



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, September 26, 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, September 26, 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. Presentations**
 - A. Presentation on the South Texas College Strategic Planning Cycle 6 - 8
 - B. Academic Affairs Update..... 9 - 17
- VII. Update by the College President**
- VIII. Consideration and Action on Consent Agenda 18**
 - A. Approval of Board Meeting Minutes
 - 1. August 22, 2023 Public Hearing & Special Board Meeting 19 - 22
 - 2. August 22, 2023 Regular Board Meeting 23 - 72
 - 3. September 12, 2023 Public Hearing & Special Board Meeting 73 - 87

IX. Consideration and Action on New Items

1. Report of New Grants Awards 88
2. Approval of Resolution 2024-003 to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for 2024 – 2025 89 - 94
3. Approval of Resolution 2024-004 to Submit Nominees for the Starr County Appraisal District Board of Directors for 2024 – 2025 95 - 98
4. Ratification of First Amendment to Renew Interlocal Agreement with Texas A&M Health Science Center for Diabetes Education Program 99

X. Consideration and Action on Committee Items

A. Finance, Audit, and Human Resources Committee Items

1. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 100 - 101
 - a. Approval of Award of Proposals, Rescind of Award, Purchases, and Renewals 102 - 116
 - A. Award of Proposals
 - 1) Merchant Services (Award)
 - 2) Welding Gases, Metals, and Supplies (Award)
 - B. Rescind of Award
 - 3) Ambulance Cots and Stair Chairs (Rescind)
 - C. Purchases and Renewals
 - a. Instructional Items
 - 4) Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – **Grant Funded**
 - 5) Industrial Supplies, Materials, and Accessories (Renewal)
 - b. Non-Instructional Items
 - 6) Audio Visual Equipment and Supplies (Purchase)
 - 7) Computer Components, Peripherals, Software, and Supplies (Purchase)
 - 8) Maintenance Equipment, Parts, and Supplies (Purchase)
 - 9) Parts and Supplies (Purchase)
 - 10) Purchase of Materials and Supplies (Purchase)
 - 11) Catering Services (Renewal)
 - 12) Chiller Maintenance Agreement and Repair Services (Renewal)
 - 13) Fire Suppression Systems Service (Renewal)
 - 14) In-Store Purchases of Materials and Supplies (Renewal)
 - 15) Institutional Membership – TACC (Renewal)
 - c. Technology Items
 - 16) Communication Services for Radios and Equipment (Purchase)
 - 17) Course Management and Hosting Services (Renewal)
 - 18) Student Enrollment Management System Agreement (Renewal)
 - b. Approval to Write-off Fixed Asset/Capital Asset Valued at \$5,000 and Over 117

c. Approval of Use of Unrestricted Fund Balance for Retention Payment for Regular and Temporary Full-Time and Part-Time Employees	118 - 119
d. Approval of Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees	120 - 122
e. Approval of Proposed Budget Amendment for FY 2023 – 2024	123 - 132
f. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 – 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)	133 - 136
g. Acceptance of Internal Audit Annual Report for FY 2023	137 - 147
h. Approval to Adopt New Business and Support Services Policy and Retire Current Personnel Policies	148 - 158
A-1. Adopt CDE (Local) Accounting - Financial Ethics	
A-2. Retire Current Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties	
B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits	
C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity	
D-1. Retire Current Policy # 4530: Cellular Telephone Stipends	
E-1. Retire Current Policy # 5280: Optional Retirement and Tax Sheltered Annuities Programs	
2. Review and Action as Necessary to Revise Employee Staffing Plan for FY 2023 – 2024	159 - 171
3. Review and Action as Necessary to Purchase an Online Tutoring Services Agreement	172 - 174
4. Review and Action as Necessary to Approve the Modified Elevator Maintenance Agreement Renewal	175 - 176
5. Review and Action as Necessary to Approve an Interlocal Agreement for Ambulance Services	177 - 178
6. Discussion and Action as Necessary to Trade In/Write Off a Capital Asset Valued over \$5,000	179
 B. Facilities Committee Items	
1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee	180
a. Approval of Substantial Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion	181 - 188
b. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	189 - 198
c. Approval of Substantial Completion of the Pecan Campus East Drive Resurfacing	199 - 203

d. Approval of Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structures	204 - 210
e. Approval of Substantial Completion and Final Completion for the District Wide Flooring Replacement Phase II at Pecan Campus Student Services Building K and Nursing and Allied Health Campus East Building A	211 - 220
2. Review and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers	221 - 224
3. Review and Action as Necessary to Reject the Requests for Qualifications for Architectural Services – Pecan West Continuing Education Building Project.....	225
4. Review and Action as Necessary to Reject the Requests for Qualifications for Architectural Services – District Office Renovation Project.....	226
5. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects	227 - 237
XI. Consideration and Approval of Checks and Financial Reports	238 - 239
XII. Announcements	240
A. Next Meetings:	
• <u>Tuesday, October 17, 2023</u>	
➤ 3:00 p.m. - Education & Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:00 p.m. – Finance, Audit and Human Resources Committee	
• <u>Tuesday, October 31, 2023</u>	
➤ 5:30 p.m. – Regular Board Meeting	
B. Other Announcements:	
• Fall 2023 Convocation will be held on Friday, September 29, 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.	

Presentations

Presentation on the South Texas College Strategic Planning Cycle

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, will present on the South Texas College Strategic Planning Cycle.

Strategic Planning is essential to the proactive and data-driven development of new programs and review of existing programs that keep South Texas College attuned to the current and future needs of its students and communities.

Strategic Plans are established in six-year periods. Each strategic plan includes two three-year Comprehensive Operational Planning periods. These operational plans then serve as the basis for administration to develop the annual budget, which is provided for Board review and adoption.

Dr. Plummer will review this Strategic Planning Cycle that allows for the evaluation of existing strategic goals and directives, and facilitates the development and implementation of a new strategic plan to guide the next six-year period.

Dr. Plummer will seek feedback from the trustees on the ongoing and upcoming activities that comprise this transformation plan, including a proposed Board Work Session for October 2023 to gather trustee feedback in support of the upcoming strategic planning cycle.

WELCOME

Dr. David Plummer

*Vice President for Information Services, Planning,
Performance, and Strategic Initiatives*



**SOUTH TEXAS
COLLEGE**

STRATEGIC PLANNING

Close Out

STC

2019-2026
Strategic Plan

Feedback for Development of

Mission, Vision, and Core
Values

&

2026-2032 Strategic Plan

TIMELINE

- ▶ **Phase 1** – Environmental Scan, Data Gathering & SWOT Analyses (AY23-24)
- ▶ **Phase 2** – Ongoing Data Gathering and SWOT; Development of Mission/Vision/Core Values; Begin Drafting 2026-2032 Strategic Plan (AY24-25)
- ▶ **Phase 3** – Finalize 2025-2032 Strategic and Begin Implementation (AY25-26)

Academic Affairs Update

Dr. Anahid Petrosian, Vice President for Academic Affairs, will provide an update on the College's instructional Division, including sharing vital information that was recently presented to leadership from the College's partnering school districts.

This update will include a highlight of:

- Innovation and transformation at South Texas College during the past academic year;
- Credit and Non-Credit enrollment during the 2022 – 2023 Academic Year / Fiscal Year;
- New Credit and Non-Credit programs implemented this past year;
- Non-Credit to Credit Pathways offered at South Texas College;
- An overview of Micro-Credentials and Apprenticeship programs as well as completion statistics for the past three years;
- A preview of exciting new opportunities on the horizon for 2023 – 2024!

No formal action is requested. This information is presented as an update to the trustees, for feedback to administration, and to help the trustees advocate in support of the existing and developing programs offered by South Texas College.

South Texas College **Academic Affairs Update**

Presentation for the
STC Board of Trustees
Regular Meeting

September 26, 2023

Dr. Anahid Petrosian

Vice President and Provost for Academic Affairs



Presentation **OVERVIEW**

- Innovation & Transformation in 2022-2023
- College-wide Annual Enrollment (Credit and Non-Credit)
- Programs, Pathways, and Micro-Credentials
- On the Horizon for 2023-2024



Fulfilling our Mission

Innovation & Transformation 2022-2023

Innovation in Instruction

- Embedded **Google and Amazon Web Services** certificates into the Computer Information Technologies Bachelor Program (*576 certificate completions since 2020*)
- Integration of **VR and AR Technology** into several workforce programs

Transformation of Instructional Facilities

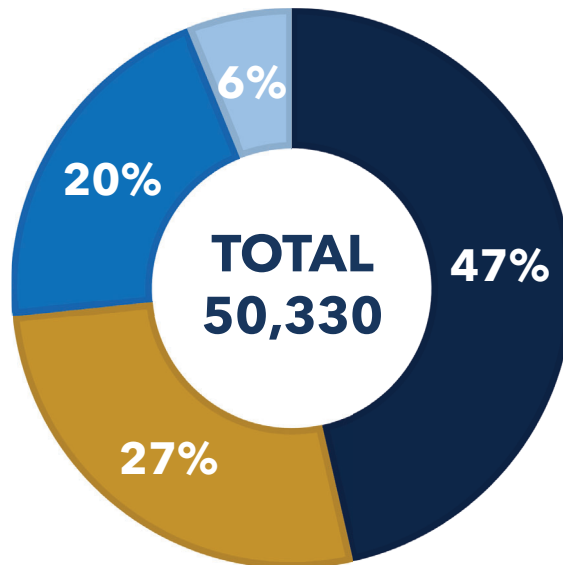
- Expansion of **HVAC, Automotive, and Welding** buildings at **Mid-Valley and Starr County** Campuses
- Completion of **Culinary Kitchen at Mid-Valley** Campus
- Approval for construction of **Kinesiology building**
- Approval for expansion of Cooper Center for **Fine Arts**
- Launch the **Cosmetology program**



College-wide Enrollment

Academic Year/Fiscal Year 2022-2023

- Traditional
23,404
- Dual Credit
13,549
- Continuing Education
10,318
- Center for Advanced Training & Apprenticeships
3,059



Credit	36,953
	74%
Non-Credit	13,377
	26%

Sources: Traditional and Dual Credit Data - STC Research & Analytical Services
Continuing Education and CATA Data - Argos

Programs Implemented 2022-2023



CREDIT PROGRAMS

- AA - Early Childhood
- AAS & Certificate - Surveying and Geospatial Technology
- Certificate - Cosmetology Operator
- OSA - County Corrections Specialist

NON-CREDIT PROGRAMS

- OSA - Health Information Management Clerk
- Certificate - Patient Care and Administrative Technician (Pell Eligible)
- Bus Driving through a partnership with the City of McAllen
- Property & Casualty Insurance License Preparation
- Entrepreneurship & Small Business



19 Non-Credit to Credit Pathways

Integration of Continuing Education into Academic Affairs Division has resulted in the development of additional pathways.

- Adobe Certified Expert in In-Design
- Certified Nurse Assistant
- Cisco Certified Network Administrator
- Comp TIA A+ Certification
- Comp TIA Server+ Certification
- Computerized Accounting
- EKG Technician
- Emergency Medical Technology
- Entrepreneurship and Small Business
- Federal Income Tax Preparation
- Health Information Management
- Medical Billing and Coding
- Medical Office Specialist
- Patient Care Technician
- Phlebotomy Technician
- Pipe Welding
- Microsoft Office Specialist
- Truck Driving
- Web Developer

28% Conversion Rate from CE to Academic Programs



Micro-Credentials & Apprenticeships

21 Occupational Skills Awards
45 Level 1 Certificates

**67 Industry Certifications aligned with
STC Workforce Programs**

**82 Industry Certifications aligned with
Continuing Education Programs**

**28 Apprenticeships established or under
development/pending approval**



Total Completions of Micro-Credentials/Licensures/Certifications

Report to THECB: FY 2020-2022



1,602

Total Completions
of **Occupational Skills Award**
or Licensure/Certification



1,852

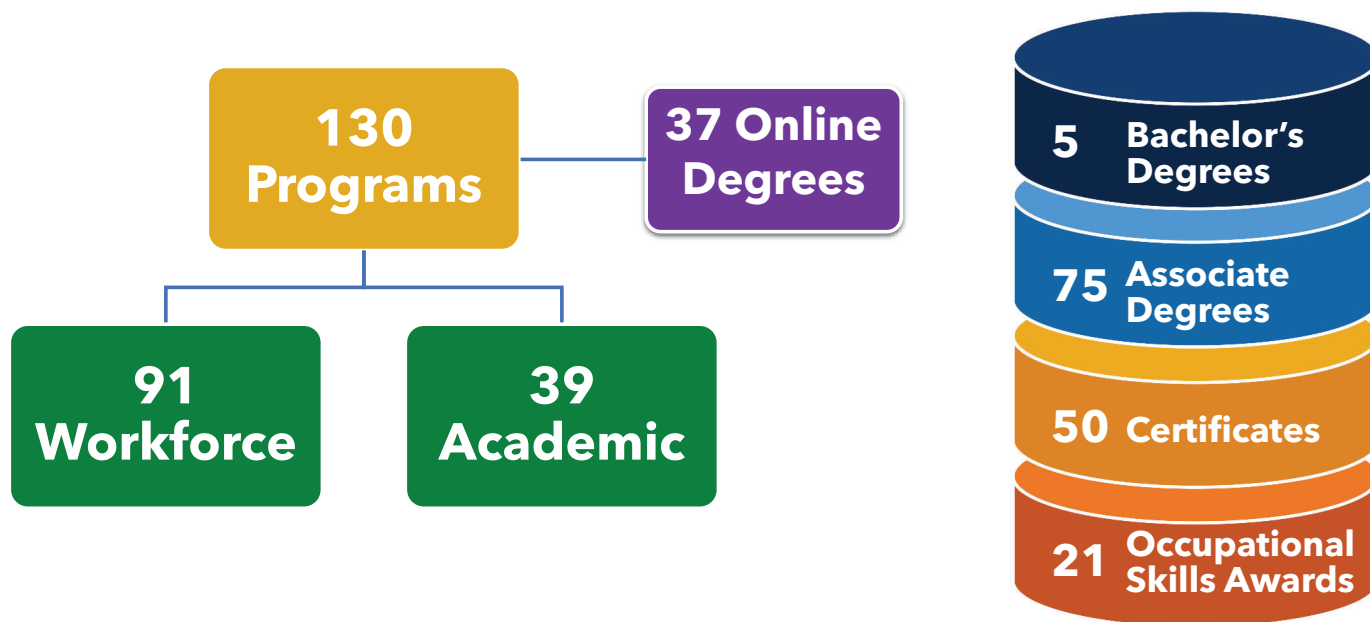
Total Completions
of **Industry Certifications**
or Licensure/Certification



On the Horizon for 2023-2024

Program Offerings - Workforce & Academic

2023-2024 Academic Year



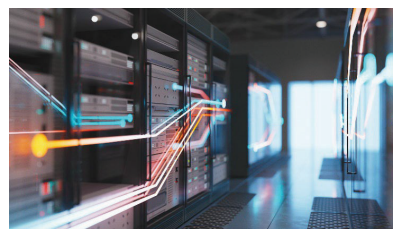
12 Meta-Majors Program Clusters



Programs Under Development 2023-2024

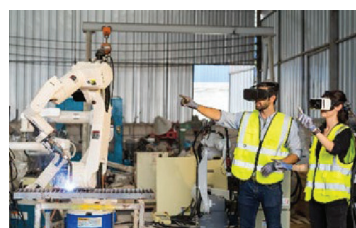
CREDIT PROGRAMS

- AS - Architecture
- AAS - Dental Hygienist
- AAS & Certificate - Artificial Intelligence
- AAS & Certificate - Digital Video and Cinema Production
- Certificate - Network Security
- Certificate - Robotics (Revising Title for Mechatronics Program)
- OSA - International Business



NON-CREDIT PROGRAMS

- Certificate - Cybersecurity
- Certificate - Massage Therapy



Major Priorities

Technology

- Implement **DualEnroll Registration** Software
- Implement the **Continuing Education Registration** System

Instruction

- Integration of **AI into workforce programs**
 - **CIT Program** will embed cloud computing from Amazon into their curriculum
 - **Mechatronics** Certificate (Robotics) will embed AI technology into their courses

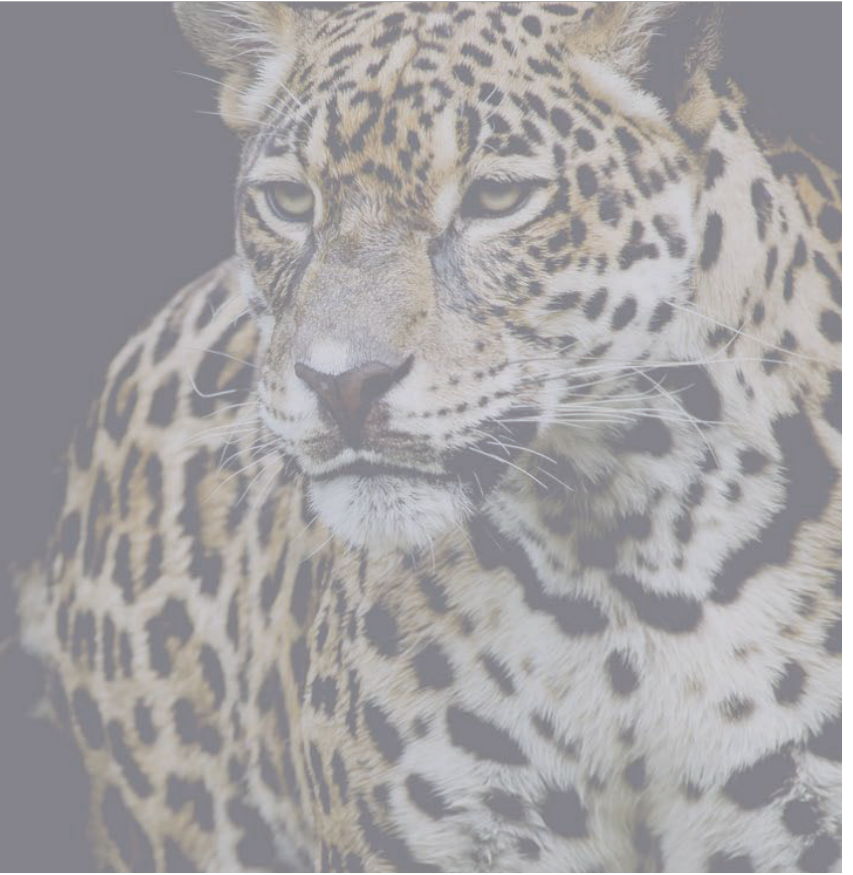


Next Evolution of South Texas College

- Update **Mission/Vision/Core Values**
- Develop **2026-2032 Strategic Plan**
- Implementation of **ERP Project**



**Thank you
for your
continued
support**



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) August 22, 2023 Public Hearing & Special Board Meeting
- 2) August 22, 2023 Regular Board Meeting
- 3) September 12, 2023 Public Hearing & Special 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 August 22, 2023 Public Hearing and Special Board Meeting, August 22, 2023 Regular Board Meeting and the September 12, 2023 Public Hearing & Special Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, August 22, 2023 @ 5:15 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 22, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:18 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mrs. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Dr. Rodney Rodriguez (via Zoom), Mr. Javier Villalobos, Mr. Jose Guerrero, Mrs. Becky Cavazos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Dr. Ali Esmaeili, Dr. Jayson Valerio, Mrs. Lynda Lopez, Ms. Amanda Sotello, Ms. Shannon Perales, Mr. Luis Gonzalez, Mr. Lucio Gonzalez, Dr. Fernando Chapa, Mr. Tony Matamoros, Mr. Robert Cuellar, Chief Ruben Suarez, Ms. Carla Rodriguez, Dr. Carlos Margo, Mr. Carlos Martinez, Mr. Leonel Garcia, Ms. Luisa Rodriguez, Mr. Kim Moore, Mrs. Bonnie Gonzalez, Mr. Gary Gurwitz, Mrs. Sally Guerra, Mr. Robert Rossel, Mr. Scott Pruitt, Mr. Natanael Perez, Mr. Jesus Villarreal, and Mr. Andrew Fish.

Determination of a Quorum

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

Public Comments

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

Review and Action on Revised Employee Staffing Plan for FY 2023 – 2024

Purpose and Justification – Administration recommended Board approval of the Revised Employee Staffing Plan for FY 2023 – 2024 unrestricted budget for each Division and Organization of the College, which included new funding from the House Bill 8 issued through the Texas Higher Education Board.

In August 2023, after the Board of Trustees approved the proposed Employee Staffing Plan for FY 2023 – 2024, the College received the official notification from the Texas Higher Education Coordinating Board for the FY 2023 – 2024 State Appropriations Allocations. As a result, the College may increase the salary budget in the FY 2023 – 2024 Budget to cover additional required critical positions previously identified and requested by each Division.

The Revised Employee Staffing Plan FY 2023 – 2024 included an additional proposed \$1,214,575.00 in pool positions for each division allocated as follows:

Salary Budget Pool Positions Allocated to Each Division	
Division	Amount
Office of the President	\$98,169.00
Academic Affairs	\$272,551.00
Finance and Administrative Services	\$369,807.00
Information Services, Planning, Performance and Strategic Initiatives	\$270,364.00
Institutional Advancement and Economic Development	\$30,121.00
Student Affairs and Enrollment Management	\$173,563.00
Total Amount	\$1,214,575.00

Background - As indicated in the 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.

Funding Source – The budget to fund each critical position pool is reflected in the appropriate division and listed on the Revised 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.

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

08/22/2023
Public Hearing and
Special Board Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approves and authorizes the Revised Employee Staffing Plan for FY 2023 – 2024 as presented. The motion carried.

The Public Hearing on FY 2023 - 2024 Budget

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2023 - 2024 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2023 - 2024 Budget opened at 5:24 p.m. and consisted of:

- Presentation of Overview of FY 2023 - 2024 Budget

Mrs. Elizondo presented the Overview of the proposed FY 2023 - 2024 Budget and responded to questions from the Board.

- Public Comments

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

- Closing of the Public Hearing on FY 2023 - 2024 Budget

The Public Hearing closed at 5:42 p.m.

Consideration and Approval of Resolution 2023-010 Adopting the Budget for FY 2023 – 2024

It was recommended that the Board of Trustees approve Resolution 2023-010 adopting the Budget for FY 2023 - 2024 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2023 - 2024 was advertised on August 2, 2023 in the Starr County Town Crier and The Monitor. The Hearing gives the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

Resolution 2023-010 adopting the Budget for FY 2023 - 2024 and a presentation on the Budget were provided in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were publicly available online and printed copies were made available at the Public Hearing.

08/22/2023

*Public Hearing and
Special Board Meeting Minutes*

The Finance, Audit, and Human Resources Committee reviewed the FY 2023 – 2024 Proposed Budget, which included all Funds at their August 8, 2023 meeting and recommended approval.

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 Resolution 2023-010 adopting the Budget for FY 2023 - 2024 as recommended.

Adjournment

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:44 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 22, 2023 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 22, 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, August 22, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:48 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mrs. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Mr. Javier Villalobos, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez (via Zoom), Ms. Lynda Lopez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Fernando Chapa, Dr. Rebecca De Leon, Dr. Jesus Campos, Mr. Lucio Gonzalez, Mr. Khalil Abdullah, Mr. Ken Lyons, Ms. Carla Rodriguez, Dr. Jayson Valerio, Chief Ruben Suarez, Ms. Alina Cantu, Mr. Robert Cuellar, Ms. Olivia De La Rosa, Dr. Carlos Margo, Mr. Leonel Garcia, Mr. Carlos Martinez, Mr. Tony Matamoros, Ms. Shannon Perales, Mr. Kim Moore, Ms. Luisa Rodriguez, Ms. Amanda Sotelo, Mr. Ben Briones, Mrs. Bonnie Gonzalez, Mr. Gary Gurwitz, Mrs. Sally Guerra, Mrs. Kelly Salazar, Mr. Francisco J. Mendez, Mr. David Gingrich, Mr. David Iglesias, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

Mrs. Carla Rodriguez, Interim Executive Director of the Office of Sponsored Initiatives, said the invocation.

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

08/22/2023
Regular Board Meeting Minutes

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.

Dr. Carlos Margo and Mr. Leonel Garcia introduced Mr. Carlos Martinez, who has been instrumental in the development and operation of robotics training programs offered to thousands of elementary, middle, and high school students over the past years.

These highly technical skill development programs have provided unique, innovative opportunities for students across our region and have strengthened the College's partnerships with school districts. During the onset of the COVID-19 pandemic, Mr. Martinez also led the transition to online youth camps, which allowed these programs to continue while in-person camps were temporarily unable to continue.

The Board congratulated Mr. Carlos Martinez for being outstanding representative of the values of South Texas College and for the impact he has made and will continue to make on his community.

Public Comments

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

To accommodate visitors from the South Texas College Foundation, the following item was deliberated out of the posted agenda order:

Discussion and Action as Necessary on Proposed Memorandum of Understanding between South Texas College and the South Texas College Foundation

Purpose and Justification – Administration requested Board approval of the proposed Memorandum of Understanding (MOU) between South Texas College (STC) and the South Texas College Foundation (Foundation).

Background – The Foundation was established as a separate 501(c)(3) non-profit organization to raise funds in support of student educational endeavors at South Texas College.

The Foundation's Board of Directors worked with their legal counsel to develop bylaws for the Foundation, as well as to develop an MOU that will coordinate resources, including staffing and facilities usage, between STC and the Foundation.

The MOU outlined the obligations and duties between STC and the Foundation that will help keep them operationally aligned in support of STC's students, while providing the Foundation the support it needs to undertake its mission.

In addition to the allocation of necessary staffing and facilities usage to support the activities of the Foundation, the College provided starting funds that helped the

Foundation undertake activities required to develop self-funding revenue streams. These starting funds consisted of \$20,000 in operational funds and \$10,000 in auxiliary funds. Funding Source – This startup funding was available in the FY 2022 - 2023 budget.

Reviewers – The MOU was reviewed by the President, Vice President for Institutional Advancement and Economic Development, Legal Counsel, and the South Texas College Foundation Chair and Board Members.

Enclosed Documents – The MOU was included in the packet for the Board's information and review.

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, and Yvonne "Bonnie" Gonzalez, STC Foundation President, attended the August 8, 2023 Finance, Audit, and Human Resources Committee meeting to provide a brief update on the Foundation and to address any questions.

The Committee proposed a number of revisions, which were incorporated in the version presented for Board approval.

The Committee recommended Board approval of the proposed Memorandum of Understanding between South Texas College and the South Texas College Foundation with the included revisions as presented.

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 the proposed Memorandum of Understanding between South Texas College and the South Texas College Foundation with the included revisions as presented. The motion carried.

Presentations

A. Review and Discussion of the Next Evolution of South Texas College

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, provided an overview and led a discussion of next evolution of South Texas College. This discussion supported the Roadmap to the Next Evolution of South Texas College, as provided in the packet.

South Texas College was founded in 1993 in response to a great need for workforce training and higher education opportunities in Hidalgo and Starr counties. Over the past thirty years, the College has been instrumental in positive transformation throughout the communities it serves, and has itself transformed and grown as a pioneer and leader in dual credit partnerships, baccalaureate programs, workforce training opportunities, non-credit to credit pathways, and academic programs that equal or exceed the quality and rigor of other institutions of higher education.

In 2021, the Board of Trustees hired Dr. Ricardo J. Solis to lead the College for its new era of bold innovation to build upon the College's history of excellence.

Working with the executive leadership team, Dr. Solis identified ongoing strategies and new opportunities to ensure a cohesive transformation of South Texas College, as outlined in the Roadmap to the Next Evolution of South Texas College.

This next stage of the College will help the College's students, faculty, administration, and staff as well as our communities and our partnering stakeholders navigate changing perceptions of higher education, a renewed focus on non-credit credentials of value, competitive strategies to improve the College, and updated strategies to align with state performance-based funding metrics.

Dr. Plummer led a discussion of the short-term goals, including:

- Rebrand – logo, colors, and image enhancement
- Restructure – realignment to top community college systems
- Reimagine – update Mission / Vision / Core Values and Strategic Plan
- Revitalize – update technology and processes to provide world class service

Dr. Plummer outlined the role of the Board of Trustees in this transformation of the College, and sought feedback from the trustees on the ongoing and upcoming activities that comprise this transformation plan, including a proposed Board Work Session to gather trustee feedback in support of the upcoming strategic planning cycle.

B. Presentation of the Delinquent Tax Collection Report for the Period Ending May 31, 2023

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Collection Report for the period of September 1, 2022 through May 31, 2023.

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

No formal action was requested. This information was presented as an update to the trustees, for feedback to administration.

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 provided an update on the Hidalgo County Prosperity Task Force.
2. Dr. Solis announced that the recently announced, first-in-the-nation nursing apprenticeship program has received significant interest from area hospitals seeking an opportunity to partner with the College.
3. Dr. Solis reminded the Board that the College's Convocation would be held Friday, September 29th, which would include the formal announcement of the new logo and the celebratory kick-off of our 30th anniversary celebrations.

4. Dr. Solis shared an update on the GED Graduation ceremony, which recognized nearly 100 GED program graduates.
5. Dr. Solis recognized the recent Faculty Assembly, at which he welcomed new and returning faculty as they prepared for an outstanding Fall 2023 semester.

No action was requested.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) July 25, 2023 Regular Board Meeting
- 2) August 14, 2023 Board Work Session

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 adopted the Minutes for the July 25, 2023 Regular Board Meeting and the August 14, 2023 Board Work Session as presented.

Dr. Alejo Salinas observed that the Minutes are lengthy and often contain repetitive information, which he recommended efforts to reduce.

Staff asked for clarification on his recommendation, noting that Minutes are often a simple record of action only and not a full record of information presented for deliberation.

Mr. Danny Guzman stated that he did not support having comments omitted at staff's discretion.

Dr. Salinas agreed that no Trustee comments made on the record would be omitted, and observed that staff had included those in the past. His observations were limited

Chair Rose Benavidez agreed, and stated that the trustees would have a subsequent conversation on how to identify content to be included or removed from future Minutes.

The motion carried.

Report of New Grants Awards

Mrs. Carla M. Rodriguez, Interim Executive Director of the Office of Sponsored Initiatives, reported the following listing of grants recently accepted by the College.

These grants were approved and accepted by the College President, in compliance with Board Policy 5510: Grants, and reported here for the Board's information and feedback to administration.

1. **National Institute of Food and Agriculture (NIFA), United States Department of Agriculture (USDA), Workforce TEAM (Training, Experience About MEAT),**

08/22/2023
Regular Board Meeting Minutes

Subrecipient to the Texas A&M University – Kingsville, in the amount of \$150,000 – New Project Award.

South Texas College (STC), as a subrecipient to the Texas A&M University-Kingsville (TAMUK) application will recruit qualified students to participate in training programs, earn student certifications, and participate in intercollegiate competitions as part of the Workforce TEAM project.

South Texas College's responsibilities will include recruiting qualified students to participate in the training programs, coordinate student certifications, collaborate with TAMUK on joint trainings, send students to intercollegiate competitions, and assist in providing training tools that can be incorporated into a website developed for the Workforce TEAM project.

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

2. University Transportation Center for Railway Safety (UTCRS), Subrecipient to the University of Texas Rio Grande Valley (UTRGV), in the amount of \$28,740 – New Project Award.

South Texas College (STC), as subrecipient to UTRGV's application to the UTCRS, will promote a research opportunity to all STC Associate in Science (AS) majors interested in participating in the proposed University Transportation Centers Program focusing on Engineering. STC will recruit outstanding undergraduate students to participate in UTRGV's proposed project entitled "University Transportation Center for Railway Safety (UTCRS), Smart Technologies for Safer Railways," to increase student academic and career success in the RGV Engineering Program.

STC will recruit up to 9 AS level undergrads per year over 5-year project period to participate in the program. The program will engage students in state-of-the-art railroad research alongside other undergraduate and graduate students at UTRGV under the supervision of renowned faculty in the rail transportation research field.

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

3. Texas Workforce Commission (TWC), Transitioning Veterans to Apprenticeship, in the amount of \$149,943.00 – New Project Award.

In partnership with the Lower Rio Grande Valley Workforce Development Board, three computer network employers, and three construction employers, South Texas College's Department of Industry Training and Economic Development (ITED) will recruit, orient, assess, select, and enroll 36 Military Veterans and/or Transitioning Military Service Members (TSMs) into ITED's one-year Computer Network Specialist Registered Apprenticeship Program (RAP), and the one-year Construction Superintendent RAP.

ITED commits to case manage and mentor program participants, and achieve an 86% RAP completion rate, in which at least 31 apprentices will receive a Certificate of Completion of Apprenticeship from the U.S. Department of Labor's Office of Apprenticeship and other industry-recognized certifications.

This grant aligns with Strategic Direction #3, High Success Rate. Participating trainees would develop knowledge and skills that would help them in their current employment, which can also increase the potential for economic and social mobility among residents in our region.

No action was requested.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2023

A report on the College's Quarterly Investment Report for the Quarter May 31, 2023, was presented. The Board was asked to approve the Investment Report as presented.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. presented on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2023 and provided a further update at the meeting. Ms. Upshaw presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2023 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2023 was included in the packet for the Board's information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2023, as presented. The motion carried.

Action as Necessary to Approve Contract Training Agreement for McAllen ISD Parent and Family Engagement Program

The Board of Trustees was asked to authorize administration to enter into an Interlocal Agreement with the McAllen ISD for the McAllen ISD Parent and Family Engagement Program.

The contract would allow Continuing Education to provide training in topics such as Cake Decorating, CPR, GED Spanish, Welding, Basic Spanish and Child Care to McAllen ISD parents. Classes would take place both at their facilities and ours. Upon completion of training, STC would issue a certificate of completion to those who successfully complete the class.

This contract included an estimated gross revenue of \$79,713.00 for the South Texas College Office of Continuing, Professional and Workforce Education.

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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College authorized administration to enter into an interlocal agreement with McAllen ISD for the McAllen ISD Parent and Family Engagement Program as proposed. The motion carried.

Action as Necessary to Approve Contract Training Agreement with PSJA ISD Career and Technical Education Department and Special Education Department

The Board of Trustees was asked to authorize administration to enter into an Interlocal Agreement with the PSJA ISD for their Career & Technical Education (CTE) department and their Special Education department.

The contract would allow Continuing Education to provide CTE students selected by the district with training in Real Estate, Dental Assistant or EKG Technician. Students who successfully complete any of the three programs would be able to take the certification exam and will receive a certificate of completion.

For the Special Education department, South Texas College would provide train-the-trainer training in Cake Decorating and Floral Design to the special education teachers. The teachers would then teach cake decorating and floral design to special education students throughout the school year. The College would charge tuition for the train-the-trainer courses and would then register the special education students and issue a certificate of completion at no charge.

This contract included an estimated gross revenue of \$90,133.40 for the South Texas College Office of Continuing, Professional and Workforce Education.

08/22/2023
Regular Board Meeting Minutes

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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorizes administration to enter into an interlocal agreement with PSJA ISD for their Career & Technical Education (CTE) department and their Special Education department. The motion carried.

Action as Necessary to Training Services and Equipment Usage Agreement with the Valley Initiative for Development and Advancement (VIDA) for Nursing Program

The Board of Trustees was asked to authorize administration to execute a training services and equipment usage agreement with the Valley Initiative for Development and Advancement (VIDA) for Nursing virtual reality training equipment

Under this agreement, VIDA agreed to use federal H-1B Nursing Expansion Grant Program funding to provide equipment, including servers, software, and augmented reality goggles to allow the creation and operation of virtual reality clinics to train nursing students.

South Texas College would use this equipment to train an estimated 1,400 students during the term of the agreement, which would commence on September 1, 2023 or upon delivery of the equipment, and through May 31, 2028 or upon completion of the training services, whichever was sooner. These virtual training clinics would be developed at the Nursing Allied Health Campus, the Mid Valley Campus, and the Starr County Campus.

Dr. Jayson Valerio, Dean for Nursing and Allied Health, attended the meeting to address questions by the Trustees.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College authorized administration to enter into a training services and equipment usage agreement with the Valley Initiative for Development and Advancement (VIDA) for Nursing Program virtual reality training equipment. The motion carried.

Review of Presentation to the Education and Workforce Development Committee:

a. Presentation on the Center for Advanced Training & Apprenticeships

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, introduced Dr. Carlos Margo, Dean of the Center for Advanced Training & Apprenticeships, and Mr. Leonel Garcia, Director of the Center for Advanced

08/22/2023

Regular Board Meeting Minutes

Training & Apprenticeships. Dr. Margo and Mr. Garcia presented on the Center for Advanced Training & Apprenticeships (CATA) at South Texas College, and its incredible successes and expanding scope for future workforce programs.

CATA began as the Institute for Advanced Manufacturing (IAM), which was developed as a component of a regional strategy to provide advanced manufacturing skills training in support of the economic development of the Rio Grande Valley.

Dr. Margo and Mr. Garcia provided a brief review of the Mission and Vision of CATA, as well as the economic stewardship that has supported their ability to grow their team and resources and stay on the ever-advancing edge of industrial and automation technologies, offering over 110 credentials of value to help incumbent workers advance their careers and drive productivity for area employers. South Texas College's credentials of value provide a greater return on investment for graduates, as these credentials can serve as the basis for transition into additional programs, including credit pathways, that can lead to meaningful professional career growth.

With technological and economic changes in the region, the CATA team has broadened its original scope, capitalizing on new opportunities in the development of apprenticeship programs with the support of the US Department of Labor and the Texas Workforce Commission.

Dr. Margo has led the initiative to rebrand the IAM team as the Center for Advanced Training & Apprenticeships (CATA) to reflect this new, critical role South Texas College is filling in coordination with federal and state support and our local workforce.

Dr. Margo and Mr. Garcia reviewed the history of apprenticeship programs at South Texas College, including recent approval to be the first in the nation to offer an apprenticeship program for Registered Nurses, as well as a newly developed Veterinary Assistant apprenticeship program.

The team also partners with local school districts to offer a number of youth summer camps focused on drones and automation, which builds awareness and interest in potential career paths for the 3rd – 12th grade participants. Following the presentation, administration has provided several letters from partnering school districts giving testimonial about the impact of these great youth camp programs on their students.

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 of South Texas College Proposed 2023 Tax Year Tax Rate

Purpose and Justification - Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate and therefore, is required to hold a public hearing.

The Texas Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Texas State Comptroller's office that include the statutory requirements. In addition, the Texas Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website and on TV, if available, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1437	\$83,752,359
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
Proposed Tax Rate	\$0.1335	\$0.0227	\$0.1562	\$90,389,271

08/22/2023
Regular Board Meeting Minutes

On November 5, 2013, the voters approved a maximum rate for maintenance and operations (M&O) tax rate of \$0.1400 for the College. The proposed Levy 2023 maintenance and operations (M&O) tax rate of \$0.1335 was lower than the maximum rate approved by the voters.

The proposed debt rate of \$0.0227 was the amount necessary to fully fund all the debt service payments for the 2013 Limited Tax Bonds that consist of the Bonds Series 2015 and the Refunding Bonds Taxable Series 2020 and Taxable Series 2021.

South Texas College was required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1562 since this tax rate exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate.

In fiscal year 2023, South Texas College held a public hearing and published special notices before adopting the tax rate of \$0.1615. The tax rates for Levy 2022 were \$0.1388 cents for M&O and \$0.0227 for I&S.

Enclosed Documents - The Notice of 2023 Tax Rates and a presentation on Proposed 2023 Tax Year Tax Rate were included in the packet for the Board's information and review.

The Board would be asked later in this meeting to schedule, by record vote, a Public Hearing on the proposed tax rate on Tuesday, September 12, 2023 at 4:45 p.m.

b. Update on The College's Enterprise Resource Planning (ERP) System

Purpose and Justification – South Texas College (College) Administration provided an update on the Enterprise Resource Planning (ERP) evaluation, discovery, selection, and proposed procurement.

The Board of Trustees designated a total of \$25 million in fund balance over a period of ten years for the ERP procurement and associated consultant services.

College Administrators and staff performed extensive research on ERP systems and invited vendors to demonstrate their ERP systems' different capabilities and functionalities. The vendors invited were Anthology, Ellucian, Oracle, and Workday.

Each vendor conducted discovery sessions to gather functionality requirements from college departments, provided demonstrations on their system solutions, and presented their business case to College staff. In addition, functional users conducted demonstrations with other Colleges in Texas and out-of-state via Zoom.

A status update on the ERP system was provided to the Board of Trustees at the April 25, 2023, Board meeting.

In May 2023, South Texas College contracted with Peak Performance Technologies to provide professional consulting expertise and guidance on evaluating, selecting,

08/22/2023

Regular Board Meeting Minutes

and procuring a new ERP system. After reviewing the College's previous and on-going efforts, Peak Performance held meetings with executive management and functional users from key departments to analyze the College's current and future state ERP needs and functionalities and prepared a business case for change.

The next action items planned for the ERP evaluation, selection, and procurement process include the following actions:

- Hold a Board of Trustees Work Session in August 2023 to present the ERP Business Case for Change Report.
- Present proposed procurement of selected ERP software at the August 22, 2023 Board meeting.

Enclosed Documents – An exhibit illustrating the ERP project timeline was provided for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, presented an update on the College's Enterprise Resource Planning (ERP) System to the Finance, Audit, and Human Resources Committee on Tuesday, August 8, 2023.

VP Elizondo provided further information on the ERP System procurement process at a Board Work Session on Monday, August 14, 2023, and was preparing to request formal Board action at a Special Board Meeting scheduled for Tuesday, September 12, 2023 at 4:45 p.m.

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.

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

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

- a. Approval to Award Student Insurance Proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance
- b. Approval to Award Insurance Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance
- c. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2023 - 2024
- d. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreements
 - A. Award of Proposal
 - 1) Books and Educational Materials – II (Award) – Grant Funded
 - 2) Collection Agency Services (Award)
 - 3) Office Supplies (Award)
 - B. Purchases and Renewals
 - a. Instructional Items
 - 4) Admission Assessment Exams (Purchase)
 - 5) Testing Materials (Purchase)
 - b. Technology Items
 - 6) Banner Application Maintenance Agreement (Renewal)
 - 7) Communication and Messaging Services Agreement (Renewal)
 - 8) Data Hosting and Maintenance Agreement (Renewal)
 - 9) Data Storage Hardware Maintenance Agreement (Renewal)
 - 10) Email Backup Online License Subscription (Renewal)
 - 11) Email Security Software License Agreement (Renewal)
 - 12) Enterprise Antivirus, Maintenance, and Support Agreement (Renewal)
 - 13) Enterprise Software Licenses and Maintenance Agreements (Renewal)
 - 14) Internet Service Agreement – District Wide (Renewal)
 - 15) Network Hardware and Software Maintenance Agreements (Renewal)
 - 16) Oracle License Maintenance Agreement (Renewal)
 - 17) Public Website Hosting Services Agreement (Renewal)
 - 18) Server Hardware Maintenance and Support Agreement (Renewal)
 - 19) Support Services Agreement (Renewal)
 - 20) System Appliance Maintenance Agreement (Renewal)
 - C. Interlocal Agreements
 - 21) Facility Usage Agreements (Lease/Rental)
 - e. Approval of Revisions to Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024

- f. Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- g. Approval of Internal Audit Charter
- h. Approval of Proposed Projects for Internal Auditor for FY 2023 – 2024
- i. Approval to Revise Local Policy CT - Intellectual Property
- j. Approval to Adopt New Business and Support Services and Personnel Policies and Retire Current Policies
 - A-1. Adopt CKE (Local) Insurance and Annuities Management: Workers' Compensation
 - A-2. Retire Current Policy #4344: Workers' Compensation
 - B-1. Adopt DBA (Local) Employment Requirements and Restrictions: Credentials and Records
 - B-2. Retire Current Policy #4151: Academic and Professional Credentials for Faculty
 - B-3. Retire Current Policy #4700: Maintenance of Personnel Records
 - B-4. Retire Current Policy #4701: Confidentiality of Personnel Payroll Information
 - B-5. Retire Current Policy #4702: Personal Status Change
 - B-6. Retire Current Policy #4711: Confidentiality of Records and Business Matters
 - C-1. Adopt DBB (Local) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases
 - C-2. Retire Current Policy #4400: Employees With or Who Have Been Exposed to Communicable Diseases
 - C-3. Retire Current Policy #4401: HIV/AIDS Workplace Guidelines
 - D-1. Adopt DEC (Local) Compensation and Benefits: Leaves and Absences
 - D-2. Retire Current Policy # 3820: Faculty Renewal and Development Leave
 - D-3. Retire Current Policy # 4230: Educational Activities Leave
 - D-4. Retire Current Policy # 4306: Vacation Leave Accrual
 - D-5. Retire Current Policy # 4308: Sick Leave
 - D-6. Retire Current Policy # 4309: Sick Leave Deduction for Faculty
 - D-7. Retire Current Policy # 4310: Sick Leave Pool
 - D-8. Retire Current Policy # 4311: Personal Leave
 - D-9. Retire Current Policy # 4312: Funeral Leave
 - D-10. Retire Current Policy # 4313: Family and Medical Leave
 - D-11. Retire Current Policy # 4314: Jury and Witness Duty
 - D-12. Retire Current Policy # 4316: Leave Without Pay
 - D-13. Retire Current Policy # 4318: Accommodations for Religious Observance
 - D-15. Retire Current Policy # 4511: Unauthorized Absence

Policies Retired with No New Policy Adopted:

- E-1 Retire Current Policy # 4305: Employee Leave, Spring Break, Semester Break and Holidays
- F-1 Retire Current Policy # 4317: Military Leave
- G-1. Retire Current Policy # 4319: Professional Leave
- H-1. Retire Current Policy # 4322: Donation of Sick Leave

Mr. Paul R. Rodriguez noted that the consent agenda included a Cyber Liability policy that decreased in cost by 13% over the previous year without a corresponding decrease in coverage. He attributed this to the Information Technology / Information Security teams' tremendous security programs protecting the College's IT systems.

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 items a – j of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval to Award Student Insurance Proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance

Purpose and Justification – Administration recommended Board approval to award the student insurance proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance.

The basic purpose of the student insurance was as follows:

1. Student / Faculty Medical Professional Liability Insurance - provides coverage for students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty.
2. Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance.
3. Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in certain Continuing Education Training Programs.
4. Business, Public Safety & Technology Student Accident Insurance – provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

Background – Every year, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available with approved or acceptable insurance practices in the state of Texas.

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommended the following awards:

1. Student / Faculty Medical Professional Liability Insurance:

Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2023 through August 26, 2024. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.**

Premium	\$21,250
Number of Students (estimate)	2,125
Limits	\$1,000,000 per occurrence / \$5,000,000 aggregate
Cost per Student	\$10 (same as prior year)
Premium paid by:	Students

⇒ The carrier remains unchanged from the year prior.

⇒ Students enrolled in the Nursing Allied Health and Child Development programs are automatically enrolled for this coverage.

2. Voluntary Student Accident Insurance:

Student Insurance Plans / Pan America Life Insurance for the period beginning August 26, 2023 through August 26, 2024. **This is a voluntary product, so there is no cost to the College (same as year prior).**

Limit	\$25,000
Cost to Student:	Same as prior year
School Time Coverage	\$71.25
Full Time Coverage	\$152.00
Dental Coverage	\$8.55
Premium paid by:	Students

⇒ The carrier remains unchanged from the year prior.

3. Workforce Training Programs Student Accident Insurance:

Student Insurance Plans / Pan America Life Insurance for the period beginning August 26, 2023 through August 26, 2024. Participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades.

Premium	\$2,500
Number of Students (estimate)	435
Limit	\$25,000
Cost per Student	Cost per student based on enrollment (same as prior year)
Premium paid by:	Students

⇒ Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.

4. Business, Public Safety & Technology Student Accident Insurance:

Student Insurance Plans / Pan America Life Insurance for the period beginning August 26, 2023 through August 26, 2024. Participants are enrolled in Business, Public Safety & Technology programs.

Premium	Included with the Workforce Training Programs Student Accident Insurance premium
Number of Students (estimate)	1,967
Limit	\$25,000
Cost per Student:	Cost per student based on enrollment (same as prior year)
Premium paid by:	Students

⇒ Students in Business, Public Safety & Technology programs are automatically enrolled for this coverage.

The project timeline and information are as follows:

Advertised RFP	June 7, 2023 and June 14, 2023
RFP Responses Due	June 28, 2023
RFP Issued To	Seventeen (17) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Insurance Consultant, Accountability, Risk & Records Management, and the Purchasing Department

Enclosed Documents - The insurance recommendations provided by Mr. Chase Carlisle were provided in the packet for the Board's information and review.

Mr. Peter Matl, Insurance Broker, from Carlisle Insurance attended the Committee Meeting to address any questions.

The Committee recommended Board approval award the student insurance proposals for Student / Faculty Medical Professional Liability Insurance to **Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA** and the Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance to **Student Insurance Plans / Pan American Life Insurance** as presented.

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

Consent Agenda:

b. Approval to Award Insurance Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance

Purpose and Justification – Administration recommended Board approval to award the insurance proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance for the period beginning September 1, 2023 through August 31, 2024, with two one-year options to renew, at an estimated total amount of \$2,020,189.

The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize the risk of loss from circumstances beyond its control.

Background - Every year, prior to fiscal year-end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommended the following awards:

• **Property / Inland Marine / Boiler & Machinery**

Vendor	The Hartford Fire Insurance Co. (Montalvo Insurance Agency)
Premium	\$1,419,401
Premium Increase / Decrease	Increase of 29% (\$1,098,386 to \$1,419,401)

⇒ The carrier remained unchanged from the prior year.

- **Crime Insurance**

Vendor	The Hartford Fire Insurance Co. (Montalvo Insurance Agency)
Premium	\$8,174
Premium Increase / Decrease	Increase of 2% (\$7,988 to \$8,174)

⇒ The carrier remained unchanged from the prior year.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

⇒ The College's exposure is shown in the table below:

	Liability Exposure
State	Sovereign immunity except for injuries arising out of the operation of motor vehicles. Limits: \$100,000 / \$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Though there is no ceiling under civil rights cases, given the College's comprehensive practices and procedures to avoid liability, reduce risk, and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

Vendor	Texas Association of School Boards (TASB)
Premium	\$241,153
Premium Increase / Decrease	Increase of 7% (\$224,806 to \$241,153)

⇒ The TASB proposal was contingent upon concurrent participation in the Auto, Liability, and Workers Compensation programs proposed.

⇒ The carrier remained unchanged from the prior year.

- **Workers Compensation Insurance**

Vendor	Texas Association of School Boards (TASB)
Premium	\$299,652
Premium Increase / Decrease	Increase of 12% (\$268,699 to \$299,652)

⇒ The carrier remained unchanged from the prior year.

- **Foreign Liability Insurance**

⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, Property coverage, College-owned vehicles, vehicles leased by South Texas College, and equipment.

Vendor	ACE American Insurance Co. (Montalvo Insurance Agency)
Premium	\$8,201
Premium Increase / Decrease	N/A (same)

⇒ The carrier remained unchanged from the prior year.

- **Cyber Liability Insurance**

Vendor	AIG Specialty Insurance Company (Montalvo Insurance Agency)
Premium	\$43,608
Premium Increase / Decrease	Decrease of 13% (\$50,000 to \$43,608)

⇒ The carrier was different from the prior year.

The total recommended award to **Montalvo Insurance Agency** was **\$1,479,384**. The total recommended award to the **Texas Association of School Boards** was **\$540,805** and the total is as follows:

Type	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,419,401
Crime		\$8,174
School Leaders E&O, General Liability, Law Enforcement	\$174,793	
Automobile	\$66,360	
Workers Compensation	\$299,652	
Foreign Liability		\$8,201
Cyber Liability		\$43,608
TOTAL	\$540,805	\$1,479,384
Grand Total		\$2,020,189

The project timeline and information are as follows:

Advertised RFP	June 14, 2023 and June 21, 2023
RFP Responses Due	July 13, 2023
RFP Issued To	Sixteen (16) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Insurance Consultant, Accountability, Risk & Records Management, Chief Information Security Officer, and the Purchasing Department

Funds for these expenditures were budgeted in the Insurance and Benefits budgets for FY 2023 - 2024, pending Board approval of the budget.

Enclosed Documents – The insurance recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, were provided in the packet for the Board’s information and review.

Mr. Peter Matl, Insurance Broker, from Carlisle Insurance attended the Committee Meeting to address any questions.

The Committee recommended Board approval to award the insurance proposals as presented.

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

Consent Agenda:

c. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2023 - 2024

Purpose and Justification – Administration recommended Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2023 through August 31, 2024.

Background - The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2023 - 2024 was needed to provide transportation services to STC students. The Interlocal Agreement was intended to establish an intercampus bus route to serve all the College campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

Information regarding the FY 2023 – 2024 Transportation Services and Agreement are presented below.

Student Ridership Count History

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, and Green Lines and the College's ridership count history for the Yellow Line for FY 2019 through FY 2023 and the total net cost to STC for the same fiscal year:

Ridership Routes	FY 18 - 19	FY 19 – 20	FY 20 - 21	FY 21 - 22	FY 22 – 23 ¹
Yellow Line ⁴	24,035	13,289	595	1,483	1,864
Park & Ride ²	20,870	18,070	0	0	0
Green Line ⁴ (Starr Campus to Pecan)	13,925	7,379	831	2,114	1,900
Green Line ⁴ (Route 60-Roma)	6,180	4,278	90	1,376	2,121
Purple Line ³ (Mid Valley to NAH)	7,517	4,267	38	0	0
Total Ridership	72,527	47,283	1,554	4,973	5,885
Total Net Cost	\$382,084	\$317,213	\$84,112 ⁵	\$254,431	\$272,199

¹FY 2023 Ridership as of June 2023

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

³Cancelled October 2020

⁴Operating a reduced service beginning FY 2021

⁵CARES Act funding was provided in FY 21

Although ridership decreased substantially and the total net cost also decreased due to the reduced service being provided by the Jag Express, the total net cost had not reduced proportionally. In fiscal year FY 2019 the cost per rider was \$5.27 compared to the current year where cost per rider is \$46.25.

Green Lines Student and Public Total Ridership Count

The table below reflects the total ridership count history provided by the LRGVDC for the Green Lines for the period of, September 2022 through June 2023. The data is separated by total riders Monday – Thursday, riders on Fridays and the number of student and public riders.

Green Line Ridership (Trips) Student and Public September 2022 through June 2023					
	Student Trips		Public Trips		
Ridership Routes	Mon. – Thurs.	Friday	Mon. – Thurs.	Friday	Total Student and Public
Green Line (Route 60-Roma)	2,088	33	2,696	686	5,503
Green Line (Starr Campus to Pecan)	1,795	105	333	43	2,276

08/22/2023
Regular Board Meeting Minutes

Total	3,883	138	3,029	729	7,779
<i>Avg. Per Day for the year</i>	971	138	757	729	2595
Percentage Use	50%	2%	39%	9%	100%
Percentage Use Student and Public	52%		48%		100%

The table below reflects the monthly average of the Green Line Ridership for the period of September 2022 through June 2023.

Green Line Monthly Average Ridership September 2022 through June 2023					
	Student Trips		Public Trips		
Ridership Routes	Mon. – Thurs.	Friday	Mon. – Thurs.	Friday	Total Monthly Student and Public
Green Line (Route 60-Roma)	209	3	270	68	550
Green Line (Starr Campus to Pecan)	180	10	34	4	228
Total	389	13	304	72	778
<i>Avg. Per Day by Month</i>	97	13	76	72	258
Percentage Use	50%	2%	39%	9%	100%
Percentage Use Student and Public	52%		48%		100%

Proposed Agreement for Fiscal Year 2023 – 2024

Below is a summary of the costs for the current Interlocal Agreement and the proposed Interlocal Agreement.

	Current Agreement	Proposed Agreement
	Total Operating Cost	Total Operating Cost
Green Line – Route 60 – Roma	M - F	M - F
Total Cost	\$168,872	\$182,381
Grant Reimbursement	97,948	105,783
Net STC Cost	\$70,924	\$76,598
Green Line – Rio Grande City	M - F	M - F
Total Cost	\$225,026	\$243,028
Grant Reimbursement	131,132	141,623
Net STC Cost	\$93,894	\$101,405

Yellow Line – McAllen 3 Campuses		
	M - F	M - F
Total Cost	\$240,500	\$335,061
Grant Reimbursement	133,119	185,195
Net STC Cost	\$107,381	\$149,866
Total All Lines		
Total Cost	\$634,398	\$760,470
Grant Reimbursement	362,199	432,601
Net STC Cost	\$272,199	\$327,869
Net Change	-	55,670

Proposed Agreement for FY 23 - 24

- The proposal was to maintain the Green Line Route 60 (Roma) and Green Line 1 Route (Starr County Campus to Pecan Campus) to continue operating Monday – Friday.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- The total estimated STC net cost would increase by \$55,670 from the current year.

Reliable alternate transportation services for students traveling from Rio Grande City or Roma to the Pecan Campus had not been identified.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2023 - 2024.

Reviewers – The Interlocal Agreement was reviewed by Tom Logan, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and the College's Legal Counsel. The FY 2023 - 2024 Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft Interlocal Agreement, PowerPoint presentation, and the Valley Metro Ridership Report were provided in the packet for the Board's information and review.

Tom Logan from the LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, attended the August 8, 2023 Committee Meeting to address any questions by the Committee.

At the August 8, 2023 Committee meeting, administration recommended an option whereby the Green Line Route 60 (Roma) and Green Line 1 Route (Starr County Campus

08/22/2023
Regular Board Meeting Minutes

to Pecan Campus) would only operate Monday – Thursday, due to low student ridership on Fridays. This option would have reduced costs by \$35,601 compared to running both routes Monday – Friday.

The Committee opined that there was sufficient value to the College to maintain Friday service for the students and communities, and recommended that the proposal to the Board include the full Monday – Friday schedule for Green Line Route 60 (Roma) and Green Line 1 Route (Starr County Campus to Pecan Campus). This was incorporated into the formal recommendation presented to the Board.

The Finance, Audit, and Human Resources Committee recommended Board approval of the Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), using the proposed agreement for FY 23 - 24, for a one-year period of September 1, 2023 through August 31, 2024, as presented, and contingent upon approval by the LRGVDC.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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 agreements at a total cost of \$3,538,283.34 as listed below:

A. Award of Proposals

- 1) **Books and Educational Materials – II (Award) – Grant Funded:** award the proposal for books and educational materials – II for the period August 27, 2023 through August 26, 2024 with two one-year options to renew, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendors	Vendors
ABDO Publishing Company (Minneapolis, MN)	Assessment Technologies Institute, LLC./ dba National Healthcareer Association (Leawood, KS)
Barnes & Noble Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
The Rosen Publishing Group, Inc. (New York, NY)	

- 2) Collection Agency Services (Award):** award the proposal for collection agency services for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:
- **S&S Recovery, Inc.** (Memphis, TN)
 - **Continental Service Group, LLC./ dba ConServe** (Fairport, NY) (New)
 - **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY) (New)
- 3) Office Supplies (Award):** award the proposal for office supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$350,000.00. The vendors are as follows:

Primary	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Secondary	Copy Plus (McAllen, TX), Quill, LLC. (Lincolnshire, IL), and Ray's Business Products (Pharr, TX) (New)

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

- 4) Admission Assessment Exams (Purchase):** purchase admission assessment exams 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 \$120,000.00. The cost is paid by the students when they register for this exam;
- 5) Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.

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

- 6) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University-Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$427,359.29;
- 7) Communication and Messaging Services Agreement (Renewal):** renew the communication and messaging services agreement with **Hit Labs, Inc. / Pronto** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$238,895.90, which will be paid annually. The annual payments are as follows:

Year	Period	Amount
1	9/1/23 – 8/31/24	\$77,290.08
2	9/1/24 – 8/31/25	\$79,608.78
3	9/1/25 – 8/31/26	\$81,997.04

- 8) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta,

GA), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$267,253.00;

- 9) **Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$30,256.72;
- 10) **Email Backup Online License Subscription (Renewal):** renew the email backup online license subscription with **Software House International (SHI) Government Solutions** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 6, 2023 through September 5, 2024, at an estimated total amount of \$36,918.45;
- 11) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS), for the period beginning September 30, 2023 through September 29, 2024, at an estimated total amount of \$71,183.71;
- 12) **Enterprise Antivirus, Maintenance, and Support Agreement (Renewal):** renew the enterprise antivirus, maintenance, and support agreement with **Software House International (SHI) Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 29, 2023 through September 28, 2024, at an estimated total amount of \$35,600.00;
- 13) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$104,040.05;
- 14) **Internet Service Agreement – District Wide (Renewal):** renew the internet service – district wide with Charter Communications Operating, LLC./dba Spectrum Gulf Coast, LLC. through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2023 through August 31, 2024, at an estimated monthly total amount of \$15,000.00 and an estimated annual total amount of \$180,000.00;
- 15) **Network Hardware and Software Maintenance Agreements (Renewal):** renew the network hardware and software maintenance agreements with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor and **Software House International (SHI) Government Solutions**, (Houston, 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 \$109,836.00. The vendor information is as follows:

#	Vendor	Location	Number of Switches	Amount
1	Netsync Network Solutions, Inc.	Pecan Campus Data Center Bldg M	53	\$79,765.80

08/22/2023

Regular Board Meeting Minutes

#	Vendor	Location	Number of Switches	Amount
2	Software House International (SHI) Government Solutions	Varies Campuses and Buildings	80	\$30,070.20

16)Oracle License Maintenance Agreement (Renewal): renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$600,608.90;

17)Public Website Hosting Services Agreement (Renewal): renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$75,000.00;

18)Server Hardware Maintenance and Support Agreement (Renewal): renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX) and **EMC Corporation/dba System Peripherals, Inc.** (Hopkinton, MA), State of Texas Department of Information Resources (DIR) approved vendors and **Software House International (SHI) Government Solutions** (Somerset, NJ) The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$263,201.52. The vendor information is as follows:

#	Vendor	Location	Number of Switches	Amount
1	Dell Marketing, LP. (Dallas, TX)	Pecan Campus Data Center Bldg M	54	\$153,893.35
2	EMC Corporation/dba System Peripherals, Inc. (Franklin, MA)	Pecan Campus Data Center Bldg M	13	\$83,212.07
3	Software House International (SHI) Government Solutions	Varies Campuses and Buildings	63	\$26,096.10

19)Support Services Agreement (Renewal): renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$33,000.00;

20)System Appliance Maintenance Agreement (Renewal): renew the system appliance maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$22,985.80;

C. Interlocal Agreements

21) Facility Usage Agreements (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and **City of McAllen** (McAllen, TX), for the period beginning October 28, 2023 through April 7, 2024, at an estimated total amount of \$22,144.00.

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

Consent Agenda:

e. Approval of Revisions to Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024

Purpose and Justification – Administration recommended Board approval of proposed revisions to the Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024 in accordance with Texas House Bill 8 signed into law on June 9, 2023.

Texas House Bill 8 provided a new model to fund community colleges with an outcome-based approach and rewards colleges for awarding degrees, certificates, and other credentials of value. Specifically, the creation of the Financial Aid for Swift Transfer (FAST) scholarship program for low-income dual credit students permits a tuition charge not exceeding \$55.00 per credit hour. Community Colleges would be provided funding based on the completion of a sequence of dual credit courses offered to high school students, which can set them on early pathways to successful completion of an educational credential.

Background - On March 28, 2023, the Board approved the Tuition and Fees for FY 2023 – 2024, which included the Dual Credit Students Schedules.

The proposed revisions were as follows:

A. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees

	Board Approved FY 2023-2024	Proposed Changes FY 2023-2024
DUAL CREDIT TUITION:		
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	100.00	55.00
COURSE FEES:		
NAH and Other Course Fees: Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/Other Activities (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees

PROGRAM SPECIFIC FEES:		
Fire Academy Fees: (per student/per semester) (charged to School District) includes: <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES - GENERAL:		
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00
INCIDENTAL FEES - LIBRARY FEES :		
INCIDENTAL FEES - PARKING/MOVING TRAFFIC VIOLATIONS FEES :		

B. Dual Credit Students- Non-Sponsored Tuition and Fees

	Board Approved FY 2023-2024	Proposed Changes FY 2023-2024
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:		
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	75.00	55.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	75.00	55.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	100.00	55.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	100.00	55.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	100.00	55.00

INDEPENDENT DUAL CREDIT FEES:		
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All applicable fees will be assessed	All Applicable incidental fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All applicable fees will be assessed	All Applicable incidental fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All applicable fees will be assessed	All Applicable incidental fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	All applicable fees will be assessed	All Applicable incidental fees will be assessed
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All applicable fees will be assessed	All Applicable incidental fees will be assessed
DUAL CREDIT REIMBURSEMENT OF COSTS:		
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00
INCIDENTAL FEES - GENERAL:		
INCIDENTAL FEES - LIBRARY FEES :		
INCIDENTAL FEES - PARKING/MOVING TRAFFIC VIOLATIONS FEES :		

Reviewers - The revised schedules were reviewed by staff, administrators, President's Cabinet, and the Vice President for Academic Affairs.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, attended the Committee meeting to address any questions.

Enclosed Documents – A copy of the following tuitions and fees schedules was included in the packet to highlight the proposed changes:

- Dual Credit Students - Sponsored by Partnering School Districts Tuition and Fees FY 2023-2024
- Dual Credit Students - Non-Sponsored Tuition and Fees FY 2023-2024

The Committee recommended Board approval of the proposed revisions to the Dual Credit Students Tuition and Fees Schedules 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 Auditor's Annual Statement of Organizational Independence

Purpose and Justification – Administration recommended Board acceptance of the Internal Auditor's Annual Statement of Organizational Independence.

As per the IIA Standard 1110 *Organizational Independence* - The Chief Audit Executive (CAE), must confirm to the board, at least annually, the organizational independence of the internal audit activity. The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. Internal Auditors should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

Interpretation of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

Enclosed Documents – A signed copy of the ‘Internal Auditor's Statement of Organizational Independence’; IIA Definition and Mission of Internal Auditing; IIA Code of Ethics; and IIA Principles that Internal Auditors were expected to apply and uphold followed in the packet for the Board's information and review.

Presenters - Mr. Khalil Abdullah, Chief Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee.

The Committee recommended Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented

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

Consent Agenda:
g. Approval of Internal Audit Charter

Purpose and Justification – Administration recommended Board approval of the Internal Audit Charter for the period of September 1, 2023 through August 31, 2024, to align South Texas College's internal audit function with the IIA *Standards* as prescribed in Policy 5460.

An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

Background – The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter was included in the packet for the Board's review and discussion.

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 approval of the Internal Audit Charter for the period of September 1, 2023 through August 31, 2024 as presented.

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

Consent Agenda:

h. Approval of Proposed Projects for Internal Auditor for FY 2023 – 2024

Purpose and Justification – Administration recommended Board approval of proposed projects for the Internal Auditor for FY 2023 – 2024. The Audit Charter requires that an annual work plan using appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.

Staff recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2023 - 2024. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2023 - 2024 (Scheduled)
 1. Fraud Survey
 2. Financial Aid – Federal Awards
 3. Faculty Overloads & Stipends
 4. Student Organization Funds Handling
 5. IT - Business Continuity / Disaster Recovery
 6. HR Processes – Hiring & Staffing
 7. Environmental Health & Safety
 8. Account Reconciliations
 9. Fixed Assets
 10. Quality Assurance Review – External QAR

Enclosed Documents - The list of Internal Audits conducted for FY 2013 through FY 2023 was 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, Chief Internal Auditor, attended the Committee meeting to address any questions.

The Committee recommended Board approval of the proposed projects for the Internal Auditor for FY 2023 - 2024 as presented.

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

Consent Agenda:

i. Approval to Revise Local Policy CT - Intellectual Property

Purpose and Justification – Administration recommended Board approval to revise Local Policy CT - Intellectual Property to include revisions recommended by TASB.

Background – TASB staff recommended the changes to clarify non-material language for greater clarity.

The key revisions were as follows:

- Changing headings from “Copyright” and “Trademark” to “Use of Copyrighted Works” and “Use of College District Trademarks.”
- Changing the heading, “Work for Hire” to “Independent Contractors.”
- Changing the heading, “Electronic Media” to “Performance and Displays.” Furthermore, expanding this section to provide examples of what, when, and where copyrighted works may be displayed/performed.
- To remove unnecessary and duplicative language in order to streamline the policy.
- To correct minor errors and ensure a better flow of Policy CT overall.

South Texas College adopted Local Policy CT on February 14, 2023.

Reviewers – The revisions were reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Dean of Library & Learning Support Services, and the Vice President for Academic Affairs.

Enclosed Documents – The revised Local Policy was provided in the packet for the Board’s information and review. The additions to the policies were in blue font and the deletions were designated with a red strikeout.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs attended the Committee meeting to address any questions.

The Committee recommended Board approval to revise Local Policy CT - Intellectual Property as presented, and which superseded any previously adopted Board Policy.

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

Consent Agenda:

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

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

08/22/2023
Regular Board Meeting Minutes

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

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

Adopt New Policies	Retired Policy(ies)
Business and Support Services	
A-1. CKE (Local) Insurance and Annuities Management: Workers' Compensation	A-2. Policy #4344: Workers' Compensation <ul style="list-style-type: none"> • Replaced by CKE (Local)
Personnel Policies	
B-1. DBA (Local) Employment Requirements and Restrictions: Credentials and Records	B-2. Policy #4151: Academic and Professional Credentials for Faculty <ul style="list-style-type: none"> • Policy language kept as Administrative Regulation B-3. Policy #4700: Maintenance of Personnel Records <ul style="list-style-type: none"> • Replaced by DBA (Local) B-4. Policy #4701: Confidentiality of Personnel Payroll Information <ul style="list-style-type: none"> • Policy language kept as Administrative Regulation B-5. Policy #4702: Personal Status Change <ul style="list-style-type: none"> • Replaced by DBA (Local) B-6. Policy #4711: Confidentiality of Records and Business Matters <ul style="list-style-type: none"> • Replaced by DBA (Local)

<p>C-1. DBB (Local) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases</p>	<p>C-2. Policy #4400: Employees With or Who Have Been Exposed to Communicable Diseases</p> <ul style="list-style-type: none"> • Replaced by DBB (Local) <p>C-3. Policy #4401: HIV/AIDS Workplace Guidelines</p> <ul style="list-style-type: none"> • Policy language kept as Administrative Regulation
<p>D-1. DEC (Local) Compensation and Benefits: Leaves and Absences</p> <ul style="list-style-type: none"> • New Policy includes a proposed new benefit for resigning and retiring employees. These employees will be eligible to receive payment of fifty percent of their accumulated sick leave between 480 – 720 hours. For example, a retiring employee with 720 sick leave hours would get paid 120 hours (15 days) at the time of retirement. 	<p>The following policies were replaced by DEC (Local):</p> <p>D-2. Policy # 3820: Faculty Renewal and Development Leave</p> <p>D-3. Policy # 4230: Educational Activities Leave</p> <p>D-4. Policy # 4306: Vacation Leave Accrual</p> <p>D-5. Policy # 4308: Sick Leave</p> <p>D-6. Policy # 4309: Sick Leave Deduction for Faculty</p> <p>D-7. Policy # 4310: Sick Leave Pool</p> <p>D-8. Policy # 4311: Personal Leave</p> <p>D-9. Policy # 4312: Funeral Leave</p> <p>D-10. Policy # 4313: Family and Medical Leave</p> <p>D-11. Policy # 4314: Jury and Witness Duty</p> <p>D-12. Policy # 4316: Leave Without Pay</p> <p>D-13. Policy # 4318: Accommodations for Religious Observance</p> <p>D-14. Policy # 4511: Unauthorized Absence</p>

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

- E-1. Retire Current Policy # 4305: Employee Leave, Spring Break, Semester Break and Holidays
 - TASB recommends development as a Procedure Document instead of a Board Policy
- F-1. Retire Current Policy # 4317: Military Leave
 - TASB recommends development as a Procedure Document instead of a Board Policy
- G-1. Retire Current Policy # 4319: Professional Leave
 - TASB recommends development as a Procedure Document instead of a Board Policy
- H-1. Retire Current Policy # 4322: Donation of Sick Leave
 - Discontinue donation of sick leave since the related state statute does not pertain to community colleges.

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

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

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

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

The Committee recommended Board approval to adopt new Business and Support Services and Personnel policies and retire current policies as listed, presented, and which supersedes any previously adopted Board policy.

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

Conduct a Record Vote to Schedule a Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate

Purpose and Justification – Administration requested Board approval by record vote to schedule a public hearing regarding adoption of the proposed tax rate that exceeded the no-new-revenue tax rate and/or the voter-approval tax rate.

A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1437	\$83,752,359
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
Proposed Tax Rate	\$0.1335	\$0.0227	\$0.1562	\$90,389,271

The proposed tax rate exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate and, therefore, the Board was required to take record vote and schedule a public hearing.

Enclosed Documents - The Notice of Public Hearing and the Roll Call Vote of Members of the Board form were included in the packet for the Board's information and review.

On August 8, 2023, the Finance, Audit, and Human Resources Committee recommended Board approval to take a record vote and schedule a public hearing, on September 26, 2023 at 5:15 PM before adopting the proposed tax rate of \$0.1562, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Administration requested Board approval by record vote to schedule a public hearing on September 12, 2023 at 4:45 PM before adopting the proposed tax rate of \$0.1562, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Mr. Rene Guajardo made the motion that the Board of Trustees of South Texas College approve and authorize, by record vote, scheduling a public hearing on September 12, 2023 at 4:45 PM before adopting the proposed tax rate of \$0.1562, which exceeded the no-new-revenue rate and/or the voter-approval tax rate. Mr. Paul R. Rodriguez seconded the motion.

Chair Benavidez called for a role call vote. All six trustees present voted unanimously in favor of the motion. Mrs. Victoria Cantu was absent and did not vote. The motion carried.

Review and Action as Necessary to Approve Proposed Purchase of a Cashiering Software and Hardware System

Administration recommended that the Board approve the purchase of a cashiering software and hardware system from **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2024, at a total estimated amount of \$64,486.00.

Purpose and Justification – The Business Office and Cashiers requested the purchase of a cashiering software and hardware system to replace the current Student Account Advisor system that would not be supported as of March 2024.

This system provides students a one-stop access to their financial footprint on campus. The Business Office and Cashiers also have access to the student's complete financial profile, payment information, and financial aid to better serve the students.

Funds for this expenditure were budgeted in the Application Development and Business Office budgets for FY 2023 – 2024, pending Board approval of the budget.

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

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

This item was not available at the time of the August 8, 2023 Finance, Audit, and Human Resources Committee meeting, and was presented to the Board without a Committee recommendation. Administration recommended approval as presented.

Upon a motion by Mr. Danny Guzman and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the purchase of cashiering software and hardware system from **TouchNet Information System, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2024, at a total estimated amount of \$64,486.00. The motion carried.

Review and Action as Necessary to Approve Proposed Purchase of Library Database Services

Administration recommended that the Board approve the purchase of library database services from **EBSCO Industries, Inc./ dba EBSCO Information Services, LLC.** (Ipswich, MA), a sole source vendor, for the period beginning August 1, 2023 through August 31, 2024, at a total estimated amount of \$57,530.00.

Purpose and Justification – Library Services requested to purchase library database services that contained fifty-nine (59) databases covering various subjects to support

08/22/2023
Regular Board Meeting Minutes

curricula that would be used by the South Texas College faculty, staff, students, and community.

These services enable library users to access over 10,000 electronic journals, 8,000 eBooks, 760,000 images, videos, and interactive resources in various disciplines.

Funds for this expenditure were budgeted in the Library Acquisitions budget for FY 2023 – 2024, pending Board approval of the budget.

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

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

This item was not available at the time of the August 8, 2023 Finance, Audit, and Human Resources Committee meeting, and was presented to the Board without a Committee recommendation. Administration recommended approval as presented.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the purchase of library databases from **EBSCO Industries, Inc./ dba EBSCO Information Services, LLC.** (Ipswich, MA), a sole source vendor, for the period beginning August 1, 2023 through August 31, 2024, at a total estimated amount of \$57,530.00. The motion carried.

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.

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

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

- a. Approval of Substantial Completion and Final Completion for the District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L
- b. Approval of Final Completion of the Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices
- c. Approval of Annual Facility Usage Agreements

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

Consent Agenda:

a. Approval of Substantial Completion and Final Completion for the District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L

Approval of substantial and final completion of the District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L projects was requested.

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L Project 2023-019R Contractor: Intertech Flooring	Substantial and Final Completion Recommended	August 3, 2023

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance (FOM) and Facilities Planning & Construction (FPC) departments. The project was reviewed by the FPC and FOM departments, the President's Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as the second phase of a routine improvement to replace flooring in buildings district wide as necessary.

College staff visited the site and developed a construction punch list on August 3, 2023. A Certificate of Substantial Completion was issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project.

It was recommended that substantial and final completion and release of final payment for this project with Intertech Flooring be approved. The original cost approved for this portion of the district wide project was \$37,641.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	37,641.00	\$0	\$37,641.00	\$0	\$37,641.00

Enclosed Documents

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

The Committee recommended Board approval of substantial and final completion and release of final payment to Intertech Flooring for the District Wide Flooring Replacements Phase II at Mid Valley Campus Child Development Center Building L portion of the project in the amount of \$37,641 as presented.

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

Consent Agenda:

b. Approval of Final Completion of the Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices

Approval of final completion and release of final payment for the Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices project was requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices Project 2022-040C Architect: The Warren Group Architects Contractor: CRC Development & Construction, LLC	Final Completion Recommended	August 3, 2023

This project was requested by Administration and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Building A for Administrative Offices.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was 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 \$682,000.

The following table summarizes the current budget status:

08/22/2023
Regular Board Meeting Minutes

Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$465,000.00	\$682,000.00	(\$47,500.00)	\$634,500.00	\$605,150.00	\$29,350.00

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$29,350 to CRC Development & Construction Co., LLC. for the Pecan Campus Ann Richards Administration Building A Renovation of Administrative Offices project as presented.

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

Consent Agenda:

c. Approval of Annual Facility Usage Agreements

Approval of the FY 2023 – 2024 annual facility usage agreements for use by the Kinesiology Program was requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2023 – 2024.

Justification

Various locations were needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed were course specific (ex. golf, swimming, tennis, bowling, etc.).

Background

The College leases facilities on an annual basis which were used for various instructional purposes. The facilities would provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2023, Spring 2024, and Summer 2024 semesters.

The following includes examples of facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts

08/22/2023
Regular Board Meeting Minutes

- Municipal Baseball Complex
- Municipal Pool
- Palm View Golf Course
- Parks and Recreation Bicentennial Soccer Field
- Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

Additional facilities may be required at which the Kinesiology program may offer courses due to unforeseen circumstances. In these circumstances, the President would be asked to review and approve the use of various facilities as needed, pursuant to Policy 6130.

Funding Source

Funds would be budgeted in the proposed FY 2023 - 2024 Physical Education Facility Rental budget.

The Committee recommended Board approval of the FY 2023 – 2024 annual facility usage agreements for use by the Kinesiology program as presented.

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

Action as Necessary on Approval of Color Selections for the Mid Valley Campus Workforce Program Projects

Approval of the color selections for the following Mid Valley Campus Workforce Program projects was requested:

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

Background

On October 26, 2021, the Board approved contracting architectural services with PBK Architects, Inc. On January 31, 2023, the Board approved contracting construction services with Holchemont, Ltd. PBK Architects, Inc. prepared color boards for review by the Facilities Committee.

Presenters

Representatives from PBK Architects, Inc. attended the Facilities Committee meeting to provide and present the recommended color boards.

The Committee reviewed the proposed color selections on August 8, 2023. The Committee feedback was favorable of the exterior color selections, but they requested changes to the interior color selections as well as photographs of existing facilities for comparison. Their feedback was included in the color selections as shown in the following pages, which also includes photos of the existing facilities.

No action was taken at the Committee meeting.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the color selections for the Mid Valley Campus Workforce Program projects as presented. The motion carried.

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

The Facilities Planning and Construction staff provided a design and construction update. This update 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 July 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.

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.

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:17 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

08/22/2023
Regular Board Meeting Minutes

➤ Section 551.074, Personnel Matters;

1. Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees
2. Deliberation and Action as Necessary on Assessment of the College President
3. Deliberation and Action as Necessary Regarding the Contract for the College President

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:39 p.m. No action was taken in Executive Session.

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

Approval to conduct the self-assessment of the Board of Trustees by the Trustees was granted by the Board on July 25, 2023.

The individual assessments conducted by each Trustee were returned to Ms. Rose Benavidez, Board Chair.

On August 14, 2023, Chair Benavidez reviewed the results of the assessment with the Board of Trustees at a Board Work Session.

The Board was asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted the results of the self-assessment of the Board of Trustees, as conducted by the Board of Trustees. The motion carried.

Deliberation and Action as Necessary on Assessment of the College President

Approval to conduct the assessment of the College President was granted by the Board on July 25, 2023.

The individual assessments conducted by each Trustee were returned to Ms. Rose Benavidez, Board Chair.

On August 14, 2023, Chair Benavidez reviewed the results of the assessment with the Board of Trustees at a Board Work Session.

The Board was asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

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

Deliberation and Action as Necessary Regarding the Contract for the College President

The Board of Trustees was asked to review and take action as necessary regarding a proposed third amendment to the President's Contract.

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized the proposed third amendment to the President's Contract as presented. The motion carried.

Announcements

A. Next Meetings:

- *Tuesday, September 12, 2023*
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 4:45 p.m. – Public Hearing and Special Board Meeting
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- *Tuesday, September 26, 2023*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2023 Semester begins Monday, August 28, 2023.
- South Texas College will be closed Monday, September 4, 2023 in Observation of Labor Day
- The Community College Association of Texas Trustees 2023 Annual Conference will be held in Fort Worth, TX from September 14 – 16, 2023.
- Fall 2023 Convocation will be held on Friday, September 29, 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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:40 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 22, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, September 12, 2023 @ 4:45 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, September 12, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:45 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mr. Javier Villalobos, Mrs. Becky Cavazos, Mr. Eddie Romero, Mr. Rick De La Garza, Dr. Ali Esmaeili, Dr. Brett Millan, Mr. Lucio Gonzalez, Dr. Rachel Sale, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Stefan Stoyanof, Mr. Robert Cuellar, Ms. Carla Rodriguez, Ms. Luisa Rodriguez, Mr. Kim Moore, Mr. Daniel Montez, and Mr. Andrew Fish.

Determination of a Quorum

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

Public Comments

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

Public Hearing on South Texas College Proposed 2023 Tax Rate

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2023 tax rate for South Texas College to the public and Board of Trustees.

09/12/2023
Public Hearing and
Special Board Meeting Minutes

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The College proposed to adopt a tax rate that exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate and therefore, was required to hold a public hearing.

The notice concerning the 2023 Property Tax Rates was published in accordance with the Truth-In-Taxation requirements on the South Texas College website. The Notice of Public Hearing on Tax Increase was published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website. The packet included copies of the Proposed 2023 Tax Presentation, Notice About 2023 Tax Rates, and the Notice of Public Hearing on Tax Increase for the Board's information and review.

The tax rates for the 2022 Tax Year were as follows:

2022 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2022 Tax Rate	\$0.1388	\$0.0227	\$0.1615

The proposed tax rates for the 2023 Tax Year were as follows:

2023 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)	-	-	\$0.1437	\$83,752,359
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
Proposed Tax Rate	\$0.1335	\$0.0227	\$0.1562	\$90,389,271

Determination of Tax Rates (M&O Rate)

The proposed maintenance and operations (M&O) tax rate of \$0.1335 is the maximum rate that the College can adopt to not exceed the voter-approval tax rate and not be required to hold an election to vote on the proposed tax rate.

Public Hearings Prior to Adoption of the Proposed 2023 Tax Rate

South Texas College was required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1562 since this tax rate did exceed the no-new-revenue tax rate but did not exceed the voter-approval tax rate. At the August 22, 2023 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled a public hearing for the proposed tax rate of \$0.1562.

Public Hearing

The Public Hearing on the proposed 2023 tax rate was scheduled for Tuesday, September 12, 2023 at 4:45 p.m. and special notices were published in accordance with state law.

The Board of Trustees of South Texas College was scheduled to take action on the proposed 2023 tax rate at a public meeting to be held on September 12, 2023 at South Texas College, Board Room, Annex Bldg., 2nd Floor, 3201 W. Pecan, McAllen, Texas at 4:45 p.m.

The Public Hearing on the Proposed 2022 Tax Rate opened at 4:46 p.m. and consisted of:

- Presentation on South Texas College Proposed 2023 Tax Rate
Mrs. Elizondo presented the proposed 2023 Tax Rate.
- Public Comments
No public comments were given and the required notice of the meeting was posted.
- Closing of the Public Hearing on South Texas College Proposed 2023 Tax Rate

The Public Hearing closed at 4:53 p.m.

No action was requested under this presentation agenda item.

Review and Action as Necessary on Order 2024-001 Adopting the Tax Rate for 2023

Approval of Order 2024-001 adopting the tax rate for 2023 by taking record vote of the members of the Board was requested.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2023 tax rate for South Texas College to the public and Board of Trustees.

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The College proposed to adopt a tax rate that exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate and therefore, was required to hold one public hearing.

The notice concerning the 2023 Property Tax Rates was published in accordance with the Truth-In-Taxation requirements in the South Texas College website. The Notice of Public Hearing on Tax Increase was published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website.

The tax rates for 2022 Tax Year were as follows:

2022 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2022 Tax Rate	\$0.1388	\$0.0227	\$0.1615

The tax rates for 2023 Tax Year were as follows:

2023 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)	-	-	\$0.1437	\$83,752,359
Voter-Approval Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
Proposed Tax Rate	\$0.1335	\$0.0227	\$0.1562	\$90,389,271

Determination of Tax Rates (M&O Rate)

The proposed maintenance and operations (M&O) tax rate of \$0.1335 was the maximum rate that the College can adopt to not exceed the voter-approval tax rate and not be required to hold an election to vote on the proposed tax rate.

The proposed tax rate reflected a tax decrease of \$0.0053 per hundred dollars in property value.

Public Hearings Prior to Adoption of the Proposed 2023 Tax Rate

South Texas College was required to hold one public hearing and publish special notices before adopting the proposed tax rate of \$0.1562 since this rate exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate. At the August 22, 2023 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled one public hearing for the proposed tax rate of \$0.1562.

Public Hearing

The Public Hearing on the proposed 2023 tax rate was held on Tuesday, September 12, 2023 at 4:45 p.m. and special notices were published in accordance with state law.

Voting Requirements

State Tax Code, Sec. 26.05 requires that any action by the South Texas College Board of Trustees to set a tax rate that exceeds the no-new-revenue tax rate must be a record vote, and at least 60 percent of the members of the Board must vote in favor of the ordinance, resolution, or order establishing that rate.

For South Texas College Board of Trustees, this means that successful establishment of the proposed 2023 Tax Rate required the support of at least five of the seven Trustees. This rule is beyond the normal quorum and voting requirements for other action.

Approval to adopt a debt service rate of \$0.0227 and maintenance and operations rate of \$0.1335 was required. Approval of the Order 2024-001 required a roll call vote of the members of the Board. A copy of the Order 2024-001 was included in the packet for the Board's information and review.

While the proposed tax rate would not increase over the past year, the proposed rate exceeded the no-new-revenue tax rate, as defined by the State. Because of this, State tax code requires that the motion to adopt the proposed 2023 Tax Rate be made according to the following script:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.1562, which is effectively a 8.70 percent increase in the tax rate.”

Mr. Paul R. Rodriguez moved that the Board of Trustees of South Texas College approve and authorize by record vote the Order 2024-001 establishing the tax rate for 2023 tax year as presented in the following form: “I move that the property tax rate be increased by the

09/12/2023
Public Hearing and
Special Board Meeting Minutes

adoption of a tax rate of \$0.1562, which is effectively a 8.70 percent increase in the tax rate. Mr. Danny Guzman seconded the motion.

Chair Benavidez called for a role call vote. All seven trustees were present, and voted unanimously in favor of the motion. The motion carried.

Consideration and Action as Necessary on Resolution 2024-002 Supporting the Establishment of the Rio Grande Valley Recompete Coalition

Since Fall 2022, South Texas College was in collaboration with leaders throughout Hidalgo County as part of the Prosperity Task Force coordinated by Judge Ricardo Cortez. This task force brings together more than 160 partnering community leaders and policymakers across the County to address issues of health, food insecurity, educational attainment, underemployment, and other critical components of endemic poverty.

In March 2023, the South Texas College Board of Trustees adopted Proclamation 2023-007 in support of the Hidalgo County Prosperity Task Force.

One strategy that arose to help the residents not only of Hidalgo County but also the neighboring counties of Starr, Cameron, and Willacy, was the development of a coalition to apply for a U.S. Economic Development Administration (EDA) Recompete Program grant. This grant would provide significant federal funding to support initiatives to address persistent economic distress by supporting economic development, job creation, and workforce training programs. Programs under this grant would specifically target the Prime-Age Employment Gap (PAEG), helping adults from 25 – 54 years of age seek and attain high paying jobs in our communities.

This Rio Grande Valley Recompete Coalition (RGVRC) was now formalizing partnerships, organized under the University of Texas Rio Grande Valley as the principal applicant and lead member.

Administration requested Board approval of Resolution 2024-002, which pledges South Texas College's support of the establishment of this coalition, and to join and participate in the coalition and the workforce training programs.

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 adopted Resolution 2024-002 in support of the Rio Grande Valley Recompete Coalition as presented. The motion carried.

Discussion and Action as Necessary to Purchase the Subscription for College's Enterprise Resource Planning (ERP) System

Purpose and Justification – The Board of Trustees was asked to authorize the approval for the College Administration to purchase the subscription for Enterprise Resource Planning (ERP) System from **Workday** (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning September 15, 2023, through September 14, 2033, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$14,896,565.00.

Background – Workday is a cloud-based system that provides responsive Human Capital Management (HCM), Finance, and Student business processes with reduced manual input and interventions, robust real-time analytics and dashboards, and enhanced reporting required by the College for state and federal entities. Workday users benefit from the platform's intuitive, web-based applications with self-service and mobile capabilities. Workday is designed to create a nimbler process-oriented and data-driven organization and to eliminate manual work and third-party applications.

Workday is a fast-growing cloud ERP software company and has an industry-leading cloud Human Capital Management/Finance platform. In addition, Workday has been rapidly growing in the higher education marketplace and has partnered with colleges and universities nationwide including in Texas with Dallas College, Collin College, Austin Community College, Texas State Technical College, University of Texas-Austin, Texas A&M System, and Trinity University.

Workday was proposed to be deployed in two phases after the procurement of the Workday subscription for the period of Fiscal Year 2023 through Fiscal Year 2033, as follows:

Workday ERP Phase 1 and Phase 2		
Phase	Module	Term
Phase 1	HCM/Finance	FY 24 – FY 25
Phase 2	Student	FY 26 – FY 28

Workday Subscription			
Services	Module	Term	Costs
Software subscription	HCM/Finance/Student	FY 24 – FY 33	\$14,896,565.00
Total			\$14,896,565.00

Workday's annual subscription grants the College access to their software-as-a-service applications, specifically the SKUs listed in the Workday Service SKU Descriptions

Addendum on our order form. It also includes all cloud hosting needs, access to all future software upgrades, and Workday customer support.

The estimated total costs for the subscription, Phases 1 and 2 deployment, training, and travel over 10 years were as follows:

Total ERP 10-Year Costs Subscription, Deployment, Training, and Travel					
Fiscal Year	Software Subscription	Deployment	Training	Travel	ERP Costs
FY 24	\$912,434.00	\$2,286,261.75	\$72,421.00	\$125,000.00	\$3,396,116.75
FY 25	923,807.00	762,087.25	31,550.00	\$-	1,717,444.25
FY 26	1,545,005.00	6,200,000.00	104,000.00	300,000.00	8,149,005.00
FY 27	1,569,030.00	6,200,000.00	36,250.00	300,000.00	8,105,280.00
FY 28	1,593,535.00	\$-	6,250.00	\$-	1,599,785.00
FY 29	1,618,531.00	\$-	\$-	\$-	1,618,531.00
FY 30	1,644,027.00	\$-	\$-	\$-	1,644,027.00
FY 31	1,670,029.00	\$-	\$-	\$-	1,670,029.00
FY 32	1,696,556.00	\$-	\$-	\$-	1,696,556.00
FY 33	1,723,611.00	\$-	\$-	\$-	1,723,611.00
Total	\$14,896,565.00	\$15,448,349.00	\$250,471.00	\$725,000.00	\$31,320,385.00

The total ERP costs including subscription, deployment, training, travel, advisory services, and additional College costs and contingencies, were as follows:

Fiscal Year	ERP Implementation	Advisory Services	Additional Costs	Total Projected ERP Costs
Y1 - FY24	\$3,396,116.75	\$1,309,350.00	\$1,079,756.59	\$5,785,223.34
Y2 - FY25	1,717,444.25	436,450.00	839,481.42	2,993,375.67
Y3 - FY26	8,149,005.00	918,750.00	1,670,087.78	10,737,842.78
Y4 - FY27	8,105,280.00	1,378,125.00	1,413,521.04	10,896,926.04
Y5 - FY28	1,599,785.00	1,378,125.00	576,895.76	3,554,805.76
Y6 - FY29	1,618,531.00	-	321,877.00	1,940,408.00
Y7 - FY30	1,644,027.00	-	70,765.00	1,714,792.00
Y8 - FY31	1,670,029.00	-	72,180.00	1,742,209.00
Y9 - FY32	1,696,556.00	-	73,624.00	1,770,180.00
Y10 - FY33	1,723,611.00	-	75,096.00	1,798,707.00
Grand Total	\$31,320,385.00	\$5,420,800.00	\$6,193,284.59	\$42,934,469.59

The total cost of \$42,934,469.59 was projected to be partially offset by third-party applications decommissioned as no longer necessary and by efficiencies, including, but not limited to the improvement of the following: payroll, student retention, faculty contracting, and the reduction in audit costs and voluntary turnover.

Funds – A portion of the funds for this expenditure were in the Unrestricted Fund Balance Designated for the ERP project pending Board approval of a budget amendment that follows in the packet for the Board’s consideration.

Enclosed Documents – A presentation on Workday was included in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, presented at the Board Meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees authorized the College Administration to purchase the subscription for Enterprise Resource Planning (ERP) System from **Workday** (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning September 15, 2023, through September 14, 2033, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$14,896,565.00. The motion carried.

Discussion and Action as Necessary to Purchase Deployment Service for the College’s Enterprise Resource Planning (ERP) System

Purpose and Justification – The Board of Trustees was asked to authorize the purchase of Deployment Service for the Enterprise Resource Planning (ERP) System from **Workday** (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning October 16, 2023 through January 27, 2025, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$3,245,770.

Background – Workday was proposed to be deployed in two phases with Phase 1 to be implemented during Fiscal Year 2024 and Fiscal Year 2025. Phase 1 entailed the deployment, training, and travel costs for the Human Capital Management (HCM) and Finance Modules.

The costs for Phase 1 were as follows:

Phase 1 Workday Costs			
Human Capital Management and Financial Management			
Services	Module	Term	Costs
Deployment	HCM/Finance	FY 24 – FY 25	\$3,048,349.00
Training*	HCM/Finance	FY 24 – FY 25	72,421.00
Travel*	HCM/Finance	FY 24 – FY 25	125,000.00
Total			\$3,245,770.00

**Travel and training costs are subject to the College’s needs and are not to exceed the amounts shown in the table.*

The deployment stage entailed the data conversion, plan, architect and configure, testing, implementation and post-production of the ERP software by using tools/techniques and planning documents to effectively implement Workday applications in the college. Training consisted of the ERP implementation team engaging in a training program to support the Workday deployment phase.

Travel included Workday consultants or subcontractors working on this project who would be willing and able to travel to the primary location for on-site work when required.

Funds – A portion of the funds for this expenditure were in the Unrestricted Fund Balance Designated for the ERP project pending Board approval of a budget amendment that was included in the packet for the Board's consideration.

Enclosed Documents – A presentation on the ERP Project was included in the packet for the Board's information and review.

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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees authorized the College Administration to purchase Phase 1 of the Enterprise Resource Planning (ERP) System from **Workday** (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning October 16, 2023 through January 27, 2025, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$3,245,770. The motion carried.

Review and Action as Necessary on Approval to Purchase Advisory Services for the College's Enterprise Resource Planning (ERP) System

Purpose and Justification – The Board of Trustees was asked to authorize the approval for the College Administration to purchase advisory services for Phase 1 of the Enterprise Resource Planning (ERP) project from **Precision Task Group** (PTG) (New), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning September 13, 2023, through January 27, 2025 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$1,745,800.00.

Background – The advisory services PTG provides consisted of the Workday-related ERP professional services and solutions specifically including Project Management, Change Management, and Functional Staff Augmentation required to implement and execute the new ERP system.

The advisory services were proposed to be provided by PTG for Phase 1 (Human Capital Management (HCM) and Finance Modules) of the ERP project. Phase 1 was scheduled for Fiscal Year 2024 – Fiscal Year 2025 and the associated costs were as follows:

Advisory Services – Phase 1 HCM & Finance Modules	
Type	Total Cost
Project Management	\$245,000.00
Change Management	117,250.00
Staff Augmentation HCM/Finance	269,675.00
Staff Augmentation Finance	1,113,875.00
Total	\$1,745,800.00

The services provided by PTG on Project Management help create a governance model that would allow the College to successfully implement the new technology and associated processes to help drive all client-side tasks, deliverables, and milestones and align the team members to work as effectively and efficiently on project-related tasks.

Change Management aims to educate College leadership on organizational change management principles and prepare the project team members for the project, creating a robust communication strategy to ensure all campus stakeholders are aware of changes to their current way of doing business and prepare them for life in the new platform. Change Management helps drive policy and business process changes and assists with testing, training, and the creation of user procedures to ensure the team can utilize the new technology once the system has been implemented.

Staff Augmentation provides targeted assistance to key departments or team members as the need arises to ensure they are able to perform their expected daily job duties in addition to project responsibilities. Staff augmentation would be strategic in nature and intended to offload “commoditized” activities that are low risk in nature to allow client team members to focus on the more strategic tasks and deliverables.

Funds – A portion of the funds proposed for these expenditures were in the Unrestricted Fund Balance Designation for the ERP project pending Board approval of a budget amendment that followed in the agenda for the Board’s consideration.

Enclosed Documents – A presentation on the ERP Project was included in the packet for the Board’s information and review.

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

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees authorized the College Administration to purchase advisory services for Phase 1 of the Enterprise Resource Planning (ERP) project from **Precision Task Group** (PTG) (New), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning September 13, 2023, through January 27, 2025 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$1,745,800.00. The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2023 – 2024

Purpose and Justification – Administration recommended Board approval of the proposed budget amendment for FY 2023 – 2024.

Background – The proposed budget amendment was necessary to increase the Unrestricted Fund carryover allocations and expenditure budgets for the:

- Proposed purchase of the College’s Enterprise Resource Planning (ERP) System and associated expenditures.

Unrestricted Fund Balance Designations

The total Unrestricted Fund Balance Designations as of August 31, 2023 were \$42,399,942, as follows:

Summary of Unrestricted Fund Balance Designations	
Fund Balance Designations	FY 2022 - 2023
Health Insurance Premiums	\$7,500,000
ERP Procurement and Infrastructure Maintenance & Renewal	25,000,000
Facilities Deferred Maintenance	3,899,942
Business Continuity and Disaster Plan	6,000,000
Total Fund Balance Designations as of August 31	\$42,399,942

Budget Amendment – Increase the Unrestricted Fund Carryover Allocations and Expenditures

A budget amendment was proposed to increase the Unrestricted Fund Carryover Allocations and Expenditures funded from the Unrestricted Fund Balance Designation for the ERP System for the purpose of funding the proposed FY 2023 – 2024 expenditures associated with the implementation of the College’s ERP System by \$5,785,223, as follows:

Fiscal Year 2023 – 2024			
Unrestricted Fund Carryover Allocations and Expenditures Increase			
Source	Original Budget	Proposed Amendment	Amended Budget
Revenue			
Total Carryover Allocations	\$14,543,353	\$5,785,223	\$20,328,576
Expenditures			
Total Salaries	115,123,059	383,252	115,506,311
Total Benefits	26,574,971	90,065	26,665,036
Total Operating	44,815,629	2,113,210	46,928,839
Total Capital Outlay	3,103,040	3,198,696	6,301,736
Total Unrestricted Fund Expenditures Increase	\$189,616,699	\$5,785,223	\$195,401,922

ERP Project

As a result of the proposed budget amendment, the total budgeted revenues and carryover allocations and expenditures for the Unrestricted Fund for Fiscal Year 2023 – 2024 would increase as follows:

Fiscal Year 2023 - 2024				
Budgeted Revenues and Carryover Allocations and Expenditures				
Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$204,151,801	\$5,785,223	\$209,937,024

The Salaries expenditure budget was proposed to increase by \$383,252 as follows:

- \$54,510 due to the projected total cost of the stipend incentive for Finance, Human Resources, and Information Technology leads, and
- \$328,742 due to the projected total cost of the overtime for Finance, Human Resources, and Information Technology non-exempt staff.

The Benefits expenditure budget was proposed to increase by \$90,065 as follows:

- \$12,810 due to the projected total cost of stipend incentive for Finance, Human Resources, and Information Technology leads, and
- \$77,255 due to the projected total cost of the overtime for Finance, Human Resources, and Information Technology non-exempt staff.

The Operating expenditure budget was proposed to increase by \$2,113,210 as follows:

- \$197,421 due to the projected total cost of the ERP training and consultant travel,
- \$1,037,663 due to the projected total cost of the functional staff augmentation for Finance and Human Resources,
- \$271,687 due to the projected total cost of project and change management for Finance and Human Resources,
- \$143,480 due to the projected total cost of attending conferences for Finance, Human Resources, Student, and Information Technology, and

- \$462,959 due to the projected total cost of contingency funding for training, travel, advisory services, and other additional costs.

The Capital Outlay expenditure budget was proposed to increase by \$3,198,696 as follows:

- \$912,434 due to the projected total cost of Software Subscription, and
- \$2,286,262 due to the projected total cost of Deployment Phase I for Finance and Human Resources.

Including the proposed budget amendment of \$5,785,223 for Fiscal Year 2023 - 2024, the total Unrestricted Fund Balance Designations would decrease from \$42,399,942 to \$36,614,719 and the ERP Designation would decrease from \$25,000,000 to \$19,214,777, as follows.

Summary of Fund Balance Designations ERP Fund Balance Decrease			
Fund Balance Designations Per Category	FY 2022 - 2023	FY 2023 - 2024	Increase/ (Decrease)
Health Insurance Premiums	\$7,500,000	\$7,500,000	\$-
ERP Procurement and Infrastructure Maintenance & Renewal	25,000,000	19,214,777	(5,785,223)
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	\$42,399,942	\$36,614,719	\$(5,785,223)

Funding Source – The proposed ERP system purchase and associated costs would be funded from the Unrestricted Fund Balance Designation for the ERP System. As of August 31, 2023, the College designated \$25,000,000 of the Unrestricted Fund Balance for the College's new ERP System.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Proposed Budget Amendment for FY 2023 – 2024.

Upon a motion by Mrs. Victoria Cantu and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorizes the Proposed Budget Amendment for FY 2023 – 2024 as presented. The motion carried.

Consideration and Approval of a Check

Board action was requested to approve a check in the amount of \$147,584.28 payable to DDI Capital. The vendor invoice was not received on time to include on the August Board meeting and payment was required prior to September 22, 2023, to avoid a late fee of approximately \$2,000 as stipulated in the vendor contract.

The check information was as follows:

Release of Checks: Checks For \$125,000 and Above Board of Trustees Approval Required		
Vendor Name/Description	Amount	Financial Manager
DDI Capital Payment 2 for the Endpoint Protection software/cloud subscription for fiscal year 2024	\$147,584.28	Luis Gonzalez

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 a check in the amount of \$147,584.28 payable to DDI Capital. The motion carried.

Adjournment

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:44 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 12, 2023 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Report of New Grants Awards

Mrs. Carla M. Rodriguez, Interim Executive Director of the Office of Sponsored Initiatives, has reported the following listing of grants recently accepted by the College.

These grants have been approved and accepted by the College President, in compliance with Board Policy 5510: Grants, and are reported here for the Board's information and feedback to administration.

1. The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of \$2,222,167

The purpose of the Carl D. Perkins Basic Grant is to improve the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary, and postsecondary education, employer engagement, and improving accountability. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. This formula-based allocation supports the Perkins V Act Postsecondary Level Core Indicators: Postsecondary Placement, Earned Recognized Postsecondary Credential, and Non-traditional Program Concentration, based on strategies aligned to the College's Comprehensive Local Needs Assessment. The funding period is upon execution of the Notice of Grant Award from September 1, 2023 to August 31, 2024.

2. Region One Education Service Center, Adult Education and Literacy Act Service Agreement, in the amount of \$170,127.72

South Texas College's Department of Continuing, Professional and Workforce Education will provide Adult Basic Education instruction services to at least 60 students in Educational Aide and Medical Office Specialist. Funds will be used for tuition and training materials and supplies. The funding period is from July 1, 2023 to June 30, 2024.

3. John G. and Marie Stella Kenedy Memorial Foundation Grant in the amount of \$20,000

Funding from the Kenedy Memorial Foundation will provide scholarships for students that are in need of financial assistance to help support the completion of an Associate of Applied Science degree in a technical field through the Division of Business, Public Safety and Technology.

No action is requested.

Approval of Resolution 2024-003 to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for 2024 - 2025

Approval of a Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of nine (9) members: five (5) voting members who are appointed by participating entities, three (3) members elected by voters of the county, and one (1) ex-officio member, by which state statute is the County Tax Assessor/Collector, Pablo "Paul" Villarreal, Jr.

The current 2022 - 2023 Appraisal District Board of Directors include:

- Albert D. Cardenas, Chairman
- Joe D. Olivarez, Vice-Chairman
- Amador Requenez, Secretary
- Richard A. Garza, Member
- Eddy Betancourt, Member
- Pablo "Paul" Villarreal, Jr. (Non-voting member, County Tax Assessor)

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2023.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2023, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2023.

Recommendation:

It is recommended the Board of Trustees approve and adopt Resolution 2024-003 to submit nominees for the Hidalgo County Appraisal District Board of Directors.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and adopts Resolution 2024-003 to submit nominees for the Hidalgo County Appraisal District Board of Directors.

Approval Recommended:

Dr. Ricardo J. Solis
President

HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION

Rolando Garza, Chief Appraiser
Jorge Gonzalez, Asst. Chief Appraiser
Brent E Cavazos, Associate Chief Appraiser
PO Box 208
Edinburg, TX 78540-0208
(956) 381-8466 (956) 565-2461



www.hidalgoad.org

BOARD OF DIRECTORS

Albert D. Cardenas	Chairman
Joe D. Olivarez	Vice-Chairman
Amador Requenez	Secretary
Richard A. Garza	Member
Eddy Betancourt	Member
Pablo "Paul" Villarreal, Jr.	Member

September 8, 2023

South Texas College Board Relations Officer
Mr. Andrew Dish
3201 Pecan Blvd.
McAllen TX 78501

Dear Mr. Fish;

The Hidalgo County Appraisal District (HCAD) will be conducting its biennial voting entitlement for the 2024-2025 Board of Directors (BOD) from September through December 2023. I have included with this letter a timeline with important information and dates to assist you with the voting entitlement process.

Per Sec. 6.0301 of the Texas Property Tax Code (TPTC), HCAD is governed by a BOD appointed by the eligible taxing units that participate in the district and elected by majority vote at the general election for state and county officers. The BOD consists of nine (9) members, five (5) voting members who are appointed by participating entities, three (3) members elected by the voters of the county, and one (1) ex-officio member, which by state statute is the County Tax Assessor-Collector.

The initial step for the five (5) members appointed by the participating entities is for the taxing unit to nominate, by **resolution**, candidate(s) for the voting entitlement. Each eligible taxing unit may nominate one (1) but at most five (5) candidates. The governing body for each eligible taxing unit must submit the adopted resolution with the candidate(s) name(s) and their contact information to the Chief Appraiser **before October 15th**.

Before **October 30th**, the Chief Appraiser shall prepare and deliver a ballot to the presiding officer of each eligible taxing unit, listing the candidates whose names were timely submitted and the number of votes the taxing unit is entitled to. As per Sec 6.03(k-1) of the TPTC, effective January 1, 2022, the governing body shall then **vote at the first or second open meeting** of the governing body that is **held after the date the Chief Appraiser delivers the ballot** to the presiding officer of the governing body. The governing body then must submit such vote by resolution to the Chief Appraiser by the third day after the resolution is adopted.

Before **December 31st**, the Chief Appraiser shall count all timely submitted votes, declare the five candidates that received the most votes elected, and submit the results to the candidates and the governing bodies of each taxing unit in the district.

The process for the three (3) elected members is to file an application for a place on the ballot with the County Judge accompanied by the filing fee prescribed by Section 6.032(c) of the TPTC.

Please do not hesitate to contact me if you need further assistance or additional information regarding the voting entitlement process.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA
Chief Appraiser

RG:plg

Enclosures

HIDALGO COUNTY APPRAISAL DISTRICT

ADMINISTRATION


Rolando Garza, Chief Appraiser
 Jorge Gonzalez, Asst. Chief Appraiser
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BOARD OF DIRECTORS

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Eddy Betancourt	Member
Pablo "Paul" Villarreal, Jr.	Member

 Hidalgo County Appraisal District Timeline Election of Board of Directors 2024 - 2025	
August 2023 But before October 1, 2023	Notify all presiding officers of each taxing unit about the upcoming election and their voting entitlement for the 2024-2025 election for the Board of Directors for the Appraisal District.
Before October 15, 2023	The Presiding Officer of the taxing unit submits the name(s) of the candidate(s) by written resolution to the Chief Appraiser.
Before October 30, 2023	The Chief Appraiser prepares and delivers the ballot, listing the candidates in order by surname, and the number of votes each taxing unit has, to the presiding officer.
At the First or Second Open Meeting After Receiving Ballot OR Before December 15, 2023	Each voting unit with 250 or more of the total votes, casts its votes by written resolution and submits it to the Chief Appraiser before the third day after adopting the resolution. OR Each voting unit with 250 or less of the total votes, casts its votes by written resolution and submits it to the Chief Appraiser.
Before December 31, 2023	The Chief Appraiser shall count the votes and declare the candidates who received the largest cumulative vote total elected and submit the results to the governing bodies and the candidates.

**2024-2025
VOTING ENTITLEMENT
HCAD BOARD OF DIRECTORS**

	2022 Tax Levied	2022 Total Levy	2022 Percent	Voting	2024 - 2025 Directorships	2024 - 2025 Official Votes
Entity						
Hidalgo County	\$ 264,653,740	\$ 1,050,933,873	25.183%	252	5	1,260
Cities						
Alamo	\$ 5,103,714	\$ 1,050,933,873	0.486%	5	5	25
Alton	\$ 3,103,203	\$ 1,050,933,873	0.295%	3	5	15
Donna	\$ 6,551,936	\$ 1,050,933,873	0.623%	6	5	30
Edcouch	\$ 622,717	\$ 1,050,933,873	0.059%	1	5	5
Edinburg	\$ 38,127,169	\$ 1,050,933,873	3.628%	36	5	180
Elsa	\$ 1,762,298	\$ 1,050,933,873	0.168%	2	5	10
Granjeno	\$ 30,754	\$ 1,050,933,873	0.003%	1	5	5
Hidalgo	\$ 3,085,315	\$ 1,050,933,873	0.294%	3	5	15
La Joya	\$ 1,209,519	\$ 1,050,933,873	0.115%	1	5	5
La Villa	\$ 661,394	\$ 1,050,933,873	0.063%	1	5	5
McAllen	\$ 58,106,007	\$ 1,050,933,873	5.529%	55	5	275
Mercedes	\$ 5,957,425	\$ 1,050,933,873	0.567%	6	5	30
Mission	\$ 28,910,952	\$ 1,050,933,873	2.751%	28	5	140
Palmview	\$ 3,676,160	\$ 1,050,933,873	0.350%	4	5	20
Penitas	\$ 1,711,540	\$ 1,050,933,873	0.163%	2	5	10
Progreso	\$ 967,912	\$ 1,050,933,873	0.092%	1	5	5
Pharr	\$ 28,727,505	\$ 1,050,933,873	2.734%	27	5	135
San Juan	\$ 10,077,462	\$ 1,050,933,873	0.959%	10	5	50
Sullivan City	\$ 739,543	\$ 1,050,933,873	0.070%	1	5	5
Weslaco	\$ 16,103,016	\$ 1,050,933,873	1.532%	15	5	75
Schools						
Donna	\$ 22,534,056	\$ 1,050,933,873	2.144%	21	5	105
Edcouch-Elsa	\$ 5,402,674	\$ 1,050,933,873	0.514%	5	5	25
Edinburg	\$ 91,362,000	\$ 1,050,933,873	8.693%	87	5	435
Hidalgo	\$ 8,845,402	\$ 1,050,933,873	0.842%	8	5	40
La Joya	\$ 41,386,168	\$ 1,050,933,873	3.938%	39	5	195
La Villa	\$ 1,808,783	\$ 1,050,933,873	0.172%	2	5	10
Lyford	\$ 198,030	\$ 1,050,933,873	0.019%	1	5	5
McAllen	\$ 96,621,136	\$ 1,050,933,873	9.194%	92	5	460
Mercedes	\$ 9,261,699	\$ 1,050,933,873	0.881%	9	5	45
Mission	\$ 31,332,081	\$ 1,050,933,873	2.981%	30	5	150
Monte Alto	\$ 2,193,628	\$ 1,050,933,873	0.209%	2	5	10
PSJA	\$ 70,777,785	\$ 1,050,933,873	6.735%	67	5	335
Progreso	\$ 3,013,695	\$ 1,050,933,873	0.287%	3	5	15
Sharyland	\$ 46,548,429	\$ 1,050,933,873	4.429%	44	5	220
So Tx College	\$ 75,735,089	\$ 1,050,933,873	7.206%	72	5	360
South Texas ISD	\$ 23,974,661	\$ 1,050,933,873	2.281%	23	5	115
Valley View	\$ 11,639,286	\$ 1,050,933,873	1.108%	11	5	55
Weslaco	\$ 28,409,990	\$ 1,050,933,873	2.703%	27	5	135
GRAND TOTALS	\$ 1,050,933,873		100.000%	1002		5,015

RESOLUTION – 2024-003

A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2024 - 2025 ON THE HIDALGO COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:

WHEREAS, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Hidalgo County Appraisal District Board of Directors; and

WHEREAS, these directors shall serve a two (2) year term beginning January 1, 2024 and that all taxing entities associated with the Hidalgo County Appraisal District are authorized to nominate one person for said Board; and

WHEREAS, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2023.

NOW, THEREFORE, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1.

2.

3.

4.

5.

are hereby nominated by the South Texas College Board of Trustees to the Hidalgo County Appraisal District Board of Directors.

FURTHER, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Hidalgo County Appraisal District in the upcoming district election.

PASSED AND APPROVED this the 26th day of September, 2023.

Ms. Rose Benavidez, STC Board Chair

ATTEST:

Mrs. Victoria Cantú, STC Board Secretary

Approval of Resolution 2024-004 to Submit Nominees for the Starr County Appraisal District Board of Directors for 2024 - 2025

Approval of a Resolution to submit nominees for the Starr County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of five (5) directors who serve a two-year term beginning January 1 of each even year.

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2023.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2023, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 15, 2023.

Recommendation:

It is recommended the Board of Trustees approve and adopt Resolution 2024-004 to submit nominees for the Starr County Appraisal District Board of Directors.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and adopts Resolution 2024-004 to submit nominees for the Starr County Appraisal District Board of Directors.

Approval Recommended:

Dr. Ricardo J. Solis
President



*Starr County Appraisal District
100 N. FM 3167, Ste. 300
Rio Grande City, Texas 78582*

*Rosalva Guerra, RPA
Starr County Chief Appraiser
www.starrcad.org*

*Tel. 956-487-5613
Fax 956-487-8555
guerra.r@starrcad.org*

July 25, 2023

Starr County Voting Taxing Entities:

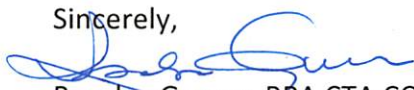
The process of the selection of appraisal district directors will be taking place the last quarter of this year. The selection process for all appraisal districts in the State of Texas is established in Section 6.03 of the Property Tax Code. Our appraisal district consists of five (5) director who serve a two-year term beginning January 1 of each even year. I have calculated the number of votes to which each taxing unit is entitled. I am attaching the formula along with the number of votes each voting unit is entitled as prescribed by subsection (d) of said section.

It is very important to keep in mind the following datelines. A summary of the datelines is as follows:

- | | |
|---|---|
| Before October 1st: | Chief Appraiser submits written notice of voting entitlement.
(This constitutes the mentioned notice.) |
| Before October 15th: | Presiding officer of governing body submits names of nominees.
(Current members are: Judge Eloy Vera, Commissioner Eloy Garza, Encarnacion Saenz, Rogerio Olivarez and Jaime Escobar). |
| Before October 30th: | Chief Appraiser prepares a ballot and delivers to each voting entity. |
| Before December 15th: | Voting entity submits votes by WRITTEN RESOLUTION to the Chief Appraiser. |
| Before December 31st: | Chief Appraiser shall count votes and submits the results to the governing body of each taxing unit and to the candidates. |

The new directors will be serving a two-year term, 2024-2025. If you have any questions, please contact me.

Sincerely,


Rosalva Guerra, RPA CTA CCA
Chief Appraiser Starr CAD

**STARR COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
VOTING ENTITLEMENT 2023**

FORMULA:

TAXING UNIT'S LEVY/TOTAL LEVY = PERCENTAGE

PERCENTAGE X 1000 X 5 (# OF MEMBERS) = NUMBER OF VOTES

TAXING ENTITIES	TAX LEVY 2022	ALLOCATION %	NUMBER OF VOTES
STARR COUNTY	\$19,821,395.04	0.3391	1696
RIO GRANDE/LA GRULLA ISD	18,615,703.68	0.3184	1592
ROMA ISD	8,362,619.43	0.1431	716
<i>Starr County Hospital</i>	<i>Entity is not a voting unit.</i>		
SOUTH TEXAS COLLEGE	4,515,974.35	0.0773	386
CITY OF RIO GRANDE	3,720,026.00	0.0637	318
SAN ISIDRO ISD	1,614,833.47	0.0276	138
CITY OF ROMA	1,598,312.88	0.0274	137
CITY OF ESCOBARES	197,501.69	0.0034	17
TOTALS	\$58,446,366.54	1	5000

PROPERTY TAX CODE SECTION 6.03 (D)

d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

RESOLUTION – 2024-004

A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2024 - 2025 ON THE STARR COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:

WHEREAS, Section 6.03 of the Texas Property Tax Code outlines the selection procedure of County Appraisal District Directors;

AND WHEREAS, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Board of Directors of the Starr County Appraisal District;

AND WHEREAS, these directors shall serve a two (2) year term beginning January 1, 2025 and that all taxing entities associated with the Starr County Appraisal District are authorized to nominate one person for said Board;

AND WHEREAS, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2023.

NOW, THEREFORE, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1. _____
2. _____
3. _____
4. _____
5. _____

are hereby nominated by the South Texas College Board of Trustees to the Starr County Appraisal District Board of Directors.

FURTHER, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Starr County Appraisal District in the upcoming district election.

PASSED AND APPROVED this the 26th day of September, 2023.

Ms. Rose Benavidez, STC Board Chair

ATTEST:

Mrs. Victoria Cantú, STC Board Secretary

Ratification of First Amendment to Renew Interlocal Agreement with Texas A&M Health Science Center for Diabetes Education Program

On January 31, 2023, the South Texas College Board of Trustees authorized administration to enter into an Interlocal Agreement with the Texas A&M University Health Science Center (HSC) for the Diabetes Education Program. The Interlocal Agreement included four (4) one-year renewal options, and Texas A&M Health Science Center has provided an amendment which exercises the first one-year renewal option and makes no other amendments to the original agreement.

On September 13, 2023, Dr. Ricardo J. Solis, College President, executed the amendment extending the one-year renewal of the original agreement.

While there is no cost to the College, state law requires Board approval of all interlocal agreements, except where authorization has been previously delegated to the College President. Therefore, this interlocal agreement is being presented to the Board for ratification at this time.

Background

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

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

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 first amendment to the interlocal agreement with Texas A&M University Health Science Center for the Diabetes Education Program, exercising the first of four available one-year renewal options.

Approval Recommended:

Dr. Ricardo J. Solis
President

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 Award of Proposals, Rescind of Award, Purchases, and Renewals
 - A. Award of Proposals
 - 1) Merchant Services (Award)
 - 2) Welding Gases, Metals, and Supplies (Award)
 - B. Rescind of Award
 - 3) Ambulance Cots and Stair Chairs (Rescind)
 - C. Purchases and Renewals
 - a. Instructional Items
 - 4) Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – **Grant Funded**
 - 5) Industrial Supplies, Materials, and Accessories (Renewal)
 - b. Non-Instructional Items
 - 6) Audio Visual Equipment and Supplies (Purchase)
 - 7) Computer Components, Peripherals, Software, and Supplies (Purchase)
 - 8) Maintenance Equipment, Parts, and Supplies (Purchase)
 - 9) Parts and Supplies (Purchase)
 - 10) Purchase of Materials and Supplies (Purchase)
 - 11) Catering Services (Renewal)
 - 12) Chiller Maintenance Agreement and Repair Services (Renewal)
 - 13) Fire Suppression Systems Service (Renewal)
 - 14) In-Store Purchases of Materials and Supplies (Renewal)
 - 15) Institutional Membership – TACC (Renewal)
 - c. Technology Items
 - 16) Communication Services for Radios and Equipment (Purchase)
 - 17) Course Management and Hosting Services (Renewal)
 - 18) Student Enrollment Management System Agreement (Renewal)
- b. Approval to Write-off Fixed Asset/Capital Asset Valued at \$5,000 and Over

- c. Approval of Use of Unrestricted Fund Balance for Retention Payment for Regular and Temporary Full-Time and Part-Time Employees
- d. Approval of Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees
- e. Approval of Proposed Budget Amendment for FY 2023 - 2024
- f. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 – 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
- g. Acceptance of Internal Audit Annual Report for FY 2023
- h. Approval to Adopt New Business and Support Services Policy and Retire Current Personnel Policies
 - A-1. Adopt CDE (Local) Accounting - Financial Ethics
 - A-2. Retire Current Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties
 - B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits
 - C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity
 - D-1. Retire Current Policy # 4530: Cellular Telephone Stipends
 - E-1. Retire Current Policy # 5280: Optional Retirement and Tax Sheltered Annuities Programs

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 – h of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Award of Proposals, Rescind of Award, Purchases, and Renewals
Purpose and Justification – Administration recommends Board approval of the following award of proposals, rescind of award, 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. Award of Proposals

1) Merchant Services (Award)

Award the proposal for merchant services to **PNC Merchant Services** (Pittsburg, PA) for the period beginning December 1, 2023 through November 30, 2025 with three (3) one-year options to renew, at an estimated total amount of \$383,302.00 for Year 1 and \$383,302.00 for Year 2, which are based on the prior year expenditures. The estimated total contract amount is \$766,604.00.

Purpose and Justification – The Business Office is requesting merchant services to permit students, faculty, staff, and the general public to pay for services or traffic citations provided by South Texas College with credit and debit cards.

The services will allow the College to accept credit card or bank debit card transactions using online or in-person payments without interruption. Credit and debit card payments are processed at the cashier's stations throughout the district.

Background – The project timeline and information are as follows:

Advertised RFP	May 17, 2023 and May 24, 2023
RFP Responses Due	June 15, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Four (4) Vendors / One (1) Vendor did not submit a complete proposal; therefore, not considered.
Responses Reviewed By	Business Office, Department of Public Safety, and the Purchasing Department
Highest Ranked Vendor	PNC Merchant Services

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

2) Welding Gases, Metal, and Supplies (Award)

Award the proposal for welding gases, metal, and supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
Airgas USA, LLC. (McAllen, TX)	CV Industrial Hardware, LLC. (Mission, TX)
Linde Gas and Equipment, Inc. (Pharr, TX)	Matheson Tri-Gas (San Benito, TX)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

Purpose and Justification – The Welding Program and Continuing Professional and Workforce Education are requesting to purchase welding gases, metal, and supplies. The purchases will include various gases and metals and classroom/lab supplies used by students for hands-on instruction in welding classes throughout the College district. The proposal award to each vendor will be based on the items they provide, pricing, and item availability (delivery timeline).

Background – The project timeline and information are as follows:

Advertised RFP	July 12, 2023 and July 19, 2023
RFP Responses Due	August 2, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Welding Program, Continuing Education, and the Purchasing Department

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2023 – 2024 and FY 2024 - 2025 pending Board approval of the budget.

B. Rescind of Award

3) Ambulance Cots and Stair Chairs (Rescind):

Rescind the April 25, 2023, Board award to **Sombrero Advertising & Marketing** (McAllen, TX) for the purchase of ambulance cots and stair chairs, since the vendor withdrew their proposal on August 9, 2023.

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

4) Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – **Grant Funded**

Purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (Leawood, KS), a Board approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$250,000.00.

Purpose and Justification – The Division of Student Services / PASS Program is requesting access to program materials and feedback features that provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, and improving test-taking abilities to ultimately succeed in passing the National Council Licensure Examination (NCLEX) for professional licensure.

This program license will aid approximately three hundred (300) students in the Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs for the Fall 2023, Spring 2024, Summer 2024, and Fall 2024 semesters to prepare them for the NCLEX exam.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2023 – 2024.

5) Industrial Supplies, Materials, and Accessories (Renewal)

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2023 through November 24, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
American Industrial Supplies & Tool Repair, Inc. (McAllen, TX)	Burton Companies (Weslaco, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Sid Tool Company/ dba MSC Industrial Supply (Melville, NY)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

Purpose and Justification – The Institute for Advanced Manufacturing and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories as needed for student instruction.

The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods which are used in the required course labs.

Background – The Board awarded the contracts as follows:

Term: September 28, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	9/28/21	11/25/21 – 11/24/22	2 – one year options
1 st Renewal	9/27/22		11/25/22 – 11/24/23
2 nd Renewal	9/26/23		11/25/23 – 11/24/24 Last Renewal

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

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Advance Manufacturing Technology Program budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

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

6) Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX) – Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$100,000.00

Vendor/Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
Howard Technology Solutions (Ellisville, MS) – Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$70,000.00

Purpose and Justification – The purchase of audio visual equipment and supplies is requested districtwide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

The audio visual equipment and supplies are purchased for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2023 – 2024.

7) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$425,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
CDW Government, LLC. (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$100,000.00

Vendor/Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC) (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
SHI Government Solutions (Austin, TX) – Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

Purpose and Justification – The computer components, peripherals, software, and supplies purchases are requested districtwide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

The computer components, peripherals, software, and supplies are purchased districtwide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments districtwide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and all departments districtwide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments district-wide
- Computer Parts – Business Computer Systems Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs districtwide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and academic programs budgets for FY 2023 – 2024.

8) Maintenance Equipment, Parts, and Supplies (Purchase)

Purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX) a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2023 through August 31, 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 the purchase of maintenance equipment, parts, and supplies for districtwide daily work order requests as needed.

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

9) 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) and an E&I Cooperative Services, approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$120,000.00, 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, cables, etc.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

10)Purchase of Materials and Supplies (Purchase)

Purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, 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 – The purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science Programs (Biology and Chemistry), Mid Valley Campus Childcare Center, Student Activities, Professional Development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses for faculty, staff, students, and the community.

Funds for this expenditure are budgeted in the various requesting programs and departments budgets for FY 2023 – 2024.

11)Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2023 through November 27, 2024, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX)
Pappa's Pizza, Inc. (Alton, TX)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)

Pineapple Ninjaz, LLC. (Penitas, TX)	Rise & Shine Café (McAllen, TX)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (Brownsville, TX)

Purpose and Justification – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community.

The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/28/22 – 11/27/23	2 – one year options
1 st Renewal	9/26/23		11/28/23 – 11/27/24

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

Funds for this expenditure are budgeted in the various auxiliary budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

12)Chiller Maintenance Agreement and Repair Services (Renewal)

Renew the chiller maintenance agreement and repair services with **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2023 through November 20, 2024, at an annual total amount of \$59,584.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The estimated total amount is \$139,584.00.

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the chiller maintenance agreement and as needed repair services for the air-cooled and water-cooled chillers districtwide.

The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

Quarterly Inspections – 18 Chillers	Annual Inspections – 18 Chillers
--Check refrigerant circuit for leaks	--Operating Controls
--Check operating pressures and temperatures	--Inspect thermal insulation for integrity
--Oil Analysis	--Clean Condenser tubes
--Check electrical connections	--Clean control panel interior

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

13) Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems services contracts for the period beginning November 29, 2023 through November 28, 2024, at an estimated total amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	1st FP McAllen, LLC. (San Antonio, TX)	\$10,000.00
5	Fire Sprinkler Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	1st FP McAllen, LLC. (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers Inspection Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the fire suppression systems service and repairs for all campuses district-wide.

The building fire suppression systems are inspected and repaired on an annual basis, which includes the fire alarm system, fire sprinkler system, kitchen hoods, and portable fire extinguishers.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/29/22 – 11/28/23	2 – one year options
1 st Renewal	9/26/23		11/29/23 – 11/28/24

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

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

14) In-Store Purchase of Materials and Supplies (Renewal)

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2023 through November 26, 2024, at an estimated total amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose and Justification – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science Programs, (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses, for faculty, staff, students, and the community.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/27/22 – 11/26/23	2 – one year options
1 st Renewal	9/26/23		11/27/23 – 11/26/24

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

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

15) Institutional Membership – TACC (Renewal)

Renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$93,093.00.

Purpose and Justification – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges, in general, have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2023 – 2024.

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

16) Communication Services for Radios and Equipment (Purchase)

Purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$84,000.00.

Purpose and Justification – Facilities Operations and Maintenance, Custodial Services, Central Receiving, Mail Services, Mid Valley Childcare Center, Distance Learning, Public Relations and Marketing, Department of Public Safety, Centers for Learning Excellence, and several other departments are requesting to purchase communication services for

radios, hotspots, internet for the shuttle buses, sim cards, and smartphones for the day to day operation. The services are for one hundred fifty-five (155) radios, nineteen (19) phones, eighteen (18) hotspots, twenty-six (26) smart phones, and twenty-five (25) SIM cards.

Funds for this expenditure are budgeted in the various department budgets for FY 2023 – 2024.

17)Course Management and Hosting Services (Renewal)

Renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2023 through September 29, 2024	\$685,593.00
September 30, 2024 through September 29, 2025	\$692,148.00
September 30, 2025 through September 29, 2026	\$668,076.00
September 30, 2026 through September 29, 2027	\$674,757.00
September 30, 2027 through September 29, 2028	\$681,503.00
Total for 5 years	\$3,402,077.00

Purpose and Justification – Distance Education is requesting to renew the course management hosting and collaborative services for five (5) years with modified services. On August 24, 2021, the Board of Trustees approved a four (4) year contract with Blackboard to provide course management and hosting services, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool. The services have been modified and reduced pricing has been offered. The vendor has requested a new contract that will replace or supersede the previous contract with an additional year of services.

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which include meeting, sharing, and learning in real-time.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2023 – 2024, FY 2024 – 2025, FY2025 – 2026, FY2026 – 2027, and FY 2027 – 2028 pending Board approval of the budgets.

18)Student Enrollment Management System Agreement (Renewal)

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2023 through September 26, 2024, at a total amount of \$56,842.00.

Purpose and Justification – The Division of Academic Affairs is requesting to renew the Radius Campus Management - Constituent Relationship Management (CRM) AMD Chat agreement.

The College currently utilizes the CRM and Chat applications to communicate and support students at all stages of their student lifecycle from recruitment, enrollment, and admission through graduation.

Funds for this expenditure are budgeted in the Division of Academic Affairs budget for FY 2023 – 2024.

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, rescind of award, purchases, and renewals at a total cost of \$6,461,125.00 as listed below:

A. Award of Proposals

- 1) **Merchant Services (Award):** award the proposal for merchant services to **PNC Merchant Services** (Pittsburg, PA) for the period beginning December 1, 2023 through November 30, 2025, with three (3) one-year options to renew at an estimated total amount of \$383,302.00 for Year 1 and \$383,302.00 for Year 2, which is based on prior year expenditures. The estimated total contract amount is \$766,604.00;
- 2) **Welding Gases, Metals, and Supplies (Award):** award the proposal for welding gases, metals, and supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
Airgas USA, LLC. (McAllen, TX)	CV Industrial Hardware, LLC. (Mission, TX)
Linde Gas and Equipment, Inc. (Pharr, TX)	Matheson Tri-Gas (San Benito, TX)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

B. Rescind of Award

- 3) **Ambulance Cots and Stair Chairs (Rescind):** rescind the April 25, 2023, Board award to **Sombrero Advertising & Marketing** (McAllen, TX) for the purchase of ambulance cots and stair chairs, since the vendor withdrew their proposal on August 9, 2023;

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

- 4) **Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – Grant Funded:** purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (Leawood, KS), a Board approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$250,000.00;
- 5) **Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2023 through November 24, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
American Industrial Supplies & Tool Repair, Inc. (McAllen, TX)	Burton Companies (Weslaco, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Sid Tool Company/ dba MSC Industrial Supply (Melville, NY)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX)	

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

- 6) Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX) – Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$100,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
Howard Technology Solutions (Ellisville, MS) – Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$70,000.00

- 7) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$425,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
CDW Government, LLC. (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$100,000.00
Dell Marketing, LP. (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC) (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
SHI Government Solutions (Austin, TX) – Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

- 8) Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX) a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 9) 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) and an E&I Cooperative Services approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$120,000.00, which is based on prior year expenditures;
- 10)Purchase of Materials and Supplies (Purchase):** purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, 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;
- 11)Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2023 through November 27, 2024, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX)
Pappa's Pizza, Inc. (Alton, TX)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)
Pineapple Ninjaz, LLC. (Penitas, TX)	Rise & Shine Café (McAllen, TX)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (Brownsville, TX)

- 12)Chiller Maintenance Agreement and Repair Services (Renewal):** renew the chiller maintenance agreement and repair services with **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2023 through November 20, 2024, at an annual total amount of \$59,584.00 for scheduled services and an estimated total amount for \$80,000.00 for as needed repair services. The estimated total amount is \$139,584.00;
- 13)Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2023 through November 28, 2024, at an estimated total amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (McAllen, TX)	\$4,140.00

#	Services	Vendor	Amount
4	Kitchen Hoods Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	1st FP McAllen, LLC. (McAllen, TX)	\$20,125.00
6	Fire Sprinklers Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	1st FP McAllen, LLC. (McAllen, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00

14) In-Store Purchases of Materials and Supplies (Renewal): renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2023 through November 26, 2024, at an estimated amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby** (McAllen, TX)
- **Walmart** (Mission, TX)

15) Institutional Membership – TACC (Renewal): renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$93,093.00;

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

16) Communication Services for Radios and Equipment (Purchase): purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$84,000.00;

17) Course Management and Hosting Services (Renewal): renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2023 through September 29, 2024	\$685,593.00
September 30, 2024 through September 29, 2025	\$692,148.00
September 30, 2025 through September 29, 2026	\$668,076.00
September 30, 2026 through September 29, 2027	\$674,757.00
September 30, 2027 through September 29, 2028	\$681,503.00
Total for 5 years	\$3,402,077.00

18) Student Enrollment Management System Agreement (Renewal): renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2023 through September 26, 2024, at a total amount of \$56,842.00.

The Committee recommended Board approval of the award of proposals, rescind of award, purchases, and renewals at a total cost of \$6,461,125.00 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 award of proposals, rescind of award, purchases, and renewals at a total cost of \$6,461,125.00 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval to Write-off Fixed Asset/Capital Asset Valued at \$5,000 and Over

Purpose and Justification – Administration recommends Board approval to write off a fixed/capital asset valued over \$5,000, which is requested by the Fixed Asset/Inventory Department due to the Technology Campus Welding Program renovation project. This asset, totaling \$47,631.64, will be demolished; therefore, it will need to be removed from the College's inventory system and general ledger.

The fixed asset/capital asset information is as follows:

Ptag	Asset Description	Silver Tag	Acquisition Date	Amount	Net Book Value
N00014956	Technology Campus Basketball Courts	21299	8/17/2006	\$47,631.64	\$13,227.95

Background – On July 25, 2023, the Board of Trustees awarded a contract for the Technology Campus Welding Lab Expansion Building F. The approved location for the new building is where the basketball court is currently located. Since the court is a permanent structure, it must be demolished and cannot be relocated.

As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2024.

Reviewers – This asset will be demolished and disposed of by the contractor.

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

The Committee recommended Board approval to write off the fixed asset/capital asset valued at \$5,000 and over as presented, and to be removed from the College's inventory system and general ledger.

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

The Board of Trustees of South Texas College approves and authorizes writing off the fixed asset/capital asset valued at \$5,000 and over as presented, and to be removed from the College's inventory system and general ledger.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

c. Approval of Use of Unrestricted Fund Balance for Retention Payment for Regular and Temporary Full-Time and Part-Time Employees

Administration recommends Board approval on use of unrestricted funds for a retention payment for regular and temporary full-time and part-time employees.

Purpose, Justification, and Benefit – To provide a retention payment to regular and temporary full-time and part-time employees active on September 26, 2023 and November 22, 2023, using the Unrestricted Fund Balance. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the retention payment.

The payment of \$1,500 for eligible full-time and \$750 for eligible part-time employees is proposed in an effort to promote and boost retention. The College Board and College President recognized the contributions made by faculty and staff in fulfilling the mission of the College during challenging times and the current state of fewer applicants, higher turnover, and competing opportunities. The retention payment will be paid on November 22, 2023, and will total \$3,310,238, including salaries and benefits.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on September 26, 2023, and November 22, 2023.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the retention payment.
 - Executive
 - Administrative
 - Professional/Technical Support Full-Time Exempt
 - Professional/Technical Support Full-Time Non-Exempt
 - Classified
 - Faculty (Including Full-Time Lecturers)
 - Adjunct Faculty
 - Direct Wage
 - Trainers
 - Work Study
- Part-time employees in the following category will not be eligible for the retention payment:
 - Dual Credit Faculty (High School Employees)

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

Full-Time \$1,500 and Part-Time \$750						
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,650	\$ 1,500	\$ 1,230	\$ 2,475,000	\$ 189,338	\$ 2,664,338
Part-Time	800	750	668	600,000	45,900	645,900
Total	2,450	\$ 2,250	\$ 1,898	\$ 3,075,000	\$ 235,238	\$ 3,310,238

The pay date for this retention incentive payment for eligible regular and temporary full-time and part-time employees will be Wednesday, November 22, 2023.

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

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

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

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

The Committee recommended Board approval to use unrestricted funds for a retention payment for regular and temporary full-time and part-time employees 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 using unrestricted funds for a retention payment for regular and temporary full-time and part-time employees as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

d. Approval of Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees

Purpose and Justification – Administration recommends Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2023 through December 2023 to reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets).

The reimbursement benefit is proposed to be \$900 per qualified employee or \$75 a month for 12 months, January 2023 through December 2023, and to be paid on December 15, 2023.

Background – As a result of the pandemic and the continuously evolving work/office landscape, various operations and functions, including instructional courses, transitioned to be conducted remotely/off-site. College departments have incorporated employee rotational work schedules to complete business functions.

Work from home/off-site procedures were prepared and are in place for guidance for supervisors and employees.

Proposed Technology Support Reimbursement Plan

The Finance and Human Resources Committee asked that additional information be provided at the Board Meeting on the practice of a technology support reimbursements at other community colleges.

A common practice at other community colleges and universities is to provide monthly cell phone stipends/allowances to selected employees to defray the cost of conducting College business when away from their assigned work location.

Considering the new remote work practices and as an effort to boost employee recruitment and retention, STC management proposes a technology support reimbursement in lieu of a cell phone stipend as planned and substantiated below:

The proposed Technology Support Reimbursement Plan is as follows:

- Discontinue monthly employee cell phone stipends due to the following challenges:
 - ⇒ Time consuming manual requests and approvals
 - ⇒ Inconsistent designation of employees receiving stipends due to varying qualifying factors.
 - ⇒ The reimbursement will be processed at the request of the employee, electronically, no receipts or documentation is required to support this payment.

- Provide to qualifying employees, a reimbursement to assist in defraying the costs related to accomplishing College-related business on personally acquired, owned, and maintained devices and equipment such as:
 - ⇒ Internet and cell phone data plans.
 - ⇒ Purchase, repairs, of cell phones
 - ⇒ home printer,
 - ⇒ personal computer/laptop, and
 - ⇒ other technology resources used to perform College related operations while working remotely.
- The reimbursement benefit of \$75 monthly is not intended to cover 100% of the costs incurred by an employee's personal device or equipment given that the device or equipment is expected to be owned by the employee and used for both personal and business use. The \$75 monthly stipend is a fraction, approximately 30%, of the total technology expenses incurred by the employee. Administration believes the proposed \$75 per month is reasonable and a fraction of actual expenses.
- Employees will be required to submit a request electronically by Friday, November 17, 2023, in adherence to the College's reimbursement process. This request will be a self-attesting statement that the employee uses their technology for their duties within their employment with the College.
- The reimbursement benefit payment will be reduced by the amount the employee received in Cell Phone Stipend Payments in calendar year 2023, if applicable.
- Reimbursement for the months of January 2023 through December 2023 will be non-taxable and will be paid to eligible current full-time regular employees and full-time temporary employees upon request, at a rate of \$75 per month per the qualifications for reimbursement benefit as specified below.
- The proposed monthly amount of \$75.00 is an increase of \$25 per month from last year in consideration of increasing costs.
- This reimbursement benefit payment will be issued on Friday, December 15, 2023.
- Qualifications for reimbursement benefit:
 - ⇒ Regular or Temporary Full-time employment status.
 - ⇒ Employees must have received a payroll check in the month during the time period of January 2023 to December 2023 in order for the month to qualify for reimbursement benefit.
 - ⇒ Employees must have worked in the month.
 - ⇒ Employees out for a specific month(s) due to approved leave such as FMLA, will not qualify for payment for that specific month(s).
 - ⇒ Employees must request reimbursement electronically from the College by Friday, November 17, 2023.
 - ⇒ Employees must have an active assignment date as of December 4, 2023.

Total Estimated Reimbursement Benefit for January 2023 to December 2023

Estimated Number of Employees Eligible to Receive Payment	Estimated Total Reimbursement
1,678	\$1,475,175

The College will not incur any employer benefit expenses for this reimbursement benefit payment.

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

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

Reviewers – The Technology Reimbursement Benefit Payment was reviewed by Cabinet Members and Administrative Staff.

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

The Committee recommended Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2023 through December 2023 to reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets) 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 a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2023 through December 2023 to reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets) as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

e. Approval of Proposed Budget Amendment for FY 2023 - 2024

Purpose and Justification - Administration recommends Board approval of the proposed budget amendment for FY 2023 – 2024.

Background – The proposed budget amendment is necessary for the following reasons:

1. Retention Incentive Payment and Technology Support Reimbursement Payment - To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment in the amount of \$3,310,238 and the proposed Technology Support Reimbursement Payment for eligible employees in the amount of \$1,475,175. The source of budget is carryover allocations.
2. Institutional Advancement and Economic Development Division Staffing - To reallocate the Unrestricted Fund expenditure budget for the purpose of funding positions in the Institutional Advancement and Economic Development Division staffing in the amount of \$266,443. The source of budget is operating budget.
3. Nursing and Allied Health Retention and Recruitment Faculty Stipends - To increase the Unrestricted Fund revenue and expenditure budget to fund retention and recruitment stipends for Nursing and Allied Health faculty working at for the Starr and Mid-Valley campuses in the amount of \$129,500 for the Fall 2023 semester. The source of budget is operating budget.
4. Restricted Fund State Insurance Appropriation - To decrease the Restricted Fund State Insurance Appropriation revenue and expenditure budget in the amount of \$91,997.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund and the Restricted Fund for fiscal year 2023 – 2024 will be adjusted as follows:

Fiscal Year 2023 - 2024
Budgeted Revenues and Expenditures – Unrestricted and Restricted Funds

	Fund	Exh.	Amended/Original Budget	Proposed Amendment	Amended Budget
I.	Unrestricted Fund	A	\$209,937,024	\$4,785,413	\$214,722,437
II.	Restricted Fund	B	77,479,672	(91,997)	77,387,675

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

The budget amendment is proposed as follows:

I. Budget Amendment – Increase the Unrestricted Fund Revenues and Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Revenues and Carryover Allocations and Expenditures by \$4,785,413 as follows:

**Fiscal Year 2023 – 2024
Unrestricted Fund Revenue and Carryover Allocations
and Expenditures Increase**

Source	Amended Budget	Proposed Amendment	Amended Budget
Revenue/Carryover Allocations			
Total Carryover Allocations	\$20,328,576	\$4,785,413	\$25,113,989
Expenditures			
Total Salaries	115,506,311	3,392,743	118,899,054
Total Benefits	26,665,036	1,788,613	28,453,649
Total Operating	46,928,839	(395,943)	46,532,896
Total Unrestricted Fund Expenditures Increase	\$189,100,186	\$4,785,413	\$193,885,599

Carryover Allocations is proposed to increase \$4,785,413 as follows:

- \$3,310,238 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and
- \$1,475,175 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

The Salaries expenditure budget is proposed to increase by \$3,392,743 as follows:

- \$3,075,000 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees,
- \$215,743 due to additional funding for positions in the Institutional Advancement and Economic Development division, and
- \$102,000 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

The Benefits expenditure budget is proposed to increase by \$1,788,613 as follows:

- \$235,238 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees,
- \$1,475,175 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees,
- \$50,700 due to additional funding for positions in the Institutional Advancement and Economic Development division, and
- \$27,500 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

The Operating expenditure budget is proposed to decrease by \$395,943 as follows:

- \$266,443 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to additional positions in the Institutional Advancement and Economic Development division, and
- \$129,500 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to the retention and recruitment

stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

II. Budget Amendment – Decrease Restricted Fund Revenues and Expenditures

A budget amendment is proposed to decrease the Restricted Fund Revenues and Expenditures per the new allocation schedule received from the Legislative Budget Board, by \$91,997 as follows:

Fiscal Year 2023 – 2024			
Restricted Fund Revenue and Expenditures Decrease			
Source	Original Budget	Proposed Amendment	Amended Budget
Revenue			
Total Restricted Revenue	\$77,479,672	\$(91,997)	\$77,387,675
Expenditures			
Total Benefits	\$10,708,097	\$(91,997)	\$10,616,100

State Insurance Appropriation revenue is proposed to decrease by \$91,997 as follows:

- \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 – 2024.

The Benefits expenditure budget is proposed to decrease by \$91,997 as follows:

- \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 – 2024.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2023 – 2024.

The Committee recommended Board approval of the proposed budget amendment for FY 2023 – 2024, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed budget amendment for FY 2023 – 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Proposed Budget Amendment for FY 2023 - 2024

SEPTEMBER 12, 2023

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

1

Background

Proposed budget amendment is necessary for the following reasons:

1. Retention Incentive Payment and Technology Support Reimbursement Payment - To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment in the amount of \$3,310,238 and the proposed Technology Support Reimbursement Payment for eligible employees in the amount of \$1,475,175. The source of budget is carryover allocations.
2. Institutional Advancement and Economic Development Division Staffing - To reallocate the Unrestricted Fund expenditure budget for the purpose of funding positions in the Institutional Advancement and Economic Development Division staffing in the amount of \$266,443. The source of budget is operating budget.
3. Nursing and Allied Health Retention and Recruitment Faculty Stipends - To increase the Unrestricted Fund revenue and expenditure budget to fund retention and recruitment stipends for Nursing and Allied Health faculty working at for the Starr and Mid-Valley campuses in the amount of \$129,500 for the Fall 2023 semester. The source of budget is operating budget.
4. Restricted Fund State Insurance Appropriation - To decrease the Restricted Fund State Insurance Appropriation revenue and expenditure budget in the amount of \$91,997.

2

Summary of Proposed Budget Amendment

Fund	Original/ Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$209,937,024	\$4,785,413	\$214,722,437
Restricted Fund	77,479,672	(91,997)	77,387,675

3

Unrestricted Fund

Proposed Budget Amendment Summary Unrestricted Fund

Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	20,328,576	4,785,413	25,113,989
Total Revenues and Carryover Allocations	\$ 209,937,024	\$ 4,785,413	\$ 214,722,437

5

Proposed Budget Amendment Summary Unrestricted Fund

Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 115,506,311	\$ 3,392,743	\$ 118,899,054
Total Benefits	26,665,036	1,788,613	28,453,649
Total Operating	46,928,839	(395,943)	46,532,896
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
Total Expenditures	\$ 197,937,024	\$ 4,785,413	\$ 202,722,437
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	-	12,000,000
Total Expenditures/Transfers & Reserves	\$ 209,937,024	\$ 4,785,413	\$ 214,722,437

6

Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$4,785,413	To fund the proposed: \$3,310,238 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and \$1,475,175 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.
Total Revenue Increase	\$4,785,413	

7

Summary of Budget Changes Unrestricted Fund – Expenditures and Reserves

Revenue Source	Increase/ (Decrease)	Description
Total Salaries	\$3,392,743	To fund the proposed: \$3,075,000 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, \$215,743 due to additional funding for positions in the Institutional Advancement and Economic Development division, and \$102,000 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.
Total Benefits	\$1,788,613	To fund the proposed: \$235,238 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, \$1,475,175 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees, \$50,700 due to additional funding for positions in the Institutional Advancement and Economic Development division, and \$27,500 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

8

Summary of Budget Changes Unrestricted Fund – Expenditures and Reserves

Revenue Source	Increase/ (Decrease)	Description
Total Operating	\$(395,943)	To fund the proposed: \$266,443 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to additional positions in the Institutional Advancement and Economic Development division, and \$129,500 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to the retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.
Total Expenditures Increase	\$4,785,413	

9

Restricted Fund

10

Proposed Budget Amendment Summary Restricted Fund

Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 77,479,672	\$ (91,997)	\$ 77,387,675
Total Revenues	\$ 77,479,672	\$ (91,997)	\$ 77,387,675

Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 4,239,606	\$ -	\$ 4,239,606
Total Benefits	10,708,097	(91,997)	10,616,100
Total Operating	2,626,324	-	2,626,324
Total Travel	69,691	-	69,691
Total Capital Outlay	657,566	-	657,566
Total Scholarships	59,178,387	-	59,178,387
Total Expenditures	\$ 77,479,672	\$ (91,997)	\$ 77,387,675

11

Summary of Budget Changes Restricted Fund

Source	Increase/ (Decrease)	Description
State Insurance Appropriation Revenue	\$(91,997)	Proposed to decrease: \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 - 2024
Total Benefits	(91,997)	Proposed to decrease: \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 - 2024

12

Questions?



13

Consent Agenda:

f. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 – 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Purpose and Justification – Administration recommends Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 - 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).

Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the Institution's Chief Executive Officer regarding reports ***received from employees*** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

During academic year 2022 - 2023 (commencing September 1, 2022), the College has received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

Background – TEC Section 51.252 requires ***employees*** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports **only include incidents submitted by employees** and does not include incidents submitted by students or others. Therefore, this is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the TEC have been omitted for compliance purposes of this specific report.

The College President is now presenting the FY 2022 - 2023 Annual Report.

The Annual Report for the period of September 2022 through August 2023 includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking," which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Interim Title IX Coordinator have reviewed the information being presented.

Enclosed documents – The South Texas College's CEO's SB212 Annual Report for the period of September 2022 through August 2023 follows in the packet for the Board's information and review.

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

The Committee recommended Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 - 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) 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 accepts the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 - 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368

P.O. Box 9701, McAllen, TX 78502-9701
www.southtexascollege.edu

South Texas College
SB212 Annual Report, 2022-2023
(Commencing September 1, 2022 through August 31, 2023)

TO: South Texas College Board of Trustees
FROM: Dr. Ricardo Solis, Ph.D., South Texas College President
DATE: September 26, 2023
RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2022-2023 academic year, commencing September 1, 2022 and through August 31, 2023. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

<https://www.southtexascollege.edu/title-ix/index.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

Appendix A **Summary Data Report**

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

2022-2023 Academic Year

(Commencing September 1, 2022 through August 31, 2023)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	9
Number of confidential reports ¹ under Section 51.252	
Number of investigations conducted under Section 51.252	0
Disposition ² of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	9

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	0
a. Employee termination	
b. Institutional intent to termination, in lieu of employee resignation	

¹ "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

² "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

Consent Agenda:

g. Acceptance of Internal Audit Annual Report for FY 2023

Purpose and Justification – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.” The Internal Audit Annual Report includes a summary of audit findings along with management’s planned corrective actions.

The Internal Audit Annual Report provides the Trustees with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Board’s information and review.

Presenters – Mr. Khalil Abdullah, Chief Internal Auditor, attended the Committee meeting to discuss and address any questions.

The Committee recommended Board acceptance of the Internal Audit Annual Report for FY 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 accepts the Internal Audit Annual Report for FY 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



SOUTH TEXAS
COLLEGE

INTERNAL AUDIT

Annual Report Fiscal Year 2023

Prepared by:
Khalil M. Abdullah

Table of Contents

I. Compliance with TGC, Sec 2102.015	3
II. Internal Audit Plan for Fiscal Year 2023.....	4
III. Consulting and Nonaudit Services	6
IV. External Quality Assurance Review.....	6
V. Summary of Findings and Management’s Corrective Action Plan.....	7
VI. Internal Audit Plan for Fiscal Year 2024.....	8
VII. External Audit Services – Fiscal Year 2023.....	10
VIII. Reporting Suspected Fraud and Abuse	10

I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 22, 2023 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2023

The Board of Trustees approved the internal audit plan for FY 2023 on August 23, 2022. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*.

Audits not completed in FY 2023 were carried forward and included in the FY 2024 audit plan.

FY 2022 – 2023 (Scheduled)

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads & Stipends
4. Business Continuity / Disaster Recovery
5. Title IX
6. HR Processes – Employee Hiring and Staffing
7. Emergency Medical Technology (EMT) Program
8. Surprise Cash Counts
9. Purchasing – Proposal Evaluation Criteria
10. Quality Assurance Review – External QAR

Office of Internal Audits
Fiscal Year 2023 Audit Plan

FY 2023 Audit Plan - Engagements	Status of Plan
Risk Based Audits	
Title IX	6/13/2023
Emergency Medical Technology (EMT) Program	6/13/2023
Business Continuity / Disaster Recovery	FY 2024
Financial Aid - Federal Awards	Fieldwork
HR Processes - Employee Hiring & Staffing	FY 2024
Faculty Overloads & Stipends	FY 2024
Quality Assurance and Improvement Program - External QAR	FY 2024
Consulting Engagements	
Surprise Cash Counts	6/29/2023
Purchasing Proposal Evaluation Criteria	9/30/2022
Follow Up	
Science Lab Safety	5/4/2023
Other Audit Responsibilities and Special Projects	
Fraud Survey	10/17/2022
Administration (e.g. secure resources, budget development, etc.)	In Process
Annual Financial Report	-
Misc. data analytics / fraud detection procedures, fraud risk assessment	6/14/2023
Quality Assurance and Improvement Program (QAIP & QAR)	8/31/2023
Professional Development & Training (40 hrs.CPE)	6/16/2023
Annual Risk Assessment & Risk Based Audit Plan Development	6/29/2023
Annual Report [Texas Govt. Code Sec. 2102.015]	9/12/2023
Unassigned/Unplