local and

state government. The College also leverages grant support to help upskill and reskill adults in new career paths.

The Student Completion Services team has helped 376 adults enroll in associate and bachelor degree academic programs at South Texas College since Fall 2022, as the next step in their career plan.

Non-Credit to Credit Recruitment

The South Texas College service region is home to a large number of adults who could benefit from basic skills support and training for short-term certifications leading to paying jobs. The Non-Credit to Credit Recruitment strategies help connect potential students to pathways that can start anywhere from GED preparation and testing up through coursework leading toward a workforce credential.

These pathways are intentionally built to provide students an opportunity not only to find workforce certifications quickly, but to leverage those successes into further career training at South Texas College, eventually leading toward certificate, associate, and baccalaureate programs when the student is ready.

The College works with grantors and other partners to provide resources to these students to help them address life's challenges while they investment in themselves and their careers.

The support of the South Texas College Board of Trustees will be vital in helping champion this exciting new initiative as we continue to open pathways for adult learners to return to South Texas College.

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

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

a. Review and Discussion on the Operation of the Jag Express Transportation Services

Mary Elizondo, Vice President for Finance and Administrative Services, will review the operation of the Jag Express Transportation Services for Fiscal Year 2023 – 2024 with the Board.

Background – The Interlocal Agreement for Transportation Services between STC and the LRGVDC provides transportation services to STC students. The Interlocal Agreement is intended to establish a district-wide intercampus bus route to serve the College campuses. The bus routes benefit students, faculty and staff of South Texas College by facilitating access to the College and its educational programs.

Below is a duplicated count of student ridership by bus route.

Ridership Routes	FY 18 - 19	FY 19 – 20	FY 20 - 21	FY 21 - 22	FY 22 - 23¹
Yellow Line	24,035	13,289	595	1,483	1,759
Park & Ride ²	20,870	18,070	0	0	0
Green Line (Starr Campus to Pecan)	13,925	7,379	831	2,114	1,801
Green Line (Route 60-Roma)	6,180	4,278	90	1,376	1,914
Purple Line ³ (Mid Valley to NAH)	7,517	4,267	38	0	0
Total	72,527	47,283	1,554	4,973	5,474

¹FY 2023 Ridership as of April 2023

²Service ended March 2020 and did not resume after FY 2019 - 2020

³Cancelled October 2020

Current Interlocal Agreement for Fiscal Year 2022 - 2023

The current Interlocal Agreement with LRGVDC includes the net STC cost payments listed below to the LRGVDC for the following routes:

Route	Net STC Cost
Green Line 1 (Starr County Campus to Pecan Campus)	\$93,894
Green Line Route 60 (Roma)	70,924
Total	\$164,818

In addition, LRGVDC reimburses the College \$133,119, which constitutes 50% of operating costs and 80% of maintenance costs for operating the College's Yellow Line (Circular) routes connecting the Pecan Campus, Technology Campus, and Nursing and Allied Health Campus. The net cost to STC, after considering the LRGVDC reimbursement, is \$107,381. The grand total is \$272,199.

Route	Net STC Cost
Yellow Line (Circular) Cost	\$107,381

Below is a summary of the costs for the current Interlocal Agreement and two cost models.

	Current Agreement			Alternate Cost Model 1	Alternate Cost Model 2
	Total Operating Cost	Cost to LRGVDC	Cost to STC	Cost to STC	Cost to STC
Green Line – Roma/Rio Grande					
Total Cost	\$393,898			\$0	\$180,021
Grant Reimbursement	229,080			0	104,906
Net STC Cost	\$164,818	\$0	\$164,818	\$0	\$75,115
Yellow Line – McAllen 3 Campuses					
Total Cost	\$240,500			\$240,500	\$240,500
Grant Reimbursement	133,119			133,119	133,119
Net STC Cost	\$107,381	\$0	\$107,381	\$107,381	\$107,381
Both Lines					
Total Cost	\$634,398			\$240,500	\$420,521
Grant Reimbursement	362,199			\$133,119	238,025
Net STC Cost	\$272,199	\$0	\$272,199	\$107,381	\$182,496

Alternate Cost Models for Fiscal Year 2023 - 2024

Below are two alternate cost models for Jag Express Transportation for Fiscal Year 2023 - 2024:

Cost Model 1

- Cancel both the Green Line 1 (Starr County Campus to Pecan Campus) and the Green Line Route 60 (Roma) and continue the interlocal agreement with LRGVDC for only the Yellow Line transportation routes.

This would eliminate the payments to LRGVDC for the operating costs net of the grant reimbursement. The estimated STC net cost will decrease by \$164,818 if both Green Lines are discontinued.

Cost Model 2

- Cancel Green Line Route 60 (Roma) and reduce Green Line 1 (Starr County Campus to Pecan Campus) Service to Monday – Thursday, removing Friday, and continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes.

This would eliminate the payment to LRGVDC for Route 60 (Roma) and decrease the payment to LRGVDC for the Green Line 1 Route (Starr County Campus to Pecan Campus). The total estimated STC net cost for the Green Line routes will decrease by \$89,703.

Alternate transportation services for students traveling from Rio Grande City to the Pecan Campus have not been identified.

LRGVDC Fiscal Year 2023 - 2024 Interlocal Agreement

The Interlocal Agreement for Transportation Services between South Texas College (STC) and Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2023 - 2024 will be presented in July 2023, for approval in accordance with the Committee recommendations.

Funding Source - Funds for this expenditure will be budgeted in the Student Transportation Services budget for Fiscal Year 2023 – 2024.

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

Mary Elizondo, Vice President of Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, Alina O. Cantu, Public Safety and Transportation Services Manager, and Tom Logan from Lower Rio Grande Valley Development Council will be present at the Board Meeting to address any questions.

b. Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2023 - 2024 with Comparison to FY 2022 – 2023 Amended Budget

Enclosed is the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2023 - 2024 with Comparison to the FY 2022 - 2023 amended budget for the Board's information and review.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

Revenues:

- State appropriations revenue is based on the preliminary state allocation schedule. The final amount the College receives for state appropriations is expected to change upon approval of the recommendation from the Texas Commission on Community College Funding (TxCCCF) by the 88th Texas Legislature. The TxCCCF recommends to change the current state formula funding model to an outcomes-based formula methodology. This change would impact the amount of funding the College receives from the State in the upcoming biennium.
- Tuition and Fees revenue for FY 2023 - 2024 is based on projected enrollment of 17,166 traditional students, a 4.7% decrease from Fall 2022, and 10,200 dual enrollment tuition free students for Fall 2023. The tuition revenue projection is also based on the simplified tuition rate (STR) approved by the Board on March 28, 2023. The simplified tuition rate incorporates In-District, Out-of-District Tuition, majority of the mandatory fees, Program Differential Tuition, and other selected fees into one rate per semester credit hour.

- M&O Property Tax revenue and Other Revenues for FY 2023 - 2024 are based on projections and trend analysis.
- The Higher Education Emergency Relief Fund (HEERF) Lost Revenue will be removed since the College must use the HEERF III Institutional Portion allocated to the College by June 2023.
- Carryover Allocations (fund balance) are based on the needs of the College. The College proposes to fund initiatives from fund balance in order to support the goals and objectives for FY 2023 – 2024. The use of funds from fund balance will still allow the College to comply with the Unrestricted Fund Balance requirement since the College will exceed the minimum number of months in reserve threshold. Options for the use of carryover allocations (fund balance) are presented in Exhibit 2.

Expenditures, Transfers and Reserves:

- The Salary and Benefits expenditure budgets for FY 2023 - 2024 reflect the estimated proposed changes recommended by the Texas Association of School Boards (TASB) and administration in Exhibit 1.

Exhibit 2 shows two options regarding changes to the salary and benefit expenditure budgets for FY 2023 – 2024.

The salary and benefits budget increases in Option 1 will not require the use of carryover allocations (fund balance) since the increase will be funded with FY 2023 – 2024 revenues.

The salary and benefits budget increase in Option 2 will require the use of fund balance. Of the total proposed budget allocated to the unrestricted fund balance salary and benefits budget for FY 2023 – 2024, \$3,133,419 will be funded by the revenue increases in the Fiscal Year 2023 - 2024 budget and \$4,647,077 will be funded by the fund balance. The use of the fund balance will be reassessed after the anticipated increase in state appropriations is received. The College will continue to maintain the required reserve of three (3) months of expenditures in the fund balance after this planned reduction.

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Operating, Travel, and Capital Outlay, and Transfers and Reserves expenditure budgets for FY 2023 – 2024 are based on the proposed requests from the College's departments in support of the initiatives for the upcoming fiscal year.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2023 - 2024 with Comparison to the FY 2022 – 2023 Amended Budget (Exhibit 1), the Carryover Allocation Funding Options (Exhibit 2), and the Preliminary Unrestricted Budget Summary for FY 2023 – 2024 presentation follow in the packet for the Board's

review and information. In order to balance the unrestricted fund budget, the College will continue to monitor trends, update projections and adjust revenues and expenditures as needed.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the Preliminary Summary of Unrestricted Projected Budget for FY 2023 – 2024 for the Board's review and discussion.

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

**South Texas College
Unrestricted Fund**

Exhibit #1

Fall: 17,166, Spring: 14,932, Summer:
7,174

**Preliminary FY 2023 - 2024 (Next Year) Budget Summary with Comparison to FY 2022 - 2023 (Current Year)
As of June 27, 2023**

Summary of Revenues and Carryover Allocations	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Preliminary)	% of Total Revenues	Difference FY 2023 Amended to FY 2024 Preliminary
State Appropriations	\$ 40,094,033	\$ 41,494,329	20.31%	\$ 1,400,296
Other State Appropriation-Hazlewood Reimbursement	45,000	45,000	0.02%	-
Total State Appropriations	40,139,033	41,539,329	20.34%	1,400,296
Academic & Differential Tuition-Net TPEG	29,609,682	51,464,244	25.19%	21,854,562
Continuing Ed/ITED-Net TPEG	3,834,361	4,064,829	1.99%	230,468
Total Tuition-Net of TPEG	33,444,043	55,529,073	27.18%	22,085,030
Total Fees	26,617,493	2,912,740	1.43%	(23,704,753)
Total M&O Property Taxes	65,888,360	66,927,291	32.76%	1,038,931
Total Other Revenues	7,939,699	10,046,423	4.92%	2,106,724
Total HEERF Lost Revenue	7,507,655	-	0.00%	(7,507,655)
Total Carryover Allocations	15,567,464	27,315,410	13.37%	11,747,946
Total Revenues and Carryover Allocations	\$ 197,103,747	\$ 204,270,266	100.00%	\$ 7,166,519

Summary of Expenditures	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Preliminary)	% of Total Expenditures	Difference FY 2022 Amended to FY 2023 Preliminary
Total Salaries	\$ 110,861,613	\$ 111,452,205	54.56%	\$ 590,592
Total Benefits - Not State Funded	17,022,584	25,650,576	12.57%	8,627,992
Total Benefits - State Funded	8,959,877	-	0.00%	(8,959,877)
Total Benefits	25,982,461	25,650,576	12.57%	(331,885)
Total Operating	41,612,382	42,633,390	20.87%	1,021,008
Total Travel	2,355,768	2,500,775	1.22%	145,007
Total Capital Outlay	3,283,868	10,033,320	4.91%	6,749,452
Total Expenditures	\$ 184,096,092	\$ 192,270,266	94.13%	\$ 8,174,174
Transfers & Reserves				
Transfer to Unexpended Plant Fund (Carryover)	3,500,000	10,000,000	4.90%	6,500,000
Transfer to CE Unexpended Plant Fund	-	-	0.00%	-
Transfer to R&R Plant Fund	-	-	0.00%	-
Contingency Fund (Carryover)	2,000,000	2,000,000	0.97%	-
Fund Balance Reserve	-	-	0.00%	-
HEERF Fund Balance Reserve	7,507,655	-	0.00%	(7,507,655)
Total Transfers & Reserves	13,007,655	12,000,000	5.87%	(1,007,655)
Total Expenditures, Transfers & Reserves	\$ 197,103,747	\$ 204,270,266	100.00%	\$ 7,166,519

Revenues and Carryover Allocations over Expenditures	\$ -	\$ -		\$ -
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* State On-Behalf Appropriations Moved to Restricted Fund for FY 2022 - 2023

South Texas College
Carryover Allocation Funding Options
For FY 2023 - 2024

Exhibit 2

	Option A TASB 1/2 of 4% Plus Adjustments Without Use of Carryover Allocations		Option B TASB 4% Plus Additional Adjustments With Use of Carryover Allocations	
Revenues				
State Appropriations	\$	41,539,329	\$	41,539,329
Tuition-Net of TPEG		55,529,073		55,529,073
Fees		2,912,740		2,912,740
M&O Property Taxes		66,927,291		66,927,291
Other Revenues		10,046,423		10,046,423
Carryover Allocations		22,668,333		22,779,543
TASB 1/2 of Estimate		-		2,685,017
Staffing Requests		-		1,850,850
Total Revenues	\$	199,623,189	\$	204,270,266
Expenditures				
Salaries	\$	105,143,733	\$	105,143,733
TASB 1/2 of Estimate		2,266,170		2,266,170
TASB 1/2 of Estimate		-		2,266,170
Staffing Requests		-		1,500,000
Staffing Requests - Self Sustaining		276,132		276,132
Benefits		24,178,552		24,178,552
TASB 1/2 of Estimate		530,057		530,057
TASB 1/2 of Estimate		-		530,057
Staffing Requests		-		350,850
Staffing Requests - Self Sustaining		61,060		61,060
Operating		42,633,390		42,633,390
Travel		2,500,775		2,500,775
Capital		10,033,320		10,033,320
Total Expenditures		187,623,189		192,270,266
Transfers		10,000,000		10,000,000
Contingency		2,000,000		2,000,000
Total Transfers & Reserves		12,000,000		12,000,000
Total Expenditures, Transfers & Reserves	\$	199,623,189	\$	204,270,266
Revenues Over Expenditures	\$	-	\$	-



SOUTH TEXAS
COLLEGE

Preliminary Unrestricted Fund Budget Summary for FY 2023 - 2024

JUNE 27, 2023

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Salary Budget Funding Options FY 2023 - 2024

Summary of Revenues	Option A TASB ½ of 4% Plus Adjustments Without Use of Carryover Allocations	Option B TASB 4% Plus Additional Adjustments With Use of Carryover Allocations
Total State Appropriations	\$41,539,329	\$41,539,329
Total Tuition-Net of TPEG	55,529,073	55,529,073
Total Fees	2,912,740	2,912,740
Total M&O Property Taxes	66,927,291	66,927,291
Total Other Revenues	10,046,423	10,046,423
Total Carryover Allocations	22,668,333	22,779,543
TASB ½ of Estimate	-	2,685,017
Staffing Requests	-	1,850,850
Total Revenues	\$199,623,189	\$204,270,226

2

Salary Budget Funding Options FY 2023 - 2024

Summary of Expenditures	Option A TASB ½ of 4% Plus Adjustments Without Use of Carryover Allocations	Option B TASB 4% Plus Additional Adjustments With Use of Carryover Allocations
Total Salaries	\$105,143,733	\$105,143,733
TASB ½ of Estimate	2,266,170	2,266,170
TASB ½ of Estimate	-	2,266,170
Staffing Requests	-	1,500,000
Staffing Requests - Self Sustaining	276,132	276,132
Total Benefits	24,178,552	24,178,552
TASB ½ of Estimate	530,057	530,057
TASB ½ of Estimate	-	530,057
Staffing Requests	-	350,850
Staffing Requests - Self Sustaining	61,060	61,060

3

Salary and Benefit Expenditure Funding FY 2023 - 2024

Summary of Expenditures	Unrestricted Funded by FY 2023 - 2024 Revenues		Unrestricted Funded by Self-Sustaining Operations	Unrestricted Funded by Carryover Allocations (Fund Balance)
	Baseline Salary and Benefits Budget	Salary and Benefits Budget	Salary and Benefits Budget	Salary and Benefits Budget
Total Salaries	\$105,143,733	-	-	-
TASB ½ of Estimate	-	2,266,170	-	-
TASB ½ of Estimate	-	-	-	2,266,170
Staffing Requests	-	-	-	1,500,000
Staffing Requests - Self Sustaining	-	-	276,132	-
Salaries Subtotal	105,143,733	2,266,170	276,132	3,766,170
Total Benefits	24,178,552	-	-	-
TASB ½ of Estimate	-	530,057	-	-
TASB ½ of Estimate	-	-	-	530,057
Staffing Requests	-	-	-	350,850
Staffing Requests - Self Sustaining	-	-	61,060	-
Benefits Subtotal	24,178,552	530,057	61,060	880,907
Total Salaries and Benefits	\$129,322,285	\$2,796,227	\$337,192	\$4,647,077
Total by Funding Source	\$132,118,512		\$337,192	\$4,647,077
Grand Total Salary and Benefits (Excluding Baseline and Self-Sustaining Operations): \$7,443,304				

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Salary Budget Funding Options FY 2023 - 2024

Summary of Expenditures	Option A TASB ½ of 4% Plus Adjustments Without Use of Carryover Allocations	Option B TASB 4% Plus Additional Adjustments With Use of Carryover Allocations
Total Operating	\$42,633,390	\$42,633,390
Total Travel	2,500,775	2,500,775
Total Capital	10,033,320	10,033,320
Total Expenditures	187,623,189	192,270,266
Transfers	10,000,000	10,000,000
Contingency	2,000,000	2,000,000
Total Transfers & Reserves	12,000,000	12,000,000
Total Expenditures, Transfers & Reserves	\$199,623,189	\$204,270,266
Revenues Over Expenditures	\$-	\$-

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Preliminary Unrestricted Fund Revenues FY 2023 - 2024

Summary of Revenues	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Proposed)	Increase/ (Decrease)
State Appropriations	\$40,094,033	\$41,494,329	\$1,400,296
Other State Appropriations - Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	40,139,033	41,539,329	1,400,296
Total Tuition-Net of TPEG	33,444,043	55,529,073	22,085,030
Total Fees	26,617,493	2,912,740	(23,704,753)
Total M&O Property Taxes	65,888,360	66,927,291	1,038,931
Total Other Revenues	7,939,699	10,046,423	2,106,724
Total HEERF Lost Revenue	7,507,655	-	(7,507,655)
Total Carryover Allocations	15,567,464	27,315,410	11,747,946
Total Revenues	\$197,103,747	\$204,270,266	\$7,166,519

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Carryover Allocations FY 2023 - 2024

Carryover Allocations	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Proposed)	Increase/ (Decrease)
Contingency Fund	\$2,000,000	\$2,000,000	\$ -
Developmental Studies Book Royalties	4,813	4,813	-
Unexpended Construction Plant Fund	3,500,000	10,000,000	6,500,000
Renewals & Replacements Plant Fund	-	-	-
Continuing, Professional and Workforce Education	449,100	449,100	-
Capital Purchases	933,810	2,020,620	1,086,810
Retention Incentive Payment	5,523,683	-	(5,523,683)
Technology Support Reimbursement	831,000	-	(831,000)
NAH Faculty	225,000	-	(225,000)
Welding Equipment	2,100,058	1,193,800	(906,258)
ERP Implementation	-	7,000,000	7,000,000
Salaries and Benefits	-	4,647,077	4,647,077
Total Carryover Allocations	\$15,567,464	\$27,315,410	\$11,747,946

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Preliminary Unrestricted Fund Expenditures FY 2023 - 2024

Summary of Expenditures	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$110,861,613	\$111,452,205	\$590,592
Total Benefits	25,982,461	25,650,576	(331,885)
Total Operating	41,612,382	42,633,390	1,021,008
Total Travel	2,355,768	2,500,775	145,007
Total Capital Outlay	3,283,868	10,033,320	6,749,452
Total Expenditures	\$184,096,092	\$192,270,266	\$8,174,174
Transfers & Reserves			
Transfer to Unexpended Plant Fund	3,500,000	10,000,000	6,500,000
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	12,000,000	(1,007,655)
Total Expenditures, Transfers & Reserves	\$197,103,747	\$204,270,266	\$7,166,519
Revenues over Expenditures	\$-	\$-	\$-

8

THANK YOU
Questions

9

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

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

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

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 Resolution # Proposal to Cash Defease (Pay Off) the South Texas College Limited Taxable Refunding Bonds, Series 2020
- b. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement
- c. Approval to Write-off Capital Assets Valued at \$5,000 and Over
- d. Approval of Unrestricted Fund Balance Designations as of August 31, 2023
- e. Approval of Proposed Texas Association of School Boards Annual Salary Increases for Faculty and Non-Faculty Personnel and Proposed College's Request for New Positions and Other Adjustments for FY 2023 – 2024
- f. Acceptance of Internal Audit Reports in the Areas of Title IX and Emergency Medical Services
- g. Approval of to Retire Thirty-Nine (39) 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 – g of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Resolution # Proposal to Cash Defease (Pay Off) the South Texas College Limited Taxable Refunding Bonds, Series 2020

Purpose and Justification – Administration requests Board approval on the proposal to cash defease (pay off) the South Texas College Limited Taxable Refunding Bonds, Series 2020 (LTR Bond 2020) using the Interest and Sinking Cash Fund Balance.

Background - The College's financial advisors, Estrada Hinojosa & Company, Inc., have reviewed with the College staff the option to utilize \$9,035,900 of the Interest and Sinking (I&S) reserve to defease the LRT Bond 2020 debt for the fiscal year 2033 and 2034. The bond defeasement is an opportunity for the College to decrease the bond debt payments and also to decrease the I&S and overall tax rate for fiscal year 2033 and 2034.

The option presented also includes the use of \$2,022,999 in the FY 2023-2024 Levy 2023 Truth in Taxation calculation to maintain the same Interest and Sinking Taxable Rate (I&S rate .0227) as FY 2022-2023. In addition, these options will allow the College to reduce the current I&S reserve balance to a standard level.

All associated bond defeasement costs, such as the financial advisor and paying agent fees, will be charged to the I&S Fund.

Reviewers - The Vice President for Finance and Administrative Services and Business Office Staff have reviewed the information being presented.

Enclosed Documents – A presentation, which includes a rationale description and a defeasement analysis worksheet submitted by Estrada Hinojosa & Company, follows in the packet for the Board's review and information.

Estrada Hinojosa & Company attended the Committee Meeting to review the defeasement of LTR Bond 2020 and address any questions.

The Committee recommended Board approval of on the proposal to cash defease (pay off) the South Texas College Limited Taxable Refunding Bonds, Series 2020 (LTR Bond 2020) using the Interest and Sinking Cash Fund Balance, 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 on the proposal to cash defease (pay off) the South Texas College Limited Taxable Refunding Bonds, Series 2020 (LTR Bond 2020) using the Interest and Sinking Cash Fund Balance, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



South Texas College

**Proposal to Cash Defeasement
(Pay Off) Current Bond Debt**

ESTRADA • HINOJOSA
INVESTMENT BANKERS

Dallas • Austin • Chicago • Houston • Miami • New York • Rio Grande Valley • San Antonio

ASSUMPTIONS

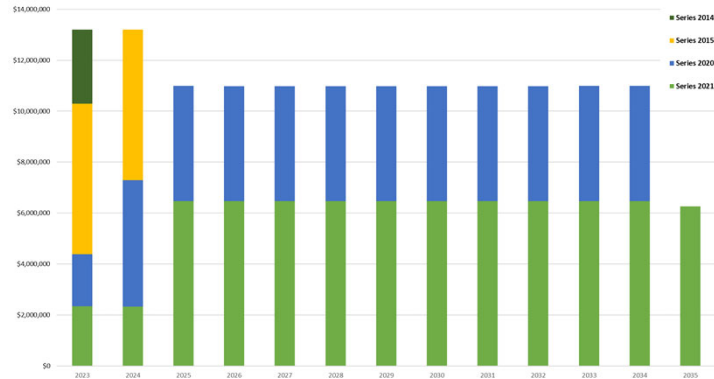
- Current law and STC policy
- Total tax collections (delinquent and current), are sufficient to fully service the funding year debt requirements, for all outstanding bonds
- The end of FY 2023 fund balance will be \$15,617,164
- 2024 preliminary taxable values increased 6.2%, from \$46,237,218,935 to \$49,100,106,655
- The proposed analysis is based on \$48,100,106,655 (a conservative 2.2% reduction)
- The analysis assumes modest increases in Taxable Assessed Values of:
 - 3% in 2025 and 2026
 - 2% in 2027 through 2029, and
 - 0% thereafter
- In any given year, taxable values higher than the above, will reduce the tax effort necessary to service debt, and likely increase I&S fund balance



ESTRADA • HINOJOSA
INVESTMENT BANKERS

Current Bond Debt & Yearly Debt Service

General Obligation Debt Outstanding			
Series	Par Outstanding	Amount Callable	Call Date
Ltd Tax Ref Bds Taxable Ser 2021	\$ 57,620,000	\$ 24,170,000	8/15/2031
Ltd Tax Ref Bds Taxable Ser 2020	40,594,693	16,795,000	8/15/2030
Ltd Tax Bds Ser 2015	11,095,000	-	Non-Callable
Ltd Tax Bds Ser 2014	2,760,000	-	Non-Callable
Total	\$ 112,069,693	\$ 40,965,000	



ESTRADA • HINOJOSA
INVESTMENT BANKERS

I&S Fund Balance History

Year	I&S Fund Balance	Max. Ann. Debt Service
2005	\$3.3 million	\$11.1 million
2010	\$11.9 million	\$11.1 million
2016	\$17.1 million	\$17.4 million
2022	\$16.2 million	\$13.2 million
2023 Projected	\$15.6 million*	\$13.2 million*

*Current ratio of FB to DS Payment is 1.18:1.00, and the general rule is under .35:1.00



ESTRADA • HINOJOSA
INVESTMENT BANKERS

PROPOSED PARTIAL DEFEASANCE OF 2020 BONDS

Estrada Hinojosa proposes:

- That the ratio of fund balance to DS payments be reduced
- That the College consider reducing the ratio by using \$9 million from I&S fund balance to pay down S 2020 debt
- That the College use \$2 million from fund balance to lower the 2024 DS payment and maintain the I&S rate at 2023 level



ESTRADA • HINOJOSA
INVESTMENT BANKERS

DEFEASEMENT PROPOSAL RATIONALE (w/ reference notes)

The I&S Fund Balance

1. Is projected to be approximately \$15.6 million at end of FY 2023 ([ref. Preliminary Analysis Spreadsheet, PAS, top center, line 1](#))
2. Can only be used to pay General Obligation (GO or voter approved) debt
3. Is customarily appropriate at 25 to 35 percent ratio of DS payments
4. With defeasance, will be reduced to \$4.2 million or 42% of DS payment in 2024 ([ref. PAS top center, line 3](#))
5. Has contributed \$2+ million toward DS payments yearly, for the last several years
6. In defeasance proposal, will contribute approximately \$2 million to DS in 2024 ([ref. PAS line 2024 column E](#)) and \$9 million, to S 2020 debt reduction in 2033 and 2034 maturities ([ref. PAS lines 2033 and 2034, column F](#))
7. Will reduce debt service payments annually, by \$259,350 from 2024 through 2032 ([ref. PAS lines 2024-2032 column F](#)), totaling \$2,334,150
8. Will create slight, yearly decreases in the I&S tax rate ([ref. PAS lines 2024-2035 column I](#))

In addition:

- The I&S tax rate will decrease naturally after 2024 as the S 2014 bonds are paid off in 2023 and the S 2015 bonds are paid off in 2024 ([ref. Debt Payment Graph, columns 1,2,3 and PAS lines 2024-2035 column H](#))



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Defeasance maturities 2034 and 2033 from Limited Tax Refunding Bonds Taxable Series 2020 (Callable 2030)

⁽¹⁾ Source: Hidalgo County & Starr County Appraisal District (Freeze Adjusted Taxable Grand Total).



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Consent Agenda:

b. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement

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

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

A. Award of Proposals

1) Books and Educational Materials (Award) – Grant Funded

Award the proposal for books and educational materials for the period beginning August 27, 2023 through August 26, 2024 with two one-year options to renew, at an estimated total amount of \$450,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Assessment Technologies Institute, Inc. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

Purpose and Justification – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to purchase books and educational materials for qualifying students in career and technical education programs.

The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall 2023, Spring 2024, and Summer 2024 semesters.

Background – The project timeline and information are as follows:

Advertised RFP	May 3, 2023 and May 10, 2023
RFP Responses Due	May 24, 2023
RFP Issued To	Thirty-nine (39) Vendors
Responses Received From	Twelve (12) Vendors and Four (4) Vendors did not submit the required documents or information; therefore, not considered.
Responses Reviewed By	PASS Program, Continuing Education, and the Purchasing Department

Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

2) Network Cabling and Equipment Installation Services (Award)

Award the proposal for network cabling and equipment installation services for the period beginning July 26, 2023 through July 25, 2024 with two one-year options to renew, at an estimated total amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary	Telepro Communications (Mission, TX)
Secondary	BridgeNet Communications, LLC. (Donna, TX)

Purpose and Justification – Information Technology and the Office of Public Safety are requesting network cabling and equipment installation services for the internet connections and the installation of surveillance cameras district-wide on an as-needed basis. Several vendors are needed due to the various needs of the departments and vendor availability of supplies, pricing, installation service availability, and product/service warranty.

The network cabling and equipment installation services will be used across South Texas College's various campuses on an as-needed basis. These services are needed for the installation of data cabling in renovated areas and additional lines in existing classrooms and offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The project timeline and information are as follows:

Advertised RFP	May 3, 2023 and May 10, 2023
RFP Responses Due	May 24, 2023
RFP Issued To	Twenty (20) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Information Technology, Office of Public Safety, and the Purchasing Department

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

3) Starr County Campus Building E – Analog to Digital Audio Visual Upgrade (Award) – Grant Funded

Award the proposal for the Starr County Campus Building E – analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,898.78.

Purpose and Justification – Educational Technologies is requesting to upgrade twenty-three (23) classroom spaces at the Starr County Campus Building E to the College's digital audio visual standard that supports digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution display images and improved sound quality for instruction and student presentations.

This Educational Technologies project continues the ongoing yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet

the new digital standard developed during the last bond construction. The upgrade to the equipment will allow the audio visual systems in the Starr County Campus Building E classrooms to support the digital video signals that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only replacement of outdated analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	May 3, 2023 and May 10, 2023
RFP Responses Due	May 23, 2023
RFP Issued To	Seventeen (17) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Pilot Program federal grant budget for FY 2022 – 2023 and FY 2023 – 2024 and the Construction - Renewals and Replacement budget for FY 2023 – 2024, pending Board approval of the budget.

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

4) Automotive Equipment and Supplies (Purchase)

Purchase automotive equipment and supplies from **O'Reilly Auto Parts** (McAllen, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$80,000.00.

Purpose and Justification – The Automotive Technology Program is requesting to purchase automotive equipment and supplies for student instruction. It includes vehicle parts, scanners, brake parts, wheel balancers, tire changers, etc.

Funds for this expenditure are budgeted in the Automotive Technology budget for FY 2022 – 2023.

5) Welding Equipment (Purchase)

Purchase welding equipment from **Airgas USA, LLC.** (McAllen, TX), a State of Texas Comptroller – Purchasing Texas Smart Buy approved vendor, at a total amount of \$51,429.90.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology are requesting to purchase fifteen (15) welding machines for student instruction. The equipment will be located at the Starr County Campus Building D Workforce Center - Welding Expansion area.

Funds for this expenditure are budgeted in the Welding Program budget for FY 2022 – 2023.

6) Graduation Facility Lease Agreement (Lease/Purchase)

Lease/Purchase of a graduation facility lease agreement with **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 p.m. Friday, December 8, 2023, through midnight Saturday, December 9, 2023, at an estimated total amount of \$40,000.00.

Purpose and Justification – The Division of Student Services is requesting an event license agreement to lease a facility for the December 2023 graduation ceremonies, which will be held on Saturday, December 9, 2023, at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

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

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

7) Data Projectors (Purchase)

Purchase data projectors from **Howard Technology Solutions** (Laurel, MS), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$66,688.00.

Purpose and Justification – Educational Technologies is requesting to purchase four (4) data projectors to upgrade those purchased in July 2018 that are located at the Pecan Campus Student Union Ballroom. The existing data projectors are heavily used, out of warranty, and at times intermittent issues have been experienced. The ballroom is used for special events that support the administration, faculty, staff, students, and the community.

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

8) Campus Dining and Food Trucks – II (Renewal)

Renew the campus dining and food trucks – II contract with **Atencion Selecta, LLC./ dba Teresita's** (Edinburg, TX) for the period beginning August 22, 2023 through August 21, 2024, with 0% commission.

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

Background – The Board awarded the contract as follows:

Term: January 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/1/22 – 1/31/23	
Modified		8/22/22 – 8/21/23	
1 st Renewal	6/27/23		8/22/23 – 8/21/24 First Renewal

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

9) Campus Dining and Food Trucks – II (Renewal)

Renew the campus dining and food trucks – II contract with **Laredo Comidas, LLC./ dba Taco Palenque** (Laredo, TX) for the period beginning September 1, 2023 through August 31, 2024, with 0% commission.

Purpose and Justification – Facilities Operations and Maintenance and the Purchasing Department are requesting to renew the campus dining and food truck services for the Pecan Campus. The services are necessary Monday through Friday for the faculty, staff, and students, and the menu will include breakfast and lunch tacos, quesadillas, and various other items.

Background – The Board awarded the contract as follows:

Term: January 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/1/22 – 1/31/23	
Modified		9/1/22 – 8/31/23	
1 st Renewal	6/27/23		9/1/23 – 8/31/24 First Renewal

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

10) Mail Services (Renewal)

Renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$60,000.00, which is based on prior year expenditures.

Purpose and Justification - The Mail Services Department has requested the following services: postage on all envelopes/packages, adding the intelligent mail barcode to all outgoing STC envelopes/packages, pre-sorting of all outgoing mail, and pickup and delivery of mail to the McAllen post office.

With these services, the College will receive lower postage rates for all outgoing USPS mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves on postage.

Background – The Board awarded the contract as follows:

Term: June 22, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23
2 nd Renewal	6/27/23		9/1/23 – 8/31/24 Last 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 Postage budget for FY 2023 – 2024, pending Board approval of the budget.

11) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Architectural Division 8 (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley (McAllen, TX)
Luna Glass, Inc. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPF Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX)	The Sherwin Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the maintenance and repair parts, materials, and supplies contracts in order to complete district-wide daily maintenance and repair work order requests.

The maintenance and repair parts, materials, and supplies are needed for the day-to-day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contracts as follows:

Term: June 28, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	9/1/22 – 8/31/23	2 – one year options
1 st Renewal	6/27/23		9/1/23 – 8/31/24 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 Facilities Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

12)Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$62,570.65.

Purpose and Justification – The Department of Public Safety is requesting to renew the mass notification system agreement, which provides emergency notifications concerning college closures due to weather, building alarm situations, campus intruders, etc.

The mass automated notification has proven to be effective for timely notifications to faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2023 – 2024, pending Board approval of the budget.

13)Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
4 Imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Imprezos Pro Uniforms, LLC. (Pharr, TX)	Promo Masters (Alton, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

Purpose and Justification – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to purchase promotional items for community awareness and various student events. Some of the promotional items purchased are as follows: pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

The requesting departments have provided a list of a few South Texas College events below:

- Public Relations and Marketing provide promotional items for the College's community outreach efforts at an estimated total amount of \$100,000.00. Items are ordered as needed throughout the fiscal year.

- ⇒ Increase community engagement to meet enrollment goals and maintain brand awareness.
- ⇒ Increase the awareness of South Texas College at K-12 schools and other community organizations through the distribution of promotional items as requested.
- ⇒ And many more College/community events.
- College Connections purchases promotional items at an estimated total amount of \$35,000.00 for the following reasons:
 - ⇒ Recruitment – College Connections attends recruitment events throughout the college district that targets traditional and non-traditional students, parents, and the community. Traditional recruitment targets over seventy-seven (77) high school sites with over 55,000 students in grades 9-12. Recruiters attend information sessions, college/career fairs, and college-bound and community events. Non-traditional recruitment efforts target law enforcement initiatives, including local law enforcement, firefighters, border patrol, customs agents, state troopers, active duty military, and veterans and their families.
 - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours engages K-12 students and community organizations to welcome them on campus. Over 5,000 students tour a South Texas College Campus each year. Although impacted by the pandemic, campus tours have already been inquired about by schools for the 2022 - 2023 academic year.
 - ⇒ Family Awareness – College Connections creates awareness for parents and families at parent's night and parent meetings at schools. College Connections will be launching a Parent Academy to increase awareness and preparation.
 - ⇒ Community Outreach – College Connections hosts "Coffee Talks" with parents and the community at local community centers to begin the college conversation. In addition, Recruiters attend health fairs and community events to represent the college.
 - ⇒ Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning, and transfer students. Promotional items are provided as part of enrollment strategies and planning.
 - ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Student Ambassadors support recruiter efforts in partner schools and community events.
 - ⇒ Elementary Schools & Junior Jaguar Leadership Conference – College Connections strives to build a college-going culture early. Programming and events at elementary schools promote higher education. Promotional items are given to students, parents, and families. The College Connections attends school districts and community Back to School rallies to meet with students and

build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.

- Student Engagement and Completion Services purchases promotional items at an estimated total amount of \$15,000.00 for the following reasons:
 - ⇒ New student recruitment efforts in Hidalgo and Starr counties target first-time in college, stop-outs, and continuing, professional, and workforce education students.
 - ⇒ Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
 - ⇒ Workforce recruitment events support various government agencies during presentations and on-site support with enrollment processes.
 - ⇒ Community awareness of the College’s programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts as follows:

Term: August 24, 2021 - one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23
2 nd Renewal	6/27/23		9/1/23 – 8/31/24 Last 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 Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2023 – 2024, pending Board approval of the budget.

14)Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$175,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ad-Wear & Specialty of Texas, Inc. (Houston, TX)	Authentic Promotions.com (Carmichael, CA)
Exclusive Decals & Screenprinting (Alton, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)

Purpose and Justification – Public Relations and Marketing, College Connections, and Student Engagement and Completion Services are requesting to renew the contracts to purchase promotional t-shirts for various community events and to promote South Texas College.

The requesting departments have provided a list of a few South Texas College events below:

- Public Relations and Marketing - \$100,000.00
 - ⇒ Increase community engagement during and after the pandemic to meet enrollment goals and maintain brand awareness
 - ⇒ College t-shirts instill college pride among our community, parents, business members, and educators
 - ⇒ Youth t-shirts are distributed among elementary school students to promote a college-attending culture
 - ⇒ T-shirts are used to create awareness of South Texas College through community events and appearances of the College mascot, Jerry the Jaguar
 - ⇒ During general marketing projects, including social media and student photo shoots, t-shirts are used as an incentive for student participation and engagement
 - ⇒ T-shirts are used as door prizes and incentives for registration, college and career fairs, Registration Round-Ups, and other student recruitment efforts
 - ⇒ T-shirts are used during special campus events, including the financial aid and employment fairs
 - ⇒ T-shirts are used to promote community outreach and special programs, including Veteran's Day and the Science Olympiad
 - ⇒ T-shirts are used for youth camp activities on campus during summer sessions, including TexPrep, TSI, robotics, and cybersecurity
- Student Activities and Wellness - \$35,000.00
 - ⇒ Student Intramural Sports Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Community College Day, when students visit the State Capital
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ South Texas College Students care community/neighborhood volunteering day
 - ⇒ Early College High Schools Sports Tournament
 - ⇒ Various on-campus high school visits to the College
 - ⇒ Various visits to high schools throughout the district
 - ⇒ Various other student travel
- College Connections - \$20,000.00
 - ⇒ High School Recruitment – With over seventy-seven (77) high schools with more than fifty-five thousand (55,000) students in grades 9-12 in Hidalgo and Starr Counties, the college competes with other colleges and universities to engage and recruit students and their families to South Texas College. As events resume on campus, post-pandemic, College Connections prepares to welcome over 3,000 prospective students to one of our five (5) campuses and help them connect to the institution. In addition, shirts are a part of welcome mailout packages sent to prospective and new students. T-shirts are an essential part of the College's recruitment and connection process.

- ⇒ Non-Traditional Recruitment – College Connections leads several initiatives to target non-traditional student populations. The adult learners are re-engaged through the recruitment process and connected to the College. These populations include local law enforcement, firefighters, border patrol, customs agents, state troopers, active military, and veterans and their families.
- ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, admissions, advising, financial aid, and registration. Shirts identify students as new Jaguars and build college pride and spirit. Over one thousand (1,000) students attend the Fast Track events each year. College Connections targets overall enrollment efforts and hosts Saturday events that average over two hundred (200) students in attendance.
- ⇒ Community Outreach – College Connections has increased community event presence. In addition to community fairs and school events, recruitment staff are visible in city events throughout the college district. The Department has launched community outreach efforts through the Catholic Diocese of Brownsville to lead information sessions at parish halls to connect with the community and raise awareness in higher education, financial aid, admissions, etc. Community outreach events also occur at community centers and community-based locations to increase college awareness. These events have re-engaged the institution with parents and the community.
- ⇒ Elementary Schools & Junior Jaguar Leadership Conference – The College Connections Department strives to connect with students early and build a college-going culture in elementary schools. College shirts are provided to support College T-Shirt Days. In addition, College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy, and college knowledge. T-shirts are given to identify the students as Ambassadors and Peer Mentors. The college has adopted the following ten (10) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; A.C. Barrera Elementary (formerly named North Grammar Elementary), Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD, North Bridge Elementary, Weslaco ISD; and R.T. Barrera, Roma ISD.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as peer-to-peer mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Ambassadors lead campus tours and use shirts as giveaways to build excitement. Student Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.
- Student Engagement and Completion Services - \$20,000.00:
 - ⇒ New student recruitment in Hidalgo and Starr counties targeting first-time in college, stop-outs, and continuing, professional, and workforce education students.

- ⇒ Student campus tour events/visits and one-stop campus enrollment events designed to provide support through the admission, registration, and financial aid processes.
- ⇒ Workforce recruitment events that support various government agencies during presentations and on-site support with enrollment processes.
- ⇒ Community awareness of the College's programs of study, services, and resources during events throughout the year.

Background – The Board awarded the contracts as follows:

Term: August 24, 2021 - one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/24/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23
2 nd Renewal	6/27/23		9/1/23 – 8/31/24 Last 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 Public Relations and Marketing, College Connections, and Student Engagement and Completion Services budgets for FY 2023 – 2024, pending Board approval of the budget.

15)Science Laboratory Supplies (Renewal)

Renew the science laboratory supplies contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$350,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Anatomical Worldwide, LLC. / dba Anatomy Warehouse (Evanston, IL)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply, Co. (Burlington, NC)	Fisher Scientific, Co. LLC. (Hanover Park, IL)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (Radnor, PA)

Purpose and Justification – The science programs are requesting to purchase lab supplies for the instructional labs, which are required for science courses. The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physical Science, Physics, Geology, Engineering, and Geography. The programs require labs for students to conduct experiments and testing. Some of the supply items are as follows: specimens, instruments, models, chemicals, glassware, soil, test kit materials, etc.

Background – The Board awarded the contracts as follows:

Term: June 22, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/22/21	9/1/21 – 8/31/22	2 – one year options
1 st Renewal	6/28/22		9/1/22 – 8/31/23
2 nd Renewal	6/27/23		9/1/23 – 8/31/24 Last 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 Biology, Chemistry, Physical Science, Physics, Geology, Engineering, and Geography budgets for FY 2023 – 2024, pending Board approval of the budgets.

16) Travel Services (Renewal)

Renew the travel services contract with **Echo Travel Agency** (Edinburg, TX), for the period beginning September 1, 2023 through August 31, 2024, at a service fee of \$35.00 per airline ticket.

Purpose and Justification – The Purchasing Department is requesting to renew the travel services that provide airline tickets for administration, faculty, and staff that travel for professional development and students that travel for educational purposes.

The travel services will include the processing of airline reservations, automobile rental reservations, hotel reservations, charter services, emergency services, and group travel rates.

Background – The Board awarded the contract as follows:

Term: June 26, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/22	9/1/22 – 8/31/23	2 – one year options
1 st Renewal	6/27/23		9/1/23 – 8/31/24 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 various requesting department budgets for FY 2023 – 2024, pending Board approval of the budget.

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

17) Computers, Laptops, Tablets, and Monitors (Purchase)

Purchase of computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP**. (Dallas, TX) at \$307,322.70 and **Apple, Inc.** (Dallas, TX) at \$22,030.00 for a total of \$329,352.70.

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, and monitors and 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:

- Staff Computers
 - ⇒ 1 Computer for the Division of Liberal Arts
 - ⇒ 1 Computer for the Division of Finance and Administrative Services
 - ⇒ 1 Computer for Construction Accounts Unexpended-Pecan Library
 - ⇒ 1 Computer for Computer Science Program
 - ⇒ 1 Computer for the Division of Math and Science
 - ⇒ 3 Computers for Library Acquisition
 - ⇒ 13 Computers for Library Public Services
- Staff Laptops
 - ⇒ 10 Laptops for Library Acquisition
 - ⇒ 1 Laptop for Dual Credit Academies
- Staff Tablets
 - ⇒ 2 Tablets for Distance Learning
 - ⇒ 2 Tablets for Educational Technologies
- Staff Monitors
 - ⇒ 14 Monitors for Library Acquisition
 - ⇒ 20 Monitors for Human Resources
- Faculty Laptops
 - ⇒ 1 Laptop for Engineering Program
 - ⇒ 2 Laptops for Political Science Program
 - ⇒ 1 Laptop for Human Resource Specialist Program
 - ⇒ 2 Laptops for Law Enforcement Program
 - ⇒ 1 Laptop for Information Technology Program
- Student Computers
 - ⇒ 111 Computers for Technology Support
 - ⇒ 50 Computers for Learning Commons and Open Labs

- ⇒ 2 Computers for Construction Accounts Unexpended-Pecan Library
- ⇒ 2 Computers for Library Acquisition
- Student Laptops
 - ⇒ 10 Laptops for Biology Program
 - ⇒ 13 Laptops for Chemistry Program
- Student Tablets
 - ⇒ 5 Tablets for Library Acquisition

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Division of Liberal Arts, Division of Finance and Administrative Services, Computer Science, Division of Math and Science, Library Acquisition, Technology Support, Human Resources, Dual Credit Academies, Educational Technologies, Distance Learning, Engineering, Political Science, Human Resources Specialist, Law Enforcement, Information Technology, Chemistry, Construction Accounts-Unexpended, Learning Commons and Open Labs, Library Public Services, and Biology.

18)Software License Agreement (Renewal)

Renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2023 through June 13, 2024, at a total amount of \$46,921.80.

Purpose and Justification – Information Technology is requesting to renew the Cisco Umbrella software license agreement, which provides a first line of defense against online threats and proactively protects students, faculty, and staff.

This renewal is necessary to provide an internet-wide layer of security that protects against malware infections. It provides a secure internet gateway with the visibility to protect internet access for students, faculty, and staff district-wide.

Funds for this expenditure are budgeted in the Technology Support budget for FY 2022 – 2023.

C. Interlocal Agreement

19)Professional Development Services Agreement (Renewal)

Renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX), through an interlocal agreement, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$18,250.00.

Purpose and Justification – The Office of Professional and Organizational Development is requesting to renew the hosted services agreement that stores and tracks faculty and staff current or past training, workshops, meetings, and conferences. This system has been used by South Texas College since 2016 not only for workshop creation but also for workshop registrations, evaluations, certifications, and Southern Association of Colleges

and Schools Commission on Colleges (SACSCOC) reporting for all instructional programs and support services.

The system facilitates professional development services (workshops and training) for South Texas College faculty and staff pre and post-events. Faculty and staff are able to print their participation certificates as needed and upload additional internal or external training required and information is stored in one central location for Academic Continuity or classification purposes. It also stores training evaluations, attendance logs, and contact information for presenters and participants. This software will also assist over thirty (30) instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. For example, one of the Office of Professional and Organizational Development objectives in the Institutional Effectiveness Plan is to leverage the online professional development system whereby 40% of all instructional programs and support services at South Texas College will be using the system at least once a month to communicate scheduled meetings and/or professional development. This objective also meets South Texas College's strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses and A.C.E.N. Accreditation for the Nursing and Allied Health Division.

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2023 – 2024, pending Board approval of the budget.

Recommendation:

The Committee recommended Board approval the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,820,111.83 as listed below:

A. Award of Proposals

- 1) **Books and Educational Materials (Award) – Grant Funded:** award the proposal for books and educational materials for the period beginning August 27, 2023 through August 26, 2024 with two one-year options to renew, at an estimated total amount of \$450,000.00, which is based on year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Assessment Technologies Institute, Inc. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

- 2) **Network Cabling and Equipment Installation Services (Award):** award the proposal for network cabling and equipment installation services for the period beginning July 26, 2023 through July 25, 2024 with two one-year options to renew, at an estimated total amount of \$70,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary	Telepro Communications (Mission, TX)
Secondary	BridgeNet Communications, LLC. (Donna, TX)

- 3) **Starr County Campus Building E – Analog to Digital Audio Visual Upgrade (Award) – Grant Funded:** award the proposal for the Starr County Campus Building E – analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$369,898.78;

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

- 4) **Automotive Equipment and Supplies (Purchase):** purchase automotive equipment and supplies from **O'Reilly Auto Parts** (McAllen, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$80,000.00;
- 5) **Welding Equipment (Purchase):** purchasing welding equipment from **Airgas USA, LLC.** (McAllen, TX), a State of Texas Comptroller – Purchasing Texas Smart Buy approved vendor, at a total amount of \$51,429.90;
- 6) **Graduation Facility Lease Agreement (Lease/Purchase):** lease/purchase of a graduation facility lease agreement with **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 p.m. Friday, December 8, 2023, through midnight Saturday, December 9, 2023, at an estimated total amount of \$40,000.00;

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

- 7) **Data Projectors (Purchase):** purchase data projectors from **Howard Technology Solutions** (Laurel, MS), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$66,688.00;
- 8) **Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks contract with **Atencion Selecta, LLC./ dba Teresita's** (Edinburg, TX) for the period beginning August 22, 2023, through August 21, 2024, with 0% commission;
- 9) **Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks contract with **Laredo Comidas, LLC./ dba Taco Palenque** (Laredo, TX) for the period beginning September 1, 2023 through August 31, 2024, with 0% commission;
- 10) **Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$60,000.00, which is based on prior year expenditures;
- 11) **Maintenance and Repair Parts, Materials, and Supplies (Renewal):** renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Architectural Division 8 (Harlingen, TX)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Carrier Enterprise, LLC. (Houston, TX)

Vendor (City/State)	Vendor (City/State)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the Rio Grande Valley (McAllen, TX)
Luna Glass, Inc. (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPF Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Standard Supply (McAllen, TX)	The Sherwin Williams Company (McAllen, TX)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

12)Mass Notification System Agreement (Renewal): renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$62,570.65;

13)Promotional Items for Student Outreach (Renewal): renew the promotional items for student outreach contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
4 Imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Imprezos Pro Uniforms, LLC. (Pharr, TX)	Promo Masters (Alton, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

14)Promotional T-Shirts for Student Outreach (Renewal): renew the promotional t-shirts for student outreach contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$175,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Ad-Wear & Specialty of Texas, Inc. (Houston, TX)	Authentic Promotions.com (Carmichael, CA)
Exclusive Decals & Screenprinting (Alton, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)

- 15)Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$350,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Anatomical Worldwide, LLC. / dba Anatomy Warehouse (Evanston, IL)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply, Co. (Burlington, NC)	Fisher Scientific, Co. LLC. (Hanover Park, IL)
Flinn Scientific, Inc. (Batavia, IL)	Jameco Electronics (Belmont, CA)
PASCO Scientific (Roseville, CA)	VWR International, LLC. (Radnor, PA)

- 16)Travel Services (Renewal):** renew the travel services contract with **Echo Travel Agency** (Edinburg, TX) for the period beginning September 1, 2023 through August 31, 2024, at a service fee of \$35.00 per airline ticket;

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

- 17)Computers, Laptops, Tablets, and Monitors (Purchase):** purchase computers, laptops, tablets, and Monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) at \$307,322.70 and **Apple, Inc.** (Dallas, TX) at \$22,030.00 for a total of \$329,352.70;
- 18)Software License Agreement (Renewal):** renew the software license agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 14, 2023 through June 13, 2024, at a total amount of \$46,921.80;

D. Interlocal Agreement

- 19)Professional Development Services Agreement (Renewal):** renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$18,250.00.

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, purchases, renewals, and interlocal agreement at a total cost of \$2,820,111.83 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

c. Approval to Write-off Capital Assets Valued at \$5,000 and Over

Purpose and Justification – Administration requests Board approval to write-off capital assets valued at \$5,000 and over for software/licenses that are no longer in use or were not renewed. These assets totaling \$821,564.72 will be removed, as applicable, from the College's inventory system and general ledger.

Background - As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written off from the College's general ledger, and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2023.

Reviewers – These assets have been reviewed by the end-user, who has determined that these software/licenses are no longer in use; therefore, they need to be removed from the financial manager's physical inventory report.

Enclosed Documents - A listing of the capital assets valued at \$5,000 and over follows 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, attended the Committee meeting to address any questions.

The Committee recommended Board approval of XX to write off capital assets valued at \$5,000 and over and for these assets to be removed from the College's inventory and general 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 writing off capital assets valued at \$5,000 and over and for these assets to be removed from the College's inventory and general ledger as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

SOUTH TEXAS COLLEGE
LIST OF ASSETS FOR WRITE OFF VALUED AT \$5,000 AND OVER - LIST FA15
JUNE 27, 2023

#	Prag	Orgn	PO#	Asset Description	Silver Tag	Location Code	Location	Acquisition Date	Purchase Amount	Date Reported Longer In Use	Net Book Value
1	000001584	441000	P602731	Second Installment Software License	26177	4	Asset Write Off	8/1/1996	\$ 5,211.61	5/12/2016	\$ -
2	000001583	445010	P602732	Project#: Software/License	26176	4	Asset Write Off	8/1/1996	\$ 29,090.06	7/11/2016	\$ -
3	000001157	445010	P702599	Telephone Equipment Software	22362	4	Asset Write Off	8/7/1997	\$ 49,985.56	7/11/2016	\$ -
4	000004268	224008	P200811	Encode Pro Medicode Software	32118	4	Asset Write Off	11/22/1999	\$ 6,884.90	5/9/2018	\$ -
5	000004237	445010	P201994	Fox Id32 Pro Software	0000003511	4	Asset Write Off	1/31/2000	\$ 5,898.00	7/11/2016	\$ -
6	000006389	211001	P106361	Connx Base Server License	26178	4	Asset Write Off	6/6/2001	\$ 14,795.00	7/26/2019	\$ -
7	000006389	211001	P106361	Connx Base Server License	26178	4	Asset Write Off	6/6/2001	\$ 14,795.00	7/26/2019	\$ -
8	000007274	211001	P403155	Goprint Server License	26179	4	Asset Write Off	3/5/2002	\$ 5,825.59	5/12/2016	\$ -
9	000007482	445010	P404548	Biology Software Cyber Ed 38 Series Software	26244	4	Asset Write Off	4/8/2002	\$ 6,046.43	4/17/2017	\$ -
10	000008427	211001	P405535	Webct Comp Us Edition 3.7 Software	16903	4	Asset Write Off	8/26/2002	\$ 15,360.00	5/28/2020	\$ -
11	N00012801	410013	P0002776	Web Browse Time & Attendance System Timeforce License	17006	4	Asset Write Off	12/13/2005	\$ 47,500.00	6/14/2019	\$ -
12	N00012891	211001	P0006118	Horizon Wimba Renewal License	16904	4	Asset Write Off	7/10/2006	\$ 26,125.00	5/28/2020	\$ -
13	N00014961	221404	P0005232	ADI System Pack Software	32217	4	Asset Write Off	7/26/2006	\$ 31,250.00	5/18/2018	\$ -
14	N00015259	211001	P0007791	Blackboard Learning System CE Enterprise License	16914	4	Asset Write Off	10/31/2006	\$ 8,700.00	5/28/2020	\$ -
15	N00015057	221404	P0007292	ArclInfo Software	32221	4	Asset Write Off	11/2/2006	\$ 6,031.14	5/18/2018	\$ -
16	N00015377	221404	P0010448	KVM Software w/USB Keyboards-Mice Control	34679	4	Asset Write Off	6/11/2007	\$ 13,400.00	5/18/2018	\$ -
17	N00015877	221404	P0012050	ADI System Software	32230	4	Asset Write Off	7/3/2007	\$ 29,995.00	5/18/2018	\$ -
18	N00016188	410013	P0013657	Argos/Intellecheck/Formfusion Annual Support License	22548	4	Asset Write Off	8/1/2007	\$ 11,440.00	5/27/2020	\$ -
19	N00015890	420005	P0013149	WebFocus Active Report Software	32232	4	Asset Write Off	8/14/2007	\$ 9,727.50	3/4/2020	\$ -
20	N00016206	211001	P0013791	Campus Edition Institution Bundle License	16916	4	Asset Write Off	9/27/2007	\$ 59,540.00	5/28/2020	\$ -
21	N00016776	221404	P0018314	ADI System Pack-Unlimited License	32252	4	Asset Write Off	7/15/2008	\$ 33,745.00	5/18/2018	\$ -
22	N00017052	211001	P0021028	Learning Sys CD Hera 8-15K Software	16919	4	Asset Write Off	9/2/2008	\$ 62,370.00	5/28/2020	\$ -

SOUTH TEXAS COLLEGE
LIST OF ASSETS FOR WRITE OFF VALUED AT \$5,000 AND OVER - LIST FA15
JUNE 27, 2023

#	Plag	Orgn	PO#	Asset Description	Silver Tag	Location Code	Location	Acquisition Date	Purchase Amount	Date Reported Longer In Use	Net Book Value
23	N00017224	211001	P0021673	Blackboard Portfolio System Software	16920	4	Asset Write Off	10/10/2008	\$ 38,600.00	5/28/2020	\$ -
24	N00018718	540001	P0039083	FWI353SP3 Four Winds Software	21362	4	Asset Write Off	12/15/2010	\$ 45,303.23	6/12/2019	\$ -
25	N00019205	350001	P0044794	Maxient Network Annual Service Fee	16970	4	Asset Write Off	8/29/2011	\$ 9,750.00	6/12/2014	\$ -
26	N00020661	211001	P0051732	Tegrity Campus Software	16933	4	Asset Write Off	8/16/2012	\$ 15,485.00	5/28/2020	\$ -
27	N00020600	211001	P0051655	Blackboard Mobile Learn HENA 15-25K Software	16932	4	Asset Write Off	8/27/2012	\$ 28,350.00	5/28/2020	\$ -
28	N00021057	410013	P0057015	Time Force I License Upgrade	17104	4	Asset Write Off	4/18/2013	\$ 38,750.00	5/17/2019	\$ -
29	N00021056	420005	P0058159	Recl Checkbox Survey Software	17098	4	Asset Write Off	5/21/2013	\$ 7,604.00	3/4/2020	\$ -
30	N00015064	410013	P0007772	Enterprise Form Fusion Annual Support License	22557	4	Asset Write Off	6/19/2013	\$ 5,440.00	5/27/2020	\$ -
31	N00024543	410013	P0061960	Touchnet Cashiering System (Payment Gateway) 2 Renewal License	38695	4	Asset Write Off	3/17/2014	\$ 23,925.00	5/27/2020	\$ -
32	N00021743	410013	P0064916	Optional Employee Self Service Software	17158	4	Asset Write Off	4/9/2014	\$ 5,600.00	6/17/2014	\$ -
33	N00022072	320001	P0066205	Web Based College Scheduler Planner Software	23249	4	Asset Write Off	7/29/2014	\$ 35,000.00	5/18/2018	\$ -
34	N00022744	211001	P0068556	Blackboard Collaborate Platform Large School Pkg License	26163	4	Asset Write Off	11/5/2014	\$ 59,611.70	5/28/2020	\$ -
35	N00022816	420005	P0070980	Campus2Careers Software License	23245	4	Asset Write Off	1/27/2015	\$ 7,500.00	3/4/2020	\$ -
36	N00024556	430001	P0081058	Autodesk Building Design Suite Premium 2016 License	34098	4	Asset Write Off	6/7/2016	\$ 6,930.00	4/16/2019	\$ -
List #FA15									\$ 821,564.72		

Consent Agenda:

d. Approval of Unrestricted Fund Balance Designations as of August 31, 2023

Purpose and Justification – Administration requests Board approval of the Unrestricted Fund Balance Designations as of August 31, 2023, to increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System.

The Unrestricted Fund Balance Designations represent the College's intended future use of available resources and must be approved by the Board of Trustees. The amounts approved as Unrestricted Fund Balance Designations appear on the College's Annual Comprehensive Financial Report.

Background – As of August 31, 2022, the total fund balance in the Unrestricted Fund is \$122,750,195, which includes the Board designated amount of \$37,399,942. The total designations of \$37,399,942 include the following:

Increase the Unrestricted Fund Balance Designations for the ERP System

Management is proposing to increase the Unrestricted Fund Balance designations in the amount of \$5,000,000 in Fiscal Year 2022 - 2023 for the College's new ERP System and infrastructure maintenance and renewal. This recommendation is presented because the acquisition of a new ERP system with updated technological features will be necessary for the future. The College must be prepared to fund a high-cost ERP system.

Including the proposed additional fund balance designations for the fiscal year 2022 – 2023, the total designation as of August 31, 2023, would be \$42,399,942, as follows.

Summary of Fund Balance Designations ERP Fund Balance Increase			
Fund Balance Designations Per Category	Current FY 2021-2022	Proposed FY 2022- 2023	Increase/ (Decrease)
Employee Health Insurance Premiums Due to Rising Costs of Employee Health Insurance and Uncertainty of Continued State Funding	\$7,500,000	\$7,500,000	\$-
Enterprise Resource Planning (ERP) System Procurement and Infrastructure Maintenance & Renewal	20,000,000	25,000,000	5,000,000
Facilities Deferred Maintenance	3,899,942	3,899,942	-
Business Continuity and Disaster Plan	6,000,000	6,000,000	-
Total Fund Balance Designation as of August 31	\$37,399,942	\$42,399,942	\$5,000,000

As reflected below, as of August 31, 2023, considering the FY 2022 – 2023 activity, the total estimated Unrestricted Fund Balance is \$135,112,155, which represents approximately eight (8.7) months of budgeted expenditures. Per Policy CC – Annual Operating Budget, the College should maintain an Unrestricted Fund Balance sufficient

to cover no less than three months of budgeted expenditures. After the completion of the FY 2022 – 2023 audit, management may propose an additional increase to the upgrade of the ERP system designation contingent on the final increase to the fund balance due to FY 2022 – 2023 activity, including the GASB liabilities.

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Estimated Total Fund Balance
Fund Balance – September 1, 2022	\$85,350,253	\$37,399,942	\$122,750,195
FY 2022 – 2023 Additional Designation	(5,000,000)	5,000,000	-
Estimated Increase FY 2022 – 2023	12,361,960	-	12,361,960
Fund Balance – Projected August 31, 2023	\$92,712,213	\$42,399,942	\$135,112,155

Unrestricted Months Expense in Reserve	
	Estimated Total Fund Balance
Adjusted Fund Balance	\$135,112,155
# Months Expenses in Reserve	8.7 Months

Reviewers – The proposed increase to the Unrestricted Fund Balance Designations has been reviewed by staff and President's Cabinet.

Enclosed Documents – A PowerPoint Presentation follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the Unrestricted Fund Balance Designations as of August 31, 2023, for the Committee's review and discussion.

The Committee recommended Board approval of the Unrestricted Fund Balance Designations as of August 31, 2023, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Unrestricted Fund Balance Designations as of August 31, 2023, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Unrestricted Fund Balance Designations as of August 31, 2023

JUNE 12, 2023

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Purpose

Change the Unrestricted Fund Balance Designations as of August 31, 2023

Increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System by \$5,000,000

2

Unrestricted Fund Balance Designations

Unrestricted Fund Balance Designations:

- Represent the College's intended future use of available resources and
- Must be approved by the Board of Trustees.

The amount approved as the Unrestricted Fund Balance Designations appears on the College's Annual Comprehensive Financial Report and is itemized as Board Designated.

3

Unrestricted Fund Balance September 1, 2022

Fund Balance Category	FY 2021 - 2022
Unrestricted Fund Balance Designations	
Employee Health Insurance Premiums Due to Rising Costs of Employee Health Insurance and Uncertainty of Continued State Funding	\$7,500,000
Enterprise Resource Planning (ERP) System Procurement and Infrastructure Maintenance & Renewal	2,000,000
Facilities Deferred Maintenance	3,899,942
Business Continuity and Disaster Plan	6,000,000
Total Fund Balance Designation as of August 31, 2022	37,399,942
Unrestricted Undesignated Fund Balance as of August 31, 2022	85,350,253
Total Unrestricted Fund Balance as of August 31, 2022	\$122,750,195

4

Increase Unrestricted Fund Balance Designations for ERP System

Unrestricted Fund Balance Designations	FY 2021 - 2022	Increase	Proposed FY 2022 -2023
Employee Health Insurance Premiums Due to Rising Costs of Employee Health Insurance and Uncertainty of Continued State Funding	\$7,500,000	\$-	\$7,500,000
ERP System Procurement and Infrastructure Maintenance & Renewal	20,000,000	5,000,000	25,000,000
Facilities Deferred Maintenance	3,899,942	-	3,899,942
Business Continuity and Disaster Plan	6,000,000	-	6,000,000
Total Fund Balance Designations as of August 31	\$37,399,942	\$5,000,000	\$42,399,942

Acquisition of new ERP system with updated technological features will be necessary in the future.

5

Impact of Additional Fund Balance Designation

	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2022	\$85,350,253	\$37,399,942	\$122,750,195
FY 2022 – 2023 Additional Designation	(5,000,000)	5,000,000	-
Estimated Increase FY 2022- 2023	12,361,960	-	12,361,960
Fund Balance – Projected August 31, 2023	\$92,712,213	\$42,399,942	\$135,112,155
			Total Fund Balance
Adjusted Fund Balance			\$135,112,155
# Months Expenses in Reserve			8.7 Months

6

Questions?



7

Consent Agenda:

e. Approval of Proposed Texas Association of School Boards Annual Salary Increases for Faculty and Non-Faculty Personnel and Proposed College's Request for New Positions and Other Adjustments for FY 2023 – 2024

Purpose and Justification – Administration requests Board approval on proposed Texas Association of School Boards (TASB) annual salary increases for faculty and non-faculty personnel and proposed College's request for new positions and other adjustments for FY 2023 – 2024.

I. *Proposed TASB Annual Salary Increases for Faculty and Non-Faculty Personnel (Unrestricted Fund)*

The proposed preliminary faculty salary increase for FY 2023 - 2024 is approximately \$1,624,658 and the proposed preliminary non-faculty salary increase is approximately \$2,907,682 for a total salary increase of \$4,532,340.

TASB provided the cost model of a general pay increase (GPI) of 4% based on the midpoint of the proposed pay grade or base pay, whichever is higher, as follows:

GPI of 4% Based on the Midpoint of the Proposed Pay Grade or Base Pay Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$1,529,418	\$95,240	\$1,624,658
Executive Administrative Professional	964,919	423,111	1,388,030
Technology	157,728	51,813	209,541
Administrative Technical Support	681,909	180,336	862,245
Operations Support	372,112	75,754	447,866
Total	\$3,706,086	\$826,254	\$4,532,340

II. *Proposed College's New Positions and Other Adjustments (Unrestricted Fund)*

The Proposed College's New Positions and Other Adjustments for FY 2023 – 2024 are as follows:

Proposed College's New Positions and Other Adjustments (Unrestricted)	Amount	Funding Available	Impact on FY 23-24 Budget
A. New Critical Non-Faculty Positions (19)	\$994,532	\$0	\$994,532
B. Funding of Selected Previously Frozen Positions (5)	224,428	77,989	146,439
C. Salary Adjustment of Vacant Non-Faculty Positions (5)	137,728	64,405	73,323
D. Reclassifications of Existing Positions with Salary Adjustments (13)	105,543	36,253	69,290
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (11)	1,024,616	808,200	216,416
Total	\$2,486,847	\$986,847	\$1,500,000

Self-Sustaining Positions/Pools (Unrestricted)

The departments of Continuing Education (CE) and Industry Training and Economic Development (ITED) are self-sustaining operations whereby projected revenues cover expenditures, including the following proposed requests.

F. Self-Sustaining Positions (Unrestricted)	Amount
New Positions (4) and Salary Adjustment (1)	\$276,132

In addition, four (4) trainer salary-based pools were reduced totaling \$72,000.

Auxiliary Fund and Restricted Fund Positions

A total of three (3) new auxiliary positions are proposed to be added to align with the expansion of classrooms throughout the College.

A total of one (1) position under restricted funding is proposed to fund the institutionalization of a grant position. South Texas College will fund 25% from unrestricted funds, and the grant will fund 75% from restricted funds.

G. Auxiliary and Restricted Positions	Amount
Auxiliary Positions (3)	\$92,040
Restricted Positions (1)	62,073
Net Salary Budget Increase for Auxiliary and Restricted Positions	\$154,113

Salary and Benefit Expenditure Funding FY 2023-2024 (Unrestricted Fund)

The College proposes to fund a portion of the FY 2023 - 2024 salary budget changes from carryover allocations (fund balance). The use of the fund balance will be reassessed after the anticipated increase in state appropriations is received.

Of the total proposed salary budget increase of \$6,308,472, self-sustaining operations will fund \$276,132, \$2,266,170 will be funded by revenue increases in the Fiscal Year 2023 - 2024 budget and \$3,766,170 will be funded by the fund balance.

Of the total proposed salary and benefits budget increase of \$7,780,496, self-sustaining operations will fund \$337,192, \$2,796,227 will be funded by revenue increases in the Fiscal Year 2023 – 2024 budget and \$4,647,077 will be funded by the fund balance.

The College will continue to maintain the required reserve of three (3) months of expenditures in the fund balance after this planned reduction.

Salary and Benefit Expenditure Funding FY 2023-2024

<i>Unrestricted Fund</i>				
Summary of Expenditures	Covered by FY 2023 – 2024 Revenues		Covered by Self- Sustaining Operations	Covered by Carryover Allocations (Fund Balance)
	Baseline Salary and Benefits Budget	Proposed increases- Salary and Benefits Budget	Salary and Benefits Budget	Proposed increases - Salary and Benefits Budget
Total Salaries	\$105,143,733	-	-	-
TASB ½ of Estimate	-	2,266,170	-	-
TASB ½ of Estimate	-	-	-	2,266,170
Staffing Requests	-	-	-	1,500,000
Staffing Requests – Self Sustaining	-	-	276,132	-
Salaries Subtotal	105,143,733	2,266,170	276,132	3,766,170
Total Benefits	24,178,552	-	-	-
TASB ½ of Estimate	-	530,057	-	-
TASB ½ of Estimate	-	-	-	530,057
Staffing Requests	-	-	-	350,850
Staffing Requests – Self Sustaining	-	-	61,060	-
Benefits Subtotal	24,178,552	530,057	61,060	880,907
Total Salaries and Benefits	\$129,322,285	\$2,796,227	\$337,192	\$4,647,077
Total by Funding Source	\$132,118,512		\$337,192	\$4,647,077
Proposed Grand Total Increase in Salary and Benefits (Excluding Baseline and Self-Sustaining Operations):				\$7,780,496

The proposed TASB annual salary increases and the proposed College's new positions and other adjustments for FY 2023 - 2024 are subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval by the Board and based on revised revenue projections, funding availability, and Board approval of the final budget.

Reviewers – Administration and staff have reviewed the information being presented.

Enclosed Documents – A report listing the FY 2023 – 2024 proposed College's new positions and other adjustments follows in the packet for the Board's information and review.

Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions. Luz Cadena, Senior HR and Compensation Consultant, also presented on the TASB Salary increases and responded to questions.

The Committee recommended Board approval of proposed Texas Association of School Boards (TASB) annual salary increases for faculty and non-faculty personnel and the proposed College's request for new positions and other adjustments for FY 2023 – 2024 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 proposed Texas Association of School Boards (TASB) annual salary increases for faculty and non-faculty personnel and the proposed College's request for new positions and other adjustments for FY 2023 – 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2023 - 2024

#	Organization Name	Title	Classification	Pay Grade	Salary	Impact to Budget
Office of the President						
1	Office of the President	Public Information Records Specialist	Administrative Technical Support	4	\$ 39,333	\$ 39,333
Rationale: • Conversion to new TASB policy regarding public information requests will centralize submittal of all public information requests for the College. This centralization will require personnel to administer and coordinate with various college departments and legal counsel for timely responses to requestors and/or Office of Attorney General.						
Total for Office of the President					\$ 39,333	\$ 39,333
Vice President for Academic Affairs						
2	Dual Credit Programs	Dual Credit Programs Operations and Compliance Officer	Executive Administrative Professional	7	\$ 86,492	\$ 86,492
Rationale: • Position will be responsible to support AVP for Dual Credit Programs & School District Partnerships in the implementation and compliance of policies and procedures. Officer will work collaboratively with 21 partnering school district stakeholders, administrators at 70 high school sites, over 350 faculty and staff to monitor dual credit programs operations. Additionally, the Officer will monitor the compliance of the College's National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation and the Southern Associate of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements.						
3	Cosmetology	Lab Specialist - Cosmetology	Administrative Technical Support	5	\$ 45,625	\$ 45,625
Rationale: • Position is needed to support the Cosmetology faculty in prepping the lab before, during, and after class, as well as ordering supplies and maintaining inventory in accordance with TDLR.						
4	Div of Business, Public Safety & Technology	Public Safety Compliance Specialist	Administrative Technical Support	4	\$ 39,333	\$ 39,333
Rationale: • Position is needed to support the Public Safety programs to maintain compliance, accreditations, and process tracking for the academies and continuing education trainings.						
5	Div of Nursing & Allied Health	Records Technician	Administrative Technical Support	1	\$ 30,680	\$ 30,680
Rationale: • Position is responsible for ensuring that all documents are in full compliance with grantor regulatory and internal compliance. Additionally, this position helps ensuring document compliance with accreditation standards and state regulations.						
6	Architectural & Engineering Design Technology	Lab Coordinator - Architectural and Engineering Design Technology	Executive Administrative Professional	2	\$ 47,900	\$ 47,900
Rationale: • Position needed to support the production lab including the new equipment purchased through grants such as advanced 3D printers, sandbox, laser cutters, and VR/AR headsets.						
7	Engineering	Dept Chair - Engineering	Faculty	NA	\$ 5,000	\$ 5,000
Rationale: • Department chair is needed for Engineering program.						
8	Div of Nursing & Allied Health	NAH Initiatives Manager	Executive Administrative Professional	6	\$ 75,781	\$ 75,781
Rationale: • Position needed to support the NAH Division with division initiatives such as grants and apprenticeships.						
Total for Vice President for Academic Affairs					\$ 330,811	\$ 330,811

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2023 - 2024

#	Organization Name	Title	Classification	Pay Grade	Salary	Impact to Budget
Vice President for Finance and Administrative Services						
9	Business Office	Accounting Group Supervisor	Executive Administrative Professional	5	\$ 68,580	\$ 68,580
Rationale: • Assist Manager with operations as payroll has become more complex with a lot of new initiatives and expanded duties (summer schedules, initiative pay, 36 hours work week, additional pay structures, new areas of taxation for the College, changes to TRS and ERS etc.) at the College. In addition will be needed when we start ERP upgrade/implementation. The current Payroll manager has numerous responsibilities, which some we would like to assign to the Payroll supervisor. This restructuring would allow the manager to focus on streamlining the payroll process that we currently don't have time to review and look at best practices and new technology. In addition, the department's duties have expanded to include review of Human Resources reports that are filed with state agencies. The Payroll supervisor will be supervising the 2 accountant, the 1 Accounting specialist II, 1 Accounting Specialist and 3 payroll assistants. In addition, as a succession plan, we would like to ensure that the department does not experience disruption in operations, decreased productivity, and lack of continuity leadership.						
10	Business Office	Business System Analyst	Technology	5	\$ 69,196	\$ 69,196
Rationale: • Will support Technology projects undertaken by the FAS Division department.						
11	Finance & Administrative Services	Business System Analyst	Technology	5	\$ 69,196	\$ 69,196
Rationale: • Will support Technology projects undertaken by the FAS Division department.						
12	Human Resources	Employee Relations Officer	Executive Administrative Professional	7	\$ 86,492	\$ 86,492
Rationale: • The position is needed to perform the duties, responsibilities, and the potential for increased operational tasks.						
13	Human Resources	Human Resources Information Systems Analyst	Technology	3	\$ 54,475	\$ 54,475
Rationale: • This position is needed to activate and streamline global operational capabilities, deliver services, and work across the matrixed structure more effectively.						
14	Human Resources	Human Resources Payroll Specialist	Administrative Technical Support	5	\$ 45,625	\$ 45,625
Rationale: • This position is needed to activate and streamline global operational capabilities, deliver services, and work across the matrixed structure more effectively.						
15	Human Resources	Human Resources Benefits Specialist	Administrative Technical Support	5	\$ 45,625	\$ 45,625
Rationale: • This position is needed to activate and streamline global operational capabilities, deliver services, and work across the matrixed structure more effectively.						
16	Human Resources	Business System Analyst	Technology	5	\$ 69,196	\$ 69,196
Rationale: • Will support Technology projects undertaken by the FAS Division department.						
Total for Vice President for Finance and Administrative Services					\$ 508,385	\$ 508,385

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2023 - 2024

#	Organization Name	Title	Classification	Pay Grade	Salary	Impact to Budget
Vice President for Information Services, Planning, Performance and Strategic Initiatives						
17	Centers for Learning Excellence	Learning Excellence Specialist	Administrative Technical Support	4	\$ 39,333	\$ 39,333
Rationale: • The NAH campus CLE is the highest volume learning center at STC and supports critical functions of thirteen health professions programs. The supports provided require a high degree of coordination across programs and with outside employers, as well as unusual hours of operation to meet the needs of health professions students in highly prescriptive programs. There is currently only one full-time employee on the staff at this center, which is inadequate for appropriate supervision of DW workers and for management of facilities, services, programs, and operations. This position will also support grant reporting and accreditation documentation activities. A position description for Learning Excellence Specialist exists in HR and will be refined to reflect the unique demands of this campus center.						
Total Requested for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 39,333	\$ 39,333
Vice President for Student Affairs and Enrollment Mgmt.						
18	College Collections	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335	\$ 38,335
Rationale: • Additional College recruiters needed for Enrollment Strategies including HS Seniors, HS Graduates not enrolled in higher education, and recruitment for STC Promise program.						
19	College Collections	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335	\$ 38,335
Rationale: • Additional College recruiters needed for Enrollment Strategies including HS Seniors, HS Graduates not enrolled in higher education, and recruitment for STC Promise program.						
Total Requested for Vice President for Student Affairs and Enrollment Mgmt.					\$ 76,670	\$ 76,670
Total for New Critical Non-Faculty Positions					\$ 994,532	\$ 994,532
Less Funding from Vacant Positions					-	
Net Salary Budget Increase for New Critical Non-Faculty Positions					\$ 994,532	

South Texas College
Unrestricted Fund
Funding of Selected Previously Frozen Positions for FY 2023-2024

#	Position #	Title	Classification	Current Salary	Previously Frozen Amount	Salary Adjustment	New Salary with Adjustment	Impact to Budget
Vice President for Academic Affairs								
1	700300	Unfreeze and Title Change - Administrative Assistant to Secretary	Administrative Technical Support	\$ 2	\$ 43,133	\$ (13,458)	\$ 29,675	\$ -
Total for Vice President for Academic Affairs				\$ 2	\$ 43,133	\$ (13,458)	\$ 29,675	\$ -
Vice President for Information Services, Planning, Performance and Strategic Initiatives								
2	706394	Unfreeze Computer Services Analyst I	Technology	\$ 2	\$ 40,000	\$ 14,475	\$ 54,475	\$ 54,475
3	713392	Unfreeze and Title Change - Computer Services Analyst I to Information Technology Project Specialist	Administrative Technical Support	\$ 2	\$ 44,616	\$ (7,779)	\$ 36,837	\$ 36,837
4	701101	Unfreeze and Title Change - Senior Library Tech Svcs Spec to Technical Services Librarian	Executive Administrative Professional	\$ 2	\$ 46,521	\$ 1,793	\$ 48,314	\$ -
5	700218	Unfreeze and Title Change - Survey Researcher Facilitator to Institutional Research Analyst	Executive Administrative Professional	\$ 2	\$ 40,000	\$ 15,127	\$ 55,127	\$ 55,127
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 8	\$ 171,137	\$ 23,616	\$ 194,753	\$ 146,439
Grand Total				\$ 10	\$ 214,270	\$ 10,158	\$ 224,428	\$ 146,439
Less Funding from Savings of Existing Vacant Positions and Pools							(77,989)	
Net Salary Budget Increase to Unfreeze Non-Faculty Positions							\$ 146,439	

South Texas College
Unrestricted Fund
Salary Adjustment of Vacant Non-Faculty Positions for FY 2023-2024

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs								
1	Academic Advancement	Assistant Vice President - Academic Advancement (Position 702272) to Associate Vice President-Academic Success & Advancement	Executive Administrative Professional	10	\$ 86,593	\$ 37,095	\$ 123,688	\$ -
Rationale: •Title change from Assistant VP Academic Advancement to Associate VP for Academic Success & Advancement.								
2	Business Administration	Secretary (Position 700027) to Administrative Assistant	Administrative Technical Support	3	\$ 27,480	\$ 27,310	\$ 54,790	\$ -
Rationale: •Title change from Secretary to Administrative Assistant. Position will assist the business programs (Business Administration, Culinary Arts, Human Resources, Office Administration, and Cosmetology) with clerical duties								
3	World Languages	Administrative Assistant (Position 700191) to Secretary	Administrative Technical Support	1	\$ 45,178	\$ (12,855)	\$ 32,323	\$ (12,855)
Rationale: •Title change from Administrative Assistant to Secretary.								
4	Professional & Organizational Development	Professional Development Manager (Position 701352) to Instructional Coach	Executive Administrative Professional	4	\$ 62,438	\$ (2,014)	\$ 60,424	\$ (2,014)
Rationale: •Based on department needs, title change from Professional Development Manager (701352) to Instructional Coach. Position will be working directly with faculty on various trainings.								
Total for Vice President for Academic Affairs					\$ 221,689	\$ 49,536	\$ 271,225	\$ (14,869)
Vice President for Student Affairs and Enrollment Mgmt.								
5	Office of Enrollment Services	Dean of Enrollment Services (Position 704612)	Executive Administrative Professional	8	\$ 17,199	\$ 88,192	\$ 105,391	\$ 88,192
Rationale: • Need to restore funding to Dean position, current Dean salary was used to increase 13 Advisor Salaries based on TASB recommendations								
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 17,199	\$ 88,192	\$ 105,391	\$ 88,192
Salary Budget for Salary Adjustment of Vacant Non-Faculty Positions					\$ 238,888	\$ 137,728	\$ 376,616	\$ 73,323
Less Funding from Savings of Existing Vacant Positions and Pool Positions						(64,405)		
Net Salary Budget Increase for Vacant Non-Faculty Positions						\$ 73,323		

Reclassifications of Existing Positions with Salary Adjustments FY 2022 - 2023

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Office of the President									
1	Office of President	Reclassification for Administrative Assistant (Position 700202) to Senior Administrative Assistant - Filled	9/1/2023	Administrative Technical Support	4	\$ 32,807	\$ 3,281	\$ 36,088	\$ -
Rationale: •Increased duties as part of reorganization of department.									
Total for Office of the President						\$ 32,807	\$ 3,281	\$ 36,088	\$ -
Vice President for Institutional Advancement and Economic Development									
2	Resource Dev., Mgt. and Compliance	Reclassification for Associate Director of Grant Management and Compliance (Position 704420) to Director of Project Alignment - Filled	9/1/2023	Executive Administrative Professional	7	\$ 82,827	\$ 10,000	\$ 92,827	\$ 10,000
Rationale: •Provides support to Executive Director, administrative support to staff and promotes strategic alignment for sponsored projects.									
3	Institutional Advancement	Reclassification for Global Market Development Manager (Position 700321) to Director of Global Affairs and Econ Dev. - Filled	9/1/2023	Executive Administrative Professional	8	\$ 67,400	\$ 18,599	\$ 85,999	\$ 18,599
Rationale: •This position is needed to activate and streamline global operational capabilities, deliver services, and work across the matrixed structure more effectively.									
Total for Vice President for Institutional Advancement and Economic Development						\$ 150,227	\$ 28,599	\$ 178,826	\$ 28,599
Vice President for Academic Affairs									
4	Dual Credit Programs	Reclassification for Dean-Dual Credit Programs & School District Partnerships (Position 708286) to Associate Vice President-Dual Credit Programs & School District Partnerships - Filled	9/1/2023	Executive Administrative Professional	10	\$ 104,890	\$ 13,451	\$ 118,341	\$ 13,451
Rationale: •Responsible for developing the Dual Credit Programs strategic plan, environmental scanning, analysis of enrollment and completion trends. In addition, assesses the quality and effectiveness of programs and initiatives and formulates plans for continued improvement, while leading and monitoring to ensure compliance with accreditation requirements with National Alliance of Concurrent Enrollment Partnerships.									
5	University Relations	Reclassification for Director of University Relations, Transfer & Articulation Center (Position 705416) to Director of Transfer & Educational Advancement Center - Filled	9/1/2023	Executive Administrative Professional	8	\$ 83,995	\$ 1,005	\$ 85,000	\$ 1,005
Rationale: •Position duties and responsibilities have expanded that will include overseeing CBE and PLAs in addition to existing duties and responsibilities.									
6	Curriculum	Reclassification for Scheduling Technician (Position 704283) to Scheduling Specialist - Filled Pay Grade Change from ATS 3 to ATS 4.	9/1/2023	Administrative Technical Support	4	\$ 45,303	\$ 2,265	\$ 47,568	\$ 2,265
Rationale: •The current position has grown over the years in the level of work and responsibilities due to the additional buildings and classrooms that have been added as part of the Bond Construction. Additional duties/responsibilities include special reports and audits requested by the divisions; consulting directly with the department chairs and Deans and overseeing all traditional scheduling for all campuses, including maintaining the classroom/building inventory in the student information system and assist with the Concourse Syllabi application.									
7	Curriculum	Reclassification for Scheduling Technician (Position 701591) to Scheduling Specialist- Filled Pay Grade ATS 3 to ATS 4.	9/1/2023	Administrative Technical Support	4	\$ 46,447	\$ 2,322	\$ 48,769	\$ 2,322
Rationale: •The current position has grown over the years in the level of work and responsibilities due to the additional buildings and classrooms that have been added as part of the Bond Construction. Additional duties/responsibilities include special reports and audits requested by the divisions; consulting directly with the department chairs and Deans and overseeing all traditional scheduling for all campuses, including maintaining the classroom/building inventory in the student information system and assist with the Concourse Syllabi application.									

Reclassifications of Existing Positions with Salary Adjustments FY 2022 - 2023

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
8	Advanced Manufacturing Technology	Reclassification for Lab Assistant (Position 705301) to Lab Coordinator - Advanced Manufacturing Technology - Filled	9/1/2023	Executive Administrative Professional	2	\$ 29,911	\$ 13,929	\$ 43,840	\$ 13,929
Rationale: •Position is needed to help coordinate machine shops, maintain equipment, manage hazardous material handling and disposal, and oversee renewal accreditation guidelines. Currently, there's three partnering school districts with their own machine shops and the department is projecting to gain 2 additional ISDs as dual partners for Fall 2023. The lab coordinator will be able to travel to all partnering school district machine shop sites to maintain, manage, and oversee that their labs meet our requirements.									
9	Developing Hispanic Serving Institutions (DHSI)	Reclassification for Starfish Administrator (Position 631279) - Filled	9/1/2023	Executive Administrative Professional	7	\$ 82,764	\$ 20,691	\$ ** 62,073	\$ 20,691
Rationale: •Institutionalization of grant position. STC (unrestricted funds) will fund 25% and **grant will fund 75% (restricted funds). The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.									
Total for Vice President for Academic Affairs						\$ 393,310	\$ 53,663	\$ 405,591	\$ 53,663
Vice President for Student Affairs and Enrollment Mgmt.									
10	Admissions & Records	Reclassification for Director - Student Records & Registrar (Position 703612) - Filled	9/1/2023	Administrative Exempt	7	\$ 86,712	\$ 5,000	\$ 91,712	\$ 5,000
Rationale: •Job Description includes Graduation duties as part of the essential job function due to increase in production, planning, logistics, staffing, and number of ceremonies per year									
11	Admissions & Records	Reclassification for Coordinator - Records (Position 700088) - Filled	9/1/2023	Prof/Tech Support Exempt	3	\$ 67,429	\$ 5,000	\$ 72,429	\$ 5,000
Rationale: •Job Description includes Graduation duties as part of the essential job function due to increase in production, planning, logistics, staffing, and number of ceremonies per year									
12	Office of Enrollment Services	Reclassification for Senior Admin Assistant (Position 718612) to Executive Administrative Assistant - Filled	9/1/2023	Prof/Tech Support Exempt	4	\$ 55,184	\$ 5,000	\$ 60,184	\$ 5,000
Rationale: •Job Description includes Graduation duties as part of the essential job function due to increase in production, planning, logistics, staffing, and number of ceremonies per year									
13	Student Affairs & Enrollment Mgt	Reclassification for Executive Administrative Assistant (Position 701190) - Filled	9/1/2023	Prof/Tech Support Exempt	5	\$ 47,884	\$ 5,000	\$ 52,884	\$ 5,000
Rationale: •Job Description includes Graduation duties as part of the essential job function due to increase in production, planning, logistics, staffing, and number of ceremonies per year									
Total for Vice President for Student Affairs and Enrollment Mgmt.						\$ 257,209	\$ 20,000	\$ 277,209	\$ 20,000
Salary Budget for Proposed Reclassifications of Existing Positions						\$ 833,553	\$ 105,543	\$ 897,714	\$ 102,262
Less Funding from Savings of Existing Vacant Positions and Pool Positions							(36,253)		
Net Salary Budget Increase for Reclassifications of Positions							\$ 69,290		

South Texas College

Unrestricted Fund

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2023-2024**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	Adjusted Pool Budget	Impact to Budget
Office of the President						
1	Salary Adjustment Pool	844362	\$ 45,650	\$ 23,217	\$ 68,867	\$ 23,217
Rationale: •Requesting to increase pool to support the daily operations of the division.						
Total for Office of the President			\$ 45,650	\$ 23,217	\$ 68,867	\$ 23,217

Vice President for Institutional Advancement and Economic Development						
2	DW Staff Pool - IAED	844362	\$ -	\$ 8,601	\$ 8,601	\$ 8,601
Rationale: •Establish a new pool for the IAED department.						
Total for Vice President for Institutional Advancement and Economic Development			\$ -	\$ 8,601	\$ 8,601	\$ 8,601

Vice President for Academic Affairs						
3	Academic Affairs Non-Faculty Temp Pool	720279	\$ 113,763	\$ 60,000	\$ 173,763	\$ (2,047)
Rationale: •Requesting to increase pool due to requests from instructional divisions for for full-time staff positions.						
4	Summer Chair Extension Pool	N/A	\$ -	\$ 160,000	\$ 160,000	\$ -
Rationale: •Based on review of chair duties, responsibilities, and the type of support needed to manage departments effectively, a 3 month extension (summer) is needed for chairs overseeing very large departments.						
5	NAH Faculty Summer Extension Pool	N/A	\$ -	\$ 533,167	\$ 533,167	\$ -
Rationale: •Transfer summer extensions into one pool. [One, one-half and two month extensions.]						
6	DW Staff - AA	841274	\$ 32,250	\$ 30,000	\$ 62,250	\$ -
Rationale: •Increase pool to assist departments as needed with direct wage staff.						
7	DW Staff- Kinesiology	840130	\$ 35,568	\$ 25,000	\$ 60,568	\$ -
Rationale: •Increase pool to assist department with direct wage staff needed at Starr County Campus.						
Total for Vice President for Academic Affairs			\$ 181,581	\$ 808,167	\$ 989,748	\$ (2,047)

Vice President for Finance and Administrative Services						
8	FAS Non Faculty Temp Pool	720360	\$ 30,375	\$ 7,015	\$ 37,390	\$ 7,015
Rationale: •Increase pool to fund temporary personnel for the office.						
Total for Vice President for Finance and Administrative Services			\$ 30,375	\$ 7,015	\$ 37,390	\$ 7,015

South Texas College

Unrestricted Fund

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2023-2024**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	Adjusted Pool Budget	Impact to Budget
Vice President for Information Services, Planning, Performance and Strategic Initiatives						
9	SLA/SI Leader Pool	840444	\$ 40,606	\$ 75,774	\$ 116,380	\$ 75,774
Rationale: •DW pool - Remote tutors are currently paid through internal reallocation of funds from Learning Excellence Specialist - Online (position #621427) which is currently funded through the DHSI grant. Under the terms of the sustainability plan in the grant, that position will transition to institutional funding beginning in FY 2024. This requested pool will replace the grant funding, allowing remote tutoring to continue. The amount requested accounts for implementation of the recently revised pay scales approved by the Board of Trustees for FY 2023. Position description already exists within HR for this pool.						
10	SLA/SI Leader DW Pool	845423	\$ 100,204	\$ 72,354	\$ 172,558	\$ 72,354
Rationale: •MVC SLA: The current funding of this pool does not allow for filling vacant positions, due to the increased cost of implementing the new pay scale in FY 23 with no additional funding. This request is coupled with internal reallocation of funds from positions #841428 and #842428 and the utilization of Work Study employees for front desk coverage. These measures together allow for hiring one additional tutor and funding raises for degree attainment and certification status of current staff complement. This increase request is a 14.4% increase to the overall MVC direct wage budget, which should be balanced against meeting the 50% increase in DW base pay costs in FY23 with no additional funding.						
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives			\$ 140,810	\$ 148,128	\$ 288,938	\$ 148,128
Vice President for Student Affairs and Enrollment Mgmt.						
11	DW Staff - SAEM	848612	\$ 2	\$ 29,488	\$ 29,490	\$ 29,488
Rationale: •Need DW Pools increased to meet demand for PT staff, especially during Summer Peak enrollment, financial aid WS is not allowed during summer and need staff for Call Center/Virtual services.						
Total for the Vice President for Student Affairs and Enrollment Mgmt.			\$ 2	\$ 29,488	\$ 29,490	\$ 29,488
Grand Total			\$ 398,418	\$ 1,024,616	\$ 1,423,034	\$ 214,402
Less Funding from Vacant/Reserve Pool Positions				\$ (808,200)		
Net Salary Budget Increase for Pool Funding				\$ 216,416		

South Texas College
Unrestricted Fund
Self-Sustaining Positions and Pools for FY 2023 - 2024

#	Organization Name	Title	Classification	Pay Grade	Salary/Pool	Impact to Budget
Vice President for Institutional Advancement and Economic Development						
1	The Institute for Adv Manufacturing	Apprenticeship Manager	Executive Administrative Professional	4	\$ 60,423	\$ 60,423
Rationale: •The position is needed to development of a portfolio of apprenticeship programs and work closely with industry partners to create, expand, and strengthen apprenticeship opportunities.						
2	The Institute for Adv Manufacturing	Coordinator - Apprenticeship Navigator	Executive Administrative Professional	2	\$ 47,900	\$ 47,900
Rationale: •The position is needed to promote and expand apprenticeship opportunities throughout the community.						
3	The Institute for Adv Manufacturing	Student Success Specialist	Executive Administrative Professional	2	\$ 47,900	\$ 47,900
Rationale: •The position is needed to provide case management to ensure that all students receive adequate support and resources to achieve their academic and career goals.						
4	Institutional Advancement & Economic Dev	Director - Promise Program	Executive Administrative Professional	8	\$ 86,493	\$ 86,493
Rationale: •Director to implement STC Promise Program. Funds will come from the STC Foundation.						
5	Continuing Professional & Workforce Education	Dean-Continuing Education, Workforce Training & Economic Development	Executive Administrative Professional	9	\$ 8,018	\$ 8,018
Rationale: •Align position (712590) with updated department name and adjust salary based on reflection from TASB recommendation.						
6	CPWE - State	Continuing Education - New Contracts Trainer (Pool# 588592)	Pool	N/A	\$ 97,398	\$ -
Rationale: •Transfer funds from CE-New Contract Trainer Pool (588586).						
7	Police Academy Non-Credit	DW Staff - CPWE (Pool# 840593)	Pool	N/A	\$ (10,000)	\$ (10,000)
Rationale: •Eliminating position number since no longer needed by Continuing Education (fund code 110100).						
8	New Program Start Up Non-Credit	DW Staff - CPWE (Pool# 840594)	Pool	N/A	\$ (7,000)	\$ (7,000)

South Texas College
Unrestricted Fund
Self-Sustaining Positions and Pools for FY 2023 - 2024

#	Organization Name	Title	Classification	Pay Grade	Salary/Pool	Impact to Budget
Rationale: •Eliminating position number since no longer needed by Continuing Education (fund code 110100).						
9	CPWE - State	DW Staff - Continuing Ed (Pool #840592)	Pool	N/A	\$ (55,000)	\$ (55,000)
Rationale: •Decrease pool to assist departments as needed with direct wage staff.						
Total for Vice President for Institutional Advancement and Economic Development					\$ 276,132	\$ (72,000)
Total for Self-Sustaining Positions/Pools for FY 2023 - 2024						\$ 204,132

South Texas College
FY 2023 - 2024 Auxiliary and Restricted Positions

G.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Auxiliary Positions									
Vice President for Academic Affairs									
1	223033	MV-Child Care & Development (Unrestricted)	New	Early Childhood Educator I	Administrative Technical Support	N/A	\$ 30,680	\$ 30,680	\$ 30,680
Rationale: • Position is needed since department is expanding offerings and will be adding more classrooms.									
2	223033	MV-Child Care & Development (Unrestricted)	New	Early Childhood Educator I	Administrative Technical Support	N/A	\$ 30,680	\$ 30,680	\$ 30,680
Rationale: • Position is needed since department is expanding offerings and will be adding more classrooms.									
3	223033	MV-Child Care & Development (Unrestricted)	New	Kitchen Aide	Administrative Technical Support	N/A	\$ 30,680	\$ 30,680	\$ 30,680
Rationale: • Position is needed since this will service the center that runs all 8 classrooms and will also oversee the kitchen duties/responsibilities.									
Total for Vice President for Academic Affairs						\$ -	\$ 92,040	\$ 92,040	\$ 92,040

Restricted Funding (Grant-funded)									
Vice President for Academic Affairs									
1	R50002	Developing Hispanic Serving Institutions (DHSI)	631279	Starfish Administrator - Filled	Executive Administrative Professional	\$ 82,764	\$ ** 20,691	\$ 62,073	\$ 62,073
Rationale: • Institutionalization of grant position. STC (unrestricted funds) will fund **25% and grant will fund 75% (restricted funds). The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.									
Total for Vice President for Academic Affairs						\$ 82,764	\$ 20,691	\$ 62,073	\$ 62,073

Total for Auxiliary Positions	\$ 92,040
Total for Restricted Positions	\$ 62,073
Grand Total for Auxiliary and Restricted Positions	\$ 154,113

Summary:
The Proposed College's New Positions and Other Adjustments for
FY 2023 - 2024:

Proposed College's New Positions and Other Adjustments (Unrestricted)	Amount	Funding Available	Impact on FY 23-24 Budget
A. New Critical Non-Faculty Positions (19)	\$994,532	\$0	\$994,532
B. Funding of Selected Previously Frozen Positions (5)	224,428	77,989	\$146,439
C. Salary Adjustment of Vacant Non-Faculty Positions (5)	137,728	64,405	\$73,323
D. Reclassifications of Existing Positions with Salary Adjustments (13)	105,543	36,253	\$69,290
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (11)	1,024,616	808,200	\$216,416
Total	\$2,486,847	\$986,847	\$1,500,000

F. Self-Sustaining Positions (5)	\$276,132
G. Auxiliary & Restricted Positions (4)	\$154,113

Consent Agenda:

f. Acceptance of Internal Audit Reports in the Areas of Title IX and Emergency Medical Services

Purpose and Justification – Administration requests Board acceptance of the Internal Audit Reports in the Areas of Title IX and Emergency Medical Services after discussion of the procedures, findings, and recommendations conducted by Mr. Khalil Abdullah, Internal Auditor.

Background - Policy #5460: Internal Audit Function, states that it is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving federal financial assistance must comply with Title IX.

The Emergency Medical Services department audit was included in the FY 2023 Audit Plan and encompassed a review of the department's system of internal controls over areas such as Monitoring, Separation of Duties, Approval & Authorization, Safeguarding of Assets, and the establishment of a control conscience environment.

Enclosed Documents – The Internal Audit Reports follow in the packet for the Board's information and review.

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

The Committee recommended Board acceptance of the Internal Audit Reports in the Areas of Title IX and Emergency Medical Services 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 accepts the Internal Audit Reports in the Areas of Title IX and Emergency Medical Services as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

May 9, 2023

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

Dr. Solis,

As part of the fiscal year 2023 Audit Plan, the Office of Internal Audits completed the Title IX Audit. The objective was to determine whether adequate processes and controls were in place to provide assurance that the College complies with Title IX regulations.

We appreciated the assistance provided by South Texas College's Title IX Coordinator and other personnel and hope that the information presented in this report are helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

cc: Mrs. Mary E. Elizondo, Vice President Finance and Administrative Services
Mr. Todd C. Nelson, Interim Title IX Coordinator
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

TITLE IX AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

May 9, 2023



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EXECUTIVE SUMMARY

The Title IX Audit was included in the South Texas College Board of Trustee's approved fiscal year 2023 Audit Plan. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any federal financial assistance must comply with Title IX.

The objective of the audit was to determine whether adequate processes and controls were in place to provide assurance that the College complies with Title IX regulations.

The scope of the audit included activity from September 1, 2021 through August 31, 2022. The audit included a review of Title IX investigative files of student complaints and verified that each complaint was supported by adequate documentation, and was conducted in accordance with the requirement that complaints are addressed promptly. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, it was determined that the College established an adequate system of internal controls over Title IX compliance. We observed the following internal controls:

- Designation of a Title IX Coordinator;
- Establishment of a formal policy on sexual misconduct; Title IX procedures; and a Title IX grievance process;
- Posting of all Title IX training materials on the College's website;
- Prominently displayed Title IX posters and 'Notices of Nondiscrimination' in buildings throughout campus;

Additionally, we observed the following opportunity to strengthen internal controls:

- Documentation is not maintained to support that conflict of interest and bias considerations are completed by the Title IX Coordinator.

BACKGROUND

Title IX is a federal civil rights law that was passed as part of the Education Amendments of 1972. It prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with few exceptions, to all aspects of federally funded education programs or activities and protects students, employees, as well as applicants for admission and employment.

Title IX also protects against discrimination based on gender identify or failure to conform to stereotypical notions of masculinity or femininity. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1et seq. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. Potential penalties for Title IX violations include withdrawal of federal funding and substantial monetary fines.

AUDIT OBJECTIVE

The objective of the audit was to determine whether adequate processes and controls were in place to provide assurance that the College complies with Title IX regulations.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from September 1, 2021 through August 31, 2022. To accomplish the audit objective, the Internal Auditor performed the following:

Reviewed the following documents/criteria:

- Policy 4216 *Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited*;
- South Texas College Title IX Procedures;
- 34 CFR – Title IX Regulations – Rules and Regulations;
- Institutional Compliance Solutions (ICS) checklists;
- Title IX Incident Process Map;

- Title IX complaints within scope;
- Visited each campus to verify Title IX poster and statements of nondiscrimination;

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Policy and Procedures:

Recipients are required to establish a non-discrimination policy that includes the contact information of the Title IX Coordinator and to adopt and publish grievance procedures providing for the prompt and equitable resolution of student and employee complaints under Title IX. These procedures should be established so that the College can discover incidents of discrimination or harassment as early as possible and effectively correct individual and systemic issues. To meet these requirements, South Texas College established Policy 4216 *Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited* as well as detailed Title IX Procedures. Together, these policy and procedures include elements and consideration for respect of freedom of speech, academic freedom, respect for the complainants' autonomy, protection of the complainants' equal educational access and respect for the decisions of coordinators and others to determine appropriate supportive measures, remedies, and disciplinary sanctions that enable administrative enforcement of Title IX. No exceptions were noted in this area.

General Title IX Compliance:

South Texas College formally designated a Title IX Coordinator; posters are prominently displayed on campus and include the Title IX Coordinator's name and contact information. Search terms (e.g. stalking, abuse, Title IX, sexual assault, etc.) entered on the College's website direct the user to information related to filing a complaint and access to other Title IX resources. No exceptions were noted in this area.

Title IX Complaints:

Within the audit scope (FY 22), there were 17 reported cases. Five (5) were selected at random for further review. Each of the selected cases were supported with adequate documentation that showed that the Title IX Coordinator completed an initial assessment; the complainant was

contacted to schedule a meeting and was offered supportive measures. No exceptions were noted in this area.

Title IX Training:

The Department of Education (DOE) mandates that the Title IX Coordinator complete specialized Title IX training. However, DOE does not require all employees of the College to complete such training. Despite this, DOE makes clear that recipients will be held responsible for meeting their Title IX response obligations regardless of the training(s) offered to employees. Additionally, Colleges are required to make publicly available all Title IX training materials on their websites.

The College's training records were reviewed to verify that each individual listed as having some involvement with Title IX (i.e. Title IX pool) completed their training. Based on testing, we found that 38 out of 40 (95%) of the employees from the Title IX pool completed one or more of the trainings. The College also offers Title IX training to all employees on an annual basis and we were able to confirm that a link posted on their website under 'Review the Title IX Team Training Materials' provides access to 26 separate Title IX trainings. No exceptions were noted in this area.

Conflicts of Interest Consideration:

The Title IX grievance procedures require impartial investigation of complaints. The Title IX Coordinator is required to act with independence and be free from bias and conflicts of interest. Moreover, any individual from the Title IX team that is involved in the resolution process must be bias free and not have a conflict of interest for either the complainant or the respondent. The College's Title IX procedures state the following:

“The Title IX Coordinator will vet the assigned investigator(s) for impartiality by ensuring no actual or apparent conflicts of interest or disqualifying biases.”

The audit found that documentation is not available to substantiate that the Title IX Coordinator, deputy coordinators, and others are free from bias. The Title IX Coordinator indicated that while individual's bias/conflict of interest are taken into consideration, documentation is not maintained on file to support that this evaluation is completed. Rather, such evaluations are completed by the Title IX Coordinator on an informal basis.

Recommendation:

1. The Title IX Coordinator should ensure that bias/conflict of interest considerations are documented for any individual(s) involved in the Title IX resolution process.

Management Response:

Accept audit recommendation as presented

1. Trainings will emphasize the importance of following the Title IX requirements for being free of bias or conflict with respect to any case in which a member of the Title IX Team is involved. The existence or appearance of bias and conflict should be reported and if necessary, the Title IX team member should be recused from the case. The Title IX Team will consist of a sufficient number of trained personnel to accommodate recusals.

The Title IX Coordinator will also require that all persons who participate in the investigation or resolution of a Title IX case provide a statement attesting to the fact that the person is free from bias or conflict as to the case. The statement(s) will be included in the case file.

Responsible Individual:

Interim Title IX Coordinator

Implementation Date:

5/5/2023

CONCLUSION

Overall, it was determined that the College established an adequate system of internal controls over Title IX compliance. Policy and procedures including information related to the Title IX grievance process were established; training materials are posted on the College's website; information on how to contact the Title IX Coordinator is prominently displayed throughout campus; and sufficient documentation is maintained to substantiate that the College's policy and Title IX procedures are followed.



Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

5/9/2023



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

May 9, 2023

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

Dr. Solis,

As part of the fiscal year 2023 Audit Plan, the Office of Internal Audits completed the Emergency Medical Services Audit. The objective for this engagement was to evaluate the adequacy and effectiveness of the department's system of internal controls.

We appreciated the assistance provided by South Texas College's management and other personnel and hope that the information presented in this report is helpful.

Respectfully submitted,

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

cc: Dr. Anahid Petrosian, Vice President of Academic Affairs
Dr. Jayson Valerio, Dean for Nursing and Allied Health
Mr. Carlos Tello, EMS Department Chair
Mrs. Mary E. Elizondo, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

EMERGENCY MEDICAL SERVICES AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

May 9, 2023

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EXECUTIVE SUMMARY

The Emergency Medical Services Audit was included in the South Texas College Board of Trustee's approved fiscal year 2023 Audit Plan. The audit included a review of the department's establishment of a control conscience environment, approval and authorization, safeguarding of assets, separation of duties, and monitoring controls to assess compliance with South Texas College's Policy, the Financial Manager's Handbook, and best practices.

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls.

The scope of the audit included activity from September 1, 2021 through August 31, 2022. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, we determined that the Emergency Medical Services (EMS) program established an adequate system of internal controls. We observed the following controls:

- Established goals, objectives, and completed risk assessment;
- Documentation was maintained to substantiate operating and travel expenditures;
- Employee's performance evaluations were completed;
- Account reconciliations were completed on a monthly basis by the department secretary and reviewed by the Chair;
- Employees completed their annual compliance trainings.

Additionally, the following opportunities to improve internal controls were identified:

- Written procedures for the department were not established;
- Assets, in use within the department did not trace back to inventory records;

BACKGROUND

The Emergency Medical Services (EMS) Program was created through the Texas Senate Bill 251 and granted South Texas College the ability to teach Emergency Medical Services in Hidalgo and Starr Counties. The EMS program at STC became one of the first two Associate of Applied Science degrees approved by the Texas Higher Education Coordinating Board. The EMS program prepares students to apply for, and successfully meet the requirements of the Texas Department of State Health Services EMT certification at all levels. EMT Basic and Advanced EMT courses are offered at all campuses, however the paramedic courses are offered only at the Nursing and Allied Health campus.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2021 through August 31, 2022. To accomplish the audit objective, we reviewed the following:

- EMS Student Handbook;
- Financial Managers Handbook;

Additionally, we tested on a sample basis operating and travel expenditures; verified the existence of fixed assets; reviewed monitoring and separation of duties internal controls. The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

AUDIT RESULTS

Control Conscience Environment:

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the establishment of effective internal controls. To establish an adequate control

conscious environment, a department should have established goals and objectives, completed a risk assessment and implementation plan, and written procedures. These items should be reviewed regularly and updated as needed. Additionally, adequate training should be provided, employee performance evaluations should be conducted regularly, and any conflicts of interest should be identified and addressed. We obtained and reviewed the department's goals and objectives and completed risk assessment. Documentation was provided from department staff as well as from the Office of Human Resources to support that EMS employee's performance evaluations were completed and that employees completed their compliance trainings.

However, when we requested to review the department's written procedures, we found that formal written procedures had not yet been established. In place of written procedures, the chair provides notifications to faculty and staff via e-mail.

Recommendation:

1. Written procedures should be developed to help guide employees in their day-to-day operations. Procedures should include information related to employee training requirements, account reconciliation procedures, document retention requirements, requesting leave/PTO, and other relevant information. Once completed, the procedures should be communicated to all faculty and staff.

Management Response:

Accept audit recommendation, but with alternative corrective action

1. The EMS Department is currently looking into written procedures that will guide its employees on the daily operations. We are forecasting that a draft document will become available for initial review by Spring 2024.

Responsible Individual:

Dept. Chair

Implementation Date:

4/30/2024

Safeguarding Assets:

Tangible assets must be safeguarded against unauthorized acquisition, use, or disposal. We performed property inventory testing to determine the existence of assets and whether assets

observed in use within the department were properly recorded in the inventory system. We were able to verify the existence of 100% of the assets selected for testing. However, with respect to the inclusion test, we found that some of the assets in use in the department did not trace back to inventory records.

Recommendation:

2. Management should ensure that all fixed assets used in the EMS program are included in the department's inventory records.

Management Response:

Accept audit recommendation, but with alternative corrective action

2. The EMS Department has proactively started to research and confirm its fixed asset listing prior to the start of the annual inventory which fell in hand with the internal audit timeline. The Department Chair has asked the NAH Healthcare Asset Maintenance Special and Coordinator of Fixed Assets & Distribution to verify the current listing as some items have been on the list for over ten years with a not found status prior to the current Program Chair assuming the position. We are working diligently on this matter to ensure that all assets are accounted for and/or if they have been sent for auction without a written/electronic record in past years.

Responsible Individual:

Dept. Chair

Implementation Date:

4/30/2024

Monitoring:

Financial Managers are responsible for the accuracy of their accounts. Account activity should be periodically reconciled and all reconciling items should be satisfactorily resolved in a timely manner. Without adequate monitoring of account activity, items that require immediate attention may go unnoticed. The South Texas College Financial Manager's Handbook states that managers are responsible for monitoring and reconciling account balances.

We inquired as to whether the department would be able to provide documentation (i.e., completed account reconciliations) to support that the account's financial activity was reconciled. The department secretary provided sufficient documentation to support that the department's account is reconciled and completed reconciliations are reviewed by the department chair. No exceptions were noted in this area.

Approval & Authorization:

Adequately established approval and authorization controls help to ensure that expenditures are allowable and appropriate. We tested a random sample of operating and travel expenditures from FY 2022 to verify compliance with College procedures. The department was able to provide sufficient documentation to substantiate that expenses were properly approved, accurate, and were for legitimate purposes. No exceptions were noted in this area.

CONCLUSION

Overall, it was determined that the EMS department established an adequate system of internal controls. However, opportunities exist to strengthen controls through documenting departmental procedures and ensuring that assets used by the department are reflected in the College's inventory records.



Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

5/9/2023

Consent Agenda:
g. Approval of to Retire Thirty-Nine (39) Current Policies

Purpose and Justification – Administration requests Board approval to retire thirty-nine (39) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	3000	Statement of Instructional Philosophy
2	Policy #	3351	Texas Public Education Grants
3	Policy #	3605	Student Development Services
4	Policy #	3606	Career Development and Placement Program
5	Policy #	3840	Institutional Review Board
6	Policy #	4100	College Staffing Plan
7	Policy #	4111	Volunteers for Continuing Professional and Workforce Education
8	Policy #	4152	Documentation of Official Transcripts for All Employees
9	Policy #	4153	Assistance to Faculty Whose Primary Language is Not English
10	Policy #	4154	Documentation of Education for Placement of Classified Staff on the Salary Schedule
11	Policy #	4210	Immigration Reform and Control Act of 1986
12	Policy #	4334	Tuition and Fee Waiver for Eligible Family Members of Regular Faculty and Staff
13	Policy #	4820	Employment of Non-Exempt Employees As Adjunct Faculty
14	Policy #	4911	Disciplinary Action Procedures
15	Policy #	4923	Campus Clearance
16	Policy #	5100	Custodian of Funds and Authorization of Disbursements
17	Policy #	5110	Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds
18	Policy #	5223	Third Party Contracts and Scholarships
19	Policy #	5430	General Obligation Bonds
20	Policy #	5431	Revenue Bonds
21	Policy #	5520	Emergency Loan Fund
22	Policy #	5521	Collection of Emergency Loans
23	Policy #	5540	Returned and Stop Payment Checks
24	Policy #	5550	Tuition Limit in Case of Concurrent Enrollment at More Than One Higher Education Institution
25	Policy #	5600	Authorization to Sign Checks
26	Policy #	5610	Release of Disbursements
27	Policy #	5620	Operation of Designated Fund Activities
28	Policy #	5630	Establishment and Control of Petty Cash Funds
29	Policy #	6100	Display of Flags
30	Policy #	6111	Photography and Videotaping on Campus
31	Policy #	6210	Physical Plant Services
32	Policy #	6215	Custodial and Maintenance Program
33	Policy #	6226	Energy

34	Policy #	6410	Campus Parking and Traffic Controls
35	Policy #	6421	Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses
36	Policy #	6422	Unmanned Aerial Vehicles
37	Policy #	6427	Maintenance of Vehicles
38	Policy #	6810	Food Service
39	Policy #	6820	Eating Area Designations

Based on internal operations and functions, content from the retired policies may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. 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 retired policies have been reviewed by staff and administrators.

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

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

The Committee recommended Board approval to retire thirty-nine (39) current policies as listed, and that 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 retirement of thirty-nine (39) current policies as listed, and that supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Statement of Instructional Philosophy	3000
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 August 19, 2004	

The Board of Trustees, President, Executive Officers, Administration, Faculty, Staff and Students of the College are committed to providing the people of Hidalgo and Starr counties a premiere institution of higher learning.

With this desired outcome, the College:

- Provides instructional programs and courses of the highest quality, regardless of mode of delivery, location or level.
- Promotes academic integrity, scholarship, and empowerment.
- Nurtures an environment of academic freedom in partnership with dignity and respect for all faculty and learners
- Promotes diversity, opportunity, access, and equity
- Focuses on proactive and innovative initiatives for student success.
- Understands its role as an essential component of the economic growth of the region.

MANUAL OF POLICY

Title	Texas Public Education Grants	3351
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

It is the policy of South Texas College to provide for Texas Public Educational Grants (TPEG) effective September 1, 1993, in accordance with House Bill 1147 enacted by the 69th Legislature and to maintain proper policies and procedures for Texas Public Educational Grants.

Information on TPEG opportunities and eligibility criteria may be obtained from the Financial Aid Office.

TO BE RETIRED

MANUAL OF POLICY

Title	Student Development Services	3605
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 May 6, 2004	

Student development services are essential to the achievement of the educational goals of the College and should contribute to the educational goals of the institution as well as the cultural, social, moral, intellectual, and physical development of students. To ensure effectiveness, the College will develop goals for the student services program consistent with student needs and with the purpose of the College. Appropriate student development services will be provided for distance learning programs as well as on-campus programs.

The College will designate the Office of the Vice President for Student Affairs and Enrollment Management as the administrative unit responsible for planning and implementing student development services and is given organizational status commensurate with other major administrative areas within the College. These services will be staffed by individuals who have academic preparation and experience consistent with their assignments. All student development services and programs will be evaluated regularly.

MANUAL OF POLICY

Title	Career Development and Placement Program	3606
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

South Texas College shall provide an effective career development and placement program to include career information and planning, job development and placement, career counseling, testing and assessment, and follow-up services for the purpose of career exploration, appropriate occupational choice and curriculum selection.

TO BE Retired

MANUAL OF POLICY

Title	Institutional Review Board	3840
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated July 28, 2005	

The President shall establish an Institutional Review Board (IRB) and name a Chairperson to establish guidelines for governing the conduct of human-subject research in a manner compliant with Federal and State laws. All parties wishing to conduct human-subject research involving the college, its students or its personnel, at or on behalf of the College, must comply with all IRB guidelines, submit a request to the IRB for permission to conduct their study and obtain IRB authorization prior to conducting their studies.

TO BE RETIRED

MANUAL OF POLICY

Title	College Staffing Plan	4100
Legal Authority	Approval Of The Board Of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

The Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. It is prepared annually by the staff of the Office of Human Resources during the budget process and is presented for approval to the Board of Trustees with the budget. The Staffing Plan is compatible with Board-approved Wage and Salary Administration policies.

The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

TO BE RETIRED

MANUAL OF POLICY

Title	Volunteers for Continuing Professional and Workforce Education	4111
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated June 23, 2015	

A “volunteer” is defined as an individual who volunteers his or her personal services to support activities at the Continuing Professional and Workforce Education Department. By definition, a volunteer performs services without promise or expectation of receipt of any compensation, future employment, or any other tangible benefit.

A volunteer is required to complete a Volunteer Application and a Volunteer Agreement. Volunteers are limited to the positions of tutors and instruction support for the Continuing Education, Professional and Workforce Education Department.

Persons who wish to volunteer their services at South Texas College Continuing, Professional and Workforce Education in the capacity of a tutor or instructional support may do so with the approval of the Continuing Professional and Workforce Education Department Administrator, Vice President/President, and the Office of Human Resources upon review of a volunteer application. Instructional Support is limited to instruction in the areas of English as a Second Language (ESL), General Education Development (GED), Computer Skills, Employability Skills, and College Success Skills within the area of Continuing Professional Workforce Education Department.

The volunteer must have adequate experience, qualifications, and training for the task(s) he or she will be asked to perform as a volunteer. Furthermore, volunteers may not be used to replace employee positions or impair the employment of a College position.

No person under the age of 18 will be allowed to serve as a volunteer for any service or function on property or buildings of the College.

College shall provide volunteers relevant College policies, state, federal laws and regulations that may govern their actions while serving as volunteers, including but not limited to: ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and alcohol and drug use.

Volunteers are not covered by the Fair Labor Standards Act (FLSA) and are not considered employees for any purpose. Volunteers are not eligible for wages, compensation, remuneration of any sort, employee benefits, and unemployment benefits. Volunteers are covered under the College’s Worker’s Compensation Policy.

Upon tendering their application to volunteer, individuals authorize the College to conduct a background check which may include, as reasonably appropriate, credit, employment, criminal history, driving record, and other relevant information.

MANUAL OF POLICY

Title **Documentation of Official Transcripts
for All Employees**

4152

Legal Authority Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board As Amended by Board Minute Order Dated November 23, 2021

I. Purpose

This policy defines and establishes the required documentation for the employee official transcripts.

II. Policy

Official transcripts must be sent directly from the issuing institution to the College's Office of Human Resources to document compliance with Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position. This policy applies to full and part-time employees. This requirement must be met before beginning employment with the College.

If the official transcript has not been received before beginning employment, an extension for submitting the official transcripts will be granted provided copies of the unofficial transcripts are on file in the Office of Human Resources. This extension cannot exceed beyond the first seven weeks of employment with the College. The Office of Human Resources will monitor compliance and maintain procedures.

Employment is contingent upon receiving the official transcripts, and may be grounds for termination of the job assignment if not received by the deadline.

III. Definitions

N/A

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	August 21, 2003 November 23, 2021

MANUAL OF POLICY

Title	Assistance to Faculty Whose Primary Language is not English	4153
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

It is the policy of South Texas College to comply with House Bill 638 of the Texas Legislature which has the purpose of assisting faculty members whose primary language is not English to become proficient in the use of English and ensuring that courses offered for credit are taught in the English language and that all faculty members are proficient in the use of the English language.

Prior to the appointment of new faculty, the College will determine that the applicant's proficiency in oral and written communications in English is appropriate to the appointment. If a course(s) is to be taught in some other language, oral and written communication in the language will be determined to be appropriate based on the appointment.

TO BE RETIRED

MANUAL OF POLICY

Title	Documentation of Education for Placement Of Classified Staff on the Salary Schedule	4154
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 25, 1996	

Official transcripts are required to be sent directly from the issuing institution to the College's Office of Human Resources to document compliance with the Board-approved classified staff pay plan. Classified staff must comply with the requirement to document all education listed on the employee's application and to satisfy requirements of the job announcement.

TO BE RETIRED

MANUAL OF POLICY

Title	Immigration Reform and Control Act of 1986	4210
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated January 18, 2001	

It is the policy of the College to fully comply with the Immigration Reform and Control Act of 1986. As such, the College is committed to employ only U.S. citizens and aliens authorized to work in the United States. College administrators or supervisors shall not discharge present employees or refuse to hire new employees based on foreign appearance or language. All applicants will be advised that if they are selected for employment, they will be required to present documents that will verify identity and eligibility to work in the United States in order to complete the required form I-9.

The original documents must be presented to the Office of Human Resources within three working days of employment. The requirements are the same for U.S. citizens and nationals as well as aliens authorized to work in the U.S.

The Office of Human Resources shall be responsible to review and verify the authenticity of the required documents in order to comply with the Immigration Act. The department shall retain these documents as required by law. The College shall not be a petitioner for any applicant or employee in obtaining a work permit unless otherwise bound by law to do so.

If an alien applicant has been petitioned to work for another educational institution or a private company only, the College will comply with the Immigration Act, thus disallowing the applicant to work at the College, unless they obtain their own documents from the Immigration and Naturalization Service. The ability to provide the required documents remains solely within the responsibility of the applicant.

MANUAL OF POLICY

Title	Tuition and Fee Waiver for Eligible Family Members of Regular Faculty and Staff	4334
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated February 9, 1995 As Amended by Board Minute Order dated August 14, 1997 As Amended by Board Minute Order dated February 15, 2001 As Amended by Board Minute Order dated April 28, 2005	

South Texas College is committed to lifelong learning opportunities for its regular full-time faculty and staff and their eligible family members. As a result, South Texas College offers a tuition and fee waiver to eligible family members of regular full-time faculty and staff for eligible credit courses taken at the College.

These waivers are subject to the availability of funds and subject to the appropriate Professional Development Plan guidelines. The President or designee has the authority and responsibility, with the appropriate participation of the faculty and staff, to develop and administer guidelines for the Professional Development Plan, which is maintained by the Office of Human Resources.

MANUAL OF POLICY

Title **Employment of Non-Exempt Employees as Adjunct Faculty** 4820

Legal Authority Approval of Board of Trustees

Date Approved By Board Board Minute Order Dated November 25, 1996

Non-exempt employees of South Texas College may not be hired by South Texas College as adjunct faculty. This policy applies to all non-exempt employees which includes: full time, part time, regular, temporary and part time temporary employees.

Adjunct faculty may not be hired as non-exempt employees of the College with a start date prior to the end of their adjunct contract.

contract.

To Be Retired

MANUAL OF POLICY

Title	Disciplinary Action Procedures	4911
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated January 31, 2017	

Purpose

This policy establishes a procedure for guiding supervisors in disciplining employees under their supervision who engage in conduct that fails to conform to the College's employee standards of conduct.

Disciplinary Action Concerning Employees:

Disciplinary action against an employee shall be initiated by the immediate supervisor or other supervisor within the chain of command. The severity of the disciplinary action should match the corresponding conduct of the employee taking into consideration the following:

1. Severity of the offense;
2. Frequency of the offense, if appropriate;
3. Duration of employment;
4. Conduct of the employee;
5. Effect of the action of the employee on the general public, fellow workers, and the College; and
6. All other extenuating circumstances relating to the particular facts of the situation.

The decision to discipline an employee should be made within a reasonable time after the occurrence of conduct or incident warranting disciplinary action. Supervisory personnel shall consult the Director of Human Resources for assistance and guidance in disciplinary actions other than verbal reprimands.

Disciplinary Action: Verbal Warning

A verbal warning is a basic disciplinary action where an employee is verbally informed by an immediate supervisor, or other supervisor within the chain of command, that the employee has engaged in conduct which fails to conform to the standards of conduct for College employees, and is admonished about the possible adverse consequences of engaging in the non-conforming conduct. In addition to a verbal warning, an employee may be counseled by a supervisor, or other supervisor within the chain of command, about how the employee may improve his/her conduct. A verbal warning or counseling session may be noted by the immediate supervisor, or other supervisor within the chain of command, maintained internally by the immediate supervisor.

Disciplinary Action: Written Reprimand

An immediate supervisor and/or department head may issue a written reprimand to an employee whose conduct fails to conform to the College's standard of conduct for employees. A written reprimand need not be preceded by a verbal warning. But, a written reprimand shall be issued if the employee fails to correct his or her conduct after having received a verbal warning. A written reprimand shall identify the employee's non-conforming conduct and admonishes the employee about the possible adverse consequences for engaging in the same or other non-conforming conduct. Written reprimands shall be discussed with the employee and be placed in the employee's personnel file at the Office of Human Resources. An employee may file a written response to the

disciplinary action within 3 business days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. Procedures and guidance for the written reprimand may be obtained from the Office of Human Resources.

Disciplinary Action: Conduct and Performance Improvement Plan

Where an employee's conduct fails to conform to the College's standard of conduct after having received a verbal warning and/or a written reprimand, the immediate supervisor and/or department head may, in lieu of recommending termination, place the employee on a written Conduct and Performance Improvement Plan. This plan should be developed with the assistance of the Director of Human Resources or the Employee Relations Officer. The Conduct and Performance Improvement Plan may be for no more than three (3) months, and should follow the procedures established and maintained at the Office of Human Resources. A Conduct and Performance Improvement Plan may be modified, as needed, to assist the employee in conduct improvement. A Conduct and Performance Improvement Plan is to be placed in the employee's personnel file. An employee who fails to satisfactorily complete a Conduct and Performance Improvement Plan is subject to termination from employment for such failure and for the conduct precipitating the improvement plan.

Disciplinary Action: Suspension Without Pay

An at-will employee may be suspended without pay to discipline the employee for engaging in conduct that fails to conform to the College's standards of conduct for employees. This disciplinary action may be taken to impress upon an employee the serious nature of the employee's non-conforming conduct. An employee should consider this disciplinary action as a notice that the employee is facing possible termination if his/her conduct does not immediately improve. The supervisor will consult the department head and the Director of Human Resources before administering this disciplinary action. A suspension without pay shall not exceed 10 business days. Suspension without pay of an employee employed under a letter of appointment shall conform to the notice and hearing provisions of Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees. In addition to this disciplinary action, an employee may be issued a Written Reprimand and the employee placed on an Improvement Plan.

Disciplinary Action: Termination

An employee may be recommended for termination for disciplinary reasons, based on documented acts or omissions. Prior to recommending termination of an employee for disciplinary reasons, the employee's immediate supervisor and any other appropriate administrator will meet with the employee to inform the employee of the reason(s) the employee is being recommended for termination. The employee may attend the meeting and respond to the reasons or the employee may submit a written response in lieu of attending the pre-termination meeting. This is not a due process hearing.

The President shall receive the recommendation for termination and shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management response to the employee conduct. The President may modify, approve or disapprove such action. The decision of the President shall be final on all such action. A copy of the decision shall be delivered by the Office of the President to the employee. The final action shall be placed in the employee's personnel file.

Title	Disciplinary Action Procedures	4911
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

Administrative/Executive and Faculty Employed under a Letter of Appointment

Termination of an employee employed under a letter of appointment shall conform to Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees.

This policy is only a guide and is not intended to require progressive discipline procedure prior to recommending termination of an employee for disciplinary or other legitimate reasons. Nothing in this policy is intended to prohibit administrative suspension with pay of an employee.

Suspension With Pay

An employee may be suspended with pay pending investigation of allegations of the employee engaging in conduct that fails to conform to the College's standards of conduct for employees. Suspension pending investigation is considered when:

- a. an employee's continued attendance in the workplace may hinder the investigation;
- b. the employee's continued attendance presents a risk to the employee or others; or
- c. when the alleged actions interfere with the mandate of the College, either by damage to reputation or otherwise.

The supervisor will consult the department head and the Director of Human Resources before administering this action. The department head may suspend the employee with pay for up to 30 calendar days. The department head may extend the suspension for an additional 30 calendar days if further investigation is necessary. The total period of suspension with pay pending investigation may not exceed 60 calendar days.

An employee on suspension pending investigation must be available for in-person interviews throughout the entire suspension period. The employee is responsible for providing current contact information to the Office of Human Resources.

This policy does not preclude an employee from filing a grievance, under Policy 4904 Employee Complaint Procedure, after a disciplinary action, other than termination, becomes final, or from placing a written response in his/her personnel file to any disciplinary action.

This policy is not intended to create any property interest in continued employment.

MANUAL OF POLICY

Title	Campus Clearance	4923
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

All employees terminating employment with South Texas College must accomplish a Campus Clearance prior to the final day of departure and receipt of final pay.

It is the responsibility of the terminating faculty or staff member to obtain an Employee Clearance Form from the Office of Human Resources. The terminating employee must secure a release from the employee's department and other departments listed on the clearance form. The final step in the clearance procedure is a meeting with an Office of Human Resources representative.

TO BE RETIRED

MANUAL OF POLICY

Title	Custodian of Funds and Authorization Of Disbursements	5100
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 July 23, 1998	

The College President is the official custodian of all College and grant funds, and by way of the Vice President of Finance and Administrative Services and the Comptroller authorizes the disbursement of College and grant funds.

TO BE RETIRED

MANUAL OF POLICY

Title	Comptroller Function: Collection, Deposit, And Disbursement of College and Grant Funds	5110
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 19, 1998 As Amended by Board Minute Order dated October 28, 2013 As Amended by Board Minute Order dated June 23, 2015	

The Comptroller is the Chief Accountant for the College and reports to the Vice President for Finance and Administrative Services.

The Comptroller, as authorized by the Vice President for Finance and Administrative Services, shall have sole responsibility to perform all accounting functions pertaining to the College and grant funds, including, but not limited to, collection, deposit, and disbursement of funds. Authorized representatives of the Comptroller shall be designated in writing by the Comptroller.

Collection

1. All funds collected by authorized representatives shall be hand-carried to the Business Office or Cashier's Office. Funds may be mailed or transmitted electronically to the College as approved by the Comptroller or authorized representatives.
2. These funds include: tuition and fees, state appropriations, property taxes, library fines, copy machine coins, food service sales, student organization receipts, and any and all other College and grant funds.
3. All personal checks, cashier's checks, or money orders payable to the College shall be made payable to "South Texas College."
4. Students, employees, and other individuals or entities shall not be assessed fees except those approved by the Board of Trustees.

Deposit

1. The Board of Trustees (the Board) shall by Resolution authorize all operating accounts at the College's Depository Bank.
2. All College and grant funds shall be deposited in Board-approved depositories by the Comptroller or authorized representative(s) as required by State law or invested in accordance with the College's Investment Policy and Investment Strategy Statement (5120) and the provisions of Chapter 2256, Texas Government Code, the Public Funds Investment Act.
3. The Board of Trustees shall approve investment providers (brokers/dealers/banks/pools).
4. The Board of Trustees delegates to the President authority to open and close accounts with investment providers (brokers/dealers/banks/pools) approved by the Board.

Disbursement

1. Funds are authorized to be disbursed by the Comptroller or authorized representatives, in the form of checks, credit cards, and Electronic Fund Transfers (EFTs).
2. Disbursed funds include: student refunds, other refunds, vendor payments, employee payroll, employee benefits, employee deduction payments, and any other College and grant payments.

MANUAL OF POLICY

Title	Third Party Contracts and Scholarships	5223
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Third party contracts constitute written agreements between a third party (i.e. Texas Rehabilitation Commission, JTPA) and South Texas College wherein payment of tuition and fees for a student is to be paid to South Texas College by the third party. The third party's voucher, deferment form, or contract must be presented at the cashier's station on the registration date.

TO BE Retired

MANUAL OF POLICY

Title	General Obligation Bonds	5430
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 February 20, 2003	

The College shall be authorized to issue negotiable coupon bonds for the construction and equipment of school buildings and the purchase of necessary sites upon voter approval authorizing the issuance of such bonds. To provide funds, the Board shall levy and pledge annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they come due.

TO BE RETIRED

MANUAL OF POLICY

Title	Revenue Bonds	5431
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The Board shall be authorized to acquire, purchase, construct, improve, enlarge, equip, operate, and/or maintain any property, buildings, structures, activities, operations, or facilities, of any nature, for and on behalf of the College. To provide funds, the Board shall issue revenue bonds to be paid from and secured by liens on and pledges of all or any part of any of the revenues from any rentals, rates, charges, fees, or other resources of the Board in accordance with law.

The Board shall be authorized to pledge all or any part of any of its revenues from the rentals, rates, charges, or fees for the use of College facilities to the payment of any bonds issued, including the payment of principal, interest, and any other amount required or permitted in connection with the bonds and as required by law.

The Board shall be authorized to pledge funds from tuition charged to students and funds received from any grant, donation, or income for the payment of issued revenue bonds.

The Board may issue, sell, and deliver obligations and execute credit agreements in order to finance project costs of an eligible project or to refund obligations issued in connection with an eligible project, subject to the limitations of Education Code 130.125

MANUAL OF POLICY

Title	Emergency Loan Fund	5520
Legal Authority	Approval by the Board of Trustees	Page 1 of 2
Date Approved by Board	Approved by Board Minute Order dated December 8, 1994 As Amended by Board Minute Order dated August 17, 2000 As Amended by Board Minute Order dated November 17, 2005 As Amended by Board Minute Order dated October 18, 2007 As Amended by Board Minute Order dated July 29, 2014	

The Board of Trustees of the College has established an Emergency Loan Fund with funds set aside for Texas Public Education Grants as authorized and in compliance with Vernon's sec. 56.033 and 56.051. The purpose is to provide students at the College with an opportunity to obtain emergency loans for tuition, fees, and textbooks.

Students at South Texas College may receive Emergency Loan Funds to pay their tuition, fees, and textbooks in accordance with Education Code, Section 56.053 and established College criteria, subject to availability of funds.

The emergency loan will be granted upon the student's completion of the Emergency Tuition, Fees, and Textbook Loan Application and Promissory Note. Authorized College personnel will review applications to determine eligibility under established criteria. The Emergency Tuition, Fees, and Textbook Loan Application and Promissory Note will be executed and signed by the qualifying student indicating understanding of the terms of the note, and all conditions stated therein, and countersigned by the person authorized to grant loans.

The loan must be evidenced by a written or electronic Emergency Tuition, Fees, and Textbook Loan Application and Promissory Note which includes the following:

1. All pertinent student information such as name, address, telephone number, email address, and employer information.
2. Terms and conditions of the loan including:
 - the student's obligation,
 - date the loan repayment is due, not to exceed 90 days from date of disbursement for a regular semester and for a proportionately shorter period during a summer session, and
 - amount of payment and fees to be collected.
3. Signature of the student and the authorized College representative.
4. The student's authorization to allow South Texas College to utilize the Emergency Loan funds for payment of their eligible tuition and fees for the semester the loan is being requested.
5. The student's authorization to allow South Texas College to apply their financial aid funds toward their loan repayment.

For authentication purposes, the student must provide one of the following items to validate the identity of the student:

- South Texas College identification card
- Driver's license
- Government issued identification card

MANUAL OF POLICY

Title	Emergency Loan Fund	5520
Legal Authority	Approval by the Board of Trustees	Page 2 of 2

The eligible student shall meet the following criteria. A Student Financial Services representative must approve any exceptions. The applicant should:

1. Be clear of any processing “Financial Holds”.
2. Be enrolled in a minimum of three (3) credit hours during a regular semester or three (3) credit hours during a summer session.
3. Not have any defaulted student institutional loans at time of application, unless a payment arrangement, in which a student has made all scheduled payments in full and on time, is in place with the College or the collection agency.
4. Not have any outstanding debt to South Texas College other than tuition and fees for the current semester, unless a payment arrangement, in which a student has made all scheduled payments in full and on time, is in place with the College or collection agency.
5. Use the loan to pay tuition, fees, and textbooks. A copy of the current student account statement must be submitted with the application.
6. Attend pre-loan counseling session at time of application and promissory note processing.

Detail procedures for the administration of the Emergency Loans Fund are maintained by the Business Office and Student Financial Services.

MANUAL OF POLICY

Title	Collection of Emergency Loans	5521
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The Business office will reconcile the loan receivable account on a monthly basis and provide a listing to the person(s) authorized to grant loans indicating which loans if any are past due. It is the responsibility of the person(s) authorized to grant loans or the Business Office to take action to collect all past due loans and to maintain a file of the actions taken.

After exhausting all alternatives to collect the balance owed from the student, the Business Office will refer this unliquidated debt to a collection agency. A hold flag should be placed upon the student's record if the student fails to pay.

When it is determined that a loan is uncollectible and the decision made that the loan is to be charged off as bad debt, action will be taken to write off the loan as uncollectible. The President's approval shall be obtained prior to writing off any uncollectible loans.

The College may turn the balance due from the student borrower over to the credit bureau to reflect the student's credit-worthiness.

MANUAL OF POLICY

Title	Returned and Stop Payment Checks	5540
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, 1996 As Amended by Board Minute Order dated July 24, 1997 As Amended by Board Minute Order dated May 19, 2005	

A fee, as approved by the Board of Trustees, will be charged for any check returned by the bank or check verification company for any reason. The check verification company may assess applicable fees as deemed appropriate. In order to clear a returned check, the student must pay the outstanding balance and returned check fee with cash, money order, or a cashiers check. Returned checks which are not promptly cleared will be referred to the appropriate authority for recourse after notice is given in accordance with Section 32.41 of the Penal Code. Checks returned due to insufficient funds, accounts closed, or stop payment will not be redeposited.

Students with returned checks will be denied official transcripts and clearance for graduation until full payment is made to the College. If the check has not been cleared by the next term, the student will also be denied registration. Additionally, students may be denied payment by check for one calendar year.

MANUAL OF POLICY

Title	Tuition Limit in Case of Concurrent Enrollment at More Than One Higher Education Institution	5550
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 July 28, 2005	

The total amount of the tuition charge at the College may be determined differently if the student is concurrently registered at more than one public institution of higher education. The student in this situation is liable for full tuition payment at registration. Proof of concurrent enrollment at more than one higher education institution in the form of a receipt is required at the Business Office by the census date. Appropriate refunds will be determined and will be mailed within 30 days to the student's address on file at the Admissions Office.

TO BE RETIRED

MANUAL OF POLICY

Title	Authorization to Sign Checks	5600
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated September 8, 1994 As Amended by Board Minute Order dated March 30, 1995 As Amended by Board Minute Order dated October 15, 1998 As Amended by Board Minute Order dated July 18, 2002 As Amended by Board Minute Order dated November 20, 2014	

The Board of Trustees authorizes the President, the Vice President for Finance and Administrative Services, and the Comptroller to sign checks for all accounts on behalf of the College.

In the interest of maintaining appropriate internal controls, two signatures will be required for all checks. All checks \$25,000.00 and above will be approved (initialed) by the Vice President for Finance and Administrative Services and the President. All checks \$125,000.00 and above will be approved by the Vice President for Finance and Administrative Services, the President and the Board of Trustees.

TO BE RETIRED

MANUAL OF POLICY

Title	Release of Disbursements	5610
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated October 12, 1995 As Amended by Board Minute Order dated July 10, 1997 As Amended by Board Minute Order dated January 8, 1998 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated February 15, 2001 As Amended by Board Minute Order dated July 18, 2002 As Amended by Board Minute Order dated November 20, 2014	

The following authority is required for release of disbursements:

- Disbursements under \$25,000.00 – Business Office approval
- Disbursements \$25,000.00 to less than \$125,000.00 – Vice President for Finance and Administrative Services and President approval, except for payroll and deduction disbursements.
- Disbursements \$125,000.00 and above – Vice President for Finance and Administrative Services, President, and Board of Trustees approval, except for disbursements for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, Certificates of Deposits and other investments, payroll benefits and deductions, and delinquent tax attorney fees collected from taxpayers.

All disbursements released without Board approval shall be presented to the Board at the next scheduled Board meeting.

Emergency Damage or Destruction Procedure

In accordance with Policy 5210, Purchasing, the President may authorize payments for emergency purchases and subsequently report the action to the Board of Trustees.

MANUAL OF POLICY

Title	Operation of Designated Fund Activities	5620
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

It is the policy of the College to establish and operate a Designated Fund (Revolving and Services) with accounts and activities which fill the needs of the College in providing training for students, serve as a means for the disposition of student produced goods, students accounts and provide accounts for special purposes.

The College may, after determination that the establishment of a designated fund account is required, request the Business Office to establish the account. The request will contain, as a minimum, the purpose of the proposed account, estimated revenue and source of the revenue. After receipt of the account, a budget change will be submitted to establish the account in the financial accounting system. All accounts in the designated fund must be self supporting.

TO BE RETIRED

MANUAL OF POLICY

Title	Establishment and Control of Petty Cash Funds	5630
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	

It is the policy of the College to authorize, establish and maintain petty cash funds required to provide funds for purchases in income producing activities and for the Business Office to furnish limited change and petty cash replenishment to other income producing activities. College policy also requires that adequate controls over petty cash funds be maintained to prevent loss through theft or misappropriation.

The Vice President of Finance and Administrative Services will approve the establishment, change in authorized amount, or the discontinuance of each petty cash fund.

Upon determination that a petty cash fund is required, a letter to the Vice President of Finance and Administrative Services will be prepared requesting approval for the fund. The request will include:

1. Activity requiring the funds;
2. Amount of the fund;
3. The bank account which will be used to provide the funds and a short explanation of the requirement for the petty cash fund.

Upon approval, the Business Office will issue the money to the requesting activity. A change in fund level upward will follow the same procedure outlined above with an explanation of the requirement for the increase. A reduction of the petty cash fund level requires that the unused funds be returned to the Business Office. Discontinuance of a petty cash fund requires the same procedure as the change in level downward of the fund.

MANUAL OF POLICY

Title	Display of Flags	6100
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The flags of the United States and the State of Texas shall be displayed daily, when the weather permits, on a suitable flagstaff upon the grounds of South Texas College.

TO BE Retired

Title	Photography and Videotaping on Campus	6111
Legal Authority	Approved by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated August 21, 2008	

An employee or student of STC who violates the established guidelines may be subject to disciplinary action.

dent of STC who violates the established guidelines may be subject to disciplinary action.

MANUAL OF POLICY

Title	Physical Plant Services	6210
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order Dated November 9, 1995	

The President shall establish regulations and procedures for the efficient operation and utilization of all physical resources of the College to serve the needs of the College in relation to its stated purpose, programs, and activities.

TO BE RETIRED

MANUAL OF POLICY

Title	Custodial and Maintenance Program	6215
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

All College facilities shall be constructed, equipped, and maintained in an effort to provide a pleasant, healthful environment that will aid in maintaining a high level of health, comfort, and general well being of the occupants.

The Director of Facilities shall establish and maintain custodial and maintenance programs which provide sanitary and safe conditions throughout the College.

TO BE RETIRED

MANUAL OF POLICY

Title	Energy	6226
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

The Director of Facilities oversees utility services provided to the College. The Director will establish energy conservation goals and make applications based on life cycle costing.

TO BE RETIRED

MANUAL OF POLICY

Title	Campus Parking and Traffic Controls	6410
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved By Board	Board Minute Order Dated November 9, 1995 Amended by Board Minute Order Dated June 19, 2003	

The College shall establish rules and regulations for the safety and welfare of students, employees, and property. The College shall establish other rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control, including but not limited to the following:

1. Limiting the rate of speed.
2. Assigning parking spaces and designating parking areas and their use.
3. Prohibiting parking as it deems necessary.
4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator.
5. Instituting a system of registration for vehicle identification. *Texas Education Code 51.202(a)*

It shall be unlawful for any person to park a vehicle on any property under the control and jurisdiction of the College except in the manner designated by the College and in the spaces marked and designated by the College. It shall also be unlawful to block or impede traffic through any driveway of College property. All laws regulating traffic apply to the operation of vehicles within the property of the College. Texas Education Code 51.205

The College may provide for the issuance and use of suitable vehicle identification insignia. The College may bar or suspend the permit of any vehicle from driving or parking on any College property for the violation of any rule or regulation. Reinstatement of the privileges may be permitted. Texas Education Code 51.207

Enforcement of all College traffic and parking matters shall be the responsibility of campus security. The same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. In addition, it will be the duty of each security personnel to issue citations for any violations under the College's parking rules and regulations. Texas Education Code 51.206.

Individuals are responsible for the payment of each citation issued to them. The payment may be made at the Cashiers Department or mailed to the Cashiers Department using the citation envelope. If a student fails to pay for a citation, a hold will be placed on their record. If an employee fails to adhere to the rules and regulations the employee is subject to adverse personnel actions as referenced in Policy No. 4920.

Individuals are permitted to submit a written appeal for a citation. A committee will review the appeal and respond in writing. The decision of the Committee will be final and the individual shall abide by the Committee's decision.

MANUAL OF POLICY

Title	Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses	6421
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated April 26, 2016	

South Texas College allows the use of bicycles, skateboards, in-line skates, roller skates, motorized scooters, hoverboards or similar apparatuses on college driveways, parking lots, and designated areas only.

Individuals using these apparatuses on college sidewalks, walkways, benches, retaining walls, rails, other structures, or inside a building, or non designated areas, shall be subject to fines and/or disciplinary action as delineated in the Student Code of Conduct and Employee Standards of Conduct.

This policy shall not apply to college personnel on official business or persons with special needs who have been authorized use.

The South Texas College Department of Public Safety will enforce this policy to maintain safety on college campuses.

TO BE RETIRED

MANUAL OF POLICY

Title	Unmanned Aerial Vehicles	6422
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated January 30, 2018	

I. Purpose

South Texas College is committed to providing a safe and secure learning environment for students, faculty, staff, affiliates, and visitors. Unmanned Aerial Vehicles (UAVs) on college property and off campus during college sponsored events, may pose a threat to the safety and privacy of the college community and interfere with educational goals. The purpose of this policy is to provide administrative roles, responsibilities, and procedures for the use of UAVs.

II. Policy Statement

The college only allows the use of UAVs on college property and off campus when conducting college-sponsored activities when required by law or pursuant to the authorization process provided by this policy. The Director of Facilities, Operations and Maintenance is the approving official. Any approved use of UAVs on college property or off campus, must comply with the Federal Aviation Administration (FAA) regulations for such use.

III. Policy Definitions

A. Unmanned Aircraft System (UAS)

An unmanned aerial vehicle and associated equipment that is required for safe and efficient operation in the national airspace system. Such equipment may include control stations (ground, ship, or air-based), control links, support gear, payloads, flight termination systems, and launch/recovery apparatus.

B. Unmanned Aerial Vehicle (UAV)

An aircraft operated without the possibility of direct human intervention from within or on the aircraft. This includes, but is not limited to, quad-copters; remote controlled planes; and devices commonly referred to as drones.

C. College Property

All real property owned or leased by the college, including the air above the property necessary for the reasonable use and enjoyment of the land.

MANUAL OF POLICY

Title	Unmanned Aerial Vehicles	6422
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated January 30, 2018	

IV. Responsibilities & Procedures

A. Use of Unmanned Aerial Vehicles (UAVs)

1. A person operating a UAV pursuant to this policy must meet all legal requirements to operate the UAV, including, but not limited to, FAA Section 333 Exemption Documentation; a Certificate of Authorization (COA) documenting the operating of the specific UAV for a specific purpose, in a specific area; a UAV registered with the FAA's Unmanned Aircraft Systems Registration system; and a pilot with an FAA Airman Certificate and/or Remote Pilot Certification. Notice must be provided to the local Air Traffic Control or FAA Flight Standards District Office when legally required.
2. The use of UAVs on college property is prohibited unless otherwise required by law or approved in advance by the college.
3. The Director of Facilities, Operations and Maintenance is responsible for approving the use of UAVs on college property.
4. An Unmanned Aerial Vehicle Request Form must be submitted for review.
5. Criteria used for approval of these requests will include assessment of:
 - risk to the health and safety of persons on college property
 - risk to college property
 - distraction from the educational mission of the college
 - business, educational or research value to the college
 - compliance with college insurance requirements
 - compliance with all federal, state, and local laws and regulations.
6. Upon approval of the use of a UAV, the applicant will collaborate with the college to provide notice to any parties who may be affected including the time, place, and purpose. The approval will only be for the specified period.
7. The applicant granted approval for use is responsible for any damage resulting from the use of a UAV on college property.

B. Insurance Requirements

The insurance requirements associated with use of UAV on college property and off-campus will be determined by College Risk Management.

MANUAL OF POLICY

Title	Unmanned Aerial Vehicles	6422
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated January 30, 2018	

C. Registration Requirements

All college owned or acquired UAVs must be properly registered in accordance with FAA requirements.

D. Exceptions

Prior notice and authorization is preferred, but not required, for use of UAVs on college property by emergency personnel acting under the authority of applicable law.

E. Sanctions

A college employee who violates this policy is subject to disciplinary action, up to and including termination. A student who violates this policy is subject to disciplinary action, up to and including expulsion. A visitor or other third party who uses UAVs on college property in violation of this policy is considered trespassing and will be subject to actions the college has available including removal from campus, arrest, prosecution, and/or other legal action.

TO BE REVIEWED

MANUAL OF POLICY

Title	Maintenance of Vehicles	6427
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Vehicles operated by the College shall be maintained and inspected as required by the Uniform Act Regulating Traffic on the Highways.

TO BE Retired

MANUAL OF POLICY

Title	Food Service	6810
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

All food services shall be provided in accordance with State food and drug regulations and public health regulations. Compliance with these regulations shall be the responsibility of the contracted food service vendor.

TO BE RETIRED

MANUAL OF POLICY

Title	Eating Area Designations	6820
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Eating and the preparation of meals and snacks are not permitted in public service areas and classrooms except in cases where a faculty member or office supervisor agrees to assume responsibility for cleaning (removing litter and food particles) the office or classroom area after the use of food and drinks. Food and drinks will not be permitted in the library, computer labs, science labs, technical labs and mechanical rooms.

TO BE Retired

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 the items. 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 item as presented.

- a. Approval to Contract Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity
- b. Approval to Contract Construction Services for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I
- c. Approval of Substantial Completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
- d. Approval of Substantial Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
- e. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2023 – 2024
- f. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2023 – 2024

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 – f of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Contract Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity

Approval to contract construction services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance (ARC) Department and the Office of Institutional Equity (OIE) project is requested.

Scheduling Priority

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project is scheduled as a non-educational improvement to renovate areas of Pecan Campus North Academic Humanities Building P to convert classroom spaces to office spaces.

Background

On January 31, 2023, the Board approved the schematic design of the project as prepared by Able City, LLC.

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

Advertised RFP	May 10, 2023 and May 17, 2023
RFP Responses Due	May 25, 2023
RFP Issued To	Six (6) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Project Architect, and the Purchasing Department
Highest Ranked Vendor	Holchemont, Ltd.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **Holchemont, Ltd.** as the highest ranked in the amount of \$689,000. The table below details the construction budget and the contractor's proposal.

Funding Source

Source of Funding	Original Construction Budget	Highest Ranked Proposal Holchemont, Ltd	Original Budget Variance
Unexpended Construction Plant Fund	\$630,000	\$689,000	(\$59,000)
Total Amount	\$630,000	\$689,000	(\$59,000)

Total Project Budget

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
Pecan Campus North Academic Humanities Building P Renovations for the ARC Department and the OIE	\$630,000	\$71,100	\$4,500	\$110,000	\$50,000	\$865,600*

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

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

Estimated Project Timeline

The project design phase is projected to last until May 2023, with construction to commence in July 2023 and Substantial Completion in March 2024.

Enclosed Documents

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

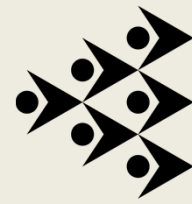
The Committee recommended Board approval to contract construction services with Holchemont, Ltd. in the amount of \$689,000 for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance (ARC) Department and the Office of Institutional Equity (OIE) project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Holchemont, Ltd. in the amount of \$689,000 for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance (ARC) Department and the Office of Institutional Equity (OIE) project as presented.

Approval Recommended:

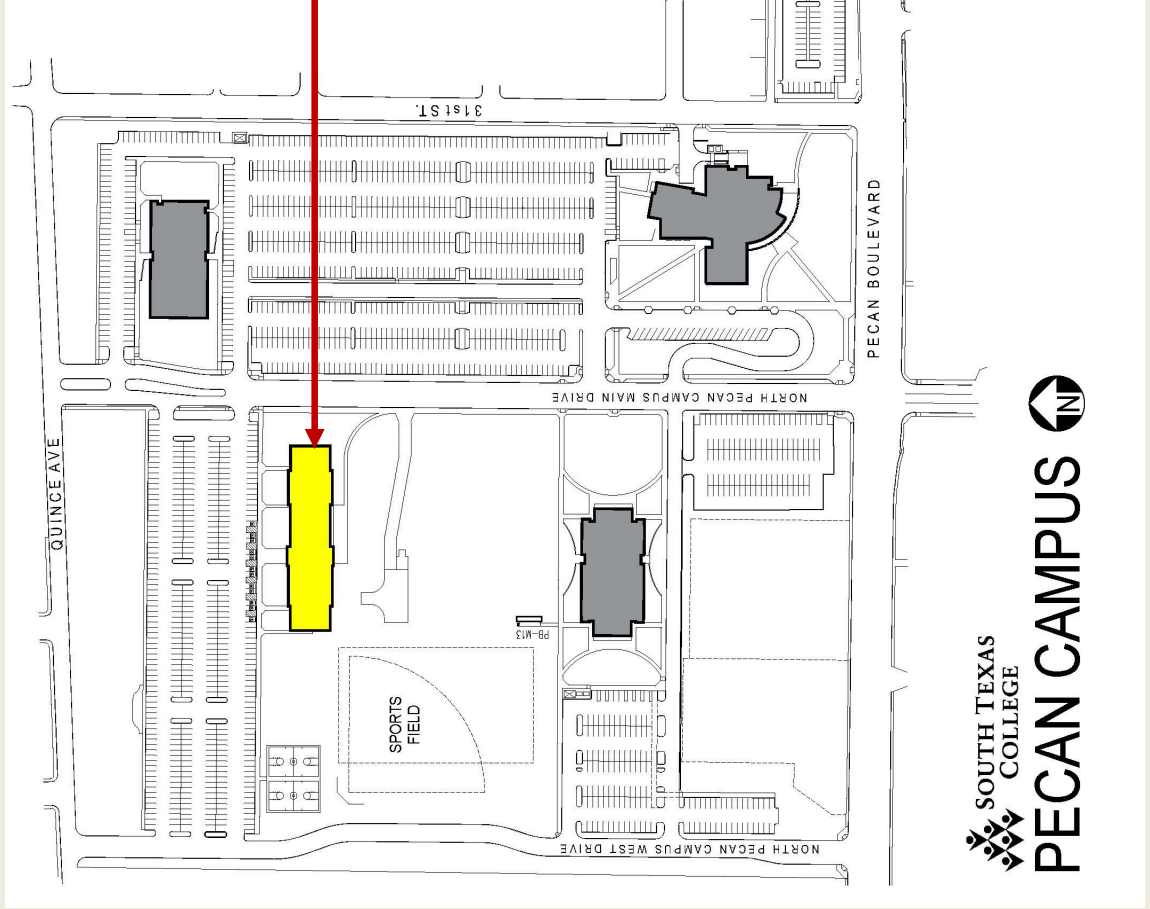
Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

**Pecan Campus North Academic and Humanities Building P
Renovations for the Accountability, Risk, and Compliance
Department and the Office of Institutional Equity
Project 2022-041C**

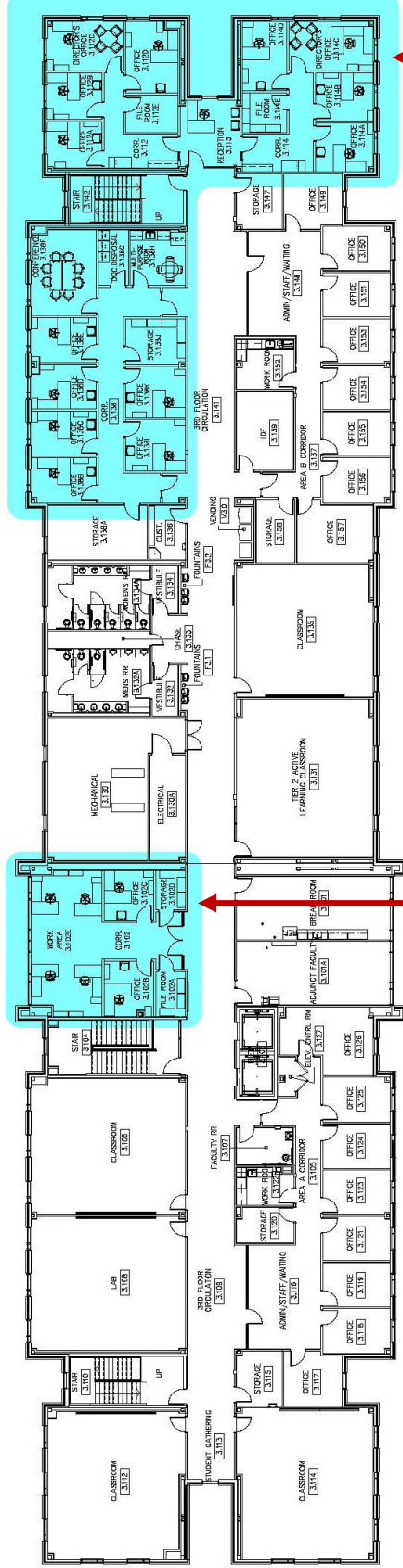
Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity



NORTH ACADEMIC
HUMANITIES
BUILDING P



Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity



PECAN BLDG. P 3RD FLOOR
OVERALL FLOOR PLAN

ACCOUNTABILITY, RISK &
COMPLIANCE AND OFFICE OF
INSTITUTIONAL EQUITY

NORTH ACADEMIC HUMANITIES BUILDING P – 3RD FLOOR PLAN

Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity



Requested By

Administration

Scope of Work

Renovation of approximately 4,551 square feet of four (4) Classrooms in Pecan Campus North Academic Humanities Building P for the Accountability, Risk & Compliance, and Office of Institutional Equity.

Estimated Total Project Budget

Construction	\$ 630,000
Design	71,100
Miscellaneous	4,500
FFE	110,000
Technology	50,000
Total Project Budget	\$ 865,600

**SOUTH TEXAS COLLEGE
PECAN CAMPUS NORTH ACADEMIC HUMANITIES BUILDING P RENOVATIONS
FOR ADMINISTRATIVE AND SUPPORT SERVICES OFFICES
PROJECT NO. 22-23-1062**

NAME		Holchemont, Ltd.
ADDRESS		900 N Main St
CITY/STATE/ZIP		McAllen, TX 78501
PHONE		956-686-2901
FAX		956-686-2925
CONTACT		Michael C. Montalvo
#	Description	Proposed
1	Base Proposal Pecan Campus North Academic Humanities Building P Renovations for Administrative and Support Services Offices	\$ 689,000.00
2	Begin Work Within	10 Working Days
3	Completion of Work Within	170 Calendar days
4	Bid Bond Provided	Yes
TOTAL AMOUNT PROPOSED		\$ 689,000.00
TOTAL EVALUATION POINTS		90.3
RANKING		1

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

**SOUTH TEXAS COLLEGE
PECAN CAMPUS NORTH ACADEMIC HUMANITIES BUILDING P RENOVATIONS FOR ADMINISTRATIVE AND
SUPPORT SERVICES OFFICES
PROJECT NO. 22-23-1062
EVALUATION SUMMARY**

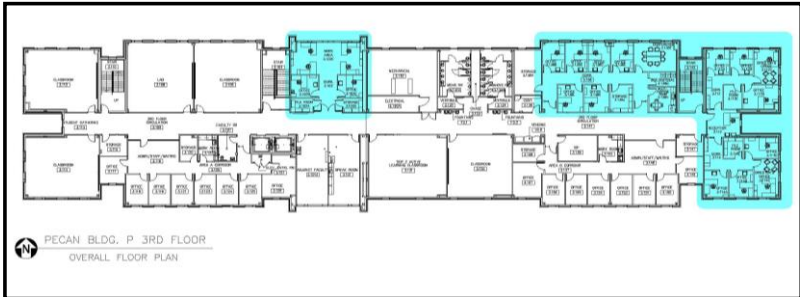

VENDOR			Holchemont, Ltd.	
ADDRESS			900 N Main St	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-686-2901	
FAX			956-686-2925	
CONTACT			Michael C. Montalvo	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	45	45
			45	
			45	
			45	
			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	7	7.6
			7	
			8	
			8	
			8	
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
			8	
			8	
			8	
			8	
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	4.2
			4	
			4	
			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	7	7
			7	
			7	
			6.5	
			7.5	
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 start 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	6.9
			7	
			7.5	
			7	
			6	

SOUTH TEXAS COLLEGE
 PECAN CAMPUS NORTH ACADEMIC HUMANITIES BUILDING P RENOVATIONS FOR ADMINISTRATIVE AND
 SUPPORT SERVICES OFFICES
 PROJECT NO. 22-23-1062
 EVALUATION SUMMARY

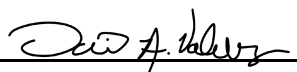
VENDOR			Holchemont, Ltd.	
ADDRESS			900 N Main St	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-686-2901	
FAX			956-686-2925	
CONTACT			Michael C. Montalvo	
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a 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	4.6
			4	
			5	
			5	
			4	
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	
TOTAL EVALUATION POINTS			90.3	
RANKING			1	

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

Project Fact Sheet
6/4/2023

Project Name: Pecan Campus - North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity			Project No. 2022-041C						
Funding Source(s): Unexpended Plant Fund									
			FY 21-22			FY 22-23			
	<u>Original</u> <u>Project Budget</u>	<u>Revised</u> <u>Project Budget</u>	<u>Project Budget</u>	<u>FY 21-22</u> <u>Actual Expenditures</u>	<u>Variance of Project</u> <u>Budget vs. Actual</u> <u>Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23</u> <u>Actual</u> <u>Expenditures</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>
Construction:	\$ 790,100.00	\$ 455,100.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ -	\$ 630,000.00	\$ -
Design	79,010.00	45,510.00	11,900.00	-	11,900.00	71,100.00	13,926.06	57,173.94	13,926.06
Miscellaneous:	5,000.00	5,000.00	2,500.00	456.12	2,043.88	4,500.00	45.65	4,454.35	501.77
FFE:	110,000.00	90,000.00	-	-	-	110,000.00	-	110,000.00	-
Technology:	50,000.00	50,000.00	-	-	-	50,000.00	-	50,000.00	-
Total:	\$ 1,034,110.00	\$ 645,610.00	\$ 14,400.00	\$ 456.12	\$ 13,943.88	\$ 865,600.00	\$ 13,971.71	\$ 851,628.29	\$ 14,427.83
			FY 23-24						
			<u>Project Budget</u>	<u>FY 23-24</u> <u>Actual Expenditures</u>	<u>Variance of Project</u> <u>Budget vs. Actual</u> <u>Expenditures</u>				<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>
Construction:			\$ 160,100.00	\$ -	\$ 160,100.00				\$ -
Design			7,910.00	-	7,910.00				13,926.06
Miscellaneous:			500.00	-	500.00				501.77
FFE:			-	-	-				-
Technology:			-	-	-				-
Total:			\$ 168,510.00	\$ -	\$ 168,510.00				\$ 14,427.83
Project Team			Board Status						
Approval to Solicit	3/29/2022		Board Approval of Schematic Design 1/31/2023			Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Able City Architects					Able City Architects	\$ 40,959.00	\$ 13,926.06	\$ 27,032.94
Contractor:	TBD					TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	David Valdez		Substantial Completion TBD			Board Acceptance TBD			
			Final Completion TBD			Board Acceptance TBD			
Project Description			Project Scope						
Renovation of approximately 4,550 square feet of the Pecan Campus North Academic Humanities Building P for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity.			Renovate existing instructional spaces on the third floor of the Pecan Campus North Academic Humanities Building P for administrative offices.						
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		
3/29/2022	6/26/2022	1/31/2023	6/27/2023	7/5/2023	3/27/2024	3/26/2024	3/27/2024		
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2021-22	-	-	456.12	-	-	\$ 456.12			
2022-23	-	13,926.06	45.65	-	-	\$ 13,971.71			
Project Total	\$ -	\$ 13,926.06	\$ 501.77	\$ -	\$ -	\$ 14,427.83			
Current Agenda Item									
6/12/2023 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity									
 <p>PECAN BLDG, P, 3RD FLOOR OVERALL FLOOR PLAN</p>					 <p>PECAN CAMPUS</p>				

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

b. Approval to Contract Construction Services for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I

Approval to contract construction services for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project is requested.

Scheduling Priority

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project has been reviewed by the Facilities Planning & Construction department, Administration, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to restore the building to a fully operating condition.

Background

On March 29, 2022, the Board approved contracting architectural services with Milnet Architectural Services, PLLC. The solicited construction services are for Phase I of the project, which only includes the repair and replacement of the damaged roof of the facility.

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

Advertised RFP	May 10, 2023 and May 17, 2023
RFP Responses Due	May 25, 2023
RFP Issued To	Five (5) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Project Architect, and the Purchasing Department
Highest Ranked Vendor	Holchemont, Ltd.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **Holchemont, Ltd.** as the highest ranked in the amount of \$666,000, which includes Alternate #1 to replace the bookstore roof. The table below details the construction budget and the contractor's proposal.

Funding Source

Source of Funding	Construction Budget	Highest Ranked Proposal Holchemont, Ltd.	Original Budget Variance
Unexpended Construction Plant Fund	\$630,000	\$666,000	(\$36,000)
Total Amount	\$630,000	\$666,000	(\$36,000)

Total Project Budget

Renewals & Replacements Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I	\$630,000	\$60,000	\$12,000	\$158,700	\$125,000	\$985,700

Funds for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R are budgeted in the Renewals & Replacements Fund for use in Fiscal Year 2022 – 2023. Additional funds are available in the FY 2022-2023 Renewals & Replacements Fund to cover the estimated shortfall. Solicitation for construction services for Phase II - Repair and Renovations of Interior Areas will be done at a later date. Additional funds can be allocated and are available in the Renewals & Replacements Fund.

Estimated Project Timeline

The project design phase for Phase I is projected to last until May 2023, with construction to commence in July 2023 and Substantial Completion in September 2023.

Enclosed Documents

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

The Committee recommended Board approval to contract construction services with Holchemont, Ltd. in the amount of \$666,000 for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Holchemont, Ltd. in the amount of \$666,000 for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

Approval Recommended:

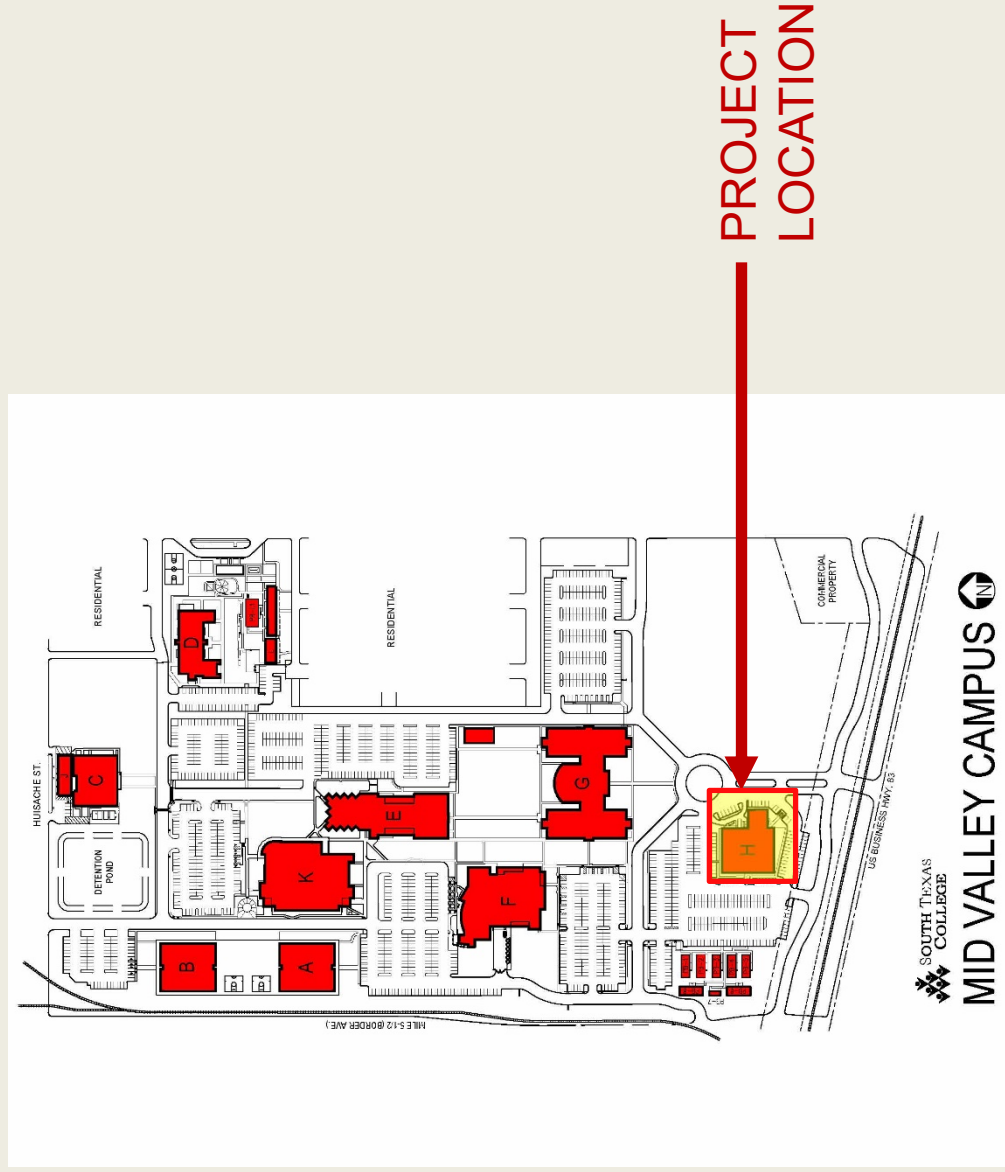
Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

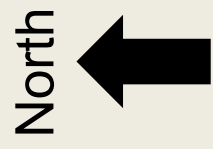
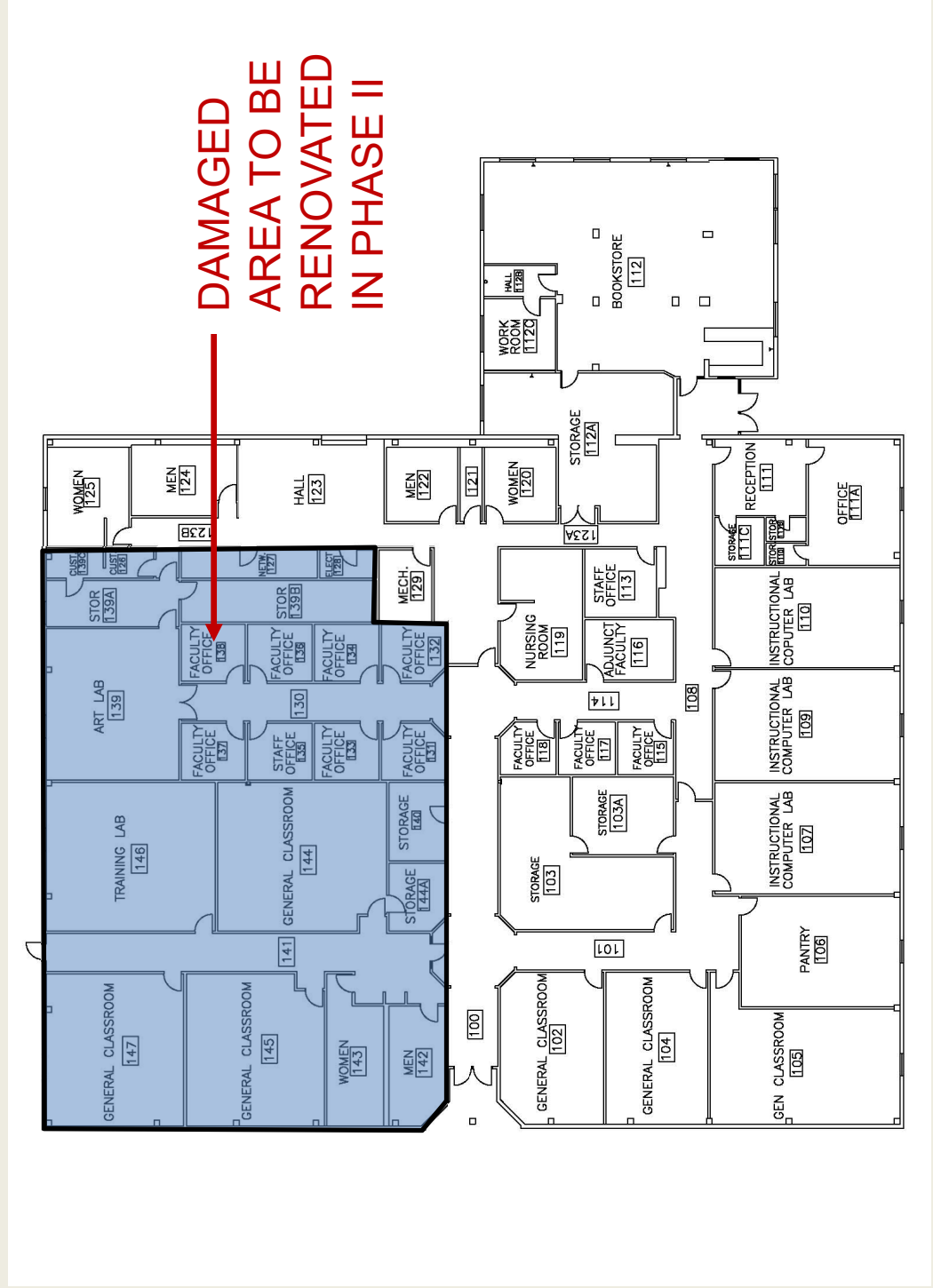
Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas

Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



Mid Valley South Academic Building H

Repair and Renovations of Damaged Roof and Interior Areas



Phase II South Academic Building H

Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



SOUTH TEXAS
COLLEGE



Original Roof Damage

Phase I

Mid Valley South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas



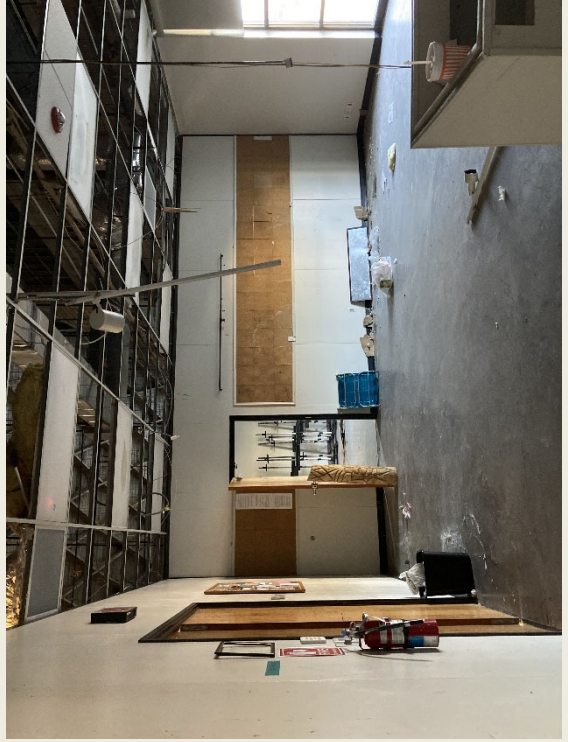
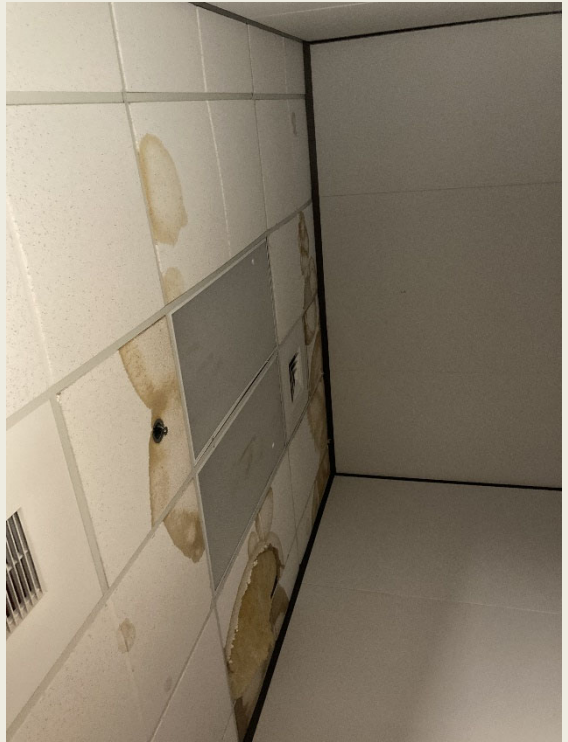
SOUTH TEXAS
COLLEGE



Roof Damage as of 01/31/22

Phase I

**Mid Valley South Academic Building H
Repair and Renovations of Damaged Roof and Interior
Areas**



Mid Valley South Academic Building H

Repair and Renovations of Damaged Roof and Interior Areas

Requested By

Facilities Planning & Construction and Facilities Operations & Maintenance Departments

Scope of work

Design and construction of the repair and renovations to the roof and interior areas of the building.

Estimated Total Project Budget

Construction	\$ 630,000
Design	60,000
Miscellaneous	12,000
FFE	158,700
Technology	<u>125,000</u>

Total Project Budget \$ 985,700

MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H REPAIR AND RENOVATIONS OF DAMAGED ROOF AND INTERIOR AREAS PHASE I
SOUTH TEXAS COLLEGE
PROJECT NO. 22-23-1063

NAME		American Contracting, USA, Inc.	Araiza General Construction, LLC.	Holechmont, Ltd.	Seachrist-Hall Company	Tadco, LLC./ dba Tadco Roofing
ADDRESS		1606 S Reynolds St	4808 N Sam Houston Blvd	900 N Main St	2826 W Expway 83	902 E Owassa Rd
CITY/STATE/ZIP		Rio Hondo, TX 78583	San Benito, TX 78586	McAllen, TX 78501	Harlingen, TX 78552	Edinburg, TX 78542
PHONE		956-748-4030	956-626-1091	956-686-2901	956-423-7086	956-961-4736
FAX		956-748-2891		956-686-2925	956-423-4700	956-961-4737
CONTACT		Leticia Barcenas	Alexis Ariaza	Michael C. Montalvo	J. Carlos Coronado	Javier Ramos
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
Base Proposal						
1	Mid Valley Campus South Academic Bldg H Repair & Renovation of Damaged Roof and Interior Areas Phase I (structural barrel roof only)	\$ 652,000.00	\$ 615,532.00	\$ 573,000.00	\$ 670,840.00	\$ 639,300.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	15 Working Days	20 Working Days
3	Completion of Work Within	150 Calendar Days	70 Calendar Days	90 Calendar Days	120 Calendar Days	90 Calendar Days
Alternate No. 1:						
4	Bookstore Roof Replacement (flat roof system adjacent to barrel roof)	\$ 115,000.00	\$ 102,156.00	\$ 93,000.00	\$ 117,825.00	\$ 106,500.00
5	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	15 Working Days	20 Working Days
6	Completion of Work Within	45 Calendar Days	70 Calendar Days	30 Calendar Days	30 Calendar Days	90 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 652,000.00	\$ 615,532.00	\$ 573,000.00	\$ 670,840.00	\$ 639,300.00
TOTAL AMOUNT WITH ALTERNATE		\$ 767,000.00	\$ 717,688.00	\$ 666,000.00	\$ 788,665.00	\$ 745,800.00
TOTAL EVALUATION POINTS		84.56	76.25	90.1	86.42	85.22
RANKING		4	5	1	2	3

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

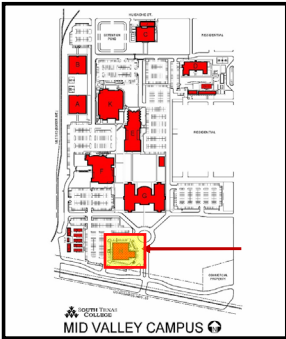
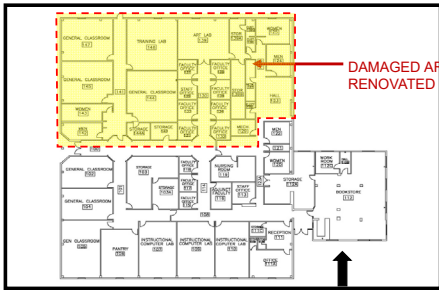

**SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H REPAIR AND RENOVATIONS OF DAMAGED ROOF AND INTERIOR AREAS PHASE I
PROJECT NO. 22-33-1063
EVALUATION SUMMARY**

VENDOR			American Contracting, USA, Inc.		Araiza General Construction, LLC.		Holchemont, Ltd.		Seachrist-Hall Company		Tadco, LLC./ dba Tadco Roofing	
ADDRESS			1606 S Reynolds St		480B N Sam Houston Blvd		900 N Main St		2826 W Expressway 83		902 E Owassa Rd	
CITY/STATE/ZIP			Rio Hondo, TX 78583		San Benito, TX 78586		McAllen, TX 78501		Harlingen, TX 78552		Edinburg, TX 78542	
PHONE			956-748-4030		956-626-1091		956-686-2901		956-423-7086		956-961-4736	
FAX			956-748-2891				956-686-2925		956-423-4700		956-961-4737	
CONTACT			Leticia Barcenas		Alexis Ariaza		Michael C. Montalvo		J. Carlos Coronado		Javier Ramos	
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.	39.07	39.07	41.75	41.75	45	45	38	38	40.18	40.18
			39.07		41.75		45		38		40.18	
			39.07		41.75		45		38		40.18	
			39.07		41.75		45		38		40.18	
			39.07		41.75		45		38		40.18	
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	8	8.4	8	7.6	7	7.8	9	8.6	8	8.8
			8		8		8		9		9	
			9		8		8		9		9	
			8		8		8		7		8	
			9		6		8		9		10	
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	8.4	8	7.8	8	7.6	8	8.8	8	8.5
			8		8		8		9		8.5	
			9		8		8		9		9	
			8		8		7		9		8	
			9		7		7		9		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	4	3	3.3	4	4	4	4	4	4.2
			4		3.5		4		4		4	
			4		3		4		4		4	
			3		3		4		4		4	
			5		4		4		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 4 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response	6	6.6	4	3.4	7	6.8	7	7.2	7	7.4
			6		4		7		7		7	
			7		4		6		7		8	
			7		3		7		7		7	
			7		2		7		8		8	
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	5.2	7	7.5	8	8.2	8	8.2
			7		5		7.5		8		8	
			8		5		7		8		8	
			8		3		8		8		8	
			9		6		8		9		9	
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	4.5	3.7	4	4.4	5	5.4	5	5.4
			5		3		5		5		5	
			5		3		5		6		6	
			5		4		4		5		5	
			6		4		4		6		6	
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.	5.09	5.09	3.5	3.5	7	7	6.22	6.22	2.54	2.54
			5.09		3.5		7		6.22		2.54	
			5.09		3.5		7		6.22		2.54	
			5.09		3.5		7		6.22		2.54	
			5.09		3.5		7		6.22		2.54	
TOTAL EVALUATION POINTS			84.56		76.25		90.1		86.42		85.22	
RANKING			4		5		1		2		3	

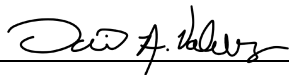
The Director of Purchasing has reviewed all the responses and evaluations completed.

Project Fact Sheet

5/30/2023

Project Name: MVC - South Academic Building H Repair and Renovations						Project No. 2022-038R															
Funding Source(s): Renewals and Replacement Fund																					
			FY21-22			FY22-23															
	<u>Original</u>	<u>Revised</u>		<u>FY 21-22</u>	<u>Variance of</u>		<u>FY 22-23</u>	<u>Variance of</u>	<u>Total Actual</u>												
	<u>Project Budget</u>	<u>Project Budget</u>	<u>Budget Transfer</u>	<u>Actual</u>	<u>Project Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Project Budget</u>	<u>Expenditures To</u>												
				<u>Expenditures</u>	<u>vs. Actual</u>			<u>Expenditures</u>	<u>Date</u>												
Construction:	\$ 600,000.00	\$ 630,000.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ -	\$ 630,000.00	\$ -												
Design:	60,000.00	60,000.00	-	-	-	40,163.00	13,809.38	26,353.62	-												
Miscellaneous:	12,000.00	12,000.00	-	456.12	(456.12)	25,000.00	11,500.00	13,500.00	456.12												
FFE:	158,700.00	158,700.00	-	-	-	-	-	-	-												
Technology:	125,000.00	125,000.00	-	-	-	-	-	-	-												
Total:	\$ 955,700.00	\$ 985,700.00	\$ -	\$ 456.12	\$ (456.12)	\$ 695,163.00	\$ 25,309.38	\$ 669,853.62	\$ 456.12												
Funds will be used from the insurance claim and savings from other projects.																					
Project Team					Board Status																
Approval to Solicit Architect/Engineer: 10/26/2021					<table border="1"> <tr> <td>Vendor</td> <td>Contract Amount</td> <td>Actual Expenditures</td> <td>Variance</td> </tr> <tr> <td>Milnet Architectural Services</td> <td>\$56,332</td> <td>\$-</td> <td>\$-</td> </tr> <tr> <td>TBD</td> <td>\$-</td> <td>\$-</td> <td>\$-</td> </tr> </table>					Vendor	Contract Amount	Actual Expenditures	Variance	Milnet Architectural Services	\$56,332	\$-	\$-	TBD	\$-	\$-	\$-
Vendor	Contract Amount	Actual Expenditures	Variance																		
Milnet Architectural Services	\$56,332	\$-	\$-																		
TBD	\$-	\$-	\$-																		
Architect/Engineer: Milnet Architectural Services					Board Approval of Schematic Design: TBD																
Contractor: TBD					Substantial Completion: TBD																
STC FPC Project Manager: David Valdez					Board Acceptance: TBD																
					Final Completion: TBD																
Project Description					Project Scope																
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage. Renovate approximately 6,720 square feet of interior space.					Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.																
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														
10/26/2021	3/29/2022	TBD	6/27/2023	7/15/2023	TBD	TBD	TBD														
Project Calendar of Expenditures by Fiscal Year																					
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total															
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12															
2022-23	-	13,809.38	11,500.00	-	-	\$ 25,309.38															
Project Total	\$ -	\$ 13,809.38	\$ 11,956.12	\$ -	\$ -	\$ 25,765.50															
Current Agenda Item																					
6/12/2023 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I																					
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>PROJECT LOCATION</p> </div> <div style="text-align: center;">  <p>DAMAGED AREA TO BE RENOVATED</p> <p>North</p> </div> <div style="text-align: center;">  </div> </div>																					

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

c. Approval of Substantial Completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation

Approval of substantial completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation project is requested.

Project		Completion Recommended	Date Received
1.	Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation Project 2022-002C Architect: Boultinghouse Simpson Gates Architects Contractor: Holchemont, Ltd.	Substantial Completion Recommended	May 24, 2023

This project was requested by College Administration and the Academic Division of Business, Public Safety, & Technology. It has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide classroom and lab space for instruction and demonstration.

College staff and the Architect visited the site and developed a construction punch list on May 24, 2023. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$413,000.

The following table summarizes the current budget status:

Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$357,225.00	\$413,000.00	(\$1,930.21)	\$411,069.79	\$340,318.02	\$70,751.77

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial completion for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation 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 substantial completion for the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Mid Valley Campus Center for Learning Excellence Building A

Culinary Arts Lab Renovation



Mid Valley Campus Center for Learning Excellence Building A

Culinary Arts Lab Renovation



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
STC Mid Valley Campus
Center for Learning Excellence Bldg A
Space Renovation for the Culinary
Art Program | RFQ#21-22-1047

CONTRACT INFORMATION:
Contract For: General Construction
Date: May 9, 2022

CERTIFICATE INFORMATION:
Certificate Number: one (01)
Date: May 24, 2023

OWNER: *(name and address)*
South Texas College
3201 Pecan Blvd
McAllen, Texas 78501

ARCHITECT: *(name and address)*
Boultinghouse Simpson
Gates Architects
3301 N. McColl Road
McAllen, TX 78501

CONTRACTOR: *(name and address)*
Holchemont, Ltd.
900 N. Main Street
McAllen, Texas 78501

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Entire project. See attached punch list for the remaining items to be repaired or remedied.

Boultinghouse Simpson
Gates Architects

ARCHITECT *(Firm Name)*

SIGNATURE

John Gates, AIA, Project
Manager

PRINTED NAME AND TITLE

May 24, 2023

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached punch list for remaining items to be repaired or remedied.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

MAINTENANCE

As of 5:00 p.m. on May 24th, 2023 the responsibility for Maintenance of the Building shall be as follows:

For completed work and areas of the building which will be occupied by the Owner, the Owner will assume full responsibility.

For incomplete work such as those items remaining on the Certificate of Substantial Completion, the Contractor will retain responsibility, but must obtain permission from the Owner for access to the building.

DAMAGES TO THE WORK

As of 5:00 p.m. on May 24th, 2023 the responsibility for damages to the Work shall be as follows:

The Owner will assume the responsibility for any damages which occur. If the Contractor damages any of the Work during the completion of the punch-list items, he shall be responsible for correcting them.

INSURANCE

The Contractor's insurance coverage will continue in effect until the Date of Final Completion.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Holchemont, Ltd.

CONTRACTOR (*Firm Name*)

SIGNATURE

PRINTED NAME AND TITLE

DATE

South Texas College

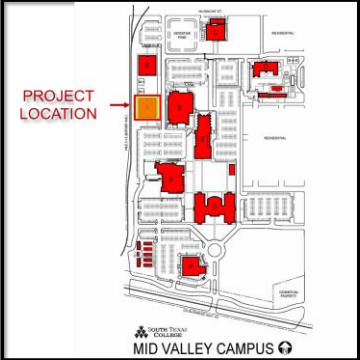


OWNER (*Firm Name*)

SIGNATURE


PRINTED NAME AND TITLE

DATE

Project Fact Sheet
6/5/2023

Project Name: MVC - Center for Learning Excellence Building A Culinary Arts Renovation					Project No. 2022-002C																
Funding Source(s): Unexpended Plant Fund																					
			FY 21-22			FY 22-23															
	<u>Original</u> <u>Project Budget</u>	<u>* Revised</u> <u>Project Budget</u>	<u>Project Budget</u>	<u>FY 21-22</u> <u>Actual Expenditures</u>	<u>Variance of Project</u> <u>Budget vs. Actual</u> <u>Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23</u> <u>Actual</u> <u>Expenditures</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>												
Construction:	\$ 357,225.00	\$ 413,000.00	\$ 75,000.00	\$ 135,426.77	\$ (60,426.77)	\$ 418,000.00	\$ 204,891.25	\$ 213,108.75	\$ 340,318.02												
**Other Construction:							\$ 4,690.10		\$ 4,690.10												
Design	35,725.00	35,725.00	28,600.00	33,105.25	(4,505.25)	4,099.00	2,359.39	1,739.61	35,464.64												
Miscellaneous:	7,145.00	7,145.00	7,145.00	3,678.82	3,466.18	6,000.00		6,000.00	3,678.82												
FFE:	88,410.00	88,410.00	-	-	-	15,000.00	15,643.03	(643.03)	15,643.03												
Technology:	25,000.00	25,000.00	-	-	-	45,000.00	16,781.14	28,218.86	16,781.14												
Total:	\$ 513,505.00	\$ 569,280.00	\$ 110,745.00	\$ 172,210.84	\$ (61,465.84)	\$ 488,099.00	\$ 244,364.91	\$ 248,424.19	\$ 416,575.75												
**Other Construction Costs: Data Drop Installation						*Revised Project Budget based on the Construction amount.															
Project Team					Board Status																
Approval to Solicit Architect/Engineer: 7/27/2021					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Vendor</td> <td style="text-align: center;">Contract Amount</td> <td style="text-align: center;">Actual Expenditures</td> <td style="text-align: center;">Variance</td> </tr> <tr> <td>BSG Architects</td> <td style="text-align: right;">\$ 36,045.75</td> <td style="text-align: right;">35,464.64</td> <td style="text-align: right;">\$ 581.11</td> </tr> <tr> <td>Holchemont</td> <td style="text-align: right;">\$ 411,069.79</td> <td style="text-align: right;">\$ 340,318.02</td> <td style="text-align: right;">\$ 70,751.77</td> </tr> </table>					Vendor	Contract Amount	Actual Expenditures	Variance	BSG Architects	\$ 36,045.75	35,464.64	\$ 581.11	Holchemont	\$ 411,069.79	\$ 340,318.02	\$ 70,751.77
Vendor	Contract Amount	Actual Expenditures	Variance																		
BSG Architects	\$ 36,045.75	35,464.64	\$ 581.11																		
Holchemont	\$ 411,069.79	\$ 340,318.02	\$ 70,751.77																		
Architect/Engineer: Boultinghouse Simpson Gates Architects																					
Contractor: Holchemont LTD																					
STC FPC Project Manager: Martin Villarreal																					
Project Description					Project Scope																
Design and construction of an existing space for a Kitchen Lab and Dining/Catering Lab for the Culinary Arts Program.					Renovation of existing former cafeteria in Building A, Rm 107. Classroom adjoining (108) would be repurposed for classroom training and exhibits or events. 2,061Sqft																
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														
7/27/2021	10/26/2021	1/25/2022	4/26/2022	5/29/2022	6/27/2023	7/25/2023	6/5/2023														
Current Agenda Item																					
06/12/2023 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of the MVC - Center for Learning Excellence Building A Culinary Arts Renovation																					
<div style="display: flex; justify-content: space-around;">    </div>																					

FPC Project Manager 

FPC Asst. Director 

FPC Director 

Consent Agenda:

d. Approval of Substantial Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion

Approval of substantial completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion project is requested.

Project		Completion Recommended	Date Received
1.	Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion Project 2022-004C Architect: Negrete & Kolar Architects, LLP Contractor: CRC Development & Construction Co., LLC.	Substantial Completion Recommended	May 6, 2023

This project was requested by the Division of Nursing & Allied Health. It has been reviewed by the Facilities Planning & Construction department, Administration, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide lab space for instruction and demonstration.

College staff and the Architect visited the site and developed a construction punch list on May 6, 2023. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by CRC Development & Construction Co., LLC. The original cost approved for this project was \$184,320.

The following table summarizes the current budget status:

Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$90,000.00	\$184,320.00	\$0	\$184,320.00	\$167,287.40	\$17,032.60

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial completion for the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion 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 substantial completion for the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Nursing & Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion



CERTIFICATE OF SUBSTANTIAL COMPLETION

[X] OWNER

[X] ARCHITECT

[X] CONTRACTOR

PROJECT: **Nursing & Allied Health
Occupational Kitchen Lab Expansion
McAllen, Texas 78504**

ARCHITECT: **Negrete & Kolar Architects, LLP**

ARCHITECT'S PROJECT NUMBER: **2022-02**

TO (Owner): **South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501**

CONTRACTOR: **CRC Devt. & Const. Co.**

CONTRACT FOR: **General Construction**

DATE OF ISSUANCE: **6 June 2023**

CONTRACT DATE: **13 September 2022**

CERTIFICATE OF SUBSTANTIAL COMPLETION SHALL INCLUDE: **Selective Demolition, Renovation, and Expansion of existing Kitchen and Restroom into a New Occupational Therapy Kitchen Lab. New Kitchen Lab expansion includes residential kitchen appliances and counters, dry food pantry storage, and millwork cabinets and drawers. Certificate includes new interior and floor finishes and mechanical and electrical upgrades. Project completion also includes adjacent Neuromat Lab handwash sink and counter and Media Lab Tall Cabinet storage.**

The Work performed under this Contract has been reviewed and found to be Substantially Complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as **6 June 2023**, which is also the date of commencement of applicable warranties for Work listed above as required by the Contract Documents, except as stated below.

PROJECT OR DESIGNATED PORTION SHALL NOT INCLUDE: **(none)**

DEFINITION OF 'DATE OF SUBSTANTIAL COMPLETION'

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and amended by the Architect is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

Negrete & Kolar Architects, LLP
ARCHITECT


BY: DAVID NEGRETE, AIA; PRINCIPAL

6/6/2023
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within **Thirty (30)** Calendar Days from the above Date of Substantial Completion.

CRC Development & Const. Co., LLC
CONTRACTOR


BY: CARLO CANTU

DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at **12:00:01 AM** on **6 June 2023**.

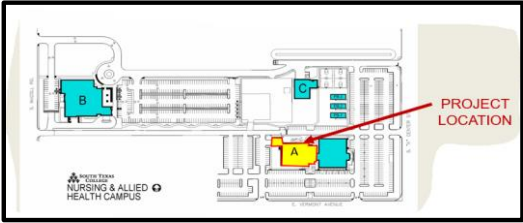
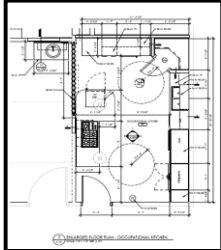

South Texas College
OWNER

BY: DR. RICARDO J. SOLIS, PRESIDENT

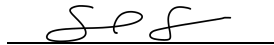
DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Note-Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of surety company, if any.)

Project Fact Sheet
6/4/2023

Project Name: Nursing Allied Health Campus - East Building A Occupational Therapy Kitchen Expansion						Project No. 2022-004C																			
Funding Source(s): Unexpended Plant Fund																									
			FY 21-22			FY 22-23																			
			FY 21-22			FY 22-23																			
			Actual			Actual																			
			Budget vs. Actual			Budget vs. Actual																			
			Expenditures			Expenditures																			
	Total Project Budget	* Revised Total Project Budget	Project Budget	Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Expenditures	Variance of Project Budget vs. Actual Expenditures																	
Construction:	\$ 63,000.00	\$ 184,320.00	\$ 63,000.00		63,000.00	\$ 90,000.00	\$ 167,287.40	\$ (77,287.40)																	
Design:	6,000.00	6,000.00	6,000.00	7,542.50	(1,542.50)	2,760.00	2,924.90	(164.90)																	
Miscellaneous:	1,500.00	1,500.00	1,500.00	1,078.94	421.06	1,000.00	-	1,000.00																	
FFE:	3,000.00	3,000.00	3,000.00		3,000.00	3,000.00	-	3,000.00																	
Technology:	-	-	-	-	-	-	-	-																	
Total:	\$ 73,500.00	\$ 194,820.00	\$ 73,500.00	\$ 8,621.44	\$ 64,878.56	\$ 96,760.00	\$ 170,212.30	\$ (73,452.30)																	
*Revised Project Budget based on the Construction cost amount.																									
Project Team				Board Status																					
Approval to Solicit Architect/Engineer: 9/28/2021 Architect/Engineer: Negrete and Kolar Architects Contractor: CRC Construction STC FPC Project Manager: Samuel Saldana				Board Approval of Schematic Design: 5/26/2022 Substantial Completion: TBD Final Completion: TBD																					
									<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Negrete & Kolar Architects</td> <td>\$ 10,775.00</td> <td>\$ 10,467.40</td> <td>\$ 307.60</td> </tr> <tr> <td>CRC Construction</td> <td>\$ 184,320.00</td> <td>\$ 167,287.40</td> <td>\$ 17,032.60</td> </tr> </tbody> </table>					Vendor	Contract Amount	Actual Expenditures	Variance	Negrete & Kolar Architects	\$ 10,775.00	\$ 10,467.40	\$ 307.60	CRC Construction	\$ 184,320.00	\$ 167,287.40	\$ 17,032.60
														Vendor	Contract Amount	Actual Expenditures	Variance								
														Negrete & Kolar Architects	\$ 10,775.00	\$ 10,467.40	\$ 307.60								
CRC Construction	\$ 184,320.00	\$ 167,287.40	\$ 17,032.60																						
Board Acceptance: TBD Board Acceptance: TBD																									
Project Description				Project Scope																					
Expansion of the Occupational Therapy Kitchen				Expansion of the Occupational Therapy Kitchen, removal of existing training restroom, additional plumbing and storage shelving. Kitchen: 923 SF New																					
Projected Timeline																									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date		FFE Completion of Move In																	
9/28/2021	12/14/2021	5/26/2022	9/27/2022	11/15/2022	6/27/2023	7/27/2023		6/27/2023																	
Project Calendar of Expenditures by Fiscal Year																									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total																			
2021-22	\$ -	\$ 7,542.50	\$ 1,078.94	\$ -	\$ -	\$ 8,621.44																			
2022-23	\$ 167,287.40	\$ 2,924.90				\$ 170,212.30																			
Project Total	\$ 167,287.40	\$ 10,467.40	\$ 1,078.94	\$ -	\$ -	\$ 178,833.74																			
Current Agenda Item																									
06/12/2023 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion																									
 <p style="text-align: center;">Project Location</p>			 <p style="text-align: center;">Proposed Location</p>			 <p style="text-align: center;">Proposed Layout</p>																			

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

e. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2023 – 2024

Approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2023 – 2024 is requested.

Mary Elizondo and Ricardo de la Garza will review the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2023 - 2024. The proposed projects listed are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and funding source:

Unexpended Plant Fund

The College utilizes the Unexpended Plant Fund to budget and fund new construction and renovation projects termed Capital Improvements Projects (CIPs).

The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine facilities needs and priorities.

Capital Improvements Projects

The CIPs are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the requestor to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, & Equipment (FFE); Miscellaneous Items; and Technology Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities.

Funding Source

Upon Board approval, the proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2023-2024.

Presenters

Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, will be present to address questions related to the proposed projects and budget.

Enclosed Documents

A report summarizing the proposed preliminary Unexpended Plant Funds Construction projects and budgets for FY 2023 - 2024 is enclosed for the Board's review and information.

The Committee recommended Board approval of the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2023 - 2024.

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 Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2023 - 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
A. Pecan Campus													
1	Library Bldg. F Space Renovation Space Modifications of the existing Library Building F.	DV	\$ 150,000	\$ -	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ 450,000	\$ -	\$ 450,000	\$ 90,000.00	\$ 540,000
2	Pecan West Continuing Education Building A Construct a new Continuing Education Building including the Testing Center at the Pecan Campus west property.	DV	1,138,100	157,550	75,500	-	-	-	1,371,150	-	1,371,150	274,230	1,645,380
3	Pecan West Parking and Site Improvements Construct a new site improvements at the Pecan Campus west property.	DV	500,532	81,223	46,470				628,225		628,225	125,645	753,870
4	North Academic Humanities Building P Renovation for the Accountability, Risk, & Compliance and Institutional Equity Departments Renovate (3) existing classrooms and multipurpose space for the Accountability, Risk, & Compliance and Institutional Equity Departments.	DV	630,000	11,340	1,500	110,000	50,000	-	802,840	-	802,840	160,568	963,408
5	Kinesiology Building Q Construct a new Kinesiology Building (Phase I) at the North side of the Pecan Campus.	SS	840,000	336,000	10,000	-	-	-	1,186,000	-	1,186,000	237,200	1,423,200
6	Cooper Center for Performing Arts Building L Music and Dance Expansion and Renovation Renovation and expansion of the existing Cooper Center for Performing Arts Building L.	MV	1,090,000	305,000	10,000	-	-	-	1,405,000	-	1,405,000	281,000	1,686,000
7	Business and Science Building G Engineering Lab Renovation Renovation existing classrooms and labs into two engineering labs.		400,000	40,000	10,000	50,000	-	-	500,000	-	500,000	100,000	600,000
8	Ann Richards Administration Building A Additional Parking Lot #19 Addition of a small parking lot to the West side of Building A for Administration and Visitors.	DV	26,000	4,000	41,500	-	-	-	71,500	-	71,500	14,300	85,800
9	Student Services Building K Renovation Renovation of advising, financial aid, and cashier areas.		-	25,000	1,200	-	-	-	26,200	-	26,200	5,240	31,440
NEW CIP	North Academic Humanities Building P Renovation for the Accounts Receivable and Grant Accounting Departments Relocate the following to Bldg P: Accounts Receivable (from Bldg K), and AR/Grant Accounting Manager office (from Bldg N to area near Grant Accounting in P1.112)		50,000	-	1,500	40,000	3,000	-	-	94,500	94,500	18,900.00	113,400
NEW CIP	Operations Support Center Building Z Construct a new Warehouse for College Operations		-	150,000	8,400	-	-	-	-	158,400	158,400	31,680.00	190,080
	Pecan Campus Subtotal		\$ 4,824,632	\$ 1,110,113	\$ 206,070	\$ 450,000	\$ 103,000	\$ -	\$ 6,440,915	\$ 252,900	\$ 6,693,815	\$ 1,338,763	\$ 8,032,578
10													
10	Human Resources Building A Renovation Modify interior spaces to create an open concept for visitors		\$ 400,000	\$ 40,000	\$ 10,000	\$ 50,000	\$ 50,000	\$ -	550,000	\$ -	\$ 550,000	\$ 110,000.00	\$ 660,000
NEW CIP	East Building B Renovation for Cosmetology Renovation for a new Cosmetology program		-	257,000	15,000	-	-	-	-	272,000	272,000	54,400.00	326,400
	Pecan Plaza Subtotal		\$ 400,000	\$ 297,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	\$ 550,000	\$ 272,000	\$ 822,000	\$ 164,400	\$ 986,400

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
C. Mid Valley Campus													
11	Workforce Center Building D Welding Expansion Design and construction of a welding lab expansion for additional welding stations at the Workforce Center Building D.	MV	\$ 773,000	\$ 13,000	\$ 4,200	\$ 90,000	\$ 18,500	\$ -	\$ 898,700	\$ -	\$ 898,700	\$ 179,740.00	\$ 1,078,440
12	Automotive Lab Building M Design and construction of automotive lab expansion which includes 2 bays, wash station, eye wash, mechanical, electrical, and custodial room.	MV	1,330,000	18,000	5,500	38,500	59,500	-	1,451,500	-	1,451,500	290,300	1,741,800
13	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area Expansion Design and construction of HVAC Classroom and Outside Covered Area for brazing instruction and equipment storage on the east side of the Workforce Center Building D.	MV	620,000	11,000	4,200	22,000	34,000	-	691,200	-	691,200	138,240.00	829,440
14	Child Development Center Portable PB-L2 Renovation Relocation and renovation of existing Portable PB4 for the CDC classrooms.	DV	220,000	25,000	5,000	30,000	25,000	-	305,000	-	305,000	61,000.00	366,000
NEW CIP	Student Union Building F Financial Aid Renovation Design and construction of on the expansion the front counter, installation of door, and provide more storage space..		40,000	4,000	5,000	20,000	20,000	-	-	89,000	89,000	17,800.00	106,800
	Mid Valley Campus Subtotal		\$ 2,983,000	\$ 71,000	\$ 23,900	\$ 200,500	\$ 157,000	\$ -	\$ 3,346,400	\$ 89,000	\$ 3,435,400	\$ 687,080	\$ 4,122,480
D. Technology Campus													
15	Exterior Solar Panels Structures Construction of two free-standing structures to be used for instructional purposes on the north side of Institute for Advanced Manufacturing Building E.	SS	\$ 55,000	\$ 1,200	\$ 5,000	\$ -	\$ -	\$ -	\$ 61,200	\$ -	\$ 61,200	\$ 12,240	\$ 73,440
16	Welding Lab Building F Construction of a new building to be used for instructional purposes on the north side of Advanced Technical Careers Building B.	SS	2,300,000	50,000	22,000	102,340	102,340	-	2,576,680	-	2,576,680	515,336	3,092,016
17	Truck Driving Range Expansion Expand the existing truck driving skills pad to meet state requirements.	DV	30,000	1,500	6,000	-	-	-	37,500	-	37,500	7,500	45,000
18	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation Convert existing storage space into a training lab for instructional use.		250,000	25,000	5,000	-	5,000	-	285,000	-	285,000	57,000	342,000
	Technology Campus Subtotal		\$ 2,635,000	\$ 77,700	\$ 38,000	\$ 102,340	\$ 107,340	\$ -	\$ 2,960,380	\$ -	\$ 2,960,380	\$ 592,076	\$ 3,552,456
E. Nursing and Allied Health Campus													
19	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Renovate existing Radiology lab inside NAH East Building A to a Multipurpose Skills Lab for instruction.	O&M	\$ 125,000	\$ 12,500	\$ 3,500	\$ 10,320	\$ 10,320	\$ -	\$ 161,640	\$ -	\$ 161,640	\$ 32,328	\$ 193,968
20	East Building A Breakroom and Offices Expansion Renovation Renovate existing offices to include additional offices and breakroom.	O&M	110,000	11,000	2,750	9,350	9,350	-	142,450	-	\$ 142,450	\$ 28,490	170,940
NEW CIP	System Offices Building E Dental Assistant Lab Renovation Design and construction for a Dental Assistant / Dental Hygienist Lab at the Texas A&M Building in Room 154.		433,000	43,500	11,000	37,000	37,000	-	-	561,500	\$ 561,500	\$ 112,300	673,800
NEW CIP	System Offices Building E Renovation Design and renovation of the existing facility to accommodate various departments		2,500,000	250,000	5,000	-	-	-	-	2,755,000	2,755,000	551,000.00	3,306,000
	Nursing and Allied Health Campus Subtotal		\$ 3,168,000	\$ 317,000	\$ 22,250	\$ 56,670	\$ 56,670	\$ -	\$ 304,090	\$ 3,316,500	\$ 3,620,590	\$ 724,118	\$ 4,344,708

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
F. Starr County Campus													
21	Workforce Center Building D Welding Expansion Design and Construction of Welding Lab Expansion for Additional Welding Stations at the Workforce Center Building D.	MV	\$ 53,500	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 54,500	\$ -	\$ 54,500	\$ 10,900	\$ 65,400
22	Automotive Lab Building Q Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to the Workforce Center Building D.	MV	1,700,000	30,000	12,000	45,100	69,700	-	1,856,800	-	1,856,800	371,360	2,228,160
23	North Academic Building C HVAC-R Outdoor Covered Area Expansion Design and Construction of HVAC Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315 inside the North Academic Building C.	MV	320,000	30,000	5,000	10,000	25,000	-	390,000	-	390,000	78,000	468,000
	Starr County Campus Subtotal		\$ 2,073,500	\$ 61,000	\$ 17,000	\$ 55,100	\$ 94,700	\$ -	\$ 2,301,300	\$ -	\$ 2,301,300	\$ 460,260	\$ 2,761,560
G. Regional Center for Public Safety Excellence													
24	Canopy for Safety Training Vehicles Provide a covered structure for the fire truck and police vehicles.	DV	\$ 38,100	\$ 3,810	\$ -	\$ -	\$ -	\$ -	\$ 41,910	\$ -	\$ 41,910	\$ 8,382	\$ 50,292
25	Canopy for Students/Instructors Provide a canopy for students and instructors to perform pre/post check routines under a shaded structure.	DV	27,700	2,770	-	-	-	-	30,470	-	30,470	6,094	36,564
26	Fire Training Area Provide a concrete pad, associated fire line infrastructure, access drive, and a self contained fire training trailer for the Fire Science program.	DV	17,300	1,730	-	-	-	-	19,030	-	19,030	3,806	22,836
27	Perimeter Fencing Provide a perimeter security fence.	DV	168,000	5,000	20,000	-	-	-	193,000	-	193,000	38,600	231,600
28	Skills Pad and EVOC Lighting Installation of Skills Pad and Emergency Vehicle Operator Course site lighting.	SS	40,000	3,000	1,200	-	-	-	44,200	-	44,200	8,840	53,040
29	Two-Story Residential Fire Training Structure Building K Design and construction of a two-story residential fire training structure for Fire Science, Law Enforcement, and Continuing Education programs.	SS	1,850,000	36,000	17,000	68,750	106,250	-	2,078,000	-	2,078,000	415,600	2,493,600
NEW CIP	Parking Lot #1 for Additional Spaces Expansion for additional 76 parking spaces to the existing parking lot for Students and Visitors.	DV	287,000	28,700	15,000	-	-	-	-	330,700	330,700	66,140	396,840
	Regional Center for Public Safety Excellence Subtotal		\$ 2,428,100	\$ 81,010	\$ 53,200	\$ 68,750	\$ 106,250	\$ -	\$ 2,406,610	\$ 330,700	\$ 2,737,310	\$ 547,462	\$ 3,284,772

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
H. District Wide													
30	Fence Enclosures Provide enclosures for miscellaneous mechanical equipment for all campuses.		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
31	Outdoor Furniture Provide new outdoor furniture for all campuses.		-	-	-	25,000	-	-	25,000	-	25,000	-	25,000
32	Land and Facility Purchases Purchasing of potential land and facility acquisitions.		3,000,000	-	-	-	-	-	3,000,000	-	3,000,000	500,000	3,500,000
33	Renovations and Contingencies Projects which may arise unexpectedly for all campuses and project contingencies.		750,000	75,000	18,750	41,250	63,750	-	948,750	-	948,750	-	948,750
34	Campus Master Plan Provide a college wide campus master plan to determine current and future needs.		-	375,000	-	-	-	-	375,000	-	375,000	-	375,000
35	Facility Signage Provide various building signage types (i.e. building name lettering, exterior/interior wayfinding signage) for all campuses.	DV	150,000	-	-	-	-	-	150,000	-	150,000	-	150,000
36	Removal of Existing Trees Removal of any existing trees for all campuses.		25,000	-	900	-	-	-	25,900	-	25,900	-	25,900
	District Wide Subtotal		\$ 3,960,000	\$ 450,000	\$ 19,650	\$ 66,250	\$ 63,750	\$ -	\$ 4,559,650	\$ -	\$ 4,559,650	\$ 500,000	\$ 5,059,650
FY23 Proposed Project Budget Totals			\$ 22,472,232	\$ 2,464,823	\$ 405,070	\$ 1,049,610	\$ 738,710	\$ -	\$ 22,869,345	\$ 4,261,100	\$ 27,130,445	\$ 5,014,159	\$ 32,144,604

Consent Agenda:

f. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2023 – 2024

Approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2023 - 2024 is requested.

Mary Elizondo and Rick de la Garza will review the proposed Renewals & Replacements Projects budgeted for FY 2023 - 2024. The proposed projects listed are not related to the Capital Improvement Projects and are managed by the College's Facilities Planning & Construction Department staff.

Renewals and Replacements Fund

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

Enclosed Documents

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for FY 2023 - 2024 is enclosed for the Board's review and information.

Funding Source

Upon Board approval, the proposed projects will be included in the Renewals and Replacements Plant Fund budget for use FY 2023 - 2024.

Presenters

Mary Elizondo and Ricardo de la Garza will be present to address questions related to the proposed projects and budget.

The Committee recommended Board approval of the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2023 - 2024.

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 Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2023 - 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
A. Pecan Campus													
1	Reseeding and Regrading of Athletic Fields Evaluate and repair any issues on the existing athletic field, including reseeding and regrading.	DV	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 10,000	\$ 60,000
2	Resurfacing of East Drive Resurface existing east drive located at the 29th street east entrance and east of Student Services Building K.	SS	185,000	2,000	-	-	-	-	187,000	-	187,000	37,400	224,400
3	South Academic Building J Generator Replacement Replacement of the existing generator at South Academic Building J with a new generator.	SS	340,000	4,100	-	-	-	-	344,100	-	344,100	68,820	412,920
4	Library Building F Exterior Building Envelope Repairs Remediation of existing building envelope.	DV	100,000	10,000	15,000	-	-	-	125,000	-	125,000	25,000	150,000
5	Stucco Repainting Phase II Repainting of existing exterior stucco walls Physical Plant Buiding E, Library Building F, Business & Science Building G, South Academic Building J, Student Services Building K, Student Activities Building H, Cooper Center For Performing Arts Building L, Information Technology Building M, Institutional Support Services Building N, Adminstration Building X		500,000	-	3,000	-	-	-	503,000	-	503,000	100,600	603,600
New R&R	Art Building B Analog to Digital Replacement Replace all existing audio visual equipment with new upgraded cabling inside Art Building A to meet current standards		187,000	-	-	-	10,000	-	-	197,000	197,000	39,400	236,400
New R&R	Cooper Center for Performing Arts Building L Analog to Digital Replacement Replace all existing audio visual equipment with new upgraded cabling inside Cooper Center for Performing Arts Building L to meet current standards		70,500	-	-	-	14,000	-	-	84,500	84,500	16,900	101,400
	Pecan Campus Subtotal		\$ 1,432,500	\$ 16,100	\$ 18,000	\$ -	\$ 24,000	\$ -	\$ 1,209,100	\$ 281,500	\$ 1,490,600	\$ 298,120	\$ 1,788,720
C. Mid Valley Campus													
6	South Academic Building H Repair of Damaged Roof and Interior Areas Repair damaged roof and interior areas of the South Academic Building H.	DV	\$ 1,305,000	\$ 130,000	\$ 10,000	\$ 160,000	\$ 125,000	\$ -	\$ 1,730,000	\$ -	\$ 1,730,000	\$ 346,000	\$ 2,076,000
7	Stucco Repainting Phase II Repainting of existing exterior stucco walls Workforce Center Buiding D, South Academic Building H		200,000	-	3,000	-	-	-	203,000	-	203,000	40,600	243,600
	Mid Valley Campus Subtotal		\$ 1,505,000	\$ 130,000	\$ 13,000	\$ 160,000	\$ 125,000	\$ -	\$ 1,933,000	\$ -	\$ 1,933,000	\$ 386,600	\$ 2,319,600

South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
D. Nursing & Allied Health Campus													
8	NAH East Building A West Side Window Waterproofing Repairs Provide proper waterproofing for windows on west side of NAH East Building A to prevent water infiltration.	RC	\$ 65,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 18,000	\$ 108,000
9	NAH East Building A Westside Elevators Repairs Upgrade of existing elevator and cab inside NAH East Building A.	RC	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
10	NAH East Building A Generator Replacements Replacement of the two (2) existing generators at East Building A with new generators.	SS	205,000	4,100	9,500	-	-	-	218,600	-	218,600	43,720	262,320
	Nursing and Allied Health Campus Subtotal		\$ 520,000	\$ 19,100	\$ 19,500	\$ -	\$ -	\$ -	\$ 558,600	\$ -	\$ 558,600	\$ 111,720	\$ 670,320
E. Technology Campus													
11	Advanced Technical Careers Bldg. B Atrium Repainting Repainting of existing interior areas inside the Advanced Technical Careers Building B.	O&M	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 15,000	\$ 90,000
New CIP	Resurfacing of Parking Lot 2 & Regrading of Existing Swales Resurfacing of Lot #2 and regrading swales along Military Hwy and Ware Road.		350,000	35,000	10,000	-	-	-	-	395,000	395,000	79,000	474,000
	Technology Campus Subtotal		\$ 425,000	\$ 35,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 395,000	\$ 470,000	\$ 94,000	\$ 564,000
F. Starr County Campus													
12	Stucco Repainting Phase II Repainting of existing exterior stucco walls on Buildings D, F, J		250,000	-	3,000	-	-	-	253,000	-	253,000	50,600	303,600
New R&R	General Academic Building E Analog to Digital Replacement Replace all existing audio visual equipment with new upgraded cabling inside General Academic Building E to meet current standards		\$ 86,500	\$ -	\$ -	\$ 10,000	\$ 42,000	\$ -	\$ -	\$ 138,500	\$ 138,500	\$ 27,700	\$ 166,200
	Starr County Campus Subtotal		\$ 86,500	\$ -	\$ -	\$ 10,000	\$ 42,000	\$ -	\$ 253,000	\$ 138,500	\$ 391,500	\$ 78,300	\$ 469,800

South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY23 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY23 Continued Projects	FY24 New Projects	FY24 Total Project Budget	20% Cost Escalation	FY24 Grand Total Project Budget
G. District Wide													
13	Renewals and Replacements Replace/Renew any miscellaneous equipment, material, etc. for all campuses.		\$ 150,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ 151,000
14	Fire Alarm Panel Replacements Replace/Upgrade existing fire alarm panels for all campuses.		100,000	-	2,500	-	-	-	102,500	-	102,500	20,500	123,000
15	Interior LED Lighting Replacements Upgrade of existing interior light fixtures to LED for all campuses.		110,000	-	-	-	-	-	110,000	-	110,000	22,000	132,000
16	Exterior Walkway LED Lighting Replacements Upgrade of existing exterior light fixtures to LED for all campuses.		50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
17	Building Automation Systems Replacements Upgrade of existing building systems controls for all campuses.		75,000	-	1,500	-	-	-	76,500	-	76,500	15,300	91,800
18	Flooring Replacements Replacement of existing flooring for all campuses.	MV	500,000	-	4,000	-	-	-	504,000	-	504,000	-	504,000
19	HVAC Replacements Replace/Upgrade of existing HVAC equipment for all campuses.	MV	2,800,000	250,000	-	-	-	-	3,050,000	-	3,050,000	610,000	3,660,000
20	Exterior Lighting Replacements Upgrade of existing exterior light fixtures for all campuses.		250,000	25,000	4,000	-	-	-	279,000	-	279,000	55,800	334,800
21	Signage Replacement Replace/Renew College Logo on existing directional signage and existing facilities	DV	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
22	Water Tower Logo Replacements Replace/Renew College Logo on existing City of McAllen Water Towers.	DV	80,000	-	-	-	-	-	80,000	-	80,000	16,000	96,000
23	Outdoor Furniture Replacements Replace existing outdoor furniture district wide.		-	-	-	25,000	-	-	25,000	-	25,000	-	25,000
District Wide Subtotal			\$ 4,365,000	\$ 275,000	\$ 13,000	\$ 25,000	\$ -	\$ -	\$ 4,678,000	\$ -	\$ 4,678,000	\$ 799,600	\$ 5,477,600
FY23 Proposed Project Budget Totals			\$ 8,334,000	\$ 475,200	\$ 73,500	\$ 195,000	\$ 191,000	\$ -	\$ 8,706,700	\$ 815,000	\$ 9,521,700	\$ 1,768,340	\$ 11,290,040

Review and Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Kinesiology Building Phase I

Approval of schematic design prepared by Boultinghouse Simpson Gates Architects (BSGA) and authorization to proceed with Solicitation of Construction Services for the Pecan Campus Kinesiology Building Phase I project is requested.

Schematic design is the first phase of basic design services provided by the project design team. Once approved, the architect will proceed to prepare all necessary construction documents, which will then be issued for solicitation of construction proposals.

Scheduling Priority

This project was requested by Administration to vacate the College's facilities located at the Pecan Plaza property. It has been reviewed by the Kinesiology, Facilities Operations & Maintenance, and Facilities Planning & Construction Departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to construct a facility for Kinesiology program instruction.

Background

On June 28, 2022, the Board of Trustees approved contracting architectural services with BSGA for this project. The architect has worked with College staff to develop a schematic design that meets the needs of the Kinesiology program.

The project consists of the construction of a new 15,900 square foot Kinesiology Building to be located along Pecan Boulevard south of the existing Information Technology Building M at Pecan Campus. It was initially proposed between the Information Technology Building M and the North Academic Humanities Building P but it is recommended at the new location to have a more prominent presence.

- Design and construction of the structure to include:
 - Various Workout and Training Areas, Staff Offices, Main Lobby Area, Reception, Workroom, Storage, Lockers, Showers, Restrooms, and Support Service Areas
- Approximate square feet of the proposed space: 15,900 s.f.

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

Pecan Campus Kinesiology Building Phase I Construction Budget and Estimated Construction Cost		
Construction Budget	Estimated Construction Cost	Variance
\$2,400,000	\$4,770,000	(\$2,370,000)

Funding Source

Funds for the Pecan Campus Kinesiology Building Phase I Project 2022-042C are available 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, the Kinesiology department, Coordinated Operations Council, and Administration.

Estimated Project Timeline

The project design phase is projected to last until January 2024, with construction to commence in March 2024 and Substantial Completion in January 2025.

Enclosed Documents

BSGA has developed a schematic presentation describing the proposed design. Enclosed are the schematic design and a fact sheet.

Presenters

Representatives from BSGA attended the Facilities Committee meeting to present the schematic design of the project.

At the Facilities Committee Meeting, the Board of Trustees requested additional restroom toilet fixtures in the locker rooms and Administration requested an additional classroom or multipurpose room. The architect has redesigned the floor plan to accommodate the additional requests and will present the redesign at the Board Meeting.

The Committee declined to make a recommendation on the proposed design, pending those revisions.

The architect has provided a new schematic design incorporating the feedback provided during the committee meeting, as presented in the following pages.

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 Kinesiology Building Phase I project as presented..

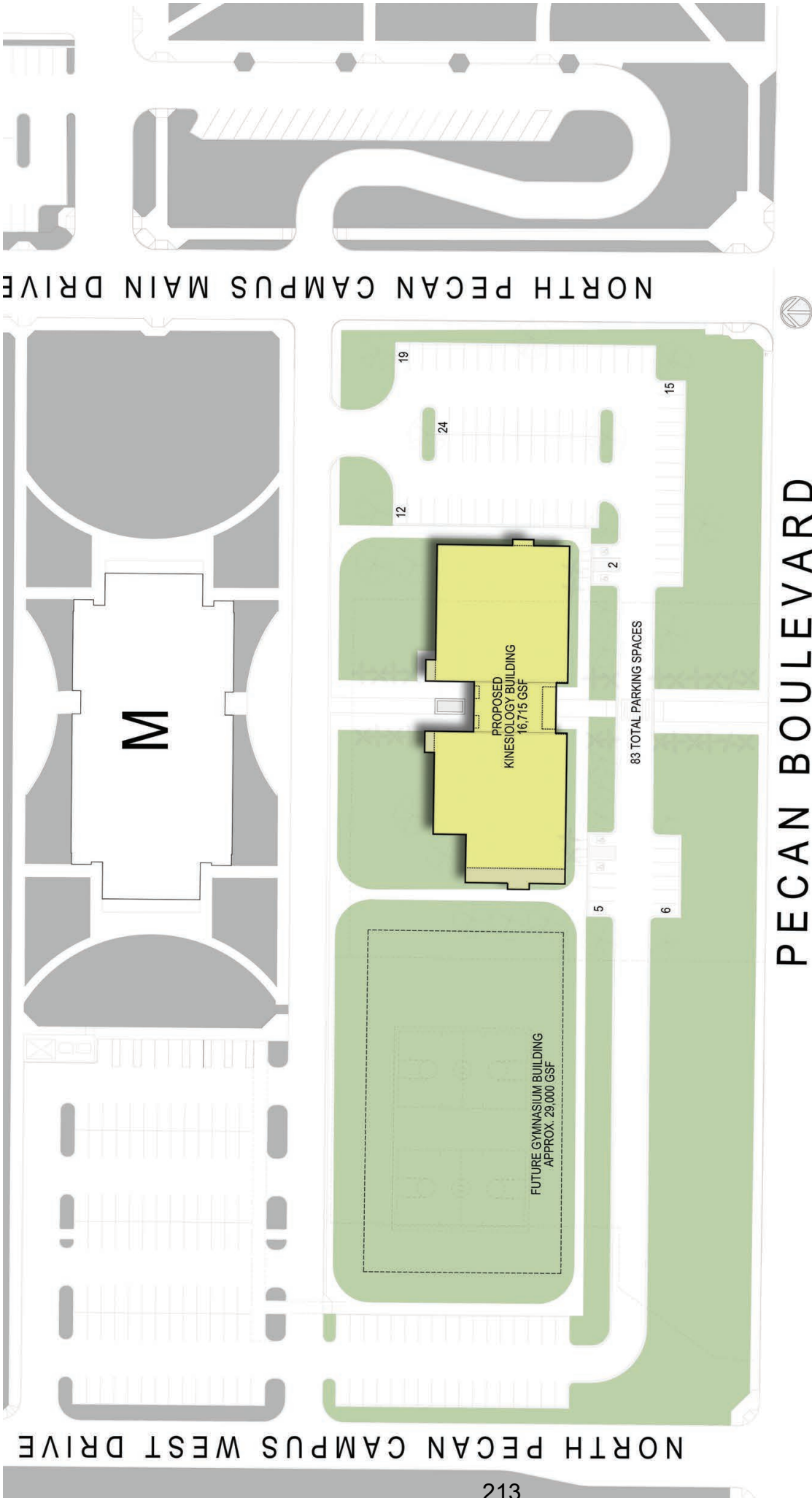
Approval Recommended:

Dr. Ricardo J. Solis
President



KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



PECAN BOULEVARD

KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN

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KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN





KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
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SOUTH TEXAS COLLEGE-PECAN CAMPUS
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KINESIOLOGY BUILDING
SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN





KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN





KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN





KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



SOUTH TEXAS
COLLEGE





KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN



KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS
SCHEMATIC DESIGN

Review and Recommend Action on Request for Qualifications (RFQ) Evaluation and Selection Process for Architects and Engineers

Purpose and Justification

Approval of the Request for Qualifications (RFQ) process for evaluating and selecting architects and engineers.

At the January 31, 2023 Board of Trustees meeting, the Board requested a review of the evaluation process for the Requests for Qualifications (RFQ) of architects and engineers used to develop contract award recommendations, in order to possibly reassess or change the process to better evaluate the architectural and engineering firms.

Background

The current RFQ process was Board approved and has been in place since July 29, 2014. The Texas Government Code Chapter 2254: Professional and Consulting Services is followed when completing this process. On April 25, 2023, the Board stated that they would provide feedback to College staff after further review of the presented RFQ information.

The current main requirements for the response to an RFQ include six (6) main categories, which themselves consist of various sub-criteria, and are listed below:

1	Statement of Interest	Up to 100 points
2	Prime Firm	Up to 100 points
3	Project Team	Up to 100 points
4	Representative Projects	Up to 100 points
5	References	Up to 100 points
6	Project Execution	Up to 100 points

Current RFQ Process

After the RFQ responses are received, the Facilities Planning and Construction department in conjunction with the Purchasing department select the evaluation committee. The committee often consists of representatives from the Facilities Planning and Construction, Purchasing, and Facilities Operations and Maintenance departments, along with College staff from the department for which the RFQ was initiated. Additional representatives may be added to the evaluation committee on the basis of the size and scope of the project.

During the evaluation, each member of the committee independently completes a scored evaluation form for each firm that submitted a Statement of Qualifications (SOQ). The evaluation committee meets to review the final scores to analyze the individual scores for consistency, and any unreasonable inconsistencies are reviewed and addressed. The scores are based on the Board approved criteria and results are provided to the Purchasing department. The Purchasing department compiles the results provided and prepares the evaluation summary.

The evaluation summary is provided to Facilities Planning and Construction so that it can be included on the Facilities Committee agenda. The RFQ scores and rankings are

provided to the Facilities Committee. The highest ranked firm is proposed to the Facilities Committee for the Committee's review and recommendation to the Board of Trustees.

Options for RFQ Process

College staff has researched various Request for Qualifications (RFQ) procedures, including those used by other colleges and universities in-state and nationwide. Based on the research of RFQ methodologies, the following are procedures that College staff proposes for modifying the College's RFQ process.

- Pass/Fail Determination(s):
 - The following documents of the Statement of Qualifications (SOQ) submission will be given a pass/fail determination:
 - Execution of Offer
 - Grant Forms (if required)
 - Vendor References
- Specified Weight to Sub-criteria:
 - The individual sections within the RFQ categories will each be given a weighted score. This would emphasize more precise and prioritized scoring.
 - The proposed sub-criteria weights are enclosed in the packet.
- Interview of Firms:
 - The top two (2) or more of the highest-ranked firms, as evaluated by the evaluation committee, may be subject to an interview/presentation by the Facilities Committee or the Board of Trustees before a recommendation is made or action is taken to award a contract. The interview points will determine the final rankings of the firms for an award recommendation by the Board of Trustees.

Enclosed Documents

The list of the evaluation requirements with the proposed weighted sub-criteria follows for the Board's review.

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 Request for Qualifications process for evaluating and selecting architects and engineers as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Request for Qualifications (RFQ) Criteria and Weighted Sub-Criteria
Exhibit A

Round 1		Evaluation Committee	
1	Execution of Offer	Pass/Fail	
2	Grant Forms (if required)	Pass/Fail	
3	References for Five (5) Projects	Pass/Fail	
Round 2		Points	Maximum Points
1	Statement of Interest		100
	<ul style="list-style-type: none"> •Provide a statement of interest for the project. 	25	
	<ul style="list-style-type: none"> •Provide a history including credentials about the prime firm. 	25	
	<ul style="list-style-type: none"> •Provide a narrative describing the design team's unique qualifications and specialized design experience as it relates to the project. 	25	
	<ul style="list-style-type: none"> •Provide a statement about the availability and commitment of the prime firm, its principals, its consultants, and key professionals to undertake the proposed project. 	25	
2	Prime Firm		100
	<ul style="list-style-type: none"> •Provide resumes giving the experience and expertise of the principals and key professional members for the prime firm that will be involved in the project, including their experience with similar projects and the number of years with the prime firm. 	30	
	<ul style="list-style-type: none"> •Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of their time these individuals will commit to the project in order to meet the scheduled milestones. 	30	
	<ul style="list-style-type: none"> •Describe the prime firm's proximity to South Texas College and its ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design, and construction phases of the project. 	20	
	<ul style="list-style-type: none"> •If applicable, describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services as required for STC's construction program. 	20	

Request for Qualifications (RFQ) Criteria and Weighted Sub-Criteria
Exhibit A

3	Project Team		100
	<p>Provide an organizational chart showing the roles of each firm or individual to be included.</p> <p>For each consultant firm or individual that the prime firm proposes:</p> <ul style="list-style-type: none"> Identify the consultant and provide a brief history about the consultant Describe the consultant's proposed role in the project List projects that the prime firm and the consultant have worked together on during the last five (5) years Provide a statement of the consultant's availability for the project Provide resumes giving the experience and expertise of principals and key professional members for the consultant on the project. 	<p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>	
4	Representative Projects		100
	<p>List a maximum of five (5) projects the prime firm provided in an educational setting that is representative of the project contemplated under this solicitation.</p> <ul style="list-style-type: none"> Number of Projects Similar Scope & Size Educational Setting Time & Completion <p>Provide the following information for each project listed:</p> <ul style="list-style-type: none"> Project name and location Project Owner and contact information Project construction cost Project size in gross square feet Date project was started and completed Description of professional services prime firm provided for the project Project manager (individual responsible for coordinating the day-to-day work) Project architect (individual responsible for the overall success of the project) Project designer (individual responsible for design concepts) Names of consultant firms and their areas of expertise 	<p>25</p> <p>25</p> <p>25</p> <p>25</p>	

**Request for Qualifications (RFQ) Criteria and Weighted Sub-Criteria
Exhibit A**

5	References		100
	<p>Provide references for five (5) projects, other than South Texas College. The references shall include the following current information:</p> <p>Owner's name, Owner's representative who served as the day-to-day liaison during the planning, design, and construction of the project, and the Owner representative's telephone number and email address.</p>		
6	Project Execution		100
	<ul style="list-style-type: none"> •Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. •Provide information as part of the submission response to assure that the Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands. 	<p style="text-align: center;">50</p> <p style="text-align: center;">50</p>	
Round 2 Total			600

Request for Qualifications (RFQ) Criteria and Weighted Sub-Criteria
Exhibit A

Round 3		Facilities Committee or Board of Trustees
1	<p>Facilities Committee or Board of Trustees - Interview/Presentation:</p> <p>The top two (2) or more of the highest-ranked firms may be subject to an interview/presentation by the Facilities Committee and/or Board of Trustees</p>	100 points

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 committee

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	4/25/2023	6/26/2023
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	1/31/2023	6/27/2023	7/15/2023	2/27/2024	3/26/2024
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	9/22/2023	4/26/2024	6/15/2024	5/25/2025	6/25/2025
6	Ann Richards Administration Bldg A Additional Parking Lot	DV	R. Gutierrez Engineering Corporation 11/29/2022	3/28/2023	7/25/2023	8/14/2023	12/12/2023	1/23/2024
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	5/23/2023	6/27/2023
10	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
11	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
12	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
Technology Campus								
13	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	6/27/2023	7/15/2023	6/27/2024	7/27/2024
14	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	7/25/2023	8/14/2023	10/24/2023	11/28/2023
15	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	Rio United 2/14/2023	4/14/2023	8/22/2023	9/26/2023
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	6/27/2023	7/25/2023
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 Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	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	4/12/2023	5/28/2024	6/25/2024
Regional Center for Public Safety Excellence								
23	Chiller Installation	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	7/25/2023	8/22/2023
25	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	7/25/2023	8/22/2023
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	7/25/2023	8/22/2023
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	5 Star GC Construction 2/14/2023	4/26/2023	3/26/2024	4/27/2024

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	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ -	\$ 1,059	\$ (1,059)	\$ -	Low	TBD	Approval of Engineering Services	Perez Consulting Engineers
4	Ann Richards Administration Building A Renovation of Administration Offices	DV						●				\$ 660,000	\$ 671,394	\$ (11,394)	\$ 638,800	Low	July 2023	Approval of Final Completion	The Warren Group Architects
5	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV				●						\$ 1,034,110	\$ 14,428	\$ 1,019,682	\$ 865,600	Low	June 2023	Approval of Construction Services	Able City, LLC
6	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
7	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	September 2023	Approval of Schematic Design	BRW Architects
8	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 35,000	Low	TBD	TBD	TBD
9	Ann Richards Administration Building A Additional Parking Lot	DV				●						\$ 200,000	\$ 7,398	\$ 192,602	\$ 200,000	Low	July 2023	Approval of Construction Services	R. Gutierrez Engineers
Pecan Campus Subtotal												\$ 37,083,578	\$ 695,702	\$ 36,387,876	\$ 6,002,501				
Pecan Plaza																			
10	Human Resources Building A Renovation	RC									●	\$ 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																			
11	Workforce Center Building D Welding Expansion	MV					●					\$ 537,500	\$ 48,421	\$ 489,079	\$ 721,273	High	January 2024	Approval of Substantial Completion	PBK Architects
12	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 920,500	\$ 156,509	\$ 763,991	\$ 915,668	High	January 2024	Approval of Substantial Completion	PBK Architects
13	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 528,000	\$ 36,380	\$ 491,620	\$ 425,868	High	January 2024	Approval of Substantial Completion	PBK Architects
14	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV						●				\$ 531,365	\$ 416,584	\$ 114,781	\$ 488,099	High	June 2023	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 657,893	\$ 1,859,472	\$ 2,550,908				
Technology Campus																			
15	Exterior Solar Panels Structure	SS					●					\$ 199,100	\$ 15,322	\$ 183,778	\$ 198,224	High	August 2023	Approval of Substantial Completion	SAMES, Inc
16	Welding Lab Expansion Building F	SS				●						\$ 1,559,180	\$ 67,503	\$ 1,491,677	\$ 122,400	High	June 2023	Approval of Construction Services	EGV Architects
17	Truck Driving Range Expansion	DV				●						\$ 49,620	\$ 261	\$ 49,359	\$ 41,350	Low	June 2023	Approval of Construction Services	R. Gutierrez Engineers
18	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	\$ 83,086	\$ 2,009,814	\$ 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	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
19	East Building A Occupational Therapy Kitchen Lab Expansion	SS						●				\$ 99,500	\$ 178,834	\$ (79,334)	\$ 96,760	High	June 2023	Approval of Substantial Completion	Negrete & Kolar Architects, LLP	CRC Development and Construction, LLC
20	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 10,106	Low	TBD	TBD	TBD	TBD
21	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	\$ 178,834	\$ 231,912	\$ 116,116					
Starr County Campus																				
22	Workforce Center Building D Welding Expansion	MV					●					\$ 598,000	\$ 306,204	\$ 291,796	\$ 395,594	High	July 2023	Approval of Substantial Completion	Gignac & Associates, LLP	Kimber 1985
23	Workforce Building Q Automotive Expansion	MV					●					\$ 1,078,300	\$ 68,250	\$ 1,010,050	\$ 922,098	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
24	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 153,000	\$ 17,946	\$ 135,054	\$ 296,878	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 1,829,300	\$ 392,400	\$ 1,436,900	\$ 1,614,570					
Regional Center for Public Safety Excellence																				
25	Canopy for Safety Training Vehicles	DV					●					\$ 285,000	\$ 520,330	\$ (235,330)	\$ 421,051	High	July 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
26	Canopy for Students/Instructors	DV					●					\$ 247,000	\$ 420,940	\$ (173,940)	\$ 155,078	High	July 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
27	Chiller Installation	MV									●	\$ 170,000	\$ 199,938	\$ (29,938)	\$ 22,000	High	TBD	TBD	Half Associates, Inc	Johnson Controls
28	Fire Training Area	DV					●					\$ 443,000	\$ 204,344	\$ 238,656	\$ 295,686	High	July 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
29	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
30	Skills Pad and EVOC Lighting	SS					●					\$ 342,000	\$ 210,615	\$ 131,385	\$ 313,920	High	September 2023	Approval of Substantial Completion	DBR	Metro Electric
31	Two-Story Residential Fire Training Structure	SS					●					\$ 1,581,200	\$ 139,152	\$ 1,442,048	\$ 1,274,750	Medium	March 2024	Approval of Substantial Completion	Martinez Architects	5 Star Construction
Regional Center for Public Safety Excellence Subtotal												\$ 3,261,200	\$ 1,695,319	\$ 1,565,881	\$ 2,675,485					
District Wide																				
32	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
33	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
34	Land	N/A	N/A									\$ 5,500,000	\$ 2,921,979	\$ 2,578,021	\$ 5,500,000	N/A	N/A		N/A	N/A
35	Renovation and Contingencies	N/A	N/A									\$ 948,750	\$ 58,443	\$ 890,307	\$ 948,750	N/A	N/A		N/A	TBD
36	Facility Signage	DV	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
37	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
38	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	\$ 2,980,422	\$ 6,663,519	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	3	\$ 56,844,030	\$ 6,724,542	\$ 50,119,488	\$ 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	TBD
2	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD	TBD
3	Stucco Repainting	SS									●	\$ 137,000	\$ 141,469	\$ (4,469)	\$ 137,000	High	January 2023	Approval of Final Completion	TBD	Noble Texas Builders
4	Resurfacing of East Drive	SS					●					\$ 280,000	\$ 27,821	\$ 252,179	\$ 264,000	High	September 2023	Approval of Substantial Completion	Perez Consulting Engineers	5-Star Construction
5	South Academic Building J Generator Replacement	SS					●					\$ 280,000	\$ 19,528	\$ 260,472	\$ 270,063	High	November 2023	Approval of Substantial Completion	DBR	Metro Electric
6	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,022,000	\$ 188,818	\$ 833,182	\$ 996,063					
Pecan Plaza																				
7	Stucco Repainting	SS									●	\$ 12,000	\$ 9,204	\$ 2,796	\$ 12,000	High	January 2023	Approval of Final Completion	TBD	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	\$ 354,105	\$ (31,105)	\$ 323,000	Low	February 2023	Approval of Substantial & Final Completion	TBD	Terra Fuerte, LLC
9	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV				●						\$ 985,700	\$ 16,906	\$ 968,794	\$ 695,163	Low	June 2023	Approval of Construction Services	Milnet Architectural Services	TBD
10	North Academic Building G Analog to Digital Conversion	RC				●						\$ 720,000	\$ 76,346	\$ 643,654	\$ 720,000	Low	TBD	TBD	TBD	TBD
11	North Academic Building G Data Cabling Infrastructure Replacement	TBD	●									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 2,453,700	\$ 447,357	\$ 2,006,343	\$ 2,163,163					
Technology Campus																				
12	Emerging Technologies Building A Analog to Digital Replacement	TBD	●									\$ 515,000	\$ 3,526	\$ 511,474	\$ 515,000	Low	TBD	TBD	TBD	TBD
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 575,000	\$ 3,526	\$ 571,474	\$ 575,000					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2022 - 2023

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
14	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	
15	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
16	NAH East Building A Exterior Stair Repairs and Replacement	SS									●	\$ 293,000	\$ 334,139	\$ (41,139)	\$ 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	\$ 358,394	\$ 696,606	\$ 761,069					
Starr County Campus																				
20	Stucco Repainting	SS							●			\$ 253,000	\$ 221,217	\$ 31,783	\$ 253,000	High	May 2023	Approval of Final 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	\$ 221,217	\$ 211,783	\$ 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	\$ 7,556	\$ 68,944	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacements	MV					●					\$ 504,000	\$ 44,345	\$ 459,655	\$ 504,000	Medium	August 2023	Approval of Substantial Completion	N/A	Intertech Flooring
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	\$ 52,192	\$ 2,327,297	\$ 2,379,489					
Totals		0	6	7	1	0	2	0	1	0	1	\$ 7,930,189	\$ 1,280,708	\$ 6,649,481	\$ 7,319,784					

Outstanding Issues - Action Plan
June 12, 2023 Facilities Committee Meeting
as of June 5, 2023

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<i>Pecan Campus</i>						
1	Pecan Campus North Academic Humanities Building P - Water Infiltration (Warranty Item since 2018)	D. Wilson Construction	Pending	5/31/2023 6/5/2023	<p>2/28/2018: First warranty request was issued to Contractor.</p> <p>5/8/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, and College staff to discuss the status of the water infiltration issues and request a Plan of Action from D. Wilson on how they plan to remediate the issues.</p> <p>5/15/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, Old Castle, and College staff to follow up with the status of Plan of Action from D. Wilson and path forward. D. Wilson stated that Plan of Action would be forwarded to College by 5/16/2023 but was not received by the College.</p> <p>5/18/2023: Report from Spring Break work and a proposed Plan of Action from D. Wilson has been received.</p> <p>6/5/2023: D. Wilson has been testing the windows and brick walls to verify locations of water infiltrations.</p>	<p>5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval.</p> <p>6/5/2023: D. Wilson to continue water testing of all windows and will remove brick at one window head to further inspect possible water infiltration.</p>
<i>Mid Valley Campus</i>						
2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	5/31/2023 6/5/2023	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Solicitation of Construction Services for the roof replacement are in progress.</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster.</p> <p>6/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Award of construction services for roof replacement scheduled for June Board Meeting.</p>
<i>Nursing and Allied Health Campus</i>						
3	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	5/31/2023	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1st floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p>	<p>5/18/2023: Awaiting results from investigative moisture study and site observations. Pending direction from Architect to Contractor for resolving cracks and water infiltration.</p> <p>6/5/2023: Pending moisture study and removal of metal panels by Contractor.</p>

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 May 2023. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

The checks submitted for approval and financial reports are included in the Board packet under separate cover. Also included as information only, under separate cover, is the check register.

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 May 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 May 2023.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for May 2023.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for May 2023.
- 4) Release of Construction Fund Checks for May 2023.
- 5) Quarterly Investment Report and Money Market Accounts for May 2023.
- 6) Summary of Revenues for May 2023.
- 7) Summary of State Appropriations Revenue for May 2023.
- 8) Summary of Property Tax Revenue for May 2023.
- 9) Summary of Expenditures by Classification for May 2023.
- 10) Summary of Expenditures by Function for May 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for May 2023.
- 12) Summary of Grant Revenues and Expenditures for May 2023.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- Tuesday, July 11, 2023
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, July 25, 2023
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be close Tuesday, July 4, 2023 in observance of Independence Day.