



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

**Tuesday, July 25, 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, July 25, 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. Presentation**
 - A. Presentation by Starr County Appraisal District – “Our Role in the Property System” 7 - 17
- VII. Update by the College President**
- VIII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 18
 - 1. June 27, 2023 Board Work Session 19 - 20
 - 2. June 27, 2023 Regular Board Meeting 21 - 57
- IX. Consideration and Action on New Items**
 - 1. Action as Necessary on Proposed College Rebranding 58
 - 2. Ratification of Memorandum of Understanding / Interlocal Agreement with the Hidalgo County Sheriff’s Office for Use of the Regional Center for Public Safety Excellence Emergency Vehicle Operations Course..... 59

3. Action as Necessary to Authorize Interlocal Agreement with the Texas Department of Transportation for TxDOT Employees Enrollment at South Texas College 60
4. Action as Necessary to Authorize Interlocal Agreement with University of Texas Rio Grande Valley GEAR UP for the 7th Year Student Cohort 61
5. Approval and Adoption of Proposed FY 2023 – 2024 Board and Board Committee Meeting Schedule 62 - 63
6. Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees 64 - 67
7. Deliberation and Action as Necessary on Assessment of the College President 68 - 71

X. Consideration and Action on Committee Items

- A. Education and Workforce Development Committee Items 72 - 73
 1. Review of Presentation to the Education and Workforce Development Committee:
 - a. Presentation on the South Texas College Starfish Early Alert System
 - b. Review and Discussion of Proposed New Program and Revision of Existing Program
 2. Review and Action as Necessary on Consent Agenda Items from the Education and Workforce Development Committee 74
 - a. Approval of Proposed 2024 – 2025 Academic Calendar 75 - 79
 - b. Approval to Retire Current Policy #3215: Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding 80 - 81
- B. Finance, Audit, and Human Resources Committee Items
 1. Review of Presentations to the Finance, Audit, and Human Resources Committee: 82 - 96
 - a. Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2023 - 2024 with Comparison to FY 2022 – 2023 Amended Budget
 - b. Update on Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023
 2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 97
 - a. Approval of Resolution #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto .. 98 - 122

b. Approval of Awards of Proposals, Purchases, and Renewals	123 - 136
A. Awards of Proposals	
1) Campus Dining and Food Truck Services – III (Award)	
2) Childcare Services (Award) – Grant Funded	
3) General Purpose Printing (Award)	
4) Library Materials (Award)	
B. Purchases and Renewals	
a. Instructional Items	
5) Classroom Instructional Podiums (Purchase) – Grant Funded	
6) Online Prep Study Guides and Questions (Purchase)	
b. Non-Instructional Items	
7) Air Conditioning Filters and Installation (Purchase)	
8) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)	
9) Chiller Chemicals and Maintenance (Purchase)	
10) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)	
11) Parts and Supplies (Purchase)	
12) Software Training Services Agreements (Purchase) – Partially – Grant Funded	
13) Commercial Card Services (Accounts Payable Card) (Renewal)	
14) Elevator Maintenance Agreement (Renewal)	
c. Technology Items	
15) Computers, Laptops, and Tablets, (Purchase)	
16) Time and Attendance Software License, Maintenance, and Support Agreements (Renewal)	
c. Approval to Implement a Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to Include a Summer Schedule Period of a 36-Hour Work Week	137 - 138
d. Approval of Proposed Budget Amendment for FY 2022 – 2023	139 - 140
3. Review and Action as Necessary on Proposed Award of Proposal for Ground Maintenance	141 - 145
4. Review and Action as Necessary on Proposed Award of Proposal for the Purchase of Welding Equipment for the Mid Valley Campus.....	146 - 149
5. Review and Action as Necessary on Proposed Purchase of Welding Equipment for the Mid Valley Campus, Starr County Campus, and Technology Campus.....	150 - 151
6. Review and Action as Necessary on Proposed Award of Proposal for the Purchase of a Virtual Reality Welding Training Simulator – II (Grant Funded)	152 - 155

7. Review and Action as Necessary on Proposed Facility Lease Agreement with the City of Mission 156
8. Review and Action as Necessary on Proposed Employee Pay Plan for FY 2023 – 2024 157 - 158
9. Review and Action as Necessary on Proposed Employee Staffing Plan for FY 2023 – 2024 159 - 160

C. Facilities Committee Items

1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee..... 161
 - a. Approval to Contract Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion..... 162 - 179
 - b. Approval of Color Selections for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure.... 180 - 181
 - c. Approval of Final Completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation 182 - 187
 - d. Approval to Renew Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio..... 188
 - e. Approval of Facility Lease Agreement with the City of Edinburg for the Fire Department Training Facility..... 189
2. Action as Necessary on Request for Qualifications (RFQ) Evaluation and Selection Process for Architects and Engineers 190 - 195
3. Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Continuing Education Building 196 - 202
4. Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the District Offices Renovation 203 - 205
5. Review and Action as Necessary on Contracting Construction Services for the Technology Campus Welding Lab Expansion Building F..... 206 - 216
6. Review and Action as Necessary on Final Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion 217 - 221
7. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects 222 - 230

XI. Consideration and Approval of Checks and Financial Reports 231 - 232

XII. Announcements 233

A. Next Meetings:

- **Tuesday, August 8, 2023**
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- **Tuesday, August 22, 2023**
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Community College Association of Texas Trustees 2023 Annual Conference will be held in Fort Worth, TX from September 14 – 16, 2023.
- The Fall 2023 Semester begins Monday, August 28, 2023.
- The Inaugural South Texas College Foundation Gala will be held on Thursday, October 5, 2023.
- The Association of Community College Trustees 2023 Leadership Congress will be held in Las Vegas, NV from October 9 – 12, 2023.

Presentation

A. Presentation by Starr County Appraisal District – “Our Role in the Property System”

Ms. Rosalva Guerra from Starr County Appraisal District, will provide the Board with the presentation: “Our Role in the Property Tax System.”

The presentation is provided in the packet for the Board’s review.


No action is required from the Board of Trustees.

Our Role in the Property Tax System

PRESENTED BY ROSALVA GUERRA, CHIEF APPRAISER
STARR CAD

The **Players...**

- ▶ **State**
- ▶ **Appraisal District**
- ▶ **Taxing Entities (jurisdictions, units)**
- ▶ **Taxpayers**



State = Law

Appraisal District = Appraise

Taxing Entity = Set Tax Rate & Collect

Taxpayers = Set the Market Value



Sec. 23.01 Texas Property Tax Code

► Why are properties appraised at market value? How is market value determined?

- Section 23.01 - **Appraisals Generally** (a) Except as otherwise provided by this chapter, all taxable property is appraised at its market value as of January 1. (b) The market value of property shall be determined by the application of generally accepted appraisal methods and techniques.

Taxpayer = Set the **Market Value**
 How? Buy & Sell
 What is Market Value?

The Texas State Property Tax Code Sec. 1.04(7) states that:

“Market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- (A) exposed for sale in the open market with a reasonable time for the seller to find a purchaser;**
- (B) both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and**
- (C) both the seller and purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.**

TAXING ENTITIES

STARR COUNTY : NINE (9) TAXING ENTITIES

COUNTY

SCHOOLS

CITIES

COLLEGE

HOSPITAL

PURPOSE? WHAT DO THEY DO?

IRV = INCOME RATE & VALUE

▶ **INCOME**

▶ _____

▶ **RATE X VALUE**

▶ **TAXPAYERS**

▶ _____

▶ **TAXING ENTITY X APPRAISAL DISTRICT**

*** NOTE: RATE IS PER EVERY
\$100/VALUE**

TAXING JURISDICTIONS

TAXING JURISDICTIONS	TAX LEVY (2022)	TAX RATES	
STARR COUNTY (M&O, FM/FC & DRAINAGE)	\$ 19,821,395.04	.7225	
RIO GRANDE/LA GRULLA ISD	18,615,703.68	1.3663	
ROMA ISD	8,362,619.43	1.32451	
SAN ISIDRO ISD	1,614,833.47	.9429	
STARR COUNTY HOSPITAL	7,180,278.57	.2629080	
SOUTH TEXAS COLLEGE	4,515,974.35	.161500	
CITY OF RIO GRANDE	3,720,026.00		

STARR COUNTY

\$19,821,395.04 INCOME

\$19,821,395.04

.7225 X 2,743,445,680

Rate??? x 3,000,000,000

RATE X VALUE

What rate will it take to generate the same budget?

.6607/100

South Texas College STC

INCOME: \$ 4,515,974.35

\$ 4,515,974.35

.1615 X 2,796,268,947

Rate??? X 3,000,000,000

RATE X VALUE

.1505/100

Starr County Hospital

INCOME \$ 7,180,278.57

\$7,180,278.57

.2629080 X 2,731,099,308

RATE??? X 3,000,000,000

RATE X VALUE

.2393426/100

RIO GRANDE GRULLA ISD**\$18,615,703.68 INCOME (BUDGET)**

1.3663 X 1,362,490,205.66/100

RATE X VALUE/100

ROMA ISD**\$8,362,619.43 INCOME (BUDGET)**

1.32451 X 631,374,578.52/100

RATE X VALUE /100

SAN ISIDRO ISD**\$ 1,614,833.47 INCOME (BUDGET)**

.94290 X 171,262,431.85

RATE X VALUE/100

ROMA ISD**\$8,362,619.43 INCOME (BUDGET)**

1.32451 X 631,374,578.52/100

RATE X VALUE /100

\$ 8,362,619.43

RATE ??? X 743,403,056**1.12**<https://comptroller.texas.gov/taxes/property-tax/>

RIO GRANDE GRULLA ISD**\$18,615,703.68 INCOME (BUDGET)**

1.3663 X 1,362,490,205.66/100
RATE X VALUE/100
\$18,615,703.68 BUDGET

RATE??? X 1,673,364,101
1.112<https://comptroller.texas.gov/taxes/property-tax/>**SAN ISIDRO ISD****\$ 1,614,833.47 INCOME (BUDGET)**

.94290 X 171,262,431.85
RATE X VALUE/100
\$1,614,833.47 BUDGET

RATE ??? X 206,852,570
.78<https://comptroller.texas.gov/taxes/property-tax/>

City of Rio Grande

- ▶ Income **3,720,026**
- ▶ Rate x value .537579 (.382028 M&O + .155551 I&S) x **691,996,153**
- ▶ **3,720,026**
- ▶ ??? X 350,000,000
- ▶ **1.06**
- ▶ TAXPAYERS
- ▶ TAXING ENTITY X APPRAISAL DISTRICT

WHAT IF??? DECREASE IN VALUATION

- ▶ **ROMA ISD**
- ▶ **\$8,362,619.43 INCOME (BUDGET)**
- ▶ $\frac{1.32451 \times 631,374,578.52/100}{\text{RATE X VALUE /100}} = \frac{2.64902 \times 315,687,289.26}{\text{RATE X VALUE /100}}$
- ▶ **RIO GRANDE GRULLA ISD**
- ▶ **\$18,615,703.68 INCOME (BUDGET)**
- ▶ $\frac{1.3663 \times 1,362,490,205.66/100}{\text{RATE X VALUE /100}} = \frac{2.7326 \times 681,245,102.83}{\text{RATE X VALUE /100}}$
- ▶ **SAN ISIDRO ISD**
- ▶ **\$ 1,614,833.47 INCOME (BUDGET)**
- ▶ $\frac{.94290 \times 171,262,431.85}{\text{RATE X VALUE /100}} = \frac{1.8858 \times 85,631,215.92}{\text{RATE X VALUE /100}}$

www.statecomptroller.com

- ▶ **PVS** Property Value Study
- ▶ **Yearly audit report** (mandatory)
- ▶ **MAP** Method and Assistance Program

EVERYONE IS PART OF THE
PROPERTY TAX SYSTEM!!

QUESTIONS??? END!!

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 27, 2023 Board Work Session
- 2) June 27, 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 June 27, 2023 Board Work Session and June 27, 2023 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES WORK SESSION
Tuesday, June 27, 2023 @ 4:00 p.m.
Ann Richards Administration Building A
Conference Room A 142
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Board Work Session of the South Texas College Board of Trustees was held on Tuesday, June 27, 2023 in the Ann Richards Administration Building A Conference Room A 142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:23 p.m. with Ms. Rose Benavidez presiding.

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

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

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Lynda Lopez, Dr. Fernando Chapa, Mr. Adam McGrath, Mrs. Gardenia Perez, Mr. Kim Barnes, Dr. Sylvia Flores, Mr. Daniel Montez, Ms. Jennifer Solis, Ms. Amanda Sotelo, and Mr. Andrew Fish.

Determination of a Quorum

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

Rebranding from the Paws Up

South Texas College is in the final stages of a year-long rebranding project with the final piece of the puzzle – a new logo redesign – ready to be unveiled.

From the beginning, with leadership's support, the goal for the PR and Marketing team was: To design a logo mark that honors the past but evolves our brand forward in a mature and unique way that will resonate with our students and stakeholders while still differentiating STC from other institutions of higher education.

The Creative Services Team has spent the past year researching, holding branding workshops, defining STC brand values and finally designing logo concepts that best represent South Texas College and its vision for its future.

Recently, seeking feedback, the Creative Services team under the leadership of Executive Director Lynda Lopez and Creative Art Director Adam McGrath partnered with Institutional Research, Effectiveness, and Strategic Planning Department led by Dean Fernando Chapa and conducted focus groups comprised of students, faculty and staff representing every campus and every division of the College.

During the focus group sessions, the Marketing team introduced three highly anticipated logo concepts to participants from all six campuses, which included faculty, staff, administrators, Faculty Senate, and Student Government Association. Dr. Chapa and the research team facilitated the focus group discussions with participants to solicit objective and honest feedback on the three proposed logos from participants. Surveys were also administered to the focus group participants. Feedback was collected and analyzed by the research team.

Administration reviewed the proposed logo concepts with trustees, and presented the results gathered from focus group discussions and surveys. The trustees were asked to provide feedback to help administration finalize a formal presentation for Board approval in July 2023 to allow for the development of marketing materials and a formal campaign launch for Fall 2023.

During the discussion, the Trustees unanimously favored the proposed colors and Design Concept #3, the Rosette Logo, and informally recommended that the Board be asked to formally adopt the proposed colors and the Rosette Logo at the July 25, 2023 Regular Board Meeting to allow for the development of marketing materials and a formal campaign launch for Fall 2023.

No formal action by the Board of Trustees is requested at this time.

Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 5:13 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 27, 2023 Board Work Session of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú
Board Secretary

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, June 27, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:34 p.m. with Ms. Rose Benavidez presiding.

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

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

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Ms. Lynda Lopez, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Mr. George McCaleb, Dr. Ali Esmaeili, Dr. Eric Reittinger, Mrs. Sara Lozano, Dr. Rebecca De Leon, Dr. Fernando Chapa, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Khalil Abdullah, Mr. Lucio Gonzalez, Ms. Carla Rodriguez, Ms. Christina Cavazos, Mr. Martin Villarreal, Chief Ruben Suarez, Ms. Alina Cantu, Mr. Daniel Montez, Mrs. Gardenia Perez, Mr. Frank Salinas, Ms. Lynell Williams, Ms. Amanda Sotelo, Mr. Javier Reyes, Ms. Destiny Ramos, Mr. Joshua Valdez, Ms. Adriana Solis, Mr. Daniel Solis, Mr. Jesus Amaya, Mr. Alejandro Gonzalez, Mr. John Gates, Mr. Oscar Olivares, Dr. Miguel De Los Santos, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development, 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 cohort of Architectural and Engineering Design Technology Program who are participating in the Affordable Housing Project. As part of the project, these students collaborate with colleagues from UTRGV to design affordable townhouses. Under the guidance of STC Department Chair Javier Reyes and instructors Mario Serna, Jesus Amaya, Alejandro Gonzalez, these students worked design elements including master plans for the low-cost housing units. These students made a formal presentation to the Border Issues of Texas group, who will lead the development of affordable housing options for communities of the region.

The participating students included:

- Ms. Destiny Ramos
- Mr. Joshua Valdez
- Ms. Adriana Solis
- Mr. Daniel Solis

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.

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 introduced Dr. Zachary Suarez, recently hired as the Executive Director of Human Resources and Talent Development.
2. Dr. Solis announced the beginning stages of developing a program focused on Artificial Intelligence, as well as the evolution of the Mechantronics program into a more modern Robotics program.
3. Dr. Solis informed the Board that South Texas College's summer camps were ongoing, providing fun and educational opportunities for K-12 students throughout the region.
4. Dr. Solis provided an update on the recent meeting of the ongoing UTRGV / STC Collaboration project, which streamlines matriculation and student support for students to seamlessly transfer from South Texas College to UTRGV.
5. Dr. Solis shared that the June 2, 2023 Community College Association of Texas Trustees *Trustee Leadership Seminar* hosted at South Texas College was a great success, and he thanked the trustees for representing the College among their peers from colleges across the state.

06/27/2023

Regular Board Meeting Minutes

6. Dr. Solis shared an update on the Hidalgo County Prosperity Taskforce, of which South Texas College is playing a significant leadership role, including as the host of a forum planned for July 13, 2023, which would give participants an opportunity to provide updates on various taskforce projects.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) May 23, 2023 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the May 23, 2023 Regular Board Meeting as presented. The motion carried.

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, provided 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 discussed 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 was necessary to support another highly successful summit, which would 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.

Upon a motion by Mrs. Victoria Cantu and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized administration to negotiate and execute the proposed Memorandum of Understanding with the National Alliance of Concurrent Education Partnerships as presented. The motion carried.

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

The Board was 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 were modifications to event titles and dates referenced in the approved calendar as follows:

- The Academic Affairs Convocation scheduled for Monday, August 21 was re-titled to “Academic Affairs Assembly”.
- The College-Wide Professional and Organizational Development Day scheduled for September 22, 2023 was 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 was re-titled to “College-Wide Professional Development Day”.

In addition, a disclosure was 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 would 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 were provided in the following pages.

Mrs. Christina Cavazos, Director of Curriculum, attended the Board Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approves and authorizes the proposed revisions to the 2023-2024 Academic Calendar, as presented. The motion carried.

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 was required from the Board. This item was 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 was required from the Board. These items were 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 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

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

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 requested 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., 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 was 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 included 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 would 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, would be charged to the I&S Fund.

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

Enclosed Documents – A presentation, which included a rationale description and a defeasement analysis worksheet submitted by Estrada Hinojosa & Company, was included 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.

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

Consent Agenda:

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

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

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

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)
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;

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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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 would 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 would be written off from the College's general ledger, and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2023.

Reviewers – These assets were reviewed by the end-user, who determined that these software/licenses were 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 was included 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 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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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 was \$122,750,195, which included the Board designated amount of \$37,399,942. The total designations of \$37,399,942 included the following:

Increase the Unrestricted Fund Balance Designations for the ERP System

Management proposed 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 was presented because the acquisition of a new ERP system with updated technological features would 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 was \$135,112,155, which represented approximately eight (8.7) months of budgeted expenditures. Per Policy CC – Annual Operating Budget, the College should maintain an Unrestricted Fund Balance sufficient

06/27/2023

Regular Board Meeting Minutes

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 was reviewed by staff and President’s Cabinet.

Enclosed Documents – A PowerPoint Presentation was provided 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.

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

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 requested 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 proposed to fund a portion of the FY 2023 - 2024 salary budget changes from carryover allocations (fund balance). The use of the fund balance would be reassessed after the anticipated increase in state appropriations was received.

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

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

The College would 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
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The proposed TASB annual salary increases and the proposed College's new positions and other adjustments for FY 2023 - 2024 were 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 reviewed the information presented.

Enclosed Documents – A report listing the FY 2023 – 2024 proposed College's new positions and other adjustments was provided 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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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 were included 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.

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

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

Purpose and Justification – Administration requested 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The retired policies were reviewed by staff and administrators.

Enclosed Documents - The retired policies were included 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.

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

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 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 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

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

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 was requested.

Scheduling Priority

This project was requested by Administration, and was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was 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 were budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023. Additional funds were available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

Estimated Project Timeline

The project design phase was 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 was provided in the packet. The evaluation team members completed evaluations for the company and prepared the 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.

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

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 was requested.

Scheduling Priority

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project was 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 was 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 included 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 were budgeted in the Renewals &

06/27/2023

Replacements Fund for use in Fiscal Year 2022 – 2023. Additional funds were 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 would be done at a later date. Additional funds could be allocated and were available in the Renewals & Replacements Fund.

Estimated Project Timeline

The project design phase for Phase I was 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 was provided in the packet. The evaluation team members completed evaluations for the company and prepared the 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.

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

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 was 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 was 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 was 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 were 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.

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

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 was 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 was 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 were 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.

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

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 was requested.

Mary Elizondo and Ricardo de la Garza reviewed the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2023 - 2024. The proposed projects listed were 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

06/27/2023

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 would 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, were 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 was provided in the packet 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.

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

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 was requested.

Mary Elizondo and Rick de la Garza reviewed the proposed Renewals & Replacements Projects budgeted for FY 2023 - 2024. The proposed projects listed were not related to the Capital Improvement Projects and were 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.

06/27/2023

Regular Board Meeting Minutes

Enclosed Documents

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for FY 2023 - 2024 was provided in the packet for the Board's review and information.

Funding Source

Upon Board approval, the proposed projects would 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.

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

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 was requested.

Schematic design is the first phase of basic design services provided by the project design team. Once approved, the architect would proceed to prepare all necessary construction documents, which would 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 was 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 was 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 worked with College staff to develop a schematic design that meets the needs of the Kinesiology program.

The project consisted 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.

06/27/2023

- 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 were available in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023.

Reviewers

The proposed schematic design was 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 was projected to last until January 2024, with construction to commence in March 2024 and Substantial Completion in January 2025.

Enclosed Documents

BSGA 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 Committee declined to make a recommendation on the proposed design, pending those revisions.

The architect provided a new schematic design incorporating the feedback provided during the committee meeting, as presented in the following pages.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the proposed schematic design and authorization to proceed with solicitation of construction services for the Pecan Campus Kinesiology Building Phase I project as presented. The motion carried.

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

06/27/2023

Regular Board Meeting Minutes

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 was provided for the Board's review.

On June 27, 2023, the Board declined to act on this item, pending further review by the Facilities Committee. No action was taken.

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 May 2023. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

The checks submitted for approval 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 Mrs. Victoria Cantu, 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 May 2023. The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:22 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 27, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú
Board Secretary

Action as Necessary on Proposed College Rebranding

At a June 27, 2023 Board Work Session, administration presented on the year-long rebranding project that aims to evolve the College's brand forward in a mature and unique way that will resonate with our students and stakeholders while still differentiating STC from other institutions of higher education.

The Creative Services Team has spent the past year researching, holding branding workshops, defining STC brand values and finally designing logo concepts that best represent South Texas College and its vision for its future.

Recently, seeking feedback, the Creative Services team under the leadership of Executive Director Lynda Lopez and Creative Art Director Adam McGrath partnered with Institutional Research, Effectiveness, and Strategic Planning Department led by Dean Fernando Chapa and conducted focus groups comprised of students, faculty and staff representing every campus and every division of the College.

During the focus group sessions, the Marketing team introduced three highly anticipated logo concepts to participants from all six campuses, which included faculty, staff, administrators, Faculty Senate, and Student Government Association. Dr. Chapa and the research team facilitated the focus group discussions with participants to solicit objective and honest feedback on the three proposed logos from participants. Surveys were also administered to the focus group participants. Feedback was collected and analyzed by the research team.

At the June 27, 2023 Board Work Session, Administration reviewed the proposed logo concepts with trustees, and presented the results gathered from focus group discussions and surveys.

Feedback from trustees at the Board Work Session unanimously favored the proposed colors and Design Concept #3, the Rosette Logo. Administration now asks the Board to formally adopt the proposed colors and the Rosette Logo to allow for the development of marketing materials and a formal campaign launch for Fall 2023.

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 adopts and authorizes the proposed colors and the Rosette Logo as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Ratification of Memorandum of Understanding / Interlocal Agreement
with the Hidalgo County Sheriff's Office for Use of the Regional
Center for Public Safety Excellence Emergency Vehicle Operations
Course**

In June 2023, the Hidalgo County Sheriff's Office (HSCO) requested an interlocal agreement securing rights for the department to use the College's Emergency Vehicle Operations Course (EVOC), located at the South Texas College Regional Center for Public Safety Excellence.

The Sheriff's Office requires use of this facility for their internal training of HSCO personnel and prospects.

The agreement authorizes HCSO to use the EVOC at no charge and pursuant to the terms of the agreement. The agreement outlines South Texas College's continued control and custody of the course, and permits either party to terminate the agreement with ten days' written notice.

College administration reviewed the agreement, and found that it adequately protects the College's interest in the facility, while promoting a working partnership with the HCSO aligned with the purpose of the Regional Center for Public Safety Excellence.

The College President executed the agreement to accommodate the County's training schedule; however, interlocal agreements do require Board of Trustees authorization, unless that authorization is formally delegated to the President or an administrative designee. Therefore, the Board is now asked to ratify the agreement with the HCSO for use of the Regional Center for Public Safety Excellence EVOC.

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

The Board of Trustees of South Texas College ratifies the agreement with the HCSO for use of the Regional Center for Public Safety Excellence EVOC.

Approval Recommended:

Dr. Ricardo J. Solis
President

Action as Necessary to Authorize Interlocal Agreement with the Texas Department of Transportation (TxDOT) for TxDOT Employees Enrollment at South Texas College

Administration has negotiated an Interlocal Agreement with the Texas Department of Transportation (TxDOT) that will continue to support employees of TxDOT to pursue associate degree programs at South Texas College. TxDOT provides this as a benefit to their personnel, and pays tuition, fees, textbooks, and other costs on behalf of eligible employees enrolled in the following list of approved online programs:

Associate of Arts Degree Programs:

- Business Administration Transfer Plan
- Communication Studies
- Computer Information Systems
- Interdisciplinary Studies

Associate of Science Degree Programs:

- Computer Science
- Interdisciplinary Studies
- Mathematics
- Engineering

While the College has been working with TxDOT since Fall 2020 to support its employees, the proposed interlocal agreement will further enhance the relationship and pathways for their employees, and is expected to lead to increased enrollment and success of TxDOT personnel.

Under this agreement, the College will develop and provide personalized support to program participants, including admission, registration, and advisement tailored to TxDOT needs. During the term of the contract, starting in the 2023 – 2024 Academic Year and ending in the 2025 – 2026 Academic Year, the College anticipates recruiting up to 75 TxDOT employees seeking career changing opportunities through South Texas College.

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 Interlocal Agreement with the Texas Department of Transportation (TxDOT) as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Action as Necessary to Authorize Interlocal Agreement with
University of Texas Rio Grande Valley GEAR UP for the 7th Year
Student Cohort**

Administration requested Board authorization to enter into an Interlocal Agreement with the University of Texas Rio Grande Valley (UTRGV) to support their UTRGV GEAR UP program for the 7th Year Student Cohort.

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded program designed to offer equitable access to higher education for low-income students. UTRGV is the GEAR UP grant holder for the area, and administers the GEAR UP program locally with K-12 partners.

As the participating students matriculate from their K-12 school district programs and enter into higher education, many of them have come to South Texas College. Under the proposed Interlocal Agreement, South Texas College will designate a point of contact to coordinate with UTRGV and continue supporting and tracking GEAR UP students as they progress through their higher education programs of choice, including monitoring Key Performance Indicators (KPI) of student success.

GEAR UP is a fantastic program that seeks to increase not only student participation, but to enhance family awareness and support of students seeking higher education. It is aligned with the College's Mission, and administration strongly recommends Board authorization of this Interlocal Agreement.

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 entering into an Interlocal Agreement with the University of Texas Rio Grande Valley (UTRGV) to support their UTRGV GEAR UP program for the 7th Year Student Cohort.

Approval Recommended:

Dr. Ricardo J. Solis
President

Approval and Adoption of Proposed FY 2023 – 2024 Board and Board Committee Meeting Schedule

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2023 through September 2024.

The proposed meeting schedule for the Board of Trustees is as follows:

Month	Committee Meeting Date	Board Meeting Date
September 2023	September 12, 2023	September 26, 2023
October 2023	October 17, 2023	October 31, 2023
November 2023	November 14, 2023	November 28, 2023
December 2023	December 5, 2023	December 12, 2023
January 2024	January 16, 2024	January 30, 2024
February 2024	February 13, 2024	February 27, 2024
March 2024	March 5, 2024	March 26, 2024
April 2024	April 9, 2024	April 23, 2024
May 2024	May 14, 2024	May 28, 2024
June 2024	June 11, 2024	June 25, 2024
July 2024	July 9, 2024	July 23, 2024
August 2024	August 13, 2024	August 27, 2024
September 2024	September 10, 2024	September 24, 2024

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by during the July 11, 2023 Committee meetings, and all three committees recommended approval.

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

The Board of Trustees of South Texas College approves and adopts the Board and Board Committee meeting schedule for FY 2023 - 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Board Meeting Committee Meeting Calendar FY 2023 - 2024

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Regular Board Meeting						
S	M	T	W	TH	F	S

Committee Meetings -						
S	M	T	W	TH	F	S

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:00 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees

The Board is asked to conduct a self-assessment of the Board of Trustees.

These assessments are a valuable process to provide the Board of Trustees with a periodic review of their stewardship of the College. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board self-evaluation (Principle 4.2.g).

The previous self-assessment of the Board of Trustees was conducted in March 2022.

The evaluation form for the self-assessment of the Board of Trustees was provided under separate cover for the Board's information and review.

The Board is asked to take action as necessary regarding the self-assessment.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the self-assessment of the Board of Trustees.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
FY 2022 - 2023**

Please rate the functioning of the Board according to the following criteria and characteristics. For any score of "0" please provide additional notes

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

#	BOARD ASSESSMENT CRITERIA	SCORE
1	The quality of participation and discussion at Board meetings	4 3 2 1 0
2	The manner in which the agenda is planned in advance to assure interest and participation	4 3 2 1 0
3	The material and information that is sent in advance of the Board meeting to prepare trustees	4 3 2 1 0
4	The attendance at Board meetings	4 3 2 1 0
5	In terms of the institution's needs, the number of times the Board meets	4 3 2 1 0
6	The Board's working relationship with the chief executive officer	4 3 2 1 0
7	The Board's working relationship with the administrative staff	4 3 2 1 0
8	The Board's knowledge and understanding of the activity of major committees	4 3 2 1 0
9	Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year	4 3 2 1 0
10	The Board's understanding of its role in the development of broad institutional policies	4 3 2 1 0
11	Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
12	The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution	4 3 2 1 0
13	The degree of attention and concern given to the proper investment of reserves and endowment funds	4 3 2 1 0
14	The practice and procedure of indoctrinating and orienting new Board members	4 3 2 1 0
15	The camaraderie and esprit of the Board	4 3 2 1 0
16	The practice of trustees to act as a team	4 3 2 1 0
17	The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees	4 3 2 1 0
18	The Board's understanding of the role and responsibilities of trustees	4 3 2 1 0
19	The Board's understanding, concern, and assessment of the institution's success in its service area	4 3 2 1 0
20	The Board's understanding, concern, and assessment of the institution's success against its competition	4 3 2 1 0
21	The Board's use of staff people to make reports and presentations at meetings	4 3 2 1 0
22	The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships	4 3 2 1 0
23	The level at which trustees take their responsibility and commitment of Board membership	4 3 2 1 0
24	The appropriateness and effectiveness of standing committees that meet and report on a regular basis	4 3 2 1 0
25	The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
26	The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution	4 3 2 1 0
27	The Board's attentiveness and evaluation of the public relations of the institution	4 3 2 1 0
28	The Board's concern about the allocation of funds to assure the optimum operation of the institution	4 3 2 1 0
29	Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative	4 3 2 1 0
30	The participation at Board meetings is open, candid, and reflects all possible opinions	4 3 2 1 0
31	At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work	4 3 2 1 0
32	The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board	4 3 2 1 0
33	The Board retains a clear distinction between its role in establishing broad institutional policies and the administration's responsibility to administer and implement policy	4 3 2 1 0
34	All things considered, the overall effectiveness and dedication of the Board	4 3 2 1 0

COMMENTS: _____

Deliberation and Action as Necessary on Assessment of the College President

The Board is asked to conduct an assessment of the College President.

These assessments are a valuable process to help the Board in their stewardship of the College and to provide the College President with feedback as necessary. Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* calls for regular Board evaluation of the College President (Principle 4.2.c).

The previous assessment of the College President was conducted in March 2022.

The evaluation form for the assessment of the College President was provided under separate cover for the Board's information and review.

The Board is asked to take action as necessary regarding the assessment of the College President.

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 assessment of the College President and any required specific instructions regarding the questions, format, method, and time frame as appropriate.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
FY 2022 - 2023**

Please rate the functioning of the President according to the following criteria and characteristics. For any score of "0" please provide additional notes

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

A.	BOARD RELATIONS	SCORE
1	Keeps the Board adequately informed of College operations and activities on an ongoing basis	4 3 2 1 0
2	Keeps the Board adequately informed of major circumstances	4 3 2 1 0
3	Provides adequate concern for needs of individual Board members	4 3 2 1 0
4	Communicates effectively using both written and oral communication	4 3 2 1 0
5	Appropriately carries out the directions of the Board	4 3 2 1 0
6	Works productively and harmoniously with Trustees	4 3 2 1 0
7	Provides the Board with needed information soon enough to be read and assimilated	4 3 2 1 0
8	Provides sufficient information for the Board to make decisions	4 3 2 1 0

B.	COMMUNITY, STATE, & NATIONAL RELATIONS	SCORE
1	Provides effective institutional representation in community relations	4 3 2 1 0
2	Effectively interacts with community organizations in a leadership capacity as appropriate	4 3 2 1 0
3	Participates in appropriate community organizations and committee/task force activities	4 3 2 1 0
4	Maintains appropriate state and national professional affiliations	4 3 2 1 0
5	Provides institutional respectability/image	4 3 2 1 0

C.	FISCAL AND FACILITIES MANAGEMENT	SCORE
1	Develops sound financial plans and operates the College in a financially prudent manner	4 3 2 1 0
2	Is responsible for audit compliance and correcting any concerns	4 3 2 1 0
3	Maintains effective and legally sound purchasing procedures	4 3 2 1 0
4	Demonstrates knowledge of College budget	4 3 2 1 0
5	Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs	4 3 2 1 0
6	Directs short-term and long-range planning of campus maintenance and operations	4 3 2 1 0

D.	INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS	SCORE
1	Identifies and understands, and implements the academic mission and goals of the College	4 3 2 1 0
2	Effectively establishes, organizes, and operates instructional and student service programs	4 3 2 1 0
3	Is responsive and innovative with respect to changes in the community and in the delivery of educational services	4 3 2 1 0
4	Maintains appropriate academic standards	4 3 2 1 0
5	Understands and appropriately responds to the needs of students	4 3 2 1 0
6	Maintains a high degree of value for the student as a customer	4 3 2 1 0

E.	PERSONNEL/HUMAN RESOURCES OPERATION	SCORE
1	Maintains effective working relationship with College employees	4 3 2 1 0
2	Employs individuals whose abilities are well suited to their position	4 3 2 1 0
3	Effectively delegates responsibility to appropriate staff	4 3 2 1 0

4	Directs the development and implementation of personnel procedures and practices that comply with Board policy	4 3 2 1 0
5	Willing to make difficult personnel decisions	4 3 2 1 0
6	Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures	4 3 2 1 0
7	Maintains accessibility	4 3 2 1 0

F.	LEADERSHIP	SCORE
1	Demonstrates ability to communicate and implement decisions	4 3 2 1 0
2	Demonstrates ability to handle crises	4 3 2 1 0
3	Demonstrates ability to initiate new ideas	4 3 2 1 0
4	Demonstrates a leadership style that inspires others	4 3 2 1 0
5	Demonstrates effective short and long-range planning	4 3 2 1 0
6	Engenders confidence as an educational leader	4 3 2 1 0
7	Exhibits a high level of knowledge and understanding of a comprehensive community college	4 3 2 1 0
8	Fosters an appropriate level of credibility in the community	4 3 2 1 0
9	Identifies and analyzes problems and issues confronting the College	4 3 2 1 0
10	Identifies potential areas of conflict	4 3 2 1 0
11	Incorporates the ideas of others in the decision-making process	4 3 2 1 0
12	Provides effectively maintained College facilities and seeks needed funding for future construction/renovation	4 3 2 1 0
13	Possess an appropriate degree of personal integrity	4 3 2 1 0

COMMENTS: _____

Review of Presentation to the Education and Workforce Development Committee:

a. Presentation on the South Texas College Starfish Early Alert System

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Ms. Shannon M. Perales, Starfish Administrator, who provided an overview and lead a discussion of the Starfish Early Alert System at South Texas College.

Development and Funding of the System

Starting in 2016, the Starfish Early Alert System was implemented at South Texas College with support from the Integrated Planning and Advising for Student Success (iPass) Grant provided by EDUCAUSE, which supported institutions in the creation of resources to monitor student performance and offer targeted support to at-risk students. South Texas College's implementation of the system was further supported in 2020 with a \$1M federal US Department of Education Developing Hispanic-Serving Institutions (DHSI) grant.

System Components

The Starfish Early Alert System provides efficient, effective communication resources for students, faculty, and support staff. These resources support real time monitoring of student performance, and enable faculty and staff to spot indicators that specific students may be at risk of failing a course or program. When concerns are noted, appropriate resources are focused on supporting those students as needed.

In addition to continuous monitoring, students are provided tools to request assistance or to be connected with support services to help them identify available resources.

The system also supports positive reinforcement through a "Kudos" system that provides feedback and encouragement to students to help them maintain focus and momentum.

Ms. Perales reviewed the engagement tools available through the Starfish Early Alert System with focus on the implementation at South Texas College, including the issues most frequently identified, methods to address and document issues, and coordination with school districts to extend this system to dual credit students.

Ms. Perales also shared recent data on actual engagement by students, faculty, and staff, and the benefits to student success through this system.

b. Review and Discussion of Proposed New Program and Revision of Existing Program

Administration provided an overview to the Education and Workforce Development Committee on the following items:

- New Program Development Brief that could lead toward a Certificate and Associate of Applied Science degree in **Artificial Intelligence (AI)**.

- Revision of Award Title and curriculum for the existing Mechatronics Technology Specialist Certificate to **Robotics** Certificate

Potential instructional programs at STC are identified through environmental scans and data analysis using labor market data and job posting data from our region and the State of Texas to determine whether there is sufficient need to support the cost and time commitment needed for full development and implementation of these programs. When the data supports sufficient need the program development process begins, which includes formation of an advisory committee comprised of potential employers and content experts, curriculum development, and research on operating costs and projected revenue. The proposed programs listed below have passed the initial review process for further development.

Artificial Intelligence Program: An Artificial Intelligence program at South Texas College would prepare students to learn the fundamental principles of computer programming, develop AI applications, and analyze real-world considerations to identify effective AI computing solutions. Due to the nature of this new program and its distinction from current programs offered by the College, an extended, two-phase approval process is required for Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approvals.

Robotics: Revision of the existing Mechatronics Technology Specialist Certificate to a Robotics Certificate would further support the need for AI in our local industries by embedding content into the existing curriculum.

With Committee support, administration would further develop these proposals and present to the Education and Workforce Development Committee for approval. Administration believes the College could offer these programs by Spring 2025, with support from the Committee and Board.

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

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

The following Consent Agenda items were thoroughly discussed by the Education and Workforce Development 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 Education and Workforce Development Committee recommended Board action on the following items as presented:

- a. Approval of Proposed 2024 – 2025 Academic Calendar
- b. Approval to Retire Current Policy #3215: Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding

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 – b of the Education and Workforce Development Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Proposed 2024 – 2025 Academic Calendar

The Board is asked to approve the proposed 2024 - 2025 Academic Calendar as presented.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, has developed the FY 2024 – 2025 Academic Calendar.

The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been approved by the Academic Calendar Steering Committee and has been reviewed and approved by Faculty Senate, Council of Chairs, Academic Council and Institutional Leadership Council.

The proposed calendar follows in the packet for the Board's review and consideration.

The Committee recommended Board approval the 2024 - 2025 Academic Calendar 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 2024 - 2025 Academic Calendar as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

2024-2025 Calendar



FINAL DRAFT 05-08-23

Fall Semester 2024 (August 26 - December 15)

August 14 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 15 (Thursday)	New Faculty Orientation
August 16 (Friday)	New Faculty Service Area Tour
August 19 (Monday)	Faculty Return – Academic Affairs Assembly / Division Meetings
August 20 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23 (Friday)	Faculty Preparation Day / Departmental Meetings
August 24 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 26 (Monday)	Classes Begin
September 2 (Monday)	College Closed – Labor Day
September 11 (Wednesday)	Census Day - Twelfth Class Day
September 27 (Friday)	College Closed – Fall Convocation*
November 15 (Friday)	Last Day to Withdraw
November 28 – Dec. 1 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 9 – 15 (Monday – Sunday)	Finals
December 14 (Saturday)	Commencement Ceremonies*
December 14 (Saturday)	Certificate and Degree Award Date
December 15 (Sunday)	End of Term
December 16 (Monday)	Last Day to Submit Grades
December 19 – January 5 (Thurs. – Sun.)	Winter Break (College Closed)

** Subject to change depending on availability of venue.*

2024-2025 Calendar



Spring Semester 2025 (January 21 – May 15)

January 6 (Monday)	College Opens – Staff return
January 6 (Monday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 13 (Monday)	Faculty Return – Division / Department Meetings
January 14 – 17 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 18 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 20 (Monday)	Martin Luther King, Jr. Day – College Closed
January 21 (Tuesday)	Classes Begin
January 28 – February 1 (Tuesday – Saturday)	Distance Learning Symposium
February 5 (Wednesday)	Census Day - Twelfth Class Day
February 14 (Friday)	College Closed – College-Wide Professional Development Day*
March 17 – 23 (Monday - Sunday)	College Closed - Spring Break
April 17 – 20 (Thursday – Sunday)	College Closed - Semester Break
April 21 (Monday)	Last Day to Withdraw
May 9 – 15 (Friday – Thursday)	Finals
May 15 (Thursday)	End of Term
May 16 – 17 (Friday - Saturday)	Commencement Ceremonies*
May 17 (Saturday)	Certificate and Degree Award Date
May 19 (Monday)	Last Day to Submit Grades
May 26 (Monday)	College Closed – Memorial Day

**Subject to change depending on availability of venue.*

2024-2025 Calendar



Summer Session 2025 (June 2 – August 8)

June 2 (Monday)	Classes Begin
June 17 (Tuesday)	Census Day - Twelfth Class Day
June 19 (Thursday)	College Closed - Juneteenth
July 4 (Friday)	College Closed-Independence Day
July 7 – 8 (Monday & Tuesday)	No classes (For Summer III only)
July 24 (Thursday)	Last Day to Withdraw
August 7 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 8 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 9 (Saturday)	Certificate and Degree Award Date
August 11 (Monday)	Last Day to Submit Grades

SI – Minimester (June 2 – July 3)

June 2 (Monday)	Classes Begin
June 5 (Thursday)	Census Day - Fourth Class Day
June 19 (Thursday)	College Closed - Juneteenth
June 26 (Thursday)	Last Day to Withdraw
July 3 (Thursday)	End of Term/Finals
July 4 (Friday)	College Closed-Independence Day
July 7 (Monday)	Last Day to Submit Grades

SII – Minimester (July 9 – August 8)

July 9 (Wednesday)	Classes Begin
July 14 (Monday)	Census Day - Fourth Class Day
August 1 (Friday)	Last Day to Withdraw
August 7 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 8 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 11 (Monday)	Last Day to Submit Grades

Committee Membership and Timeline

Academic Calendar 2024-2025

February 16, 2023

Committee Membership

Christina Cavazos, Curriculum	Erika Garcia, Student Government
Juan Miguel Galvan, Student Financial Services	Karsten Dutremaine, Student Government
Jesus Campos, Library Services	Erika Leal, OPOD
Bradley Davis, IEA	Alejandra Cantu, Dual Credit Programs
Cynthia Blanco, Admissions & Records	Monica Perez, OVPA
Jesus Ramirez, Admissions & Records	Mark Murray, Faculty Senate
Lynda Lopez, Public Relations	Joel Jason Rodriguez, Council of Chairs
Georgina Marr, Human Resources	Mario Morin, MSITB (faculty)
Laura Requena, Human Resources	Erika Guerra, BPST (faculty)
Aaron Guajardo, Human Resources	Nathaniel Weber, LA (faculty)
Norma Jimenez, Cashier's Office	Fred Cady, SBS (faculty)
Willie Langley, Purchasing	Dr. Theresa Garza, NAH (faculty)
Carla Rodriguez, Resource Dev., Mgmt. & Compliance	

Timeline and Process

February 24, 2023	Calendar Committee meet to propose a preliminary draft calendar. (Materials provided in advance)
February 27 – March 24, 2023	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback. Feedback due by March 24, 2023.
March 31, 2023 (tentative)	Calendar Committee may meet to review collected feedback from faculty and staff and revise draft, if applicable.
April 3 – May 5, 2023	Draft Calendar will be presented to Academic Council, Institutional Leadership Council, Council of Chairs, and Faculty Senate.
May 8 – May 12, 2023	Calendar Committee members will vote on the Final Draft Calendar via email.
May 15, 2023	Final Calendar will be submitted to the Vice President for Academic Affairs.
June 13, 2023	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
June 27, 2023	Final Calendar will be submitted to the Board of Trustees.

Consent Agenda:

b. Approval to Retire Current Policy #3215: Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding

Purpose and Justification – Administration requests Board approval to retire Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* in accordance with the new South Texas College/TASB Policy Manual.

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.

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

Reviewers – The retired policy has been reviewed by staff and administrators.

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

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Olivia De La Rosa, Dean of Continuing Education, Workforce Training and Economic Development, attended the Committee Meeting to address questions.

The Committee recommended Board approval to retire policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* as presented, and which 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 policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding	3215
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated March 29, 2016	

South Texas College establishes 16 years as the minimum age for Continuing Education students enrolled in courses reported for formula funding. Exceptions in special cases will be documented by the Dean of Continuing Education, and reviewed and approved by South Texas College President.

To be Retired

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

a. 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 your 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 had to 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.

Expenditures, Transfers and Reserves:

- The Salary and Benefits expenditure budgets for FY 2023 - 2024 reflect the Board approved changes recommended by the Texas Association of School Boards (TASB), and the Board approved new positions and adjustments.

The salary and benefits budget increase will require the use of fund balance. Of the total proposed budget allocated to the unrestricted fund 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 \$6,700,574 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.

- 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), 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.

**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 July 25, 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	\$ 41,449,329	20.52%	\$ 1,355,296
Other State Appropriation-Hazlewood Reimbursement	45,000	45,000	0.02%	-
Total State Appropriations	40,139,033	41,494,329	20.55%	1,355,296
Academic & Differential Tuition-Net TPEG	29,609,682	51,489,135	25.49%	21,879,453
Continuing Ed/ITED-Net TPEG	3,834,361	4,701,413	2.33%	867,052
Total Tuition-Net of TPEG	33,444,043	56,190,548	27.82%	22,746,505
Total Fees	26,617,493	2,912,740	1.44%	(23,704,753)
Total M&O Property Taxes	65,888,360	68,095,878	33.72%	2,207,518
Total Other Revenues	7,939,699	9,814,465	4.86%	1,874,766
Total HEERF Lost Revenue	7,507,655	-	0.00%	(7,507,655)
Total Carryover Allocations	15,567,464	23,450,427	11.61%	7,882,963
Total Revenues and Carryover Allocations	\$ 197,103,747	\$ 201,958,387	100.00%	\$ 4,854,640

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	\$ 113,618,884	56.26%	\$ 2,757,271
Total Benefits - Not State Funded	17,022,584	26,262,034	13.01%	9,239,450
Total Benefits - State Funded	8,959,877	-	0.00%	(8,959,877)
Total Benefits	25,982,461	26,262,034	13.01%	279,573
Total Operating	41,612,382	44,439,327	22.00%	2,826,945
Total Travel	2,355,768	2,535,102		179,334
Total Capital Outlay	3,283,868	3,103,040	1.54%	(180,828)
Total Expenditures	\$ 184,096,092	\$ 189,958,387	94.07%	\$ 5,862,295
Transfers & Reserves				
Transfer to Unexpended Plant Fund (Carryover)	3,500,000	10,000,000	4.95%	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	0.98%	-
Fund Balance Reserve	-	-		-
HEERF Fund Balance Reserve	7,507,655	-	0.00%	(7,507,655)
Total Transfers & Reserves	13,007,655	12,000,000	5.93%	(1,007,655)
Total Expenditures, Transfers & Reserves	\$ 197,103,747	\$ 201,958,387	100.00%	\$ 4,854,640

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

Preliminary Unrestricted Fund Budget Summary for FY 2023 - 2024

JULY 25, 2023

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

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

FY 2023 – 2024 Budget Highlights



1. State Appropriations based on current methodology (HB8 not included)
2. Decrease in enrollment projection for FY 2023 - 2024
3. Tuition and Fees Revenue projections based on Simplified Tuition Rates
4. Increase in Property Tax Revenue
5. Carryover Allocations (Fund Balance) used for capital expenditures, Welding equipment, and salaries and benefits
 - ERP not included in FY 2023 - 2024 budget
6. Salary Budget increased based on recommendations from TASB, new positions, reclassifications, adjustments, and Direct Wage rate increase

2

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	\$41,449,329	\$1,355,296
Other State Appropriations - Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	40,139,033	41,494,329	1,355,296
Total Tuition-Net of TPEG	33,444,043	56,190,548	22,746,505
Total Fees	26,617,493	2,912,740	(23,704,753)
Total M&O Property Taxes	65,888,360	68,095,878	2,207,518
Total Other Revenues	7,939,699	9,814,465	1,874,766
Total HEERF Lost Revenue	7,507,655	-	(7,507,655)
Total Carryover Allocations	15,567,464	23,450,427	7,882,963
Total Revenues	\$197,103,747	\$201,958,387	\$4,854,640

3

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	448,200	(900)
Capital Purchases	933,810	3,103,040	2,169,230
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)
Salaries and Benefits	-	6,700,574	6,700,574
Total Carryover Allocations	\$15,567,464	\$23,450,427	\$7,882,963

4

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	\$113,618,884	\$2,757,271
Total Benefits	25,982,461	26,262,034	279,573
Total Operating	41,612,382	44,439,327	2,826,945
Total Travel	2,355,768	2,535,102	179,334
Total Capital Outlay	3,283,868	3,103,040	(180,828)
Total Expenditures	\$184,096,092	\$189,958,387	\$5,862,295
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	\$201,958,387	\$4,854,640
Revenues over Expenditures	\$-	\$-	\$-

5

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	\$105,824,072	-	-	-
TASB ½ of Estimate	-	2,266,170	-	-
TASB ½ of Estimate	-	-	-	3,930,403
Staffing Requests	-	-	-	1,500,000
Staffing Requests - Self Sustaining	-	-	276,132	-
Salaries Subtotal	105,824,072	2,266,170	276,132	5,430,403
Total Benefits	24,473,051	-	-	-
TASB ½ of Estimate	-	530,057	-	-
TASB ½ of Estimate	-	-	-	919,321
Staffing Requests	-	-	-	350,850
Staffing Requests - Self Sustaining	-	-	61,060	-
Benefits Subtotal	24,473,051	530,057	61,060	1,270,171
Total Salaries and Benefits	\$130,297,123	\$2,796,227	\$337,192	\$6,700,574
Total by Funding Source	\$133,093,350		\$337,192	\$6,700,574
Grand Total Salary and Benefits (Excluding Baseline and Self-Sustaining Operations): \$9,496,801				6

THANK YOU
Questions

7

b. Update on Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023

Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023, which include revisions to position pay grades, titles, and salaries status that were recommended by College Administrators and approved by College President.

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 are based on an assessment of the position’s job duties, responsibilities, and college and departmental needs and objectives that include the following:

- Exhibit A – Position Title and/or Salary Adjustments and Pay Grade Revisions
- Exhibit B – Title Changes Only – No Salary Adjustments

New Policy DLC — Employee Performance: Promotion and Demotion was approved by the Board on February 14, 2023, and states that the appropriate Vice President shall recommend the promotion or reassignment of a qualified employee under his or her authority to the College President for approval.

Funding Source – Funds for these reclassifications are 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 have been reviewed by the President, all the Vice Presidents, and the Executive Director of Human Resources and Talent Development.

Enclosed Documents – The new Policy DLC and the Exhibits were included in the packet for the Committee’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the Committee Meeting to address any questions.

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

South Texas College

Unrestricted Fund

Reclassifications: Position Title and/or Salary Adjustments and Pay Grade Revisions
Per Policy DLC

A.

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary Budget	Impact to Budget
Vice President for Academic Affairs									
1	Distance Learning	Reclassification for E-Learning Media Manager (Position 717102) to Digital Learning Operations Manager - Filled	9/1/2023	Executive Administrative Professional	3	\$ 55,982	\$ 6,000	\$ 61,982	\$ -
Rationale: •This position oversees DL online coaching support staff and provides leadership for instructional content design, creation and development across all campuses. In addition, the manager is responsible for the evaluation, implementation, and ongoing comprehensive management and reporting of not only visual media, but also immersive technologies and is responsible for faculty training, scheduling, equipment setup, and supervision of the Digital Learning Jag Production Studio.									
Total for Vice President for Academic Affairs						\$ 55,982	\$ 6,000	\$ 61,982	\$ -

Vice President for Vice President for Finance and Administrative Services									
2	Office of Human Resources	Reclassification for Assistant Director of Human Resources (Position 704240) to Director of Human Resources - Benefits and Compensation - Filled	9/1/2023	Executive Administrative Professional	7	\$ 79,697	\$ 6,535	\$ 86,232	\$ -
Rationale: •To reclassify current Assistant Director of HR position to serve as one of two Director positions supervising the major areas of Benefits, Compensation, and Payroll. Title Change and Salary (Pay Grade EAP 7).									
3	Office of Human Resources	Reclassification for Director of Human Resources (Position 700010) to Director of Human Resources - Employee Relations and Staffing - Vacant	9/1/2023	Executive Administrative Professional	7	\$ 107,753	\$ (21,753)	\$ 86,000	\$ (21,753)
Rationale: •To reclassify current (vacant) Director position to serve as one of two Director positions supervising the major areas of Employee Relations, Staffing, and Talent Development. Title Change and Salary (Pay Grade EAP 8 to EAP 7).									
4	Title IX	Reclassification for Director - Institutional Equity Title IX & 504 Coordinator (Position 722360) to Title IX, 504, and Compliance Officer - Vacant	7/1/2023	Executive Administrative Professional	9	\$ 90,165	\$ (4,755)	\$ 85,411	\$ (4,755)
Rationale: •To change title for the Director - Institutional Equity Title IX & 504 Coordinator position (currently vacant) to comply with the new state law that prohibits using "Offices of Institutional Equity." Move the organization/department/position to the office of Human Resources. Supervisor change. Reduction in Pay Grade from EAP 9 to EAP 7 with a salary change.									
Total for Vice President for Finance and Administrative Services						\$ 277,615	\$ (19,973)	\$ 257,643	\$ (26,508)

Vice President for Student Affairs and Enrollment Mgmt.									
5	Students Rights and Responsibilities	Reclassification for Secretary (Position 707191) to Coordinator of Office of the Ombuds - Filled.	9/1/2023	Executive Administrative Professional	3	\$ 27,040	\$ 22,960	\$ 50,000	\$ -
Rationale: •The Office of Student Rights and Responsibilities is requesting to reclassify the Secretary position to the Coordinator for the Office of the Ombuds to distinguish and avoid conflict of interest within the Office of the Ombuds and the Office of Student Conduct. We previously had one Coordinator for the Office of Student Rights and Responsibilities for both departments causing one person to assist students within one same case causing conflict of interest. The Office of Student Rights and Responsibilities would like to structure the office in a setting where both departments are distinguished to ensure outstanding services to South Texas College students.									
Total for Student Affairs and Enrollment Mgmt.						\$ 27,040	\$ 22,960	\$ 50,000	\$ -

Salary Budget for Proposed Reclassifications of Existing Positions						\$ 360,637	\$ 8,988	\$ 369,625	\$ (26,508)
Less Funding from Savings of Existing Vacant Positions and Pool Positions							(35,495)		
Net Salary Budget Increase for Reclassifications of Positions							\$ (26,508)		

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024
Filled Positions and Vacant Positions

#	Title	Classification	Grade	Impact to Budget
Office of the President				
1	Title Change for Executive Officer Workforce Development & External Affairs (Position 701369) to Workforce Contract Manager - Vacant	Executive Administrative Professional	6	\$ -
Rationale: •To create a Workforce Contract Manager position under the department.				
Total for Office of the President				\$ -
Vice President for Institutional Advancement and Economic Development				
2	Title Change for Special Asst-President CE (Position 702362) to Special Assistant to the Executive Director for Resource Development, Management, and Compliance - Filled.	Executive Administrative Professional	8	\$ -
Rationale: •Align position (702362) with the Resource, Development, Management and Compliance department.				
Total for Vice President for Institutional Advancement and Economic Development				\$ -
Vice President for Academic Affairs				
3	Title Change for Vice President for Academic Affairs (Position 703279) to Vice President and Provost for Academic Affairs - Filled.	Executive Administrative Professional	11	\$ -
Rationale: •Align position (703279) with the new organizational structure.				
4	Title Change for Continuing & Professional Education Trainer (Position 588592) to Continuing Education Trainer - Vacant	Executive Administrative Professional	2	\$ -
Rationale: •Align position (588592) with updated department name.				
5	Title Change for Director-Professional & Workforce Education (Position 720565) to Director - Continuing Education, Workforce Training & Economic Development Vacant	Executive Administrative Professional	7	\$ -
Rationale: •Align position (720565) with updated department name.				
6	Title Change for Dean-Distance Learning (Position 702279) to Dean-Digital Learning - Filled.	Executive Administrative Professional	9	\$ -
Rationale: •Align title with department name.				
7	Title Change for Coordinator-Distance Learning Technologies (Position 701276) to Coordinator-Digital Learning - Filled.	Executive Administrative Professional	3	\$ -
Rationale: •Align title with department name.				

**Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024
Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
8	Title Change for Director-Distance Learning (Position 710276) to Director-Digital Learning - Filled.	Executive Administrative Professional	7	\$ -
Rationale: •Align title with department name.				
9	Title Change for Distance Ed Technologies Specialist (Position 702276) to Course Development Specialist - Filled.	Administrative Technical Support	5	\$ -
Rationale: •Align title with department name.				
10	Title Change for E-Instructional Manager (Position 711276) to Digital Learning Technology Manager - Filled.	Technology	5	\$ -
Rationale: •Align title with department name.				
11	Title Change for Dual Credit Scheduling & Compliance Specialist (Position 705285) to Dual Credit Scheduling Specialist - Filled.	Administrative Technical Support	4	\$ -
Rationale: •Update title since staff will focus primarily on scheduling component.				
12	Title Change for Dual Credit Scheduling & Compliance Assistant (Position 702285) to Dual Credit Scheduling & Enrollment Services Assistant - Filled.	Administrative Technical Support	3	\$ -
Rationale: •Update title to reflect enrollment component in department.				
13	Title Change for Office Administrator Instructor (Position 300013) to Cosmetology Instructor - Vacant	Faculty	N/A	\$ -
Rationale: •Title change of vacant faculty position to support the new Cosmetology Program. The Cosmetology Program began in Spring 2023 and will be entering into a new partnership to expand the services to a separate facility. As such, the need for a full time regular faculty member to be on the faculty roster for the new facility will further support his expansion.				
14	Title Change for Lab Specialist - Emergency Medical Technology (Position 701555) to Licensed Lab Specialist - Emergency Medical Technology - Filled.	Administrative Technical Support	5	\$ -
Rationale: •Title change to reflect job description that indicated employee needed to be licensed.				
15	Title Change for E-Learning Media Manager (Position 717102) to Digital Learning Operations Manager - Filled.	Executive Administrative Professional	3	\$ -
Rationale: •The eLearning Operations Manager requires the ability to provide expertise in overseeing complex projects, managing cross-functional teams, and strategic planning to create Online and Digital Events for the College. Added Job Requirements include: Project Management, Publishing Digital content to the LMS and Digital Training Center, Coding and Development for Virtual Reality content, Producing Live Multi-Day Online Events, and Managing VR/Media Training to Faculty, Staff, and Students.				

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024 Filled Positions and Vacant Positions

#	Title	Classification	Grade	Impact to Budget
16	Title Change for Healthcare Asset Maintenance Specialist (Position 720557) to Healthcare Equipment Inventory & Asset Maintenance Specialist - Filled.	Executive Administrative Professional	4	\$ -
Rationale: •The Healthcare Asset Maintenance Specialist is responsible for planning, organizing, coordinating and directing all functions related to the NAH inventory of medical and general assets. As of today, there are about 2,500 items around the 3 campuses.				
17	Title Change for Emerging Technology Simulation Specialist (Position 623415) to Emerging Technology Specialist - Filled.	Administrative Technical Support	5	\$ -
Rationale: •This role has changed to include technologies that are not exclusive to "simulation" technologies, but rather "advanced" technologies, including some simulation equipment like VR/AR and some additional technologies such as 3D scanners, drones, and 3D printers.				
18	Title Change for Emerging Technology Simulation Specialist (Position 623599) to Emerging Technology Specialist - Filled.	Administrative Technical Support	5	\$ -
Rationale: •This role has changed to include technologies that are not exclusive to "simulation" technologies, but rather "advanced" technologies, including some simulation equipment like VR/AR and some additional technologies such as 3D scanners, drones, and 3D printers.				
19	Title Change for Coordinator - Academic Excellence Programs (Position 707332) to Coordinator - Transfer & Educational Advancement - Vacant	Executive Administrative Professional	2	\$ -
Rationale: •This position will support student persistence and completion by providing services in the areas of transfer and educational advancement consistent with STC's mission and vision. Working knowledge of transfer resources, competency based education and prior learning assessment as well as STC programs are applied to support individuals in identifying academic pathways and implementing a plan to achieve identified goals.				
Total for Vice President for Academic Affairs				\$ -

Vice President for Finance and Administrative Services				
20	Title Change for Security Guard Specialist (Position 734514) to Surveillance Systems Specialist - Filled.	Operations Support	5	\$ -
Rationale: •The main responsibilities will be to maintain the existing cameras and make recommendations to add new cameras on all six campuses. They are to conduct walk throughs of the buildings to find locations where cameras could be added due to safety concerns.				
21	Title Change for Security Guard Specialist (Position 739514) to Surveillance Systems Specialist - Filled.	Operations Support	5	\$ -
Rationale: •The main responsibilities will be to maintain the existing cameras and make recommendations to add new cameras on all six campuses. They are to conduct walk throughs of the buildings to find locations where cameras could be added due to safety concerns.				

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024 Filled Positions and Vacant Positions

#	Title	Classification	Grade	Impact to Budget
22	Title Change for Institutional Equity Investigator (Position 702290) to Employee Relations Investigator - Filled.	Executive Administrative Professional	4	\$ -
Rationale: •To change title for the Institutional Equity Investigator position to comply with the new state law. Move the organization/department/position to the Office of Human Resources.				
23	Title Change for Institutional Equity Manager/Title IX and 504 Coordinator (Position 708160) to Title IX and 504 Compliance Manager - Vacant.	Executive Administrative Professional	6	\$ -
Rationale: •To change title for the Institutional Equity Manager/Title IX and 504 Coordinator position (currently vacant) to comply with the new state law. Move the organization/department/position to the Office of Human Resources.				
Total for Vice President for Finance and Administrative Services				\$ -

Vice President for Information Services, Planning, Performance and Strategic Initiatives				
24	Title Change for Computer Svcs Manager (Position 710392) to IT Operations Manager - Vacant.	Technology	7	\$ -
Rationale: • This is a new position that needs to be re-titled and its currently frozen. This position will oversee 2 teams within Information Technology.				
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ -

Vice President for Student Affairs and Enrollment Mgmt.				
25	Title Change for Student Completion Specialist (Position 719612) to Student Engagement and Completion Specialist - Vacant	Administrative Technical Support	4	\$ -
Rationale: • This change is requested to meet the staffing needs of the Student Engagement and Completion Services Department, which is in line with the current position's job description and duties.				
26	Title Change for Director of Enrollment Services for Dual Credit (Position 703190) to Director - Student Engagement and Completion Services - Filled	Executive Administrative Professional	7	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				

Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024
Filled Positions and Vacant Positions

#	Title	Classification	Grade	Impact to Budget
27	Title Change for Coordinator of Enrollment Services for Dual Credit (Position 723610) to Coordinator - Student Engagement and Completion Services - Vacant	Executive Administrative Professional	3	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				
28	Title Change for Coordinator of Enrollment Services for Dual Credit (Position 722610) to Coordinator - Student Engagement and Completion Services - Filled	Executive Administrative Professional	3	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				
29	Title Change for Coordinator of Transition Services for Dual Credit (Position 725610) to Coordinator - Student Engagement and Completion Services - Filled	Executive Administrative Professional	3	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				
30	Title Change for Dual2Degree Specialist (Position 710610) to Student Engagement and Completion Specialist - Filled	Administrative Technical Support	4	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				
31	Title Change for Dual2Degree Specialist (Position 702610) to Student Engagement and Completion Specialist - Filled	Administrative Technical Support	4	\$ -
Rationale: • This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students.				

**Title Changes of Non-Faculty Positions with No Budget Impact for FY 2023 - 2024
Filled Positions and Vacant Positions**

#	Title	Classification	Grade	Impact to Budget
32	Title Change for Dual2Degree Specialist (Position 711610) to Student Engagement and Completion Specialist - Filled	Administrative Technical Support	4	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students. 				
33	Title Change for Dual2Degree Specialist (Position 712610) to Student Engagement and Completion Specialist - Filled	Administrative Technical Support	4	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students. 				
34	Title Change for Dual2Degree Specialist (Position 704610) to Student Engagement and Completion Specialist - Filled	Administrative Technical Support	4	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students. 				
35	Title Change for Records and Registration Specialist (Position 710612) to Student Engagement and Completion Specialist) - Filled	Administrative Technical Support	4	\$ -
<p>Rationale:</p> <ul style="list-style-type: none"> This change is requested in order to finalize the transition of Dual Credit Programs Enrollment Services from Student Affairs & Enrollment Management to the Office of the Dean of Dual Credit Programs and School District Partnerships. This transition will allow for the creation of the Student Engagement and Completion Services Department, which will focus on expanding the College's traditional student enrollment initiatives for stop-out and adult learner students. 				
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ -
Net Salary Budget Increase for Non-Faculty Position Title Changes				\$ -

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 #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto
- b. Approval of Awards of Proposals, Purchases, and Renewals
- c. Approval to Implement a Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to Include a Summer Schedule Period of a 36-Hour Work Week
- d. Approval of Proposed Budget Amendment for FY 2022 - 2023

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 – d 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 #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto

Purpose and Justification – Administration recommends Board approval of Resolution #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto.

Board action will be necessary on the Resolution previously prepared by Bond Counsel, Perez Law Firm, to authorize the defeasance and redemption of the South Texas College Limited Tax Refunding Bonds, Taxable Series 2020, in a principal amount not to exceed \$8,645,000 using a portion of the cash balance available in the Interest and Sinking Fund.

Background - On June 27, 2023, the Board approved the use the Interest and Sinking Cash Fund Balance to cash defeases the South Texas College Limited Taxable Refunding Bonds, Series 2020 (LTR Bond 2020). The defeasement will reduce the payment of interest thereon, the District's aggregate debt service requirements, and the District's legal debt outstanding.

The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement with BOKF, NA Dallas, Texas.

The District shall deposit into the Escrow Fund the Escrow Deposit, to be known as the "South Texas College District 2023 cash Defeasance Escrow Fund", as soon as practicable after funds of the District become available for such purpose, but no later than December 31, 2023.

Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit with a paying agent for any of the redeemed bonds, or a trust company or commercial bank that does not act as a depository for the District, from available funds from any source, an amount sufficient to provide for the payment or redemption of the Redeemed Bonds.

Reviewers – Estrada Hinojosa & Company staff, the Vice President for Finance and Administrative Services, and Business Office staff have reviewed the information being presented.

Enclosed Document – Resolution #2023-009 provided by Perez Law Firm, Bond Counsel, is included under separate cover for the Board's review and information.

Staff from Estrada Hinojosa & Company and Perez Law Firm attended the Committee Meeting to address any questions.

The Committee recommended Board approval of Resolution #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's

Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto 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 Resolution #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Resolution #2023-009

RESOLUTION AUTHORIZING THE DEFEASANCE AND REDEMPTION OF
A PORTION OF THE SOUTH TEXAS COLLEGE DISTRICT'S
OUTSTANDING LIMITED TAX BONDS, AND APPROVING AN ESCROW
AGREEMENT AND ALL OTHER INSTRUMENTS AND PROCEDURES
RELATED THERETO

THE STATE OF TEXAS §
COUNTIES OF HIDALGO & STARR §
SOUTH TEXAS COLLEGE DISTRICT §

WHEREAS, the Board of Trustees (the “Board”) of the South Texas College District (the “District”) previously issued its Limited Tax Refunding Bonds, Taxable Series 2020 (the “Bonds”); and

WHEREAS, the Bonds are currently outstanding in the principal amount of \$40,594,693.20, and the Bonds maturing on and after August 15, 2031 are subject to redemption on August 15, 2030, at the option of the District; and

WHEREAS, the Board hereby determines that it is in the best interests of the District and its taxpayers to apply legally available funds of the District, in a principal amount not to exceed \$8,645,000, to defease and redeem certain eligible Bonds as herein provided in order to reduce the payment of interest thereon, the District's aggregate debt service requirements, and the District's legal debt outstanding;

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

SECTION 1: Redemption of Redeemed Bonds. The District hereby authorizes the application of legally available funds of the District, in an aggregate amount not to exceed \$8,645,000, towards the redemption of the Bonds stated to mature on August 15, 2033 and August 15, 2034 (such redeemed bonds, the “Redeemed Bonds”) and any costs necessary or appropriate in connection therewith.

SECTION 2: Authorized Officers; Timing of Redemption. The Chairperson, Vice Chair and Secretary of the Board (the “Officers”) are each individually and collectively authorized and instructed to take all actions necessary to redeem the Redeemed Bonds. Such Officers shall redeem the Redeemed Bonds as soon as reasonably practicable after funds of the District become available for such purpose, but in no event later than December 31, 2023. The Officers, or the designees thereof, are authorized to evidence adoption of this resolution (the “Redemption Resolution”) and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof.

SECTION 3: Notice of Redemption. The Officers are authorized and directed to give notice of redemption to the paying agent/registrar for the Redeemed Bonds as provided in the order authorizing the issuance of the Bonds (the “Order”). Such notice shall be in substantially the form attached hereto as **Exhibit “A”** and incorporated fully herein for all purposes with appropriate additions based on the total amount of the Redeemed Bonds. The Board’s authorization and

direction to the Officers to redeem the Redeemed Bonds is irrevocable upon adoption of this Redemption Resolution

SECTION 4: Escrow Agreement. The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement (the “Escrow Agreement”) with BOKF, NA, Dallas, Texas, (the “Escrow Agent”), in substantially the form attached hereto as **Exhibit “B”**, the terms and provisions of which are hereby approved in order to comply with all applicable laws and regulations relating to the redemption of the Redeemed Bonds and to carry out the other intents and purposes of this Resolution, including the execution of the Escrow Agreement. The Chairperson or Vice Chair of the Board is hereby authorized, as soon as is practicable, to take such actions as are necessary to effectuate the deposit with the Escrow Agent and the redemption of the Redeemed Bonds.

SECTION 5: Purchase of Escrow Securities. The Board hereby authorizes and directs the deposit of funds with the Escrow Agent to effectuate the defeasance of the Redeemed Bonds, and if applicable, directs the District’s consultants and the Escrow Agent to subscribe for, agree to purchase and purchase obligations of the United States of America or other securities authorized by law, in such amounts and maturities and bearing interest at such rates as may be provided for in the Escrow Agreement, and to execute any and all subscriptions, agreements, commitments, letters of authorization and other documents necessary to effectuate the foregoing. Any actions heretofore taken for such purpose are hereby ratified and approved.

SECTION 6: Notice of Redemption. The Chairperson and Secretary of the Board are authorized and instructed to give notice of redemption described herein to the paying agent/registrar for these Redeemed Bonds called for early redemption as provided in the Order.

SECTION 7: Further Actions Authorized. The Chairperson and Secretary of the Board, or the designees thereof, are authorized to evidence adoption of this Redemption Resolution and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof, including the retention of a verification agent to provide the Report (as defined in the Escrow Agreement).

SECTION 8: Recitals Incorporated. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Redemption Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 9: Repealer. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Redemption Resolution are hereby repealed to the extent of such conflict, and the provisions of this Redemption Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 10: Choice of Law. This Redemption Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 11: Severability. If any provision of this Redemption Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Redemption Resolution and the application of such provision to other persons and circumstances

shall nevertheless be valid, and the Board hereby declares that this Redemption Resolution would have been enacted without such invalid provision.

SECTION 12: Open Meeting. It is officially found, determined, and declared that the meeting at which this Redemption Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Redemption Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 13: Headings. The titles and headings of the sections are for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms and provisions hereof.

SECTION 14: Effective Date. This Redemption Resolution shall be in force and effect from and after its final passage, and it is so resolved.

[The remainder of this page intentionally left blank.]

PASSED AND APPROVED, this the ____ day of _____, 2023.

SOUTH TEXAS COLLEGE DISTRICT

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

EXHIBIT A

NOTICE OF PARTIAL REDEMPTION

Notice is hereby given that the South Texas College District, acting through its Board of Trustees (the "Board"), has called for redemption the following outstanding obligations:

"South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020," dated July 1, 2020 (the "Bonds"), bearing interest, and stated to mature on August 15 in the year(s) as follows:

<u>Maturity Date*</u>	<u>Principal Amount Outstanding (\$)*</u>	<u>Amount Being Redeemed (\$)*</u>	<u>Interest Rate (%)*</u>
August 15, 2033	4,260,000	4,260,000	3.0
August 15, 2034	4,385,000	4,385,000	3.0

The date fixed for redemption of the Bonds is _____ as authorized by the order authorizing the issuance of the Bonds and as directed by the Board pursuant to a resolution adopted on July 25, 2023. You are hereby notified that the Bonds should be presented for redemption on or before the Redemption Date and that interest shall cease to accrue from and after that date, and that on such date there shall become due and payable on each of the Bonds the redemption price equal to the principal amount thereof, without premium, plus unpaid accrued interest to the Redemption Date.

Notice is further given that the Bonds will be payable at and should be submitted either in person or by certified or registered mail to _____, at the following address:

Attn: Corporate Trust Services

This notice is issued and given pursuant to the option of redemption reserved to the Board in the order authorizing the issuance of the Bonds.

WITNESS MY OFFICIAL SIGNATURE this _____, 2023.

SOUTH TEXAS COLLEGE DISTRICT

Secretary, Board of Trustees

* Complete with final redemption information.

EXHIBIT B
FORM OF ESCROW AGREEMENT

ESCROW AGREEMENT

THIS ESCROW AGREEMENT (this “Escrow Agreement”), dated for convenience as of _____, 2023, but effective on the Escrow Funding Date described herein, is made and entered into by and between the SOUTH TEXAS COLLEGE DISTRICT, a college district duly created, organized and existing under the Constitution and laws of the State of Texas (together with any successor to its duties and functions, the “District”), and BOKF, NA, Dallas, Texas, as escrow agent (together with any successor or assign in such capacity, the “Escrow Agent”).

WHEREAS, the District has heretofore issued certain bonds (hereinafter defined as the “Redeemed Bonds”) that it desires to refund in advance of their maturities;

WHEREAS, Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit with a paying agent for any of the Redeemed Bonds, or a trust company or commercial bank that does not act as a depository for the District, from available funds from any source, an amount sufficient to provide for the payment or redemption of the Redeemed Bonds;

WHEREAS, the governing body of the District has adopted a redemption resolution authorizing the defeasance and redemption of certain of its Limited Tax Refunding Bonds, Taxable Series 2020 as further described in **Exhibit “A”** hereto (the “Redeemed Bonds”), for the purpose, among other purposes, of providing the funds necessary to defease and redeem the Redeemed Bonds to reduce the payment of interest thereon and to reduce the District’s aggregate debt service requirements and legal debt outstanding;

WHEREAS, to provide for the payment of the Redeemed Bonds, the District has provided for the transfer to the Escrow Agent pursuant to this Escrow Agreement of money lawfully available for such purpose; and

WHEREAS, the governing body of the District has further determined to effectuate the defeasance and redemption pursuant to this Escrow Agreement, under which provision is made for the safekeeping, investment, reinvestment, administration and disposition of funds necessary to defease and redeem the Redeemed Bonds so as to provide firm banking and financial arrangements for the discharge and final payment of the Redeemed Bonds;

NOW, THEREFORE, in consideration of the mutual undertakings, promises and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, and in order to secure the full and timely payment of the principal of and interest on the Redeemed Bonds, the District and the Escrow Agent contract and agree as follows:

ARTICLE ONE DEFINITIONS AND INTERPRETATIONS

Section 1.1 Definitions.

Unless otherwise expressly provided or unless the context clearly requires otherwise, the following terms shall have the respective meanings specified below for all purposes of this Escrow Agreement:

“Board” shall mean the District’s Board of Trustees.

“Code” shall mean the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder and under the Internal Revenue Code of 1954.

“District” shall mean the South Texas College District, and any successor to its duties and functions.

“Escrow Agent” shall mean BOKF, NA, Dallas, Texas, in its capacity as escrow agent hereunder, and any successor or assign in such capacity.

“Escrow Agreement” shall mean this escrow agreement.

“Escrow Deposit” shall mean the initial deposit into the Escrow Fund, as more particularly described in Section 2.1.

“Escrow Fund” shall mean the fund created in Section 3.1 of this Escrow Agreement to be administered by the Escrow Agent pursuant to the provisions of this Escrow Agreement.

“Escrow Funding Date” shall mean the date on which the District deposits with the Escrow Agent the Escrow Deposit described in Section 2.1 which date shall be no later than _____.

“Escrowed Securities” shall mean the Limited Yield Securities and the Open Market Securities.

“Limited Yield Securities” shall mean the non-callable United States Treasury Obligations-State and Local Government Series to be initially purchased with lawfully available funds of the District, together with all reinvestments of the proceeds thereof as may be directed in Section 4.2 or permitted in Section 4.3(b).

“Open Market Securities” shall mean the United States Treasury securities (or other direct non-callable obligations of the United States, including obligations that are unconditionally guaranteed by the United States) and any non-callable obligations of an agency or instrumentality of the United States, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date the governing body of the issuer adopts or approves the proceedings authorizing the redemption of the Redeemed Bonds, are rated as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent, to be purchased in the open market with cash, together with all reinvestments thereof as may be directed in Section 4.2 or permitted in Section 4.3(b), or cash or obligations substituted therefor pursuant to Section 4.3(a).

“Paying Agent for the Redeemed Bonds” shall mean BOKF, NA, Dallas, Texas.

“Redeemed Bonds Order” shall mean the District’s order authorizing the issuance, sale and delivery of the Redeemed Bonds.

“Redeemed Bonds” shall mean the outstanding bonds of the District as shown on **Exhibit “A”** hereto.

“Report” shall mean the verification report relating to the advance refunding of the Refunded Bonds, a copy of which is attached hereto as **Exhibit “B”**, and any subsequent verification report required by Section 4.3.

Section 1.1 Interpretations.

The titles and headings of the articles and sections of this Escrow Agreement have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict the terms hereof. This Escrow Agreement and all of the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to achieve the intended purpose of providing for the redemption of the Redeemed Bonds in accordance with applicable law.

ARTICLE TWO
DEPOSIT OF FUNDS AND ESCROWED SECURITIES

Section 2.1 Deposits to Escrow Fund.

On the Escrow Funding Date, the District shall deposit, or cause to be deposited, into the Escrow Fund the Escrow Deposit, consisting of the following:

- (a) As the beginning cash balance for the Escrow Fund, \$_____ from available funds of the District;
- (b) the initial Limited Yield Securities with a purchase price of \$_____ from available funds of the District; and
- (c) the initial Open Market Securities with a purchase price of \$_____ from available funds of the District.

ARTICLE THREE
CREATION AND OPERATION OF ESCROW FUND

Section 3.1 Escrow Fund.

On the Escrow Funding Date the Escrow Agent will create in its books a special fund and irrevocable escrow to be known as the “South Texas College District 2023 Cash Defeasance Escrow Fund” (the “Escrow Fund”). On the Escrow Funding Date, the Escrow Deposit described in Section 2.1 will be deposited to the credit of the Escrow Fund, The Escrow Deposit and all proceeds therefrom shall be the property of the Escrow Fund and shall be applied only in strict conformity with the terms and conditions hereof. All Escrowed Securities, all proceeds therefrom and all cash balances from time to time on deposit in the Escrow Fund are hereby irrevocably pledged to the payment of the principal of, redemption premium, if any; and interest on the

Redeemed Bonds, which payment shall be made by timely transfers to the Paying Agent for the Redeemed Bonds of such amounts at such times as are provided in Section 3.2. When the final transfers have been made to the Paying Agent for the Redeemed Bonds for the payment of such principal of, redemption premium, if any, and interest on the Redeemed Bonds, any balance then remaining in the Escrow Fund shall be transferred to the District, and the Escrow Agent shall thereupon be discharged from any further duties hereunder.

Section 3.2 Payment of Principal, Redemption Premium, if any, and Interest; Redemption of Certain Redeemed Bonds.

(a) The Escrow Agent is hereby irrevocably instructed to transfer to the Paying Agent for the Redeemed Bonds from the cash balance from time to time on deposit in the Escrow Fund the amounts required to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds in the amounts and at the times shown in the Report.

(b) Except for amounts transferred to the Paying Agent for the Redeemed Bonds pursuant to Section 3.2(a) and to the District pursuant to Section 4.2, the Escrow Agent agrees that it shall never make any withdrawals from the Escrow Fund or assert any claims, liens or charges against the Escrow Fund.

Section 3.3 Sufficiency of Escrow Fund.

The District represents (based upon the Report) that the successive receipts of the principal of and interest on the Escrowed Securities will assure that the cash balance on deposit from time to time in the Escrow Fund will be at all times sufficient to provide money for transfer to the Paying Agent for the Redeemed Bonds at the times and in the amounts required to pay the interest on the Redeemed Bonds as such interest comes due and to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds as the Redeemed Bonds mature or are called for redemption, all as more fully set forth in the Report. If, for any reason, at any time, the cash balances on deposit or scheduled to be on deposit in the Escrow Fund shall be insufficient to transfer the amounts required by the Paying Agent for the Redeemed Bonds to make the payments set forth in Section 3.2, the District shall timely deposit into the Escrow Fund, from lawfully available funds, additional funds in the amounts required to make such payments. Notice of any such insufficiency shall be given promptly by the Escrow Agent to the District as hereinafter provided, but the Escrow Agent shall not in any manner be responsible for any insufficiency of funds in the Escrow Fund or the District's failure to make additional deposits thereto.

Section 3.4 Trust Fund.

The Escrow Agent at all times shall hold the Escrow Fund, the Escrowed Securities and all other assets of the Escrow Fund wholly segregated from all other funds and securities on deposit with the Escrow Agent; it shall never allow the Escrowed Securities or any other assets of the Escrow Fund to be commingled with any other funds or securities of the Escrow Agent; and it shall hold and dispose of the assets of the Escrow Fund only as set forth herein. The Escrowed Securities and other assets of the Escrow Fund always shall be maintained by the Escrow Agent for the benefit of the holders of the Redeemed Bonds; and a special account evidencing such fact shall be maintained at all times on the books of the Escrow Agent. The holders of the Redeemed Bonds shall be entitled to the same preferred claim and first lien upon the Escrowed Securities, the proceeds thereof and all other assets of the Escrow Fund to which they are entitled as holders of

the Redeemed Bonds. The amounts received by the Escrow Agent under this Escrow Agreement shall not be considered as a banking deposit by the District, and the Escrow Agent shall have no right or title with respect thereto except as escrow agent under the terms hereof. The amounts received by the Escrow Agent hereunder shall not be subject to warrants, drafts or checks drawn by the District or, except to the extent expressly herein provided, by the Paying Agent for the Redeemed Bonds.

Section 3.5 Security for Cash Balances.

Cash balances from time to time on deposit in the Escrow Fund, to the extent not insured by the Federal Deposit Insurance Corporation or its successor, shall be continuously secured by a pledge of direct obligations of, or obligations unconditionally guaranteed by, the United States of America, having a market value at least equal to such cash balances.

ARTICLE FOUR
LIMITATION ON INVESTMENTS

Section 4.1 General.

Except as herein otherwise expressly provided, the Escrow Agent shall not have any power or duty to invest any money held hereunder, to make substitutions of the Escrowed Securities or to sell, transfer or otherwise dispose of the Escrowed Securities.

Section 4.2 Reinvestment of Proceeds of Escrowed Securities.

The Escrow Agent is hereby authorized and directed to reinvest proceeds of the Escrowed Securities which are attributable to amounts received as principal of or interest on the Escrowed Securities and which are not immediately needed to pay the Redeemed Bonds in direct obligations of the United States of America, i.e., United States Treasury Bonds, Bills and Notes, in the amounts, and maturing and bearing interest, all as set out in the Report. The District hereby designates and appoints the Escrow Agent as its agent and duly authorized representative for purposes of subscribing for and purchasing such obligations, all of which shall constitute Escrowed Securities. Any income or increment earned from such reinvestment remaining after final payment of the Redeemed Bonds shall be promptly transferred to the District.

Section 4.3 Substitution of Securities.

(a) The District may, upon compliance with the conditions stated in subsection (c) of this Section 4.3, at its option, substitute cash or non-interest bearing obligations of the United States Treasury (i.e., Treasury obligations which mature and are payable in a stated amount on the maturity date thereof and for which there are no payments other than the payment made on the maturity date) for non-interest bearing Open Market Securities listed in the Report, but only if such cash and/or substituted non-interest bearing direct obligations of the United States Treasury:

- (i) are in an amount, and/or mature in an amount, which, together with any cash substituted for such obligations, is equal to or greater than the amount payable on the maturity date of the obligation listed in the Report for which such obligation is substituted, and

- (ii) mature on or before the maturity date of the obligation listed in the Report for which such obligation is substituted.

The District may at any time substitute any Open Market Securities which, as permitted by the preceding sentence, were not deposited to the credit of the Escrow Fund, for the cash and/or obligations that were substituted for such Open Market Securities.

(b) At the written request of the District, and upon compliance with the conditions hereinafter stated in subsection (c) of this Section 4.3, the Escrow Agent shall sell, transfer, otherwise dispose of or request the redemption of all or any portion of the Escrowed Securities and apply the proceeds therefrom to purchase Redeemed Bonds or direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America which do not permit the redemption thereof at the option of the obligor.

(c) Any such transaction described in subsections (a) and (b) of this Section 4.3 may be effected by the Escrow Agent only if (1) the Escrow Agent shall have received a written opinion from a recognized firm of certified public accountants that such transaction will not cause the amount of money and securities in the Escrow Fund to be reduced below an amount which will be sufficient, when added to the interest to accrue thereon, to provide for the payment of principal of, redemption premium, if any, and interest on the remaining Redeemed Bonds as they become due, and (2) the Escrow Agent shall have received the unqualified written legal opinion of nationally recognized bond counsel or tax counsel acceptable to the District and the Escrow Agent to the effect that (a) such transaction will not cause any of the Redeemed Bonds to be an “arbitrage bond” within the meaning of the Code and (b) that such transaction complies with the Constitution and laws of the State of Texas and with all relevant documents relating to the issuance of the Redeemed Bonds.

Section 4.4 Arbitrage.

The District hereby covenants and agrees that it shall never request the Escrow Agent to exercise any power hereunder or permit any part of the money in the Escrow Fund or proceeds from the sale of Escrowed Securities to be used directly or indirectly to acquire any securities or obligations if the exercise of such power or the acquisition of such securities or obligations would cause any Defeased Bond to be an “arbitrage bond” within the meaning of the Code.

ARTICLE FIVE RECORDS AND REPORTS

Section 5.1 Records.

The Escrow Agent shall keep books of record and account in which complete and correct entries shall be made of all transactions relating to the receipt, disbursement, allocation and application of the money and Escrowed Securities deposited to the Escrow Fund and all proceeds thereof, and such books shall be available for inspection at reasonable hours and under reasonable conditions by the District and the holders of the Redeemed Bonds.

Section 5.2 Reports.

For the period beginning on the Escrow Funding Date and ending on December 31, 2022, and for each twelve (12) month period thereafter while this Agreement remains in effect, the Escrow Agent shall prepare and send to the District within thirty (30) days following the end of such period a written report summarizing all transactions relating to the Escrow Fund during such period, including, without limitation, credits to the Escrow Fund as a result of interest payments on or maturities of the Escrowed Securities and transfers from the Escrow Fund to the Paying Agent for the Redeemed Bonds or otherwise, together with a detailed statement of all Escrowed Securities and the cash balance on deposit in the Escrow Fund as of the end, of such period.

ARTICLE SIX CONCERNING THE ESCROW AGENT

Section 6.1 Representations of Escrow Agent.

BOKF, NA hereby represents (a) that it is either a (i) Paying Agent for the Redeemed Bonds or (ii) trust company or commercial bank that does not act as a depository for the District and (b) that it has all necessary power and authority to enter into this Escrow Agreement and undertake the obligations and responsibilities imposed upon it herein and that it will carry out all of its obligations hereunder.

Section 6.2 Limitation on Liability.

The liability of the Escrow Agent to transfer funds to the Paying Agent for the Redeemed Bonds for the payments of the principal of, redemption premium, if any, and interest on the Redeemed Bonds shall be limited to the proceeds of the Escrowed Securities and the cash balances from time to time on deposit in the Escrow Fund. Notwithstanding any provision contained herein to the contrary, the Escrow Agent shall have no liability whatsoever for the insufficiency of funds from time to time in the Escrow Fund or any failure of the obligor of the Escrowed Securities to make timely payment thereon, except for its obligation to notify the District promptly of any such occurrence.

The recitals herein and in the proceedings authorizing the Redeemed Bonds shall be taken as the statements of the District and shall not be considered as made by, or imposing any obligation or liability upon, the Escrow Agent. The Escrow Agent is not a party to the Redeemed Bonds Order and in its capacity as Escrow Agent is not responsible for or bound by any of the provisions thereof. In its capacity as Escrow Agent, it is agreed that the Escrow Agent need look only to the terms and provisions of this Escrow Agreement.

The Escrow Agent makes no representation as to the value, condition or sufficiency of the Escrow Fund, or any part thereof, or as to the title of the District thereto, or as to the security afforded thereby or hereby, and the Escrow Agent shall incur no liability or responsibility with respect to any of such matters.

It is the intention of the District and the Escrow Agent that the Escrow Agent shall never be required to use or advance its own funds or otherwise incur personal financial liability in the performance of any of its duties or the exercise of any of its rights and powers hereunder.

The Escrow Agent shall not be liable for the performance of any duties, except such duties as are specifically set forth in this Escrow Agreement, and no implied covenants or obligations shall be read into this Escrow Agreement. Nothing herein contained shall relieve the Escrow Agent from liability for its own negligent action, negligent failure to act or willful misconduct, except that this sentence shall not be construed to limit the effect of the immediately preceding sentence. The Escrow Agent shall not incur any liability for any error of judgment made in good faith by a responsible officer thereof, unless it shall be proved that it was negligent in ascertaining the pertinent facts. The Escrow Agent shall be protected in acting upon any notice, resolution, request, consent, order, certificate, report, opinion, bond or other paper or document believed by it to be genuine, and to have been signed or presented by the proper party or parties. The Escrow Agent may consult with counsel, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it in good faith and in accordance therewith. The Escrow Agent may execute any of the trusts or powers hereunder or perform any duties hereunder either directly or by or through agents, attorneys, custodians or nominees appointed with due care, and shall not be responsible for any willful misconduct on the part of any agent, attorney, custodian or nominee so appointed.

Unless it is specifically provided otherwise herein, the Escrow Agent has no duty to determine or inquire into the happening or occurrence of any event or contingency or the performance or failure of performance of the District with respect to arrangements or contracts with others, with the Escrow Agent's sole duty hereunder being to safeguard the Escrow Fund and to dispose of and deliver the same in accordance with this Escrow Agreement. If, however, the Escrow Agent is called upon by the terms of this Escrow Agreement to determine the occurrence of any event or contingency, the Escrow Agent shall be obligated, in making such determination, only to exercise reasonable care and diligence, and in the event of error in making such determination the Escrow Agent shall be liable only for its own negligence or willful misconduct. In determining the occurrence of any such event or contingency the Escrow Agent may request from the District or any other person such reasonable additional evidence as the Escrow Agent in its discretion may deem necessary to determine any fact relating to the occurrence of such event or contingency, and in this connection may make inquiries of, and consult with, the District, among others, at any time.

The Escrow Agent shall not be liable for any action taken or neglected to be taken by it in good faith in the exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Escrow Agreement, nor shall the Escrow Agent be responsible for the consequences of any error of judgment; nor shall the Escrow Agent be answerable, except for its own neglect or fault, for any loss unless the same shall have been through its negligence or willful misconduct.

In the absence of bad faith, the Escrow Agent may rely conclusively upon the truth, completeness and accuracy of the statements, certificates, opinions, resolutions and other documents conforming to the requirements of this Escrow Agreement, and shall not be obligated to make any independent investigation with respect thereto.

To the full extent permitted by law, the District agrees to indemnify, defend and hold the Escrow Agent harmless from and against any and all loss, damage, tax, liability and expense that may be incurred by the Escrow Agent arising out of or in connection with its acceptance or appointment as Escrow Agent hereunder, including attorneys' fees and expenses of defending

itself against any claim or liability in connection with, its performance hereunder except that the Escrow Agent shall not be indemnified for any loss, damage, tax, liability, or expense resulting from its own negligence or willful misconduct. The foregoing indemnification shall survive the termination of this Escrow Agreement or the resignation or removal of the Escrow Agent for any reason.

Section 6.3 Compensation.

On the Escrow Funding Date, the District will pay _____ for performing its services as Escrow Agent hereunder and for all expenses incurred or to be incurred by the Escrow Agent in the administration of this Escrow Agreement, the fees set out in **Exhibit “C”**. If the Escrow Agent is requested to perform any extraordinary services hereunder, the District hereby agrees to pay reasonable fees to the Escrow Agent for such extraordinary services and to reimburse the Escrow Agent for all expenses incurred by the Escrow Agent in performing such extraordinary services. It is expressly provided that the Escrow Agent shall look only to the District for the payment of such additional fees and reimbursement of such additional expenses. The Escrow Agent hereby agrees that in no event shall it ever assert any claim or lien against the Escrow Fund for any fees for its services, whether regular, additional or extraordinary, as Escrow Agent, or in any other capacity, or for reimbursement for any of its expenses.

The Escrow Agent, in its capacity as the Paying Agent for the Redeemed Bonds, agrees to continue to act as paying agent for the Redeemed Bonds for the life of such bonds, under the fee schedule currently in effect for such bonds, with the remedy for nonpayment being solely an action against the District for amounts owing under the Paying Agent Agreement. The fees will continue to be paid by the District, and in no instance will the proceeds of the Escrow Fund be used to pay the fees of the Paying Agent for the Redeemed Bonds.

Section 6.4 Successor Escrow Agents.

If at any time the Escrow Agent or its legal successor or successors should become unable, through operation of law or otherwise, to act as escrow agent hereunder, or if its property and affairs shall be taken under the control of any state or federal court or administrative body because of insolvency or bankruptcy or for any other reason, a vacancy shall forthwith exist in the office of Escrow Agent hereunder. In such event the District, by appropriate action, shall promptly appoint a successor Escrow Agent to fill such vacancy. If no successor Escrow Agent shall have been appointed by the District within sixty (60) days of such vacancy, a successor may be appointed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding by an instrument or instruments in writing filed with the District, signed by such holders or by their duly authorized attorneys. If, in a proper case, no appointment of a successor Escrow Agent shall be made pursuant to the foregoing provisions of this section within three months after a vacancy shall have occurred, the holder of any Redeemed Bond then outstanding may apply to any court of competent jurisdiction to appoint a successor Escrow Agent. Such court may thereupon, after such notice, if any, as it may deem proper, prescribe and appoint a successor Escrow Agent.

Any successor Escrow Agent shall be qualified to act in such capacity under Chapter 1207, Texas Government Code, as amended, and shall be a corporation organized and doing business under the laws of the United States or the State of Texas, authorized under such laws to exercise

corporate trust powers, having a combined capital and surplus of at least \$50,000,000 and subject to supervision or examination by federal or state authority.

Any successor Escrow Agent shall execute, acknowledge and deliver to the District and the Escrow Agent an instrument accepting such appointment hereunder, and the Escrow Agent shall execute and deliver an instrument transferring to such successor Escrow Agent, subject to the terms of this Agreement, all the rights, powers and trusts of the Escrow Agent hereunder. Upon the request of any such successor Escrow Agent, the District shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor Escrow Agent all such rights, powers and duties. The Escrow Agent shall pay over to its successor Escrow Agent a proportional part of the Escrow Agent's fee paid hereunder.

The Escrow Agent at the time acting hereunder may at any time resign and be discharged from the escrow hereby created by giving not less than sixty (60) days' written notice to the District specifying the date when such resignation will take effect. No such resignation shall take effect unless a successor Escrow Agent shall have been appointed by the holders of the Redeemed Bonds or by the District as herein provided and such successor Escrow Agent shall have accepted such appointment, in which event such resignation shall take effect immediately upon the appointment and acceptance of a successor Escrow Agent. If an instrument of acceptance by a successor Escrow Agent shall not have been delivered to the Escrow Agent within 60 days after the giving of such notice of resignation, the resigning Escrow Agent may petition any court of competent jurisdiction for the appointment of a successor Escrow Agent.

The Escrow Agent may be removed at any time with thirty (30) days' prior notice by an instrument or concurrent instruments in writing delivered to the Escrow Agent and to the District and signed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding.

ARTICLE SEVEN MISCELLANEOUS

Section 7.1 Notices.

Any notice, authorization, request or demand required or permitted to be given hereunder shall be made or given in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid, addressed as follows:

To the Escrow Agent:

Attention:

To the District:

South Texas College District
3201 W. Pecan Blvd.
McAllen, Texas 78501
Attention: Vice President for Finance and Administrative Services

The United States Post Office registered or certified mail receipt showing delivery of the aforesaid shall be conclusive evidence of the date and fact of delivery. Either party hereto may change the address to which notices are to be delivered by giving to the other party not less than ten (10) days' prior written notice thereof.

Section 7.2 Termination of Responsibilities.

Upon the taking by the Escrow Agent of all the actions as described herein, the Escrow Agent shall have no further obligations or responsibilities hereunder to the District, the holders of the Redeemed Bonds or to any other person or persons in connection with this. Escrow Agreement.

Section 7.3 Binding Agreement; Amendment.

This Escrow Agreement shall be binding upon the District and the Escrow Agent and their respective successors and legal representatives and shall inure solely to the benefit of the holders of the Redeemed Bonds, the District, the Escrow Agent and their respective successors and legal representatives. This Escrow Agreement shall not be subject to amendment without the written consent of the holders of all Redeemed Bonds then outstanding.

Section 7.4 Severability.

If any one or more of the provisions contained in this Escrow Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Escrow Agreement, but this Escrow Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 7.5 Governing Law.

This Escrow Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the State of Texas.

Section 7.6 Time of Essence.

Time shall be of the essence in the performance of obligations from time to time imposed upon the Escrow Agent by this Escrow Agreement.

Section 7.7 Compliance with Sections 2271.002 and 2252.152, Texas Government Code.

In accordance with Section 2271.002, Texas Government Code, the Escrow Agent hereby verifies that the Bank and any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Escrow Agent (i) does not Boycott Israel (as such term is defined in Section 2271.002, Texas Government Code) and (ii) subject to or as otherwise required by applicable Federal law, including, without limitation, 50 U.S.C. Section 4607, will not Boycott Israel during the term of this Agreement.

Pursuant to Section 2252.152, Texas Government Code, neither the Escrow Agent nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Escrow

Agent is a company currently listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.

[Execution Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SOUTH TEXAS COLLEGE DISTRICT

By: _____
Chairperson, Board of Trustees

ATTEST:

By: _____
Secretary, Board of Trustees

BOKF, NA, Dallas, Texas, as Escrow Agent

By: _____
Name: _____
Title: _____

Address: As listed in Section 7.1 hereof

ATTEST:

By: _____
Name: _____
Title: _____

Exhibit A

Schedule of Redeemed Bonds

South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020,” dated July 1, 2020 (the “Bonds”), bearing interest, and stated to mature as follows:

<u>Maturity Date*</u>	<u>Principal Amount Outstanding (\$)*</u>	<u>Amount Being Redeemed (\$)*</u>	<u>Interest Rate (%)*</u>
August 15, 2033	4,260,000	4,260,000	3.0
August 15, 2034	4,385,000	4,385,000	3.0

* Complete with final redemption information.

Exhibit B
Verification Report

Exhibit C
Fee Schedule

Consent Agenda:
b. Approval of Awards of Proposals, Purchases, and Renewals

Purpose and Justification – Administration recommends Board approval of the following awards of proposals, purchases, and renewals.

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

A. Awards of Proposals

1) Campus Dining and Food Truck Services – III (Award)

Award the proposal for campus dining and food truck services - III for the period beginning August 1, 2023 through July 31, 2024 with two one-year options to renew, with 0% commission. The food truck vendor information and locations are as follows:

Food Truck Vendor	Locations
Tacos Matamoros and More, LLC. (Pharr, TX) (New)	Regional Center for Public Safety Excellence
Tacos Matamoros and More, LLC. (Pharr, TX) (New)	Starr County Campus

Purpose and Justification – Facilities Operations and Maintenance and the Purchasing Department are requesting campus dining and food truck services Monday through Friday for the Regional Center for Public Safety Excellence and Starr County Campus.

Food services must be available for the South Texas College faculty, staff, students, and visitors at all campuses. This vendor is offering a breakfast and lunch menu that includes some of the following items: a variety of breakfast tacos, chilaquiles, fajita tacos, steak tacos, street tacos, etc.

Background – The project timeline and information are as follows:

Advertised RFP	May 17, 2023 and May 24, 2023
RFP Responses Due	June 6, 2023
RFP Issued To	Twenty-One (21) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Operations and Maintenance and the Purchasing Department

2) Childcare Services (Award) – Grant Funded

Award the proposal for childcare services for the period beginning September 1, 2023 through August 31, 2024, at an estimated total Carl Perkins grant amount of \$105,500.00. The forty-three (43) qualifying vendors are as follows:

Vendors (City, State)		
Blessings Learning Academy of Alamo, TX, Inc. (Alamo, TX)	iKids Academy (Alamo, TX)	Kid'z First Child Care Center, Inc. #2 (Alton, TX)

Garza's Childcare and Development Center (Donna, TX)	Little Braves Child Care (Donna, TX) (New)	Alma's Daycare Center (Edinburg, TX)
Genesis Learning Center (Edinburg, TX)	Imagination Station International Montessori Academy (Edinburg, TX) (New)	Next Generation Children's Learning Center, LLC. (Edinburg, TX) (New)
The Appletree Daycare, Inc. (Edinburg, TX) (New)	The Appletree Daycare, Inc. III (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)
VIP Learning Center (Edinburg, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Easter Seals Child Development (McAllen, TX)	Little Shining Star Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX) (New)
Mommyland Bilingual Academy (McAllen, TX)	Tony's Playhouse Discovery Center (McAllen, TX)	Victoria Ann Rios Registered Home (McAllen, TX) (New)
Bright Beginnings Learning Center (Mission, TX)	Children's Garden Daycare (Mission, TX) (New)	Frontier's Little Academy (Mission, TX) (New)
Kidz Crusade Academy, LLC. (Mission, TX)	Martha A. Garcia Registered Childcare (Mission, TX)	Palmview Academy (Mission, TX)
Ready, Set, and Learn Daycare (Mission, TX)	Fisher Kids Academy (Palmview, TX)	Lily's Little Kids Daycare Center, Inc. (Palmview, TX)
Campanitas Day Care (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Kids on Duty II Daycare & Learning Center (Pharr, TX)	Royal Education Center (Pharr, TX)
Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX) (New)	The Appletree Daycare, Inc. II (Sullivan City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
The Honey Tree Learning Center (Weslaco, TX) (New)		

Purpose and Justification – The Providing Academic Support to Students (PASS) Program is requesting childcare services for the students participating in the PASS Program majoring in career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

The career and technical education program students that meet the grant requirements qualify for childcare assistance under the Carl Perkins grant. Some of the requirements are as follows: a cumulative 2.7 GPA or higher and full-time status are required for the Fall, Spring, and Summer semesters (no online courses). In order for the vendors to

qualify, they must submit all the required proposal documents with appropriate signatures and provide a copy of their current state-issued license to operate a childcare program.

Background – The project timeline and information are as follows:

Advertised RFP	May 24, 2023 and May 31, 2023
RFP Responses Due	June 22, 2023
RFP Issued To	Four Hundred Fifty-Four (454) Vendors
Responses Received From	Forty-Three (43) Vendors
Responses Reviewed By	PASS Program, Grant Development, Management, and Compliance Department, and the Purchasing Department

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

3) General Purpose Printing (Award)

Award the proposal for general purpose printing for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$75,000.00. The vendors are as follows:

Vendors (City/State)	Vendors (City/State)
Brand It (McAllen, TX)	Capital Spectrum/dba Communications Specialist, Inc. (CSI) (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX) (New)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, Ltd./dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX) (New)	UBEO, LLC./dba Copy Zone (McAllen, TX)

Purpose and Justification – Public Relations and Marketing is requesting general purpose printing as needed for the new fiscal year.

The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, etc.

Vendors submitting proposals for general purpose printing projects provide quotes dependent on the number of copies, type of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other medium that might impact a particular project. The proposal award to each vendor will be based on the services they provide, their pricing, and their availability (delivery timeline).

Background – The project timeline and information are as follows:

Advertised RFP	May 10, 2023 and May 17, 2023
RFP Responses Due	June 1, 2023
RFP Issued To	Twenty (20) Vendors
Responses Received From	Twelve (12) Vendors
Responses Reviewed By	Public Relations and Marketing and the Purchasing Department

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

4) Library Materials (Award)

Award the proposal for library materials for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$205,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Abdo Publishing (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./dba Gumdrops Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

Purpose and Justification – Library Services is requesting the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district wide.

The library materials will include books, reference materials, ebooks, and other materials for all the College's academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background – The project timeline and information are as follows:

Advertised RFP	May 10, 2023 and May 17, 2023
RFP Responses Due	June 1, 2023
RFP Issued To	Thirty-Seven (37) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Library Services and the Purchasing Department

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2023 – 2024, pending Board approval of the budget.

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

5) Classroom Instructional Podiums (Purchase) – Grant Funded

Purchase classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$68,257.48.

Purpose and Justification – Educational Technologies is requesting to purchase twenty-three (23) classroom instructional podiums for the Starr County Campus Building E South Academic for student instruction. The podiums are part of the audio visual digital video signals upgrade that provides modern computing, presentation devices, and adjustable heights (ADA Compliant) for instruction and student presentation.

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, pending Board approval of the budget.

6)Online Prep Study Guides and Questions (Purchase)

Purchase online prep study guides and questions from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00.

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

Funds for this expenditure are budgeted in the Vocational Nursing budget for FY 2023 – 2024, pending Board approval of the budget.

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

7)Air Conditioning Filters and Installation (Purchase)

Purchase air conditioning filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated annual total amount of \$107,759.10, which is based on prior year expenditures. The services are as follows:

#	Equipment	Service	Amount	Annual Amount
1	Air Handlers	Bi-Monthly	\$15,743.20	\$94,459.20
2	Portable Building AC Units	Quarterly	\$976.65	\$3,906.60
3	Variable Air Volume Boxes	Semi-Annually	\$4,696.65	\$9,393.30

Purpose and Justification – Facilities Operations and Maintenance is requesting the purchase, installation, and removal of air conditioning filters for various types of equipment. Three thousand one hundred sixty-nine (3,169) air condition filters are replaced bi-monthly, quarterly, and semi-annually at all STC buildings throughout the district. The filters are needed to maintain the air quality in the buildings and to keep the systems clean and running properly.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

8)Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$95,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to purchase as-needed building automation control equipment, parts, and maintenance, which will include replacement parts and services for all the buildings through the College district.

The primary function of the building automation system is to provide control over heating, cooling, ventilation, lighting, and other critical building systems at all campuses. These parts and services are necessary in order to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

9)Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a Choice Partners Cooperative approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$87,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all nineteen (19) chillers throughout the district as needed. The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

10)Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)

Purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christ, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2023 through August 25, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to purchase services related to heating, ventilation, and air conditioning maintenance and repairs of the sixteen (16) cooling towers. It will include ordering parts, repairs, and service of the district-wide cooling towers as needed.

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

11)Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), the State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$110,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

12) Software Training Services Agreements (Purchase) – Partially – Grant Funded

Purchase software training services agreements from **Optimum Consultancy Services** (Houston, TX), a Texas Department of Information Services (DIR) approved vendor, for the period beginning May 30, 2023 through May 31, 2024, at an estimated total amount of \$65,027.58. The services are as follows:

#	Department	Training	Period	Amount
1	Library Services	Office 365, SharePoint, Power Apps (40 hours)	5/30/23 – 5/29/24	\$39,993.22
2	Library Services	Microsoft Professional (197 hours)	6/1/23 – 5/31/24	\$8,120.45
3	Academic Affairs	Power BI On-Site Training (3 days - 25 students)	August 2023	\$16,913.91

Purpose and Justification – Library Services is requesting to purchase software training services for the staff to become proficient in the various software programs that are used on a daily basis. The services will also include technical support as needed.

The Division of Academic Affairs is requesting to purchase customization data software and training services to centralize data needs that support the development of an institutional data hub that provides centralized data resources for administrators as well as faculty and staff. This will support program evaluation, identify and target gaps for specific populations, and support key performance indicators and other institutional goals centered around career and technology education students.

Funds for this expenditure are budgeted in the Library Acquisitions, Library Public Services, and the Carl Perkins grant budgets for FY 2022 – 2023.

13)Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the commercial card services (accounts payable card) contract with **PNC Bank** (McAllen, TX) for the period beginning September 1, 2023 through August 31, 2024, at no charge to the College.

Purpose and Justification – The Business Office is requesting to renew the commercial card services, which can be used for vendor invoice payments and payments to vendors that do not accept purchase orders (registrations, subscriptions, software, etc.).

The Accounts Payable (AP) card serves as an Accounts Payable Department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below.

Rebate Schedule		
Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

Background – The contract for commercial card services for the period beginning April 1, 2013, was approved at the March 26, 2013, Board of Trustees meeting. This is one of the services that is available under the Depository Services contract.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from April 1, 2013 through May 31, 2023 is \$670,898.22.

Fiscal Year	Rebate Amounts
FY 2015	\$38,976.69
FY 2016	\$53,275.14
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$102,205.64
FY 2020	\$73,198.51
FY 2021	\$73,116.47
FY 2022	\$83,473.18
FY2023 Sept-May	\$70,656.35

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

14) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all the elevators district wide.

The elevator maintenance agreement includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by the Facilities Maintenance Department as needed.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2023 – 2024, pending Board approval of the budget.

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

15) 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 \$48,348.50 and **Apple, Inc.** (Dallas, TX) at \$1,164.00, at a total amount of \$49,512.50.

Information Technology has evaluated all the purchase requests for computers, laptops, and tablets 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 Laptops
 - ⇒ 6 Laptops for Purchasing Department
 - ⇒ 4 Laptops for Central Receiving
 - ⇒ 1 Laptop for Business Office
- Faculty Laptops
 - ⇒ 3 Laptops for Associate Degree Nursing Program

- Student Computers
⇒ 8 Computers for Learning Commons and Open Labs
- Student Tablets
⇒ 1 Tablet for Surveying and Geospatial Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Purchasing, Central Receiving, Associate Degree Nursing, Learning Commons and Open Labs, Surveying and Geospatial Technology, and Business Office.

16)Time and Attendance Software License, Maintenance, and Support Agreements (Renewal)

Renew the time and attendance software license, maintenance, and support agreements with **Timeclock Plus, LLC.** (San Angelo, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2026, at an estimated total amount of \$184,594.23. The annual payments are as follows: Year 1: \$54,715.49, Year 2: \$61,447.02, and Year 3: \$68,431.72.

Purpose and Justification – The Business Office is requesting to renew the time and attendance software license, maintenance, and support agreements which are used by employees to clock in and out and request leave.

This system is used to review timecards, and in conjunction with Banner, to complete the payroll processing for all employees of the College.

Funds for this expenditure are budgeted in the Business Office budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 – 2026, all pending Board approval of the budget.

Recommendation:

The Committee recommend Board of approval the awards of proposals, purchases, and renewals at a total cost of \$1,572,650.89 as listed below:

A. Awards of Proposals

- 1) **Campus Dining and Food Truck Services – III (Award):** award the proposal for campus dining and food truck services – III for the period beginning August 1, 2023 through July 31, 2024 with two one-year options to renew, with 0% commission. The food truck vendor information and locations are as follows:

Food Truck Vendor	Locations
Tacos Matamoros and More, LLC. (Pharr, TX) (New)	Regional Center for Public Safety Excellence
Tacos Matamoros and More, LLC. (Pharr, TX) (New)	Starr County Campus

- 2) **Childcare Services (Award) – Grant Funded:** award the proposal for childcare services for the period beginning September 1, 2023 through August 31, 2024, at an estimated total Carl Perkins grant amount of \$105,500.00. The forty-three (43) qualifying vendors are as follows:

Vendors (City, State)		
Blessings Learning Academy of Alamo, TX, Inc. (Alamo, TX)	iKids Academy (Alamo, TX)	Kid'z First Child Care Center, Inc. #2 (Alton, TX)
Garza's Childcare and Development Center (Donna, TX)	Little Braves Child Care (Donna, TX) (New)	Alma's Daycare Center (Edinburg, TX)
Genesis Learning Center (Edinburg, TX)	Imagination Station International Montessori Academy (Edinburg, TX) (New)	Next Generation Children's Learning Center, LLC. (Edinburg, TX) (New)
The Appletree Daycare, Inc. (Edinburg, TX) (New)	The Appletree Daycare, Inc. III (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)
VIP Learning Center (Edinburg, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)
Easter Seals Child Development (McAllen, TX)	Little Shining Star Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX) (New)
Mommyland Bilingual Academy (McAllen, TX)	Tony's Playhouse Discovery Center (McAllen, TX)	Victoria Ann Rios Registered Home (McAllen, TX) (New)
Bright Beginnings Learning Center (Mission, TX)	Children's Garden Daycare (Mission, TX) (New)	Frontier's Little Academy (Mission, TX) (New)
Kidz Crusade Academy, LLC. (Mission, TX)	Martha A. Garcia Registered Childcare (Mission, TX)	Palmview Academy (Mission, TX)
Ready, Set, and Learn Daycare (Mission, TX)	Fisher Kids Academy (Palmview, TX)	Lily's Little Kids Daycare Center, Inc. (Palmview, TX)
Campanitas Day Care (Pharr, TX)	Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Kids on Duty II Daycare & Learning Center (Pharr, TX)	Royal Education Center (Pharr, TX)
Kami's Cuddling Center (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
Little Stars Learning Center, LLC. (Rio Grande City, TX) (New)	The Appletree Daycare, Inc. II (Sullivan City, TX) (New)	El Shaddai International Christian Day Care Center (Weslaco, TX)
The Honey Tree Learning Center (Weslaco, TX) (New)		

- 3) **General Purpose Printing (Award):** award the proposal for general purpose printing for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$75,000.00,

Vendor (City/State)	Vendor (City/State)
Brand It (McAllen, TX)	Capital Spectrum/dba Communications Specialist, Inc. (CSI), (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX) (New)
FedEx Office and Printing Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, Ltd./dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX) (New)	UBEO, LLC./ dba Copy Zone (McAllen, TX)

4) Library Materials (Award): award the proposal for library materials for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$205,000.00. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Abdo Publishing (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

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

5) Classroom Instructional Podiums (Purchase) – Grant Funded: purchase of classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$68,257.48;

6) Online Prep Study Guides and Questions (Purchase): purchase online prep study guides and questions from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00;

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

7) Air Conditioning Filters and Installation (Purchase): purchase air conditioning filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated annual total amount of \$107,759.10, which is based on prior year expenditures. The services are as follows:

#	Equipment	Service	Amount	Annual Amount
1	Air Handlers	Bi-Monthly	\$15,743.20	\$94,459.20
2	Portable Building AC Units	Quarterly	\$976.65	\$3,906.60
3	Variable Air Volume Boxes	Semi-Annually	\$4,696.65	\$9,393.30

8)Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase): purchase building automation control equipment, parts, and maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX), a Sourcwell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$95,000.00, which is based on prior year expenditures;

9)Chiller Chemicals and Maintenance (Purchase): purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a Choice Partners Cooperative approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$87,000.00, which is based on prior year expenditures;

10)Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase): purchase heating, ventilation, and air conditioning (HVAC) related services from **Pro Tech Mechanical, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning August 26, 2023 through August 25, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;

11)Parts and Supplies (Purchase): purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcwell, and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 and August 31, 2024, at an estimated total amount of \$110,000.00, which is based on prior year expenditures;

12)Software Training Services Agreements (Purchase) – Grant Funded (Partially): purchase software training services agreements from **Optimum Consultancy Services** (Houston, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 30, 2023 through May 31, 2024, at an estimated total amount of \$65,027.58. The services are as follows:

#	Department	Training	Period	Amount
1	Library Services	Office 365, SharePoint, Power Apps (40 hours)	5/30/23 – 5/29/24	\$39,993.22
2	Library Services	Microsoft Professional (197 hours)	6/1/23 – 5/31/24	\$8,120.45
3	Academic Affairs	Power BI On-Site Training (3 days - 25 students)	August 2023	\$16,913.91

13)Commercial Card Services (Accounts Payable Card) (Renewal): renew the commercial card services (accounts payable card) contract with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, at no charge to the College;

14)Elevator Maintenance Agreement (Renewal): renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023

through August 31, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

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

15)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 \$48,348.50 and **Apple, Inc.** (Dallas, TX) at \$1,164.00, at a total amount of \$49,512.50;

16)Time and Attendance Software License, Maintenance, and Support Agreements (Renewal): renew the time and attendance software license, maintenance, and support agreements with **Timeclock Plus, LLC.** (San Angelo, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2026, at an estimated total amount of \$184,594.23. The annual payments are as follows: Year 1: \$54,715.49, Year 2: \$61,447.02, and Year 3: \$68,431.72;

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 awards of proposals, purchases, and renewals at a total cost of \$1,572,650.89 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

c. Approval to Implement a Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to Include a Summer Schedule Period of a 36-Hour Work Week

Purpose and Justification – Administration recommends Board approval to implement a four-and-a-half-day work week schedule for Fiscal Year 2024 and to include a summer schedule period of a 36-hour work week. The four-and-a-half-day work week will be for the period of September 1, 2023 to May 12, 2024 and August 19, 2024 to August 31, 2024. The 36-hour work week will be for the period of May 13, 2024 to August 18, 2024.

The four-and-a-half-day work week schedule will consist of the following:

- Monday – Thursday 8:00 a.m. – 5:30 p.m. (Half hour Lunch)
- Monday – Thursday 7:30 a.m. – 5:00 p.m. (Half hour Lunch)
- Monday – Thursday 7:45 a.m. – 5:15 p.m. (Half hour Lunch)
- Monday – Thursday 8:00 a.m. – 6:00 p.m. (Full hour Lunch)
- Friday's – 8:00 a.m. – 12:00 p.m. (applicable for all schedules above)

The 36-hour work week summer schedule will consist of the following:

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

Exceptions outside these schedules would be made at the discretion and approval of the supervisor. Supervisors will ensure that administrative offices are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

Background – The Board of Trustees approved a summer pilot program of a four-and-a-half-day work week Schedule in May 2022, The Board extended the pilot program after July 2022, to a four-and-a-half-day work week schedule beginning August 1, 2022, and continuing through fiscal year 2022 - 2023. In Summer 2023, a 36-hour work week was approved by the Board for a 13-week period.

A College-wide survey was done in April 2022 to gather employee feedback. The feedback received by employees was positive, including that employees favored an extended weekend and additional time with their families.

The four-and-a-half-day work week will be for the period of September 1, 2023 to May 12, 2024 and August 19, 2024 to August 31, 2024. The 36-hour work week will be for the period of May 13, 2024, to August 18, 2024.

Reviewers – The Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to include a Summer Schedule Period of a 36-Hour Work Week has been reviewed by Administrative Staff, President's Cabinet, and Legal Counsel.

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

The Committee recommended Board approval to implement a four-and-a-half-day work week schedule for Fiscal Year 2024 and to include a summer schedule period of a 36-hour work week. The four-and-a-half-day work week will be for the period of September 1, 2023 to May 12, 2024 and August 19, 2024 to August 31, 2024. The 36-hour work week will be for the period of May 13, 2024 to August 18, 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 implementation of a four-and-a-half-day work week schedule for Fiscal Year 2024 and to include a summer schedule period of a 36-hour work week. The four-and-a-half-day work week will be for the period of September 1, 2023 to May 12, 2024 and August 19, 2024 to August 31, 2024. The 36-hour work week will be for the period of May 13, 2024 to August 18, 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

d. Approval of Proposed Budget Amendment for FY 2022 - 2023

Purpose and Justification – Administration recommends Board approval of the proposed budget amendment for FY 2022 – 2023.

Background - The proposed budget amendment is necessary to fund and process a transfer from the Unrestricted Fund to the Plant Fund for the purpose of funding capital improvement projects.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures/fund balance for the Unrestricted and Plant Fund for Fiscal Year 2022 – 2023 will increase as follows:

**Fiscal Year 2022 - 2023
Budgeted Revenues and Expenditures/Fund Balance Net Effect**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$197,103,747	\$3,000,000	\$200,103,747
Unexpended Plant Fund – Construction	B	\$ 23,311,095	-	\$ 23,311,095

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

The budget amendment is proposed as follows:

Increase Unrestricted Fund Balance Carryover and Increase Unrestricted Fund Balance Transfer to Plant Fund

A budget amendment is proposed to increase the Unrestricted Fund Balance Carryover Allocation revenue and the Transfer to the Unexpended Plant Fund – Construction by \$3,000,000 for the purpose of transferring funds from the Unrestricted Fund Balance to the Unexpended Plant Fund – Construction for capital improvement projects, as follows:

**Fiscal Year 2022 - 2023
Unrestricted Fund**

Source	Amended Budget	Proposed Amendment	Amended Budget
Revenue Carryover Allocations Unexpended Plant Fund – Construction	\$3,500,000	\$3,000,000	\$6,500,000
Transfers & Reserves Transfer to Unexpended Plant Fund – Construction	\$3,500,000	\$3,000,000	\$6,500,000

Fiscal Year 2022 - 2023
Summary of Proposed Transfers to Plant Funds

Fund				Original Budget Transfer In/(Out)	Amendment Transfer In/(Out)	Amended Budget Total Transfer In/(Out)
Unrestricted Fund				\$ (3,500,000)	\$ (3,000,000)	\$ (6,500,000)
Unexpended	Plant	Fund	-	\$ 3,500,000	\$ 3,000,000	\$ 6,500,000
Construction						

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

Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2022 – 2023 for the Committee's review and discussion.

The Committee recommended Board approval of the proposed budget amendment for FY 2022 – 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 proposed budget amendment for FY 2022 – 2023, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Proposed Award of Proposal for Ground Maintenance

Administration recommends that the Board award the proposal for grounds maintenance to **Brightview Landscape Services, Inc.** (Corpus Christi, TX) (New), for the period beginning July 26, 2023 through July 25, 2024 with two one-year options to renew, at an estimated grand total amount of \$676,673.61. The services are as follows:

#	Services	Amount	
1	Mowing, Tree Trimming, Shredding Services, and Irrigation Inspections	Estimated	\$456,673.61
2	Various Plants, Replacement Plants, and Landscaping as needed	Not Exceeding	\$150,000.00
3	Sprinkler System Repairs as needed	Not Exceeding	\$70,000.00

Purpose and Justification – Facilities Operations and Maintenance is requesting ground maintenance services for all the South Texas College campuses.

The grounds maintenance contract will include the following services: mowing, shredding of grass, tree trimming, flower beds, plants and plant replacements, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses and the Regional Center for Public Safety Excellence.

Background – The project timeline and information are as follows:

Advertised RFP	May 3, 2023 and May 10, 2023
RFP Responses Due	May 31, 2023
RFP Issued To	Twelve (12) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Facilities Operations and Maintenance and the Purchasing Department

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

On July 11, 2023, the Finance, Audit, and Human Resources Committee reviewed this item but did not recommend Board action. It is presented here for Board action as necessary. Administration recommends approval 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 proposal for grounds maintenance to Brightview Landscape Services, Inc. (Corpus Christi, TX) (New), for the period beginning July 26, 2023 through July 25, 2024 with two one-year options to renew, at an estimated grand total amount of \$676,673.61.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
 GROUNDS MAINTENANCE
 PROJECT NO. 22-23-1066**

VENDOR			Brightview Landscape Services, Inc.		Green Valley Lawn & Maintenance, LLC.		Maldonado Landscape		South Texas Landscapes, Irrigation, and Pest Control, LLC.		TLC Total Lawn Care, LLC.	
ADDRESS			4570 Baldwin Blvd		2006 Gardenia St		402 N Washington		1802 Nugget St		16380 N Evans Rd Ste 3	
CITY/STATE/ZIP			Corpus Christi, TX 78408		Penitas, TX 78576		Harlingen, TX 78851		Penitas, TX 78576		Selma, TX 78154	
PHONE			361-462-3148		956-607-4448		361-935-1385		956-862-0232		800-796-8087	
CONTACT			Ben Strickland		Humberto Garcia Jr		Jerry Maldonado		Alexis Garza		Gerry Bower	
#	Qty	Description	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount
Mowing Services												
1	46	Pecan Campus	\$ 2,720.38	\$ 125,137.48	\$ 3,500.00	\$ 161,000.00	\$ 4,049.30	\$ 186,267.80	\$ 3,000.00	\$ 138,000.00	\$ 3,043.48	\$ 140,000.08
2	46	Pecan Plaza	\$ 138.33	\$ 6,363.18	\$ 525.00	\$ 24,150.00	\$ 263.29	\$ 12,111.34	\$ 100.00	\$ 4,600.00	\$ 182.35	\$ 8,388.10
3	46	Jag 600 Parking Lot	\$ 279.84	\$ 12,872.64	\$ 1,050.00	\$ 48,300.00	\$ 550.31	\$ 25,314.26	\$ 250.00	\$ 11,500.00	\$ 361.87	\$ 16,646.02
4	46	Mid Valley Campus	\$ 1,477.39	\$ 67,959.94	\$ 2,100.00	\$ 96,600.00	\$ 2,130.21	\$ 97,989.66	\$ 1,100.00	\$ 50,600.00	\$ 1,457.74	\$ 67,056.04
5	46	Nursing and Allied Health Campus	\$ 652.05	\$ 29,994.30	\$ 1,750.00	\$ 80,500.00	\$ 1,056.53	\$ 48,600.38	\$ 500.00	\$ 23,000.00	\$ 870.78	\$ 40,055.88
6	46	Regional Center for Public Service Center	\$ 516.68	\$ 23,767.28	\$ 1,400.00	\$ 64,400.00	\$ 669.19	\$ 30,782.74	\$ 520.00	\$ 23,920.00	\$ 555.57	\$ 25,556.22
7	46	Technology Campus	\$ 867.07	\$ 39,885.22	\$ 1,750.00	\$ 80,500.00	\$ 1,175.94	\$ 54,093.24	\$ 900.00	\$ 41,400.00	\$ 1,185.89	\$ 54,550.94
8	46	Starr County Campus	\$ 1,575.33	\$ 72,465.18	\$ 2,450.00	\$ 112,700.00	\$ 2,623.03	\$ 120,659.38	\$ 1,400.00	\$ 64,400.00	\$ 2,009.87	\$ 92,454.02
Total for Annual Mowing Services			\$ 378,445.22		\$ 668,150.00		\$ 575,818.80		\$ 357,420.00		\$ 444,707.30	
Tree Trimming Services Per Service Charge (Once a Year)												
9		Pecan Campus	\$ 5,806.87		\$ 43,210.00		\$ 27,632.96		\$ 15,000.00		\$ 21,525.00	
10		Nursing and Allied Health Campus	\$ 1,332.13		\$ 10,055.00		\$ 5,832.42		\$ 3,000.00		\$ 4,851.00	
11		Technology Campus	\$ 1,083.87		\$ 8,305.00		\$ 4,242.50		\$ 2,800.00		\$ 3,872.00	
12		Starr County Campus	\$ 1,380.56		\$ 10,230.00		\$ 6,624.64		\$ 3,600.00		\$ 6,743.00	
13		Mid Valley Campus	\$ 2,307.00		\$ 17,835.00		\$ 8,465.39		\$ 6,200.00		\$ 8,144.00	
14		Regional Center for Public Service Center	\$ 411.76		\$ 3,400.00		\$ 722.95		\$ 1,100.00		\$ 1,321.00	
15		Pecan Plaza	\$ 369.35		\$ 2,735.00		\$ 1,758.29		\$ 1,000.00		\$ 1,619.00	
16		Jag 600 Parking Lot	\$ 690.29		\$ 6,015.00		\$ 1,285.63		\$ 2,000.00		\$ 2,472.00	
Total for Tree Trimming Services			\$ 13,381.83		\$ 101,785.00		\$ 56,564.78		\$ 34,700.00		\$ 50,547.00	
Plants, Shrubs, Mulch, and Landscape Materials												
17		Discount to STC for Plants & Shrubs	5%				5%		10%		20%	
18		Discount to STC for Mulch	5%				5%		10%		20%	
19		Discount to STC for Landscape Materials	5%				5%		10%		20%	
20		Per plant, Mulch, & Landscape Materials Installation Discount	5%				10%		10%		20%	
Shredding of Grass Services												
21	6	Pecan Campus (34 acres on South side of Pecan Blvd.)	\$ 1,309.42	\$ 7,856.52	\$ 1,870.00	\$ 11,220.00	\$ 660.88	\$ 3,965.28	\$ 880.00	\$ 5,280.00	\$ 1,509.00	\$ 9,054.00
22	6	Pecan Campus (North Side of 600 Space Parking Lot)	\$ 1,309.42	\$ 7,856.52	\$ 385.00	\$ 2,310.00	\$ 135.36	\$ 812.16	\$ 300.00	\$ 1,800.00	\$ 166.67	\$ 1,000.02
23	6	Starr County Campus	\$ 385.00	\$ 2,310.00	\$ 685.00	\$ 4,110.00	\$ 163.12	\$ 978.72	\$ 300.00	\$ 1,800.00	\$ 550.17	\$ 3,301.02
24	6	Regional Center for Public Service Center	\$ 1,023.32	\$ 6,139.92	\$ 1,210.00	\$ 7,260.00	\$ 599.89	\$ 3,599.34	\$ 950.00	\$ 5,700.00	\$ 1,075.33	\$ 6,451.98
Total Annual Shredding Services			\$ 24,162.96		\$ 24,900.00		\$ 9,355.50		\$ 14,580.00		\$ 19,807.02	
Grand Total for Mowing, Tree Trimming, & Shredding Services			\$ 415,990.01		\$ 794,835.00		\$ 641,739.08		\$ 406,700.00		\$ 515,061.32	
Irrigation Sprinkler System Inspection, Repair and Purchase of Materials												
25	12	Pecan Campus	\$ 1,576.87	\$ 18,922.44	\$ 5,822.00	\$ 69,864.00	\$ 1,571.71	\$ 18,860.52	\$ 600.00	\$ 7,200.00	\$ 1,057.50	\$ 12,690.00
26	12	Pecan Plaza	\$ 105.13	\$ 1,261.56	\$ 852.00	\$ 10,224.00	\$ 96.91	\$ 1,162.92	\$ 60.00	\$ 720.00	\$ 105.00	\$ 1,260.00
27	12	Mid Valley Campus	\$ 525.63	\$ 6,307.56	\$ 4,260.00	\$ 51,120.00	\$ 466.26	\$ 5,595.12	\$ 450.00	\$ 5,400.00	\$ 733.50	\$ 8,802.00
28	12	Nursing and Allied Health Campus	\$ 315.39	\$ 3,784.68	\$ 2,556.00	\$ 30,672.00	\$ 290.95	\$ 3,491.40	\$ 200.00	\$ 2,400.00	\$ 296.25	\$ 3,555.00

**SOUTH TEXAS COLLEGE
 GROUNDS MAINTENANCE
 PROJECT NO. 22-23-1066**

VENDOR			Brightview Landscape Services, Inc.		Green Valley Lawn & Maintenance, LLC.		Maldonado Landscape		South Texas Landscapes, Irrigation, and Pest Control, LLC.		TLC Total Lawn Care, LLC.	
#	Qty	Description	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount
29	12	Regional Center for Public Service Center	\$ 78.84	\$ 946.08	\$ 852.00	\$ 10,224.00	\$ 80.62	\$ 967.44	\$ 180.00	\$ 2,160.00	\$ 189.00	\$ 2,268.00
30	12	Starr County Campus	\$ 525.63	\$ 6,307.56	\$ 4,970.00	\$ 59,640.00	\$ 655.58	\$ 7,866.96	\$ 460.00	\$ 5,520.00	\$ 648.75	\$ 7,785.00
31	12	Technology Campus	\$ 262.81	\$ 3,153.72	\$ 2,556.00	\$ 30,672.00	\$ 220.69	\$ 2,648.28	\$ 340.00	\$ 4,080.00	\$ 360.00	\$ 4,320.00
Total for Sprinkler System Inspection, Repair and Purchase of Materials			\$ 40,683.60		\$ 262,416.00		\$ 40,592.64		\$ 27,480.00		\$ 40,680.00	
Repairs												
32	Labor Rate		\$65.00/hr weekdays		\$75.00/hr weekdays		\$55.00/hr weekdays		\$50.00/hr weekdays		\$75.00/hr weekdays	
Purchase of Irrigation Parts, Material and Supplies												
33	Markup on irrigation parts, materials and supplies		30%		15%		\$ 7,866.96		25%		30%	
Required Licenses												
34	Pesticide Private Applicator License		Yes		Yes		Yes		Yes		Yes	
35	Landscape Irrigation License		Yes		Yes		Yes		No		Yes	
Escalation												
36	2nd Year		3%		2%		3%		0%		3%	
37	3rd Year		3%		1%		3%		0%		3%	
TOTAL BID AMOUNT			\$ 456,673.61		\$ 1,057,251.00		\$ 682,331.72		\$ 434,180.00		\$ 555,741.32	
TOTAL EVALUATION POINTS			91.15		71.13		80.39		****		83.43	
RANKING			1		4		3		****		2	

**** Vendor did not provide required licenses, therefore not evaluated.
 The Director of Purchasing has reviewed all the responses and evaluations completed.
 *The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE
GROUNDS MAINTENANCE
PROJECT NO. 22-23-1066
EVALUATION SUMMARY**

NAME		Brightview Landscape Services, Inc.		Green Valley Lawn & Maintenance, LLC.		Maldonado Landscape		TLC Total Lawn Care, LLC.	
ADDRESS		4570 Baldwin Blvd		2006 Gardenia St		402 N Washington		4234 N FM 88	
CITY/STATE/ZIP		Corpus Christi, TX 78408		Penitas, TX 78576		Harlingen, TX 78851		Weslaco, TX 78599	
PHONE		361-462-3148		956-607-4448		361-935-1385		800-796-8087	
CONTACT		Ben Strickland		Humberto Garcia Jr		Jerry Maldonado		Gerry Bower	
1	The purchase price. (up to 32 points)	32	32	13.82	13.82	21.41	21.41	26.29	26.29
		32		13.82		21.41		26.29	
		32		13.82		21.41		26.29	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	16	15.66	15	14.66	16	15.33	16	15.5
		15		14		14		14	
		16		15		16		16.5	
3	The quality of the vendor's goods or services. (up to 16 points)	15	14.66	15	14	15	14	15	13.33
		14		12		12		10	
		15		15		15		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	14	13.33	12	12.33	14	12.66	14	12.66
		12		11		10		10	
		14		14		14		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2.5	2.5	2.5	2.16
		2		2		2		1	
		2		2		3		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	1	1	0	0
		0		0		1		0	
		0		0		1		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	3	3.5	5	4.66	4	3.83	4	3.83
		3		4		3		3	
		4.5		5		4.5		4.5	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state. (up to 5 points)		5		5		5		5
		5		5		5		5	
		5		5		5		5	
		5		5		5		5	
9	The vendor's experience in providing the goods or services requested. (up to 5 points)	5	5	5	4.66	5	4.66	5	4.66
		5		4		4		4	
		5		5		5		5	
TOTAL EVALUATION POINTS		91.15		71.13		80.39		83.43	
RANKING		1		4		3		2	

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

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

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 Yes No
9	Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable

Total Points

100

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

Review and Action as Necessary on Proposed Award of Proposal for the Purchase of Welding Equipment for the Mid Valley Campus

Administration recommends that the Board award the proposal for the purchase of welding equipment from **Triple-S Steel Supply, LLC./ dba Alamo Iron Works** (San Antonio, TX), at a total amount of \$193,972.33.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase sixteen (16) welding machines for student instruction. This equipment is needed due to the welding lab expansion at the Mid Valley Campus Building D-Workforce Center.

Background – The project timeline and information are as follows:

Advertised RFP	May 24, 2023 and May 31, 2023
RFP Responses Due	June 15, 2023
RFP Issued To	Four (4) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Welding Program and the Purchasing Department

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

On July 11, 2023, the Finance, Audit, and Human Resources Committee reviewed this item but did not recommend Board action. It is presented here for Board action as necessary. Administration recommends approval 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 proposal for the purchase of welding equipment from Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX), at a total amount of \$193,972.33.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
PURCHASE OF WELDING EQUIPMENT
PROJECT NO. 22-23-1070**

NAME		Airgas USA, LLC.	Airgas USA, LLC.		Triple-S Steel Supply, LLC./ dba Alamo Iron Works			
ADDRESS		201 N 23rd St	201 N 23rd St		943 AT&T Ctr Pkwy			
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78501		San Antonio, TX 78219			
PHONE		956-686-7622	956-686-7622		800-292-7818			
FAX		956-682-6936	956-682-6936					
CONTACT		Javier Olmos	Javier Olmos		Robert N. Garcia			
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	16	Multi-Process Welding Unit	\$ 5,498.95	\$ 87,983.20	\$ 5,386.67	\$ 86,186.72	\$ 5,528.21	\$ 88,451.36
	1	Shipping and Handling		\$ -		\$ -		\$ -
2	16	Wire Feeder	\$ 3,523.75	\$ 56,380.00	\$ 3,225.33	\$ 51,605.28	\$ 3,542.49	\$ 56,679.84
	1	Shipping and Handling		\$ -		\$ -		\$ -
3	16	Welding Cable Set	\$ 334.54	\$ 5,352.64	\$ 306.00	\$ 4,896.00	\$ 341.13	\$ 5,458.08
	1	Shipping and Handling		\$ -		\$ -		\$ -
4	16	Connector	\$ 41.69	\$ 667.04	\$ 14.80	\$ 236.80	\$ 44.19	\$ 707.04
	1	Shipping and Handling		\$ -		\$ -		\$ -
5	13	MIG, Flux Cored Welding Unit	\$ 3,428.66	\$ 44,572.58	\$ 3,666.00	\$ 47,658.00	\$ 3,282.77	\$ 42,676.01
	1	Shipping and Handling		\$ -		\$ -		\$ -
Number of Days for Delivery Upon Placement of Order			4-6 Weeks		4-6 Weeks			
TOTAL AMOUNT PROPOSED			\$ 194,955.46		\$ 190,582.80		\$ 193,972.33	
TOTAL EVALUATION POINTS			91.14		****		92.17	
RANKING			2		****		1	

****The vendor did not provide the required documentation, therefore not evaluated.

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

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

**SOUTH TEXAS COLLEGE
PURCHASE OF WELDING EQUIPMENT
PROJECT NO. 22-23-1070
EVALUATION SUMMARY**

VENDOR		Airgas USA, LLC.		Triple S Steel Supply, LLC./dba Alamo Iron Works	
ADDRESS		201 N 23rd St		943 AT&T Ctr Pkwy	
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78219	
PHONE		956-686-7622		800-292-7818	
FAX		956-682-6936			
CONTACT		Javier Olmos		Robert N. Garcia	
1	The purchase price. (up to 47 points)	45.94	45.94	46.17	46.17
		45.94		46.17	
		45.94		46.17	
		45.94		46.17	
		45.94		46.17	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	8.8	10	10
		8		10	
		9		10	
		9		10	
		9		10	
3	The quality of vendor's goods or services. (up to 16 points)	16	16	16	16
		16		16	
		16		16	
		16		16	
		16		16	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	18	17.6	17	17
		16		17	
		18		17	
		18		17	
		18		17	
5	The Vendor's past relationship with the district. (up to 3 points)	3	2.8	3	3
		2		3	
		3		3	
		3		3	
		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
7	For a contract of goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner; a. has its principal place of business in this state; or b. employs at least 500 persons in this state. (up to 5 points)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		91.14		92.17	
RANKING		2		1	

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

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

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: For a contract for goods and services, other that goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

Review and Action as Necessary on Proposed Purchase of Welding Equipment for the Mid Valley Campus, Starr County Campus, and Technology Campus

Administration recommends that the Board approve the purchase of welding equipment from **Airgas USA, LLC**. (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$204,889.78.

This purchase is separate from the preceding award of proposals and is for a different type of welding equipment than included in that item. This equipment will also be used at the Mid Valley Campus, as well as the Starr County Campus and the Technology Campus.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology are requesting to purchase thirty-seven (37) welding machines for student instruction. The equipment will be located in the expansion areas as follows:

Location	Quantity
Mid Valley Campus Building D Workforce Center	6
Starr County Campus Building D Workforce Center	21
Technology Campus Building E – Institute Advanced Manufacturing	10

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

This item was not available at the time of the July 11, 2023 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation. Administration recommends approval 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 purchase of welding equipment from Airgas USA, LLC. (McAllen, TX), an E&I Cooperative Services approved vendor, at a total amount of \$204,889.78.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
WELDING EQUIPMENT**

VENDOR			Airgas USA, LLC.	
ADDRESS			201 N 23rd St	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			956-686-7622	
FAX			956-682-6936	
CONTACT			Javier Olmos	
#	Qty	Description	Unit Price	Extension
1	15	Welder Multi-Process Flextec 350X Powerconnect	\$ 5,498.95	\$ 82,484.25
2	15	Feeder Wire LN-25X MIG/Flux Core 300AMP .45 TVT Magnum Pro Curve	\$ 3,523.75	\$ 52,856.25
3	15	Cable Package Work and Wire Feeder 2/0 Includes Tweco Style Cam-Lock Connectors, Work Clamps, 10' Work Cable and 10' Electrode Cable Rated 350AMPS	\$ 334.54	\$ 5,018.10
4	15	Receptacle Tweco Style Female 1/0 thru 2/0	\$ 41.69	\$ 625.35
5	12	1SA Saddle Machine with Spacers - F	\$ 1,591.49	\$ 19,097.88
6	6	2SA Saddle Machine with Spacers - 6	\$ 2,261.58	\$ 13,569.48
7	4	3SA Saddle Machine with Spacers - 1	\$ 4,606.92	\$ 18,427.68
8	22	Machine Torch MT204A 2-Hose w/Reverse Flow Check Valves Series 1 for Acetylene	\$ 575.72	\$ 12,665.84
9	1	Shipping and Handling	\$ 144.95	\$ 144.95
TOTAL AMOUNT			\$ 204,889.78	

**Review and Action as Necessary on Proposed Award of Proposal for
the Purchase of a Virtual Reality Welding Training Simulator – II
(Grant Funded)**

Administration recommends the Board award the proposal for a virtual reality welding training simulator - II to **Triple-S Steel Supply, LLC./dba Alamo Iron Works** (San Antonio, TX), at a total amount of \$78,615.47.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase its third virtual reality welding training simulator for student instruction at the Starr County Campus Virtual Reality Lab.

The simulator is necessary for student training and instructor preparation as it realistically simulates the experience of welding devices. It provides a virtual hands-on training experience that allows students to complete more passes in traditional training and provides real-time feedback on different welding techniques and positions to the students and instructors.

A computer-based training system is an educational tool designed to supplement and enhance traditional welding training. It allows students to practice their welding techniques in a simulated and immersive environment.

Background – The project timeline and information are as follows:

Advertised RFP	May 24, 2023 and May 31, 2023
RFP Responses Due	June 15, 2023
RFP Issued To	Three (3) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Welding Program, Information Technology, and the Purchasing Department

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

On July 11, 2023, the Finance, Audit, and Human Resources Committee reviewed this item but did not recommend Board action. It is presented here for Board action as necessary. Administration recommends approval 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 proposal for a virtual reality welding training simulator - II to Triple-S Steel Supply, LLC./dba Alamo Iron Works (San Antonio, TX), at a total amount of \$78,615.47.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
VIRTUAL REALITY WELDING TRAINING SIMULATOR - II
PROJECT NO. 22-23-1069**

NAME		Airgas USA, LLC.	Airgas USA, LLC.	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
ADDRESS		201 N 23rd St	201 N 23rd St	943 AT&T Ctr Pkwy
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78501	San Antonio, TX 78219
PHONE		956-686-7622	956-686-7622	800-292-7818
FAX		956-682-6936	956-682-6936	
CONTACT		Javier Olmos	Javier Olmos	Wayne Dennis
#	Description	Proposed	Proposed	Proposed
1	Welding Training Simulator	\$ 78,616.00	\$ 26,827.26	\$ 78,615.47
2	Training Options	Included Upon Delivery	Included	Training included by Manufacturer Warranty at no Cost
3	Preventive Maintenance	Full Rep Support	N/A, Vendor will Provide Support to Best of their Ability	24/7 Service and Support
4	Offered Options	Instructor Guide - \$203.99 Project-Based Lessons - \$203.99 Project-Based Lessons Book 2 - \$203.99 Upgrade Kit - \$3,469.00		None
5	Delivery	4-6 Weeks	4-6 Weeks	4-5 Weeks
TOTAL AMOUNT PROPOSED		\$ 78,616.00	\$ 26,827.26	\$ 78,615.47
TOTAL EVALUATION POINTS		96.39	****	96.4
RANKING		2	****	1

**** This option did not meet the required specifications, therefore not evaluated.

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

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

**SOUTH TEXAS COLLEGE
VIRTUAL REALITY WELDING TRAINING SIMULATOR - II
PROJECT NO. 22-23-1069
EVALUATION SUMMARY**

VENDOR		Airgas USA, LLC.		Triple S Steel Supply, LLC./ dba Alamo Iron Works	
ADDRESS		201 N 23rd St		943 AT&T Ctr Pkwy	
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78219	
PHONE		956-686-7622		800-292-7818	
FAX		956-682-6936			
CONTACT		Javier Olmos		Wayne Dennis	
1	The purchase price. (up to 45 points)	44.99	44.99	45	45
		44.99		45	
		44.99		45	
		44.99		45	
		44.99		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 15 points)	14	13.8	14	14
		14		13	
		14		13	
		13		15	
		14		15	
3	The quality of vendor's goods or services. (up to 16 points)	15	15.2	15	15.4
		16		16	
		15		14	
		14		16	
		16		16	
4	The extent to which the goods or services meet the districts needs. (up to 20 points)	19	19.6	19	19
		20		19	
		19		17	
		20		20	
		20		20	
5	The Vendor's past relationship with the district. (up to 3 points)	3	2.8	3	3
		3		3	
		3		3	
		2		3	
		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		96.39		96.4	
RANKING		2		1	

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

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

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: For a contract for goods and services, other that goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

Review and Action as Necessary on Proposed Facility Lease Agreement with the City of Mission

Administration recommends Board approval of a proposed facility lease agreement with the City of Mission for the use of the Mission Event Center on August 23 and 24, 2023 for the Continuing Education GED Graduation Ceremony.

Lease/Rental facility lease agreement with the City of Mission – Mission Event Center (Mission, TX), through an interlocal agreement, for the period beginning August 23, 2023 – August 24, 2023, at a total amount of \$5,100.00. The event is as follows:

#	Event	Dates	Amount
1	Continuing Education GED Graduation Ceremony	8/23-2023 – 8/24/2023	\$5,100.00

Purpose and Justification – The Continuing, Professional & Workforce Education department is requesting to lease/rent the Mission Event Center for a College hosted event.

Funds for this expenditure are budgeted in the Office of the Vice President for Academic Affairs budget for FY 2022 – 2023.

This item was not available at the time of the July 11, 2023 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the proposed facility lease agreement with the City of Mission for use of the Mission Event Center on August 23 and 24, 2023 for the Continuing Education GED Graduation Ceremony at a cost of \$5,100.00.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Proposed Employee Pay Plan for FY 2023 – 2024

Purpose and Justification – Administration recommends Board approval of the Proposed Employee Pay Plan for FY 2023 – 2024 for all employee groups, which includes the proposed pay grade ranges and other compensation information.

Background – On July 13, 2022, the Board of Trustees approved the Texas Association of School Boards (TASB) Compensation Study and to proceed with recommended results at a Special Board of Trustees Meeting. As a result, the Office of Human Resources incorporated the TASB recommended compensation plan and prepared the Proposed Employee Pay Plan information to reflect the College's proposed and approved new compensation structure for FY 2022 – 2023.

The Proposed Employee Pay Plan for FY 2023 – 2024 incorporates additional TASB recommended revisions to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff, and to provide a clear and concise reference for compensation decisions.

On July 11, 2023, the Finance, Audit, and Human Resources Committee instructed administration to work with TASB to consider a new minimum wage of \$15.00 per hour cost assessment for any full-time position at South Texas College. The Committee advised administration to integrate that new minimum wage cost assessment in the Employee Pay Plan for FY 2023 – 2024 presented for Board approval, including adjustments in position pay grades as necessary to avoid salary compression and utilizing fund balance as necessary to offset costs and minimize budgetary impact.

Reviewers - The President and all the Vice Presidents reviewed the Employee Pay Plan and approved the proposed revisions. The critical new positions and other adjustments included within the FY 2023 - 2023 Employee Pay Plan were reviewed and approved by the Board of Trustees on June 27, 2023.

Enclosed Documents - A copy of the Proposed Employee Pay Plan for FY 2023 - 2024 is included under separate cover, in the Employee Pay Plan and Staffing Plan binder, for the Board's review and information. This plan incorporated the new minimum wage of \$15.00 per hour as supported by the Finance, Audit, and Human Resources Committee.

The total cost increase estimate for the Proposed Employee Pay Plan for FY 2023-2024 is \$7,255,814, including benefits.

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

The Finance, Audit, and Human Resources Committee did not make any formal recommendation for Board action on this item.

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 Employee Pay Plan for FY 2023 – 2024 as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Review and Action as Necessary on Proposed Employee Staffing Plan for FY 2023 – 2024

Purpose and Justification – Administration recommends Board approval of the Proposed Employee Staffing Plan for FY 2023 – 2024 for all employee groups, which includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

The Proposed Employee Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salary structure for FY 2023 - 2024. The Office of Human Resources incorporated the Texas Association of School Boards (TASB) maintenance review recommendations and prepared the Employee Staffing Plan to reflect the College's approved compensation structure for FY 2023 – 2024.

Background - As indicated in Administrative Regulations, College Employee Staffing Plan, the Employee Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year. The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee 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 Employee Staffing Plan.

At the June 27, 2023 Board Meeting, the Board of Trustees approved Staffing Plan new positions and other adjustments, which are included within the Staffing Plan for FY 2023 – 2024.

On July 11, 2023, the Finance, Audit, and Human Resources Committee instructed administration to work with TASB to establish a new minimum wage of \$15.00 per hour for any full-time position at South Texas College. The Committee advised administration to implement that new minimum wage in the Employee Staffing Plan for FY 2023 – 2024 presented for Board approval, including steps as necessary to avoid salary compression and utilizing fund balance as necessary to offset costs and minimize budgetary impact.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Proposed Staffing Plan and is subject to Board approval of the FY 2023 – 2024 Budget.

Reviewers – The President and all the Vice Presidents reviewed the Employee Staffing Plan.

Enclosed Documents - A copy of the Proposed Employee Staffing Plan for FY 2023 – 2024 is included under separate cover, in the Employee Pay Plan and Staffing Plan binder, for the Committee's review and information. This plan incorporated the new minimum wage of \$15.00 per hour as supported by the Finance, Audit, and Human Resources Committee.

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

The Finance, Audit, and Human Resources Committee did not make any formal recommendation for Board action on this item.

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 Employee Staffing Plan for FY 2023 – 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

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 Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion
- b. Approval of Color Selections for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- c. Approval of Final Completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
- d. Approval to Renew Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio
- e. Approval of Facility Lease Agreement with the City of Edinburg for the Fire Department Training Facility

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 – e 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 Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion

Approval to contract construction services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion projects is requested.

Scheduling Priority

The Pecan Campus Ann Richards Administration Building A Additional Parking Lot project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. This project is scheduled as a non-educational improvement to provide additional parking needed for Pecan Campus Building A.

The Technology Campus Truck Driving Range Expansion project was requested by the Continuing, Professional, and Workforce Education Department, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Coordinated Operations Council, and Administration. This project is scheduled as an educational improvement to expand the truck driving skills pad.

Background

On November 29, 2022, the Board approved contracting engineering services with R. Gutierrez Engineering Corporation.

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

Advertised RFP	May 10, 2023 and May 17, 2023
RFP Responses Due	June 15, 2023
RFP Issued To	Six (6) Vendors
Responses Received From	One (1) Vendors
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Project Engineer, and the Purchasing Department
Highest Ranked Vendor	GST Construction, LLC

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **GST Construction, LLC** as the highest ranked in the amount of \$293,036. The table below details the construction budget and the contractor's proposal.

Funding Source

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal GST Construction, LLC	Original Budget Variance
Pecan Campus Ann Richards Administration Building A Additional Parking Lot	\$130,000	\$237,292	(\$107,292)

Technology Campus Truck Driving Range Expansion	28,350	55,744	(27,394)
Total Amount	\$158,350	\$293,036	(\$134,686)

Total Project Budget

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
Pecan Campus Ann Richards Administration Building A Additional Parking Lot	\$130,000	\$20,000	\$50,000	\$0	\$0	\$200,000
Technology Campus Truck Driving Range Expansion	28,350	10,000	3,000	0	0	41,350
Total	\$158,350	\$30,000	\$53,000	\$0	\$0	\$241,350

Funds for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot Project 2023-015C and the Technology Campus Truck Driving Range Expansion Project 2023-001C are available in the Unexpended Construction Plant Fund for use in FY 2022 – 2023. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

Estimated Project Timelines

Pecan Campus Ann Richards Administration Building A Additional Parking Lot:

The project design phase is projected to last until April 2023, with construction to commence in August 2023 and Substantial Completion in December 2023.

Technology Campus Truck Driving Range Expansion:

The project design phase is projected to last until January 2023, with construction to commence in August 2023 and Substantial Completion in October 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.

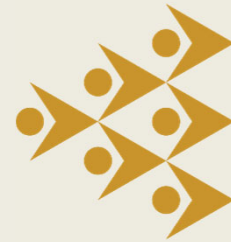
The Committee recommended Board approval to contract construction services with GST Construction, LLC for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot in the amount of \$237,292, and for the Technology Campus Truck Driving Range Expansion in the amount of \$55,744, for a total amount of \$293,036, 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 GST Construction, LLC for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot in the amount of \$237,292, and for the Technology Campus Truck Driving Range Expansion in the amount of \$55,744, for a total amount of \$293,036, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

Pecan Campus

Ann Richards Building A Additional Parking Lot

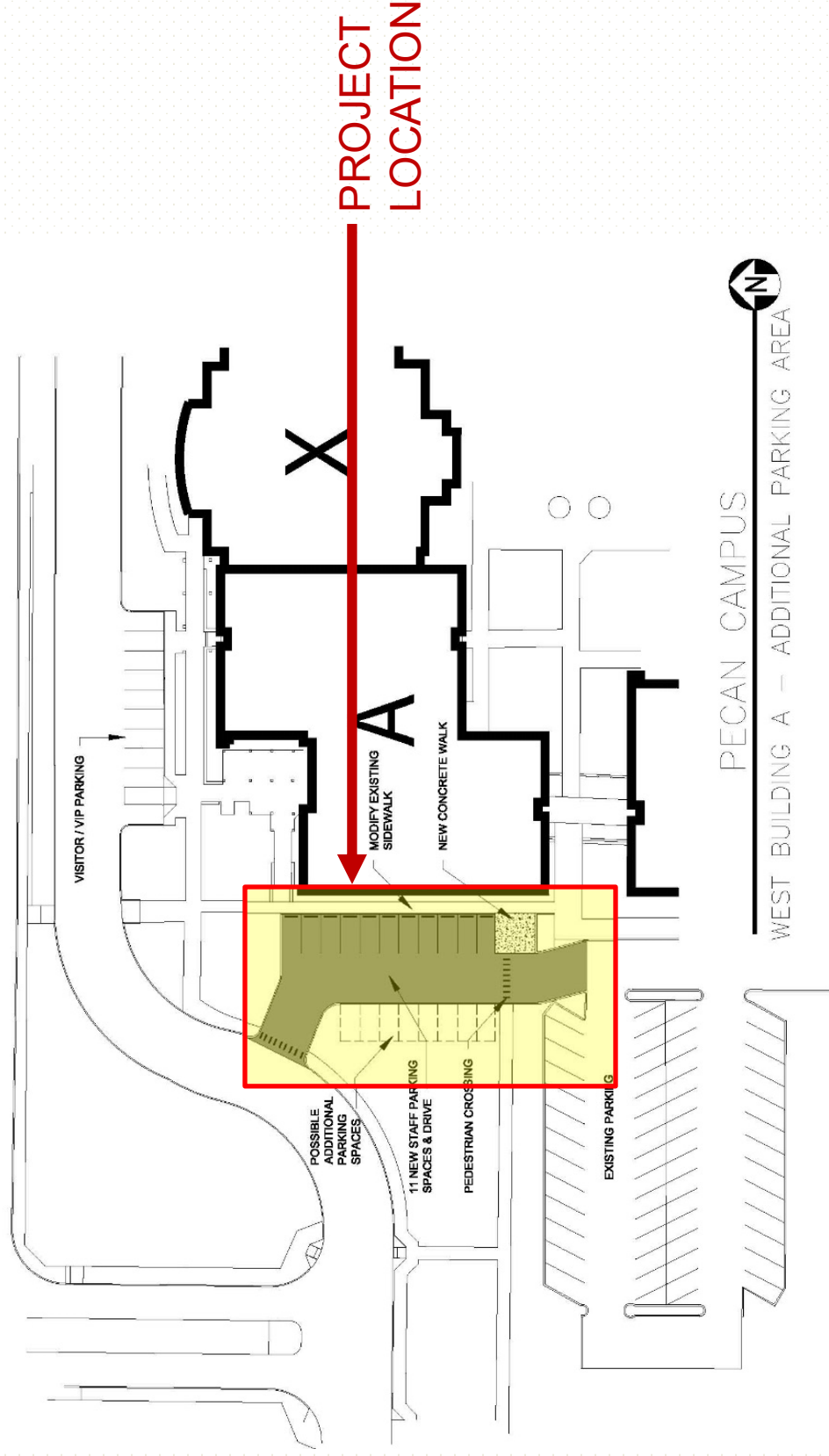
CIP 2023-015C

Pecan Campus Building A Additional Parking Lot Proposed Project Site



PROJECT
LOCATION

Pecan Campus Building A Additional Parking Lot Proposed Project Site



Pecan Campus Building A Additional Parking Lot Exterior Photo



Existing Site – Southeast View

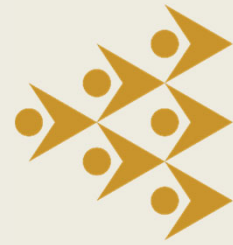
Pecan Campus Building A Additional Parking Lot



Requested By
Administration

Scope of Work
Construction of a new 5,600 square foot parking lot on the West side of the existing Pecan Campus Ann Richards Building A.

<u>Estimated Total Project Budget</u>	
Construction	\$ 130,000
Design	20,000
Miscellaneous	50,000
Total Project Budget	\$ 200,000



SOUTH TEXAS
COLLEGE

Technology Campus

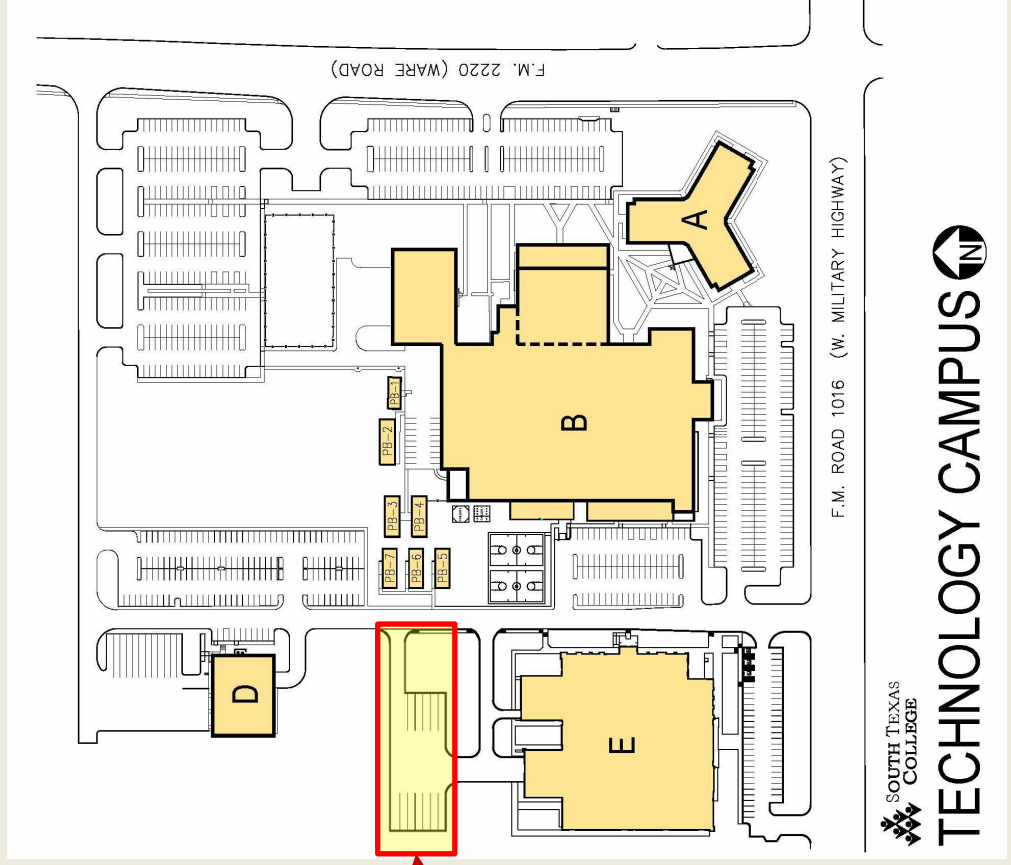
Truck Driving Range Expansion

CIP 2023-001C

Technology Campus Truck Driving Range Expansion Proposed Project Site

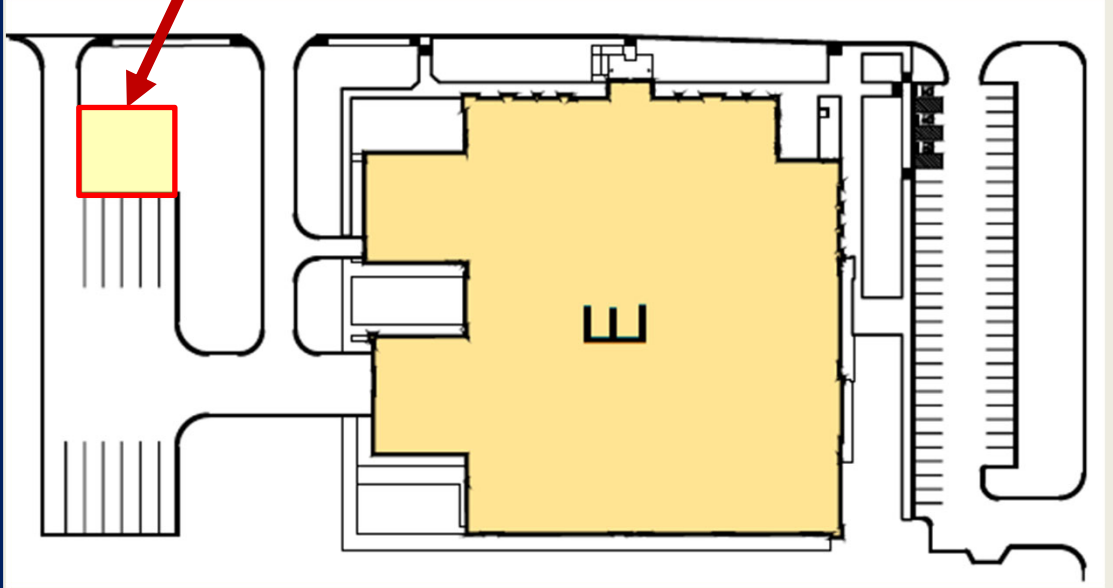


PROJECT
LOCATION

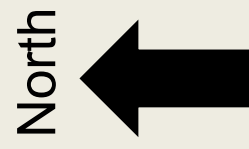


Technology Campus Truck Driving Range Expansion

Proposed Project Location



PROPOSED
PROJECT
LOCATION



Technology Campus Truck Driving Range Expansion Exterior Photo



Existing Site – Northwest View

Technology Campus Truck Driving Range Expansion



Requested By
Continuing Education Department

Scope of Work
Expansion of approximately 8,400 square feet of the existing 19,560 square feet Truck Driving Skills Pad to meet Texas Department of Public Safety requirements.

<u>Estimated Total Project Budget</u>	
Construction	\$ 28,350
Design	10,000
Miscellaneous	3,000
Total Project Budget	\$ 41,350

SOUTH TEXAS COLLEGE
PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL
PARKING LOT AND TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION
PROJECT NO. 22-23-1061

NAME		GST Construction, Inc.
ADDRESS		7337 Owasa Rd
CITY/STATE/ZIP		Edinburg, TX 78542
PHONE		956-212-3898
CONTACT		Jacobo Garza
#	Description	Proposed
1	Base Proposal: Pecan Campus Ann Richards Administration Building A Additional Parking Lot	\$ 237,292.00
2	Begin Work Within	10 Working Days
3	Completion of Work Within	150 Calendar days
4	Base Proposal: Technology Campus Truck Driving Range Expansion	\$ 55,744.00
5	Begin Work Within	10 Working Days
6	Completion of Work Within	150 Calendar days
7	Bid Bond Provided	Yes
TOTAL AMOUNT PROPOSED		\$ 293,036.00
TOTAL EVALUATION POINTS		92.1
RANKING		1

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

SOUTH TEXAS COLLEGE
PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT AND
TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION
PROJECT NO. 22-23-1061
EVALUATION SUMMARY

VENDOR			GST Construction, Inc.	
ADDRESS			7337 Owasa Rd	
CITY/STATE/ZIP			Edinburg, TX 78542	
PHONE			956-212-3898	
CONTACT			Jacobco Garza	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	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	9	8.7
			8.5	
			8	
			9	
			9	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response	9	8.2
			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
			4	
			4	
			5	
			3	
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	6.8
			7	
			6	
			7	
			7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and 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	7.5	7.5
			7	
			7	
			8	
			8	

SOUTH TEXAS COLLEGE
 PECAN CAMPUS ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT AND
 TECHNOLOGY CAMPUS TRUCK DRIVING RANGE EXPANSION
 PROJECT NO. 22-23-1061
 EVALUATION SUMMARY

VENDOR			GST Construction, Inc.		
ADDRESS			7337 Owasa Rd		
CITY/STATE/ZIP			Edinburg, TX 78542		
PHONE			956-212-3898		
CONTACT			Jacobco Garza		
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	4.9	
			4		
			4.5		
			6		
			5		
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted.	7	7	
			7		
			7		
			7		
			7		
TOTAL EVALUATION POINTS		92.1			
RANKING		1			

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

Project Fact Sheet
6/27/2023

Project Name:		Pecan Campus - Ann Richards Administration Building A Additional Parking Lot 19				Project No.		2023-015C	
Funding Source(s):		Unexpended Plant Fund							
		FY 22-23							
			FY 22-23			Variance of Project		Total Actual	
		Total			Budget vs. Actual		Expenditures To		
		Project Budget	Project Budget	Actual Expenditures	Expenditures		Date		
	Construction:	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00	\$ -			
	Design	20,000.00	20,000.00	-	20,000.00	-			
	Miscellaneous:	50,000.00	50,000.00	7,398.02	42,601.98	7,398.02			
	FFE:	-	-	-	-	-			
	Technology:	-	-	-	-	-			
Total:	\$ 200,000.00	\$ 200,000.00	\$ 7,398.02	\$ 192,601.98		\$ 7,398.02			

Project Team			Board Status			
Approval to Solicit			Contract		Actual	
Architect/Engineer:	9/27/2022		Vendor	Amount	Expenditures	Variance
	R. Gutierrez					
Architect/Engineer:	Engineering Corporation		R. Gutierrez			
			Engineering	\$ 12,516.00	\$ -	\$ 12,516.00
Contractor:	TBD		TBD	\$ -	\$ -	\$ -
			Board Approval of Schematic Design		Board Acceptance	
			3/28/2023			
			Substantial Completion		Board Acceptance	
			TBD			
STC FPC Project Manager: David Valdez			Final Completion		Board Acceptance	
			TBD			

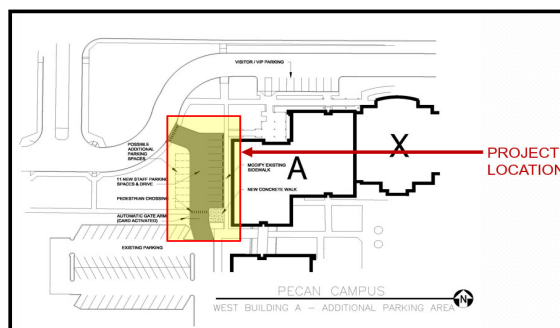
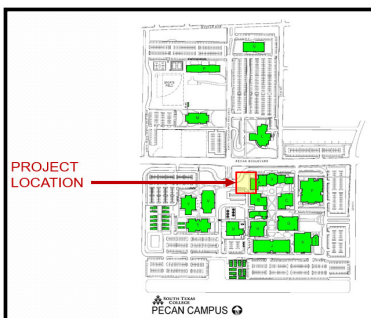
Project Description		Project Scope	
Construction of a new parking lot on the West side of the Pecan Campus Ann Richards Administration Building A.		Construction of a new parking lot of approximately 5,600 square feet on the West side of the Pecan Campus Ann Richards Administration Building A.	

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/27/2022	11/29/2022	3/28/2023	7/25/2023	8/15/2023	12/12/2023	1/23/2024	N/A

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2022-23	-	-	7,398.02	-	-	7,398.02
Project Total	\$ -	\$ -	\$ 7,398.02	\$ -	\$ -	\$ 7,398.02

Current Agenda Item

7/11/2023 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion

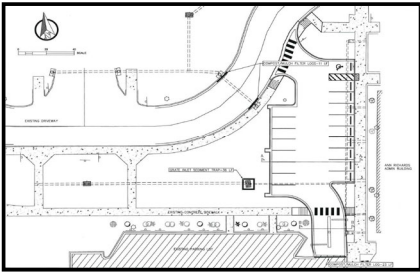



FPC Project Manager David A. Valdez

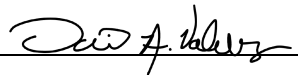
FPC Asst. Director

Rita Cella FPC Director RdA

**Project Fact Sheet
6/29/2023**

Project Name: Technology Campus - Truck Driving Range Expansion					Project No. 2023-001C													
Funding Source(s): Unexpended Plant Fund																		
		FY 22-23																
	Total		FY 21-22	Variance of Project		Total Actual												
	Project Budget	Project Budget	Actual Expenditures	Budget vs. Actual		Expenditures To												
				Expenditures		Date												
Construction:	\$ 28,350.00	\$ 28,350.00	\$ -	\$ 28,350.00		\$ -												
Design	10,000.00	10,000.00	-	10,000.00		-												
Miscellaneous:	3,000.00	3,000.00	406.95	2,593.05		406.95												
FFE:	-	-	-	-		-												
Technology:	-	-	-	-		-												
Total:	\$ 41,350.00	\$ 41,350.00	\$ 406.95	\$ 40,943.05		\$ 406.95												
Project Team			Board Status															
Approval to Solicit Architect/Engineer: 9/27/2022 R. Gutierrez Engineering Corporation Architect/Engineer: Contractor: TBD			Board Approval of Schematic Design TBD Substantial Completion TBD Final Completion TBD		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>R. Gutierrez Engineering</td> <td align="right">\$ 7,127.00</td> <td align="right">\$ -</td> <td align="right">\$ 7,127.00</td> </tr> <tr> <td>TBD</td> <td align="right">\$ -</td> <td align="right">\$ -</td> <td align="right">\$ -</td> </tr> </table> Board Acceptance TBD Board Acceptance TBD		Vendor	Contract Amount	Actual Expenditures	Variance	R. Gutierrez Engineering	\$ 7,127.00	\$ -	\$ 7,127.00	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount	Actual Expenditures	Variance															
R. Gutierrez Engineering	\$ 7,127.00	\$ -	\$ 7,127.00															
TBD	\$ -	\$ -	\$ -															
STC FPC Project Manager: David Valdez																		
Project Description			Project Scope															
Expanding the existing skills pad to 19 feet by 88.5 feet to meet DPS requirements.			Expand the existing 19,560 square feet driving skills pad by 1,800 square feet. An expansion of approximately 19 feet.															
Projected Timeline																		
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date												
9/27/2022	11/29/2022	N/A	7/25/2023	8/15/2023	10/24/2023	11/28/2023												
						FFE Completion of Move In n/a												
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total												
2022-23	-	-	406.95	-	-	\$ 406.95												
Project Total	\$ -	\$ -	\$ 406.95	\$ -	\$ -	\$ 406.95												
Current Agenda Item																		
7/11/2023 Facilities Committee: Review and Recommend Action on Contracting Construction Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion																		
<div style="display: flex; justify-content: space-around;">   </div>																		

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

**b. Approval of Color Selections for the Regional Center for Public Safety
Excellence Two-Story Residential Fire Training Structure**

Approval of the color selection for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project is requested.

Background

Schematic design for this project was approved by the Board of Trustees on June 28, 2022. Martinez Architects prepared color boards of the proposed color selections.

The Committee recommended Board approval of the selection of colors for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the selection of colors for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

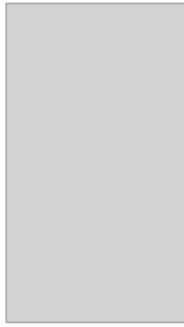
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE TWO STORY RESIDENTIAL FIRE TRAINING



INNOVATIVE BLOCK OF SOUTH TEXAS
FIELD COLOR: SANDY YELLOW PREMIUM



INNOVATIVE BLOCK OF SOUTH TEXAS
ACCENT COLOR: CHOCOLATE



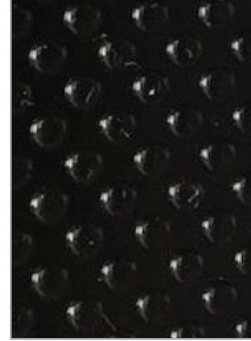
RESTROOM BUILDING: STANDING
SEAM METAL ROOF



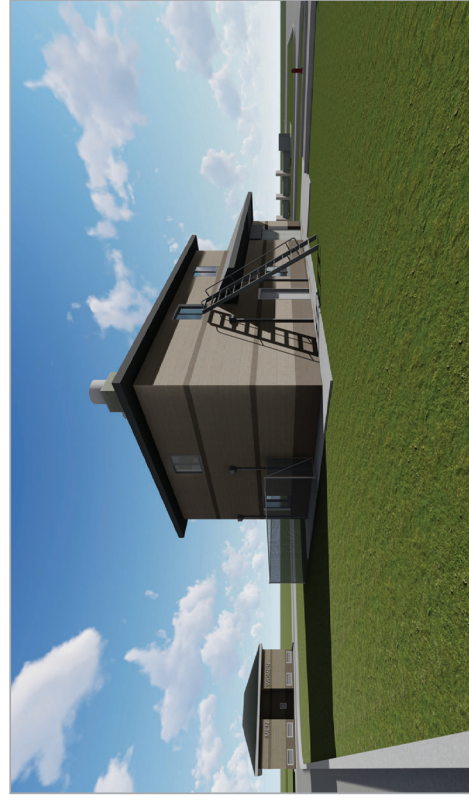
DOOR & WINDOW FRAMES
CLEAR ANODIZED ALUMINUM



RESTROOM LAMINATE: WILSONART
COLOR FLORENCE WALNUT



TOILET PARTITION: SCRANTON
PRODUCTS EX TEXTURE BLACK



MARTINEZ ARCHITECTS

Consent Agenda:

c. Approval of Final Completion of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation

Approval of final completion and release of final payment for 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.	Final 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.

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 Holchemont, Ltd. be approved. 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 Letter of Final Completion and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of final completion and release of final payment of \$70,751.77 to Holchemont, Ltd. of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation 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 final completion and release of final payment of \$70,751.77 to Holchemont, Ltd. of the Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation 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





6-28-2023

Mr. Rick De La Garza
Director of Facilities Planning and Construction
South Texas College
McAllen Texas

Re: Final Completion for STC Mid Valley Campus Building A Culinary Arts Renovation

Mr. De La Garza,

As of June 21st, 2023, Holchemont has completed construction and has addressed all punch list items for the Mid Valley Campus Building A Culinary Arts Renovation.

In general, the work has been performed in accordance with the Contract Documents and BSG Architects recommends final project acceptance. BSG Architects recommends procuring the close out documentation including the as-built documents, warranties, O&M manuals, Consent of Surety, and Affidavit for the Release of Liens prior to releasing the final retainage payment to Holchemont.

If you have any questions or need any additional information, please don't hesitate to call me.

Sincerely,

John Gates, AIA
Boultinghouse Simpson Gates Architects

cc: ncl/file

Project Fact Sheet
7/4/2023

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>Variance of Project</u>		<u>Variance of</u>			
	<u>Original</u>	<u>* Revised</u>		<u>FY 21-22</u>	<u>Budget vs. Actual</u>	<u>FY 22-23</u>	<u>Project Budget</u>	<u>Total Actual</u>		
	<u>Project Budget</u>	<u>Project Budget</u>	<u>Project Budget</u>	<u>Actual Expenditures</u>	<u>Expenditures</u>	<u>Actual</u>	<u>vs. Actual</u>	<u>Expenditures To</u>		
						<u>Expenditures</u>	<u>Expenditures</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.				

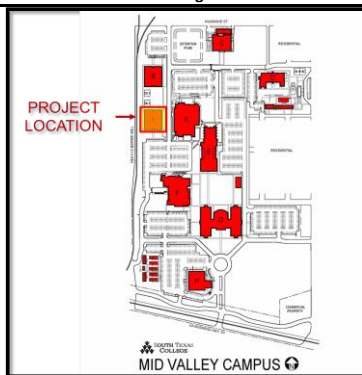
Project Team		Board Status							
Approval to Solicit Architect/Engineer:	7/27/2021	<u>Board Approval of Schematic Design</u>		1/25/2022		Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Boultinghouse Simpson Gates Architects					BSG Architects	\$ 36,045.75	35,464.64	581.11
Contractor:	Holchemont LTD	<u>Substantial Completion</u>		5/24/2023		Holchemont	\$ \$ 411,069.79	\$ 340,318.02	70,751.77
								\$	
						<u>Board Acceptance</u>	6/27/2023		
STC FPC Project Manager:	Martin Villarreal	<u>Final Completion</u>		6/21/2023		<u>Board Acceptance</u>	TBD		

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. 2,061 Sqft

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
Fiscal Year	Construction	Design	Miscellaneous		FFE	Tech	Project Total
2021-22	135,426.77	33,105.25	3,678.82		-	-	\$ 172,210.84
2022-23	209,581.35	2,359.39	-		15,643.03	16,781.14	\$ 244,364.91
Project Total	\$ 345,008.12	\$ 35,464.64	\$ 3,678.82		\$ 15,643.03	\$ 16,781.14	416,575.75

Current Agenda Item

07/11/2023 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the MVC - Center for Learning Excellence Building A Culinary Arts Renovation



FPC Project Manager

FPC Asst. Director

FPC Director

Consent Agenda:

d. Approval to Renew Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio

Approval to renew the Facilities Usage Agreement with the Mission Economic Development Corporation (MEDC) for use of the Mission Center for Education and Economic Development (CEED) Sound Studio is requested.

Justification

The CEED's sound studio suite is equipped with high-quality and advanced audio recording and sound production technology. This suite would provide a workspace for South Texas College faculty to train College staff on the use of recording equipment; recording audio; other associated professional development activities; and for music students and instructors to record audition material, lesson assignments, and performances.

Background

The Board of Trustees originally approved the current facility usage agreement on June 28, 2022. The agreement provides up to ten (10) hours per week of access to the studio, at a variable schedule as determined by the College and approved by administration at the CEED.

Term

The facility usage agreement allows for subsequent renewals as agreed upon by both parties. The term of the renewal would be from September 1, 2023 to August 31, 2024, at the same rate of \$500.00 per month at a total cost of \$6,000.

Facility	Term	Anticipated Lease Cost
MEDC CEED Sound Studio	9/1/23 – 8/31/24	\$6,000.00 per year

Funding Source

Funds for this agreement will be available in the budget for FY 2023 - 2024.

The Committee recommended Board approval to renew the facility usage agreement with the MEDC for use of the CEED Building Sound Studio Suite for the period from September 1, 2023 through August 31, 2024, at a cost of \$6,000, 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 renew of the facility usage agreement with the MEDC for use of the CEED Building Sound Studio Suite for the period from September 1, 2023 through August 31, 2024, at a cost of \$6,000, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

e. Approval of Facility Lease Agreement with the City of Edinburg for the Fire Department Training Facility

Approval of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

Purpose

Authorization is requested to approve a new facility lease agreement for use of the City of Edinburg Fire Department Training facility by the College's fire science program.

Justification

The approval of the lease agreement for use of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

Background

At the June 25, 2019 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of September 1, 2019 to May 31, 2020 with the option to renew for three successive terms. The Board approved the final renewal at the June 28, 2022 Board meeting, which renewed the lease until May 31, 2023. Staff from the fire science program has expressed interest in continuing to lease this space, and a new lease agreement will be necessary. Staff recommends approval of the proposed facility lease agreement for use starting September 1, 2023 to May 31, 2024.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg Fire Department Training Facility	9/1/23 – 5/31/24	9/1/24-5/31/25 9/1/25-5/31/26 9/1/26-5/31/27	Up to \$13,000 per academic semester plus materials used

Funding Source

Funds for this agreement will be available in the budget for FY 2023 - 2024.

The Committee recommended Board approval of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College for the period of September 1, 2023 to May 31, 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 the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College for the period of September 1, 2023 to May 31, 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

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, selects 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 the 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.
- Additional Steps as Needed:
 - When there are other responses evaluated within one (1) point ranking score of the most highly evaluated response, the Board of Trustees or a Board Committee may choose to identify additional steps to determine the most highly qualified response.

On July 18, 2023, College staff received updated information related to the Request for Qualifications (RFQ) criteria and weighted sub-criteria for the evaluation and selection process of Architects and Engineers.

Enclosed Documents

The list of the evaluation requirements with the updated 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 Three (3) 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. •Provide a history including credentials about the prime firm. •Provide a narrative describing the design team's unique qualifications and specialized design experience as it relates to the project. •Provide a statement about the availability and commitment of the prime firm, its principals, its consultants, and key professionals to undertake the proposed project. 	10 25 35 30	
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. •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. •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. •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. 	30 30 20 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 three (3) 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>20</p> <p>30</p> <p>20</p> <p>30</p>	

Request for Qualifications (RFQ) Criteria and Weighted Sub-Criteria
Exhibit A

5	References		100
	<p>Provide references for three (3) 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>50</p> <p>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
<p>1</p> <p>When there are other responses evaluated within one (1) point ranking score of the most highly evaluated response, the Board of Trustees or a Board Committee may choose to identify additional steps to determine the most highly qualified response.</p> <p>These steps will be limited to those responses within one (1) point ranking score of the most highly evaluated response.</p> <p>and/or</p> <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>	<p>100 points</p>

Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Continuing Education Building

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the Pecan Campus Continuing Education Building is requested.

Justification

Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee at a later date.

Scheduling Priority

This project was requested by the Continuing Education Department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

Background

The Continuing Education (CE) Program was awarded a grant by the Economic Development Administration (EDA) to partially fund the construction of a 10,000 square foot facility for CE instruction and training. The CE Program has since requested to add an additional 10,000 square feet to the building due to the College's intention to vacate staff from their current location at Pecan Plaza. The approval of the grant and the plan to relocate CE from Pecan Plaza have prompted the prioritization of the project. On January 31, 2023, the Board rejected previously submitted Statements of Qualifications for this project.

The proposed Continuing Education Building would be located at the Pecan Campus – West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. It would provide the following spaces:

- Nine (9) classrooms
- Ten (10) offices
- Storage spaces
- Administrative work areas
- Conference room
- Cashier space
- Seven (7) labs
- Student lounge
- Breakroom
- Registration space
- Trainer space
- Support spaces

The Testing Center will also be relocated from Pecan Plaza and included as part of the proposed Continuing Education Building. The Testing Center area would contain the following spaces:

- Two (2) testing labs
- Three (3) offices
- Administrative work area
- Waiting area
- Storage space

The proposed scope of work is summarized as follows:

- Design and construction of the Continuing Education Building
- Sitework: Parking, drives, utilities, and infrastructure
- Approximate square feet: 24,500 s.f.

The total project budget is \$9,087,683 and itemized in the table below:

Pecan Campus Continuing Education Building Total Project Budget	
Budget Item	Budget Amount
Construction	\$7,150,325
Design	715,033
Miscellaneous	166,535
FFE	491,706
Technology	564,0814
Total Project Budget	\$9,087,683

Funding Source

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

The College has budgeted \$9,087,683 in the Unexpended Construction Plant Fund as part of the Capital Improvement Proposal (CIP) and funds in the amount of \$1,500,000 from an Economic Development Administration (EDA) grant will be included as part of the project budget. The EDA grant was awarded to the College and accepted by the Board on July 26, 2022.

Estimated Project Timeline

The project design phase, which includes the approval of a design firm, is projected to last until August 2024, with construction to commence in November 2024 and Substantial Completion in September 2025.

Enclosed Documents

Facilities Planning & Construction staff has prepared a presentation of the project and a preliminary layout of the space for the Board's review and information.

This item has been on hold pending Board adoption of the new procedures for the solicitation of architects. It is presented to the Board without a Committee recommendation. Administration recommends approval 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 solicitation of architectural services for the Pecan Campus Continuing Education Building as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

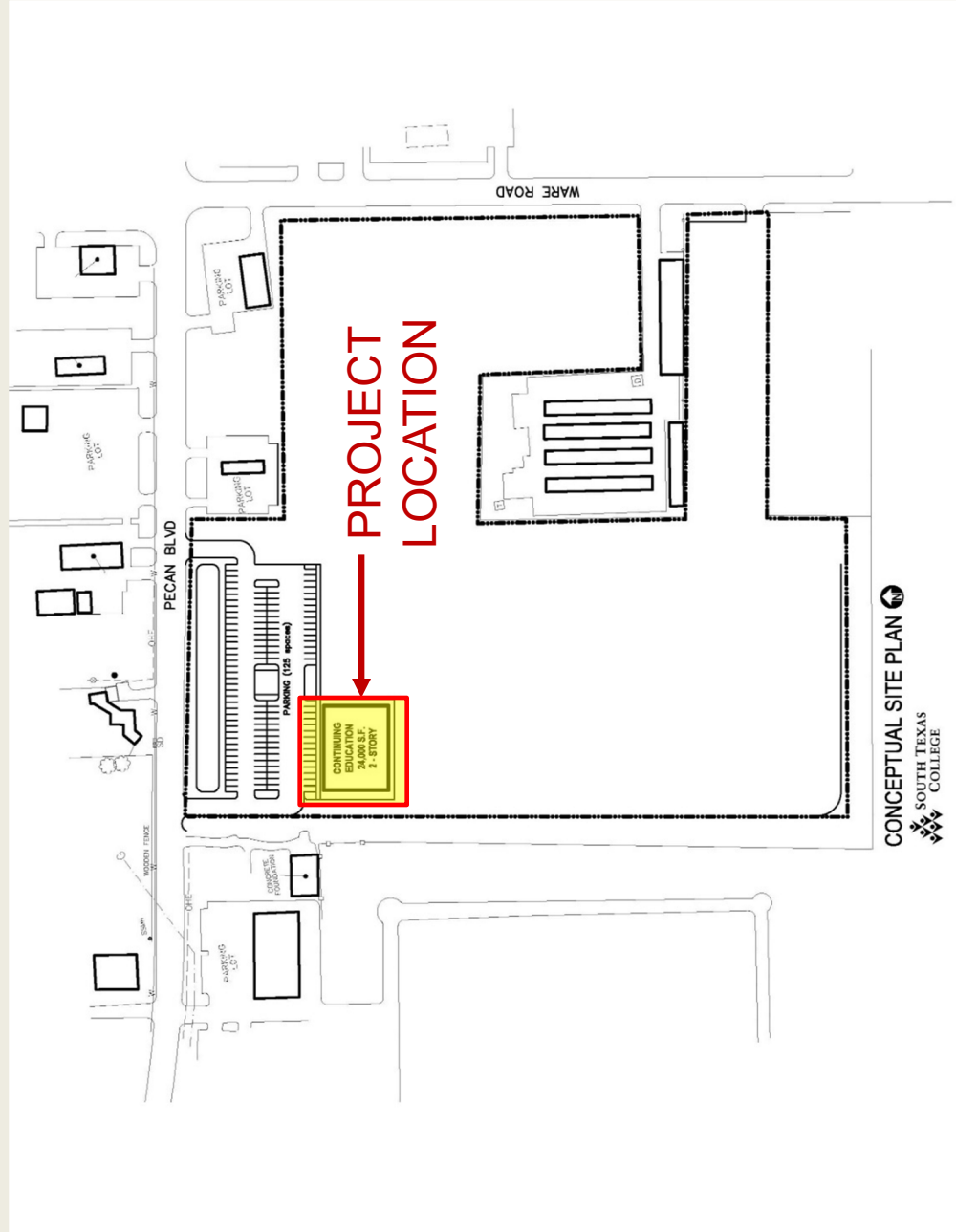


Pecan West Continuing Education Building

Proposed Project Location



SOUTH TEXAS
COLLEGE



Proposed Project Location



View Looking South from Pecan Boulevard

Proposed Scope and Budget



Scope of Work

Design and Construction of a new Continuing Education Building for the Continuing Education program with classrooms, training labs, computer labs, staff & faculty offices, and support spaces.

Continuing Education Building Total Square Feet Area (Including a 4,500 sq.ft. Testing Center) = 24,500 s.f.

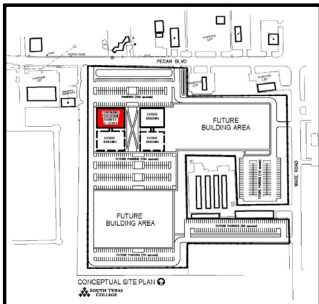
Estimated Construction Cost per Square Foot = \$292/sq.ft.

Total Square Feet = 24,500

Estimated Total Project Budget

Construction	\$ 7,150,325
Design	715,033
Miscellaneous	166,535
FFE	491,706
Technology	564,084
Total Project Budget	\$ 9,087,683

Project Fact Sheet
7/20/2023

Project Name:				Pecan Campus - Continuing Education Building and Testing Center Addition				Project No.		2021-002C							
Funding Source(s):				Unexpended Plant Fund													
New Continuing Education Building Project Budget		Total Project Budget	FY 21-22			FY 22-23											
			FY 21-22 Actual		Variance of Project Budget vs. Actual	FY 22-23 Actual		Variance of Project Budget vs. Actual									
			Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures									
Construction:	\$	7,150,325.00	\$	7,150,325.00	\$	-	\$	-	\$	480,630.00	\$	-	\$	480,630.00			
Design:		715,033.00		715,033.00		355,500.00		-		355,500.00		42,660.00		-	42,660.00		
Miscellaneous:		166,535.00		166,535.00		42,660.00		-		42,660.00		-		521.40	(521.40)		
FFE:		491,706.00		491,706.00		-		-		-		-		-	-		
Technology:		564,084.00		564,084.00		-		-		-		-		-	-		
Total:	\$	9,087,683.00	\$	9,087,683.00	\$	398,160.00	\$	-	\$	398,160.00	\$	523,290.00	\$	521.40	\$	522,768.60	
					FY 23-24			FY 24-25			Total Actual Expenditures To Date						
					FY 23-24 Actual		Variance of Project Budget vs. Actual	FY 24-25 Actual		Variance of Project Budget vs. Actual							
					Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures							
Construction:				\$	4,025,496.00	\$	-	\$	4,025,496.00	\$	1,962,652.00	\$	-	\$	1,962,652.00	\$	-
Design:					466,500.00		-		466,500.00		254,219.00		-		254,219.00		-
Miscellaneous:					133,888.80		-		133,888.80		74,750.20		-		74,750.20		521.40
FFE:					396,684.00		-		396,684.00		216,126.00		-		216,126.00		-
Technology:					409,665.60		-		409,665.60		226,251.40		-		226,251.40		-
Total:				\$	5,432,234.40	\$	-	\$	5,432,234.40	\$	2,733,998.60	\$	-	\$	2,733,998.60	\$	521.40
Project Team					Board Status												
Approval to Solicit					Board Approval of Schematic Design					Vendor		Contract Amount	Actual Expenditures	Variance			
Architect/Engineer: 8/23/2022										TBD							
Architect/Engineer: TBD										TBD		\$	-	\$	-	\$	-
Contractor: TBD					Substantial Completion					TBD	Board Acceptance		TBD				
STC FPC Project Manager: David Valdez					Final Completion					TBD	Board Acceptance		TBD				
Project Description					Project Scope												
Design and construction of a new facility for Continuing Education.					Design and construction of a new 24,500 square foot facility to provide classrooms, a testing center, and office space for the programs serviced by Continuing Education.												
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			
8/23/2022		7/25/2023		1/23/2024		10/22/2024		11/4/2024		9/23/2025		10/28/2025		9/1/2025			
Project Calendar of Expenditures by Fiscal Year																	
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech		Project Total					
2021-22		-		-		-		-		-		-		\$			
2022-23		-		-		521.40		-		-		-		\$			
2023-24		-		-		-		-		-		-		\$			
2024-25		-		-		-		-		-		-		\$			
Project Total		\$		-		\$		-		\$		-		\$			
Current Agenda Item																	
7/25/23 July Board - Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Continuing Education Building																	
																	

FPC Project Manager *David A. Walz*

FPC Asst. Director Kit J. Miller

FPC Director 

Review and Action as Necessary on Authorization to Proceed with Solicitation of Architectural Services for the District Offices Renovation

Approval of authorization to proceed with the publication of a Request for Qualifications (RFQ) to solicit architectural services for the District Offices Renovation is requested.

Justification

Solicitation of Request for Qualifications (RFQ) for architectural services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications are received, an evaluation team would evaluate the responses using the approved procurement process and propose an architect to the Facilities Committee at a later date.

Scheduling Priority

This project was requested by Administration. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Facilities Committee. This project is scheduled as a non-educational improvement to renovate the facility to include Administration office space and educational improvement to renovate the facility to include classroom space.

Background

The College recently purchased the facility from Texas A&M University. The College plans to renovate the facility to be used for Administrative offices and classroom/lab space. Preliminary programming and conceptual layout have been developed and will be used as a general guide for designing the renovation of the building.

The proposed facility to be used for District Offices is located on South McColl Road and East Vermont Avenue, adjacent to the Nursing and Allied Health Campus, in McAllen, Texas. It would provide spaces for the following:

- Office of the President
- Vice President of Institutional Advancement and Economic Development
- College Foundation
- Public Relations and Marketing
- Board Room
- Future Office Spaces
- Classroom/Lab Spaces for the Continuing Education Program and a future Dental Assistant Program

The proposed scope of work is summarized as follows:

- Design and renovation of the District Offices
- Sitework: Parking, drives, utilities, and infrastructure
- Approximate square feet: 22,950 s.f.

The total estimated project budget is \$5,000,000 and itemized in the table below:

District Offices Renovation Total Project Budget	
Budget Item	Budget Amount
Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
Technology	240,000
Total Project Budget	\$5,000,000

Funding Source

Funds for the District Offices Renovation Project 2023-020c will be budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

Estimated Project Timeline

The project design phase, which includes the approval of a design firm, is projected to last until May 2024, with construction to commence in July 2024 and Substantial Completion in April 2025.

Enclosed Documents

A fact sheet for the project is included for the Board's review and information.

This item has been on hold pending Board adoption of the new procedures for the solicitation of architects. It is presented to the Board without a Committee recommendation. Administration recommends approval as presented.

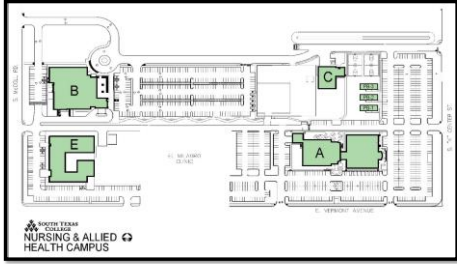

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the solicitation of architectural services for the District Offices Renovation as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Project Fact Sheet
7/20/2023

Project Name: Nursing & Allied Health Campus - District Offices Building E Renovation (Budgeted for FY24)						Project No. 2023-020C		
Funding Source(s): Unexpended Plant Fund								
		FY 22-23			FY 23-24			
	* Total Project Budget	FY 22-23 Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 23-24 Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 4,000,000.00	\$ -	\$ -	\$ -	2,500,000.00			
Design:	400,000.00				250,000.00			
Miscellaneous:	120,000.00				5,000.00			
FFE:	240,000.00				-	-	-	
Technology:	240,000.00				-	-	-	
Total:	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ 2,755,000.00	\$ -	\$ -	
* Pending Architect's Probable Cost for Construction								
Project Team				Board Status				
Approval to Solicit Architect/Engineer:	TBD	Board Approval of Schematic Design		TBD	Vendor	Contract Amount	Actual Expenditures	
Architect/Engineer:	TBD				TBD	\$ -	\$ -	\$ -
Contractor:	TBD				TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: TBD		Substantial Completion		TBD	Board Acceptance		TBD	
		Final Completion		TBD	Board Acceptance		TBD	
Project Description				Project Scope				
Design and renovation of an existing facility for the District Offices.				Design and renovate the existing 22,950 square foot facility to provide administration office space to serve the entire district for South Texas College.				
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	
7/25/2023	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2022-23	-	-	-	-	-	\$	-	
2023-24	-	-	-	-	-	\$	-	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item								
7/25/23 July Board - Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the District Offices Renovation								
								

FPC Project Manager *Rita Geller*

FPC Asst. Director *Rita Geller*

FPC Director *R. R. R.*

Review and Action as Necessary on Contracting Construction Services for the Technology Campus Welding Lab Expansion Building F

Approval to contract construction services for the Technology Campus Welding Lab Expansion Building F project is requested.

Scheduling Priority

This project was requested by the Division of Business, Public Safety, and Technology. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to accommodate the current and future needs of the welding program.

Background

On August 23, 2022, the Board approved the schematic design of the project as prepared by EGV Architects, Inc. This project is Phase I of the Technology Campus Master Plan.

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

Advertised RFP	May 17, 2023 and May 24, 2023
RFP Responses Due	June 21, 2023
RFP Issued To	Four (4) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Planning and Construction, Facilities Operations and Maintenance, Project Architect, and the Purchasing Department
Highest Ranked Vendor	Kimber 1985, LLC.

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **Kimber 1985, LLC.** as the highest ranked in the amount of \$3,800,000. The table below details the construction budget and the contractor's proposal.

Funding Source

Source of Funding	Revised Construction Budget	Highest Ranked Proposal Kimber 1985, LLC.	Original Budget Variance
Unexpended Construction Plant Fund	\$2,400,000	\$3,800,000	(\$1,400,000)
Total Amount	\$2,400,000	\$3,800,000	(\$1,400,000)

Total Project Budget

Unexpended Construction Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total Project Budget
Technology Campus Welding Lab Expansion Building F	\$2,400,000	\$120,400	\$30,100	\$102,340	\$102,340	\$2,755,180

Funds for the Technology Campus Welding Lab Expansion Building F Project 2022-036C 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 June 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.

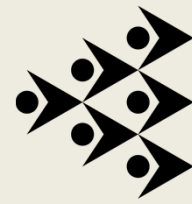
On July 11, 2023, the Facilities Committee reviewed this item but did not recommend Board action. It is presented here for Board action as necessary. Administration recommends approval as presented.

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 Kimber 1985, LLC. in the amount of \$3,800,000 for the Technology Campus Welding Lab Expansion Building F project as presented.

Approval Recommended:

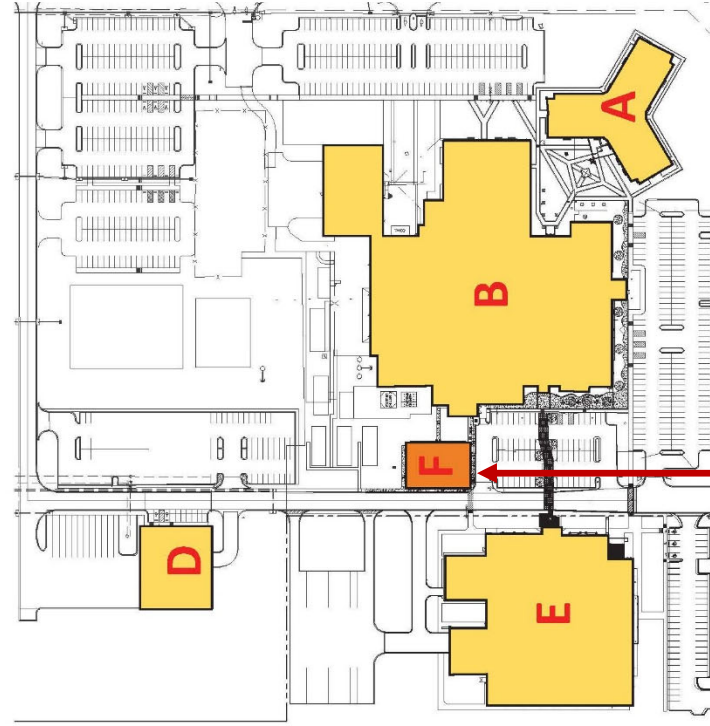
Dr. Ricardo J. Solis
President



SOUTH TEXAS
COLLEGE

Technology Campus Welding Lab Expansion Building F Project 2022-036C

Technology Campus Welding Lab Expansion Building F

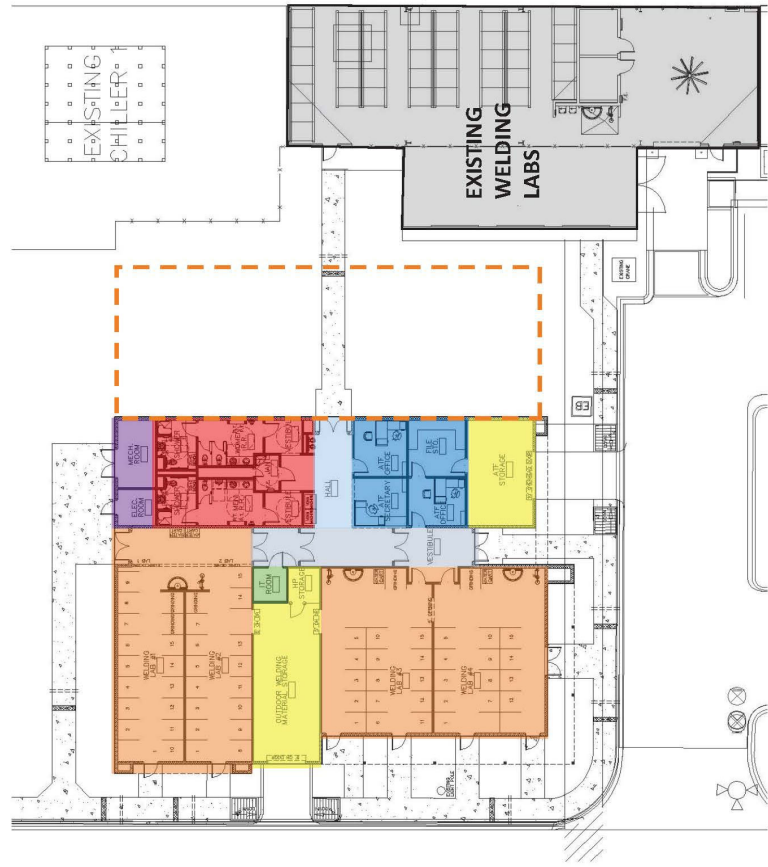


OVERALL SITE PLAN

WELDING LAB EXPANSION
BUILDING F

LEGEND	
A	EMERGING TECHNOLOGIES
B	ADVANCED TECHNICAL CAREERS
D	SHIPPING AND RECEIVING
E	INSTITUTE FOR ADVANCED MANUFACTURING
F	PROPOSED WELDING BUILDING F

Technology Campus Welding Lab Expansion Building F



PROPOSED FLOOR PLAN:

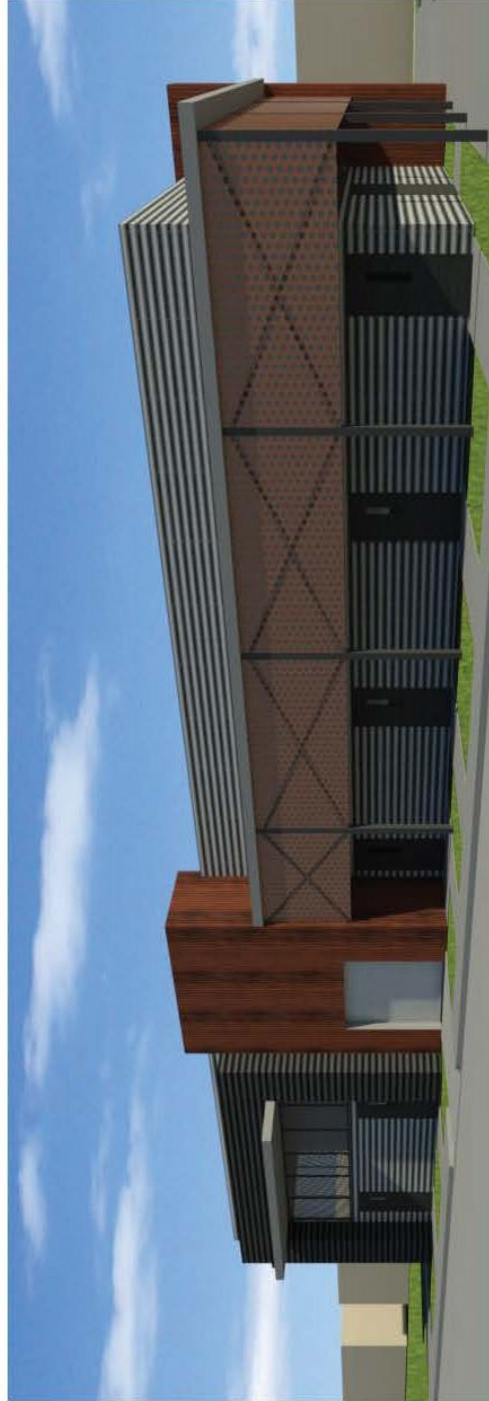
LEGEND	
	PROPOSED WELDING LABS
	PROPOSED RESTROOMS
	PROPOSED OFFICES
	PROPOSED MEP ROOMS
	PROPOSED STORAGE
	PROPOSED IT ROOM
	PROPOSED HALL
	FUTURE WELDING EXPANSION

BUILDING SQUARE FEET 6,413

PRELIMINARY COST ESTIMATE:
\$1,795,640 WELDING

Technology Campus Welding Lab Expansion Building F

WEST VIEW



Technology Campus Welding Lab Expansion Building F



SOUTH VIEW



Technology Campus Welding Lab Expansion Building F

Requested By

Division of Business, Public Safety, and Technology

Scope of Work

Development of a new building for the Welding Program, to include welding lab for sixty (60) new welding stations, restrooms, offices, indoor and outdoor storage areas.

Estimated Total Project Budget

Construction	\$ 1,795,640
Design	120,400
Miscellaneous	30,100
FFE	102,340
Technology	102,340
Total Project Budget	\$ 2,150,820

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS WELDING LAB BUILDING F
PROJECT NO. 22-23-1049**

NAME		Holchemont, Ltd	Kimber 1985, LLC.	NM Contracting, LLC.
ADDRESS		900 N Main St	302 S Taylor Rd	2022 Orchid Ave
CITY/STATE/ZIP		McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504
PHONE		956-686-2901	956-279-2954	956-631-5667
FAX		956-686-2925		956-627-3959
CONTACT		Michael C. Montalvo	Josh Belgium	Noel Munoz
#	Description	Proposed	Proposed	Proposed
1	Base Proposal Technology Campus Welding Lab Building F	\$3,803,000.00	\$3,800,000.00	\$3,890,900.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within	280 Calendar Days	365 Calendar Days	270 Calendar Days
4	Provided Bid Bond	Yes	Yes	Yes
TOTAL AMOUNT PROPOSED		\$ 3,803,000.00	\$ 3,800,000.00	\$ 3,890,900.00
TOTAL EVALUATION POINTS		91.41	92.32	89.74
RANKING		2	1	3

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

SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS WELDING LAB BUILDING F
PROJECT NO. 22-23-1049
EVALUATION SUMMARY

VENDOR		Holohemont, Ltd.	Kimber 1985, LLC.	NM Contracting, LLC.
ADDRESS		900 N Main St	302 S Taylor Rd	2022 Orchid Ave
CITY/STATE/ZIP		McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504
PHONE		956-686-2901	956-279-2954	956-631-5667
FAX		956-686-2925		956-627-3959
CONTACT		Michael C. Montalvo	Josh Belgum	Noel Munoz
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted. 44.96 44.96 44.96 44.96 44.96	45 45 45 45 45	43.94 43.94 43.94 43.94 43.94
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response 9 8 9 8 9	9 8 9 9 9	7.5 7 7.5 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 an minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response 9 8 9	9 8 9 9 9	7 7 9 8 7.5
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 4.5 4 4.5 4.5 4	4.5 4 4.5 4.5 4	4.5 4 4 4 4
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: 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response 7.5 7 7.5 7 7	7 7 7 7 7.5	8 6 7 7 6
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 7 7 7	8.5 8 8.5 8 8	8.5 8 8 8 8
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response 4 4 4 4 4	5.5 5 5 5 5	5 5 4 4 4.5
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted. 6.75 6.75 6.75 6.75 6.75	5.22 5.22 5.22 5.22 5.22	7 7 7 7 7
TOTAL EVALUATION POINTS		91.41	92.32	89.74
RANKING		2	1	3

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

Project Fact Sheet
7/4/2023

Project Name:	Technology Campus Phase I Welding Lab Expansion Building								Project No.	2022-036C
Funding Source	Unexpended Plant Fund									
			FY 21-22				FY 22-23			
	<u>Original</u>	<u>*Revised</u>			<u>Variance of Project</u>			<u>Variance of Project</u>	<u>Total Actual</u>	
	<u>Project Budget</u>	<u>Project Budget</u>	<u>Project Budget</u>	<u>FY 21-22 Actual</u>	<u>Budget vs. Actual</u>	<u>Project Budget</u>	<u>FY 22-23 Actual</u>	<u>Budget vs. Actual</u>	<u>Expenditures To</u>	
				<u>Expenditures</u>	<u>Expenditures</u>		<u>Expenditures</u>	<u>Expenditures</u>	<u>Date</u>	
Construction:	\$ 1,204,000.00	\$ 2,400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design:	\$ 120,400.00	\$ 120,400.00	105,000.00	11,287.50	-	\$ 100,400.00	\$ 94,001.55	\$ -	105,289.05	
Miscellaneous:	\$ 30,100.00	\$ 30,100.00	22,500.00	456.12	-	\$ 22,000.00	\$ 5,934.90	\$ -	6,391.02	
FFE:	\$ 102,340.00	\$ 102,340.00	-	-	-	\$ -	\$ -	\$ -	-	
Technology:	\$ 102,340.00	\$ 102,340.00	-	-	-	\$ -	\$ -	\$ -	-	
Total:	\$ 1,559,180.00	\$ 2,755,180.00	\$ 127,500.00	\$ 11,743.62	\$ -	\$ 122,400.00	\$ 99,936.45	\$ -	\$ 111,680.07	

*Project Construction Estimate adjusted at Construction Documents

Project Team		Board Status							
Approval to Solicit Architect/Engineer:	9/28/2021	<u>Board Approval of Schematic Design</u> 8/23/2022				Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	EGV Architects					EGV Architects	\$ 106,680.88	\$ 105,289.05	\$ 1,391.83
						TBD	\$ -	\$ -	\$ -
Contractor:	TBD								
		<u>Substantial Completion</u> TBD				<u>Board Acceptance</u> TBD			
STC EPC Project Manager:	Samuel Saldana	<u>Final Completion</u> TBD				<u>Board Acceptance</u> TBD			

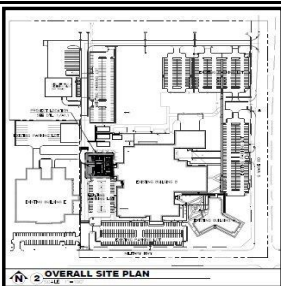
Project Description	Project Scope
New Building for the welding program to the west of Building B. 60 new welding stations, outdoor storage area, indoor ATF storage area, offices and restrooms.	Development of a new building for the welding program to include welding lab for 60 new welding stations, restrooms, offices, indoor and outdoor storage areas. Proposed Building SF: 6,413

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect / Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Constuction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion Date of Move In
9/28/2021	2/22/2022	8/23/2022	7/25/2023	8/15/2023	7/27/2024	8/27/2024	7/15/2024

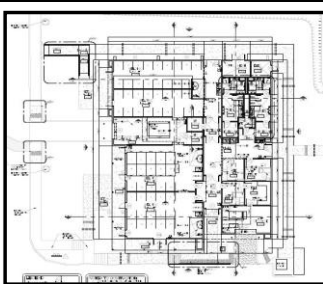
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2022-23	\$ -	\$ 94,001.55	\$ 5,934.90	\$ -	\$ -	\$ 99,936.45	
2021-22	\$ -	\$ 11,287.50	\$ 456.12	\$ -	\$ -	\$ 11,743.62	
Project Total	\$ -	\$ 105,289.05	\$ 6,391.02	\$ -	\$ -	\$ 111,680.07	

Current Agenda Item

07/11/2023 Facilities Committee Meeting - Review and Recommend Action on Construction Services for the Technology Campus Welding Lab Building F



Site Plan



Floor Plan



FPC Project Manager

Self

FPC Asst. Director

Rita Cullen

FPC Director

RdL

Review and Action as Necessary on Final Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion

Approval of final completion and release of final payment for 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.	Final Completion Recommended	July 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.

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 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 draft of the Letter of Final Completion and photos are enclosed for the Board's review and information.

On July 11, 2023, the Facilities Committee reviewed this item but did not recommend Board action. It is presented here for Board action as necessary. Administration recommends approval 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 final completion and release of final payment of \$17,032.60 to CRC Development & Construction Co., LLC. 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



NEGRETE & KOLAR ARCHITECTS,LLP

July 19, 2022

Dr. Ricardo J. Solis, President

South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Re: STC - Nursing & Allied Health Kitchen Lab Expansion Pending items for Close-Out

Dr. Solis,

As Architect, it is our firm's duty to advise the Principal (Owner) of the conformance to the Contract Documents and to certify final completion of the project. We have performed various construction observations and issued letters designating the Substantial Completion and Final Completion for the above-mentioned project. We have worked closely with the South Texas Facilities Planning and Construction Department to facilitate construction administrative services as outlined in the Owner Architect Agreement and arrived at the Project Close-out process.

It is the responsibility of the General Contractor to advise the Owner and Architect of Punch-List items that have been identified by all parties and correct as part of Final Completion and Close-out. That list has been sufficiently completed and shared with the Facilities, Planning, and Construction Department. However, there are still items that we the Architect of Record deem non-conforming to the Construction Documents. These items include:

1. Millwork Assemblies that do not follow the construction details set forth in the Contract Documents.
 - The glass inserts at Upper Cabinets are not in accordance to our details.

Upon completion of this item, the Architect will accept the finished work in place as compliance to the Contract Documents and concur with Final Completion and Certification of Final Payment.

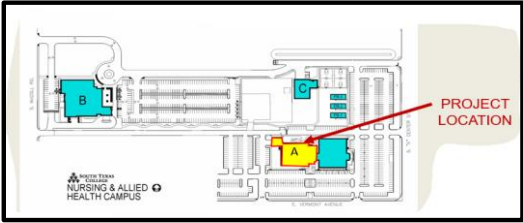
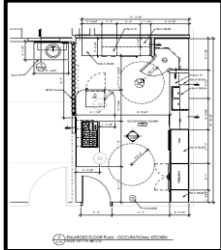

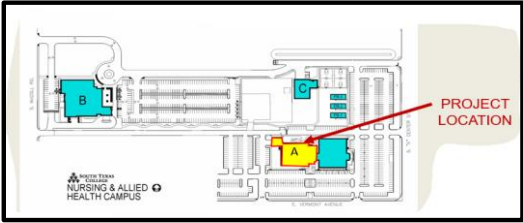
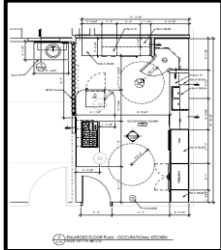

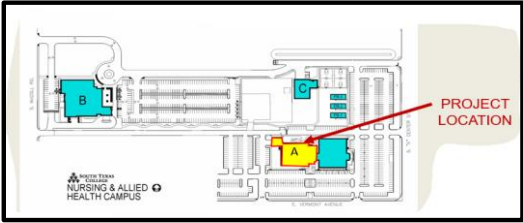
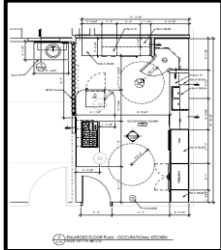

Respectfully submitted and prepared by

Esteban Zamora, Project Manager for:



David Negrete AIA
Negrete & Kolar Architects LLP

Project Fact Sheet
7/4/2023

Project Name: Nursing Allied Health Campus - East Building A Occupational Therapy Kitchen Expansion										Project No. 2022-004C																																																																																																			
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07/11/2023 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion																																																																																																													
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FPC Project Manager



FPC Asst. Director



FPC Director



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	7/25/2023
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	1/31/2023	Holchemont LTD 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	8/22/2023	2/27/2024	4/11/2024	4/29/2025	5/27/2025
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	6/27/2023	7/25/2023
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	7/25/2023	8/15/2023	7/23/2024	8/27/2024
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	9/26/2023	10/24/2023
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	8/22/2023	9/26/2023
25	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	8/22/2023	9/26/2023
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	8/22/2023	9/26/2023
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	\$ 1,872	\$ 17,013,128	\$ 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		●								\$ -	\$ 19,065	\$ (19,065)	\$ -	Low	TBD	Approval of Engineering Services	Perez Consulting Engineers
4	Ann Richards Administration Building A Renovation of Administration Offices	DV						●				\$ 660,000	\$ 733,897	\$ (73,897)	\$ 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	\$ 33,546	\$ 1,000,565	\$ 865,600	Low	March 2024	Approval of Substantial Completion	Able City, LLC
6	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 3,240,000	\$ 446	\$ 3,239,554	\$ 483,660	Low	October 2023	Approval of Construction Services	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	August 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	\$ 7,544	\$ 192,456	\$ 200,000	Low	July 2023	Approval of Construction Services	R. Gutierrez Engineers
Pecan Campus Subtotal												\$ 37,083,578	\$ 797,347	\$ 36,286,231	\$ 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	\$ 52,672	\$ 484,828	\$ 721,273	High	January 2024	Approval of Substantial Completion	PBK Architects
12	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 920,500	\$ 162,159	\$ 758,341	\$ 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	\$ 84,377	\$ 443,623	\$ 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	\$ 421,351	\$ 110,014	\$ 488,099	High	July 2023	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects
Mid Valley Campus Subtotal												\$ 2,517,365	\$ 720,559	\$ 1,796,806	\$ 2,550,908				
Technology Campus																			
15	Exterior Solar Panels Structure	SS					●					\$ 199,100	\$ 18,904	\$ 180,196	\$ 198,224	High	August 2023	Approval of Substantial Completion	SAMES, Inc
16	Welding Lab Expansion Building F	SS				●						\$ 1,559,180	\$ 111,407	\$ 1,447,773	\$ 122,400	High	July 2023	Approval of Construction Services	EGV Architects
17	Truck Driving Range Expansion	DV				●						\$ 49,620	\$ 407	\$ 49,213	\$ 41,350	Low	July 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	\$ 130,718	\$ 1,962,182	\$ 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	\$ 414,295	\$ 183,705	\$ 395,594	High	September 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	\$ 500,491	\$ 1,328,809	\$ 1,614,570					
Regional Center for Public Safety Excellence																				
25	Canopy for Safety Training Vehicles	DV					●					\$ 285,000	\$ 658,673	\$ (373,673)	\$ 421,051	High	August 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
26	Canopy for Students/Instructors	DV					●					\$ 247,000	\$ 510,021	\$ (263,021)	\$ 155,078	High	August 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
27	Chiller Installation	MV									●	\$ 170,000	\$ 220,118	\$ (50,118)	\$ 22,000	High	TBD	TBD	Half Associates, Inc	Johnson Controls
28	Fire Training Area	DV					●					\$ 443,000	\$ 277,519	\$ 165,481	\$ 295,686	High	August 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	\$ 144,184	\$ 1,437,016	\$ 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	\$ 2,021,130	\$ 1,240,070	\$ 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	\$ 58,590	\$ 890,160	\$ 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	\$ 2,980,570	\$ 6,663,371	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	3	\$ 56,844,030	\$ 7,370,535	\$ 49,473,495	\$ 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	\$ 28,821	\$ 251,179	\$ 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	\$ 189,818	\$ 832,182	\$ 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	\$ 17,484	\$ 968,216	\$ 695,163	Low	January 2024	Approval of Substantial Completion	Milnet Architectural Services	Holchemont
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	\$ 447,936	\$ 2,005,764	\$ 2,163,163					
Technology Campus																				
12	Emerging Technologies Building A Analog to Digital Replacement	TBD	●									\$ 515,000	\$ 51,714	\$ 463,286	\$ 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	\$ 51,714	\$ 523,286	\$ 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	\$ 11,804	\$ 64,696	\$ 76,500	Low	N/A		N/A	TBD
31	Flooring Replacements	MV					●					\$ 504,000	\$ 44,345	\$ 459,655	\$ 504,000	Medium	September 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	\$ 56,439	\$ 2,323,050	\$ 2,379,489					
Totals		0	6	7	1	0	2	0	1	0	1	\$ 7,930,189	\$ 1,334,722	\$ 6,595,467	\$ 7,319,784					

Outstanding Issues - Action Plan
July 11, 2023 Facilities Committee Meeting
as of July 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 7/11/2023	<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>7/5/2023: 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> <p>7/5/2023: D. Wilson to provide update on results of water testing of all window possible water infiltrations.</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 7/11/2023	<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.</p> <p>Solicitation of Construction Services for the roof replacement are in progress.</p> <p>7/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction Services for the roof replacement has been awarded to Contractor per June Board Meeting.</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> <p>7/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in July.</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 7/11/2023	<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 1sr 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.</p> <p>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>7/5/2023: 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> <p>7/5/2023: 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 June 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 June 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 June 2023.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2023.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for June 2023.
- 4) Release of Construction Fund Checks for June 2023.
- 5) Quarterly Investment Report and Money Market Accounts for June 2023.
- 6) Summary of Revenues for June 2023.
- 7) Summary of State Appropriations Revenue for June 2023.
- 8) Summary of Property Tax Revenue for June 2023.
- 9) Summary of Expenditures by Classification for June 2023.
- 10) Summary of Expenditures by Function for June 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for June 2023.
- 12) Summary of Grant Revenues and Expenditures for June 2023.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- Tuesday, August 8, 2023
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee

- Tuesday, August 22, 2023
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Community College Association of Texas Trustees 2023 Annual Conference will be held in Fort Worth, TX from September 14 – 16, 2023.
- The Fall 2023 Semester begins Monday, August 28, 2023.
- The Inaugural South Texas College Foundation Gala will be held on Thursday, October 5, 2023.
- The Association of Community College Trustees 2023 Leadership Congress will be held in Las Vegas, NV from October 9 – 12, 2023.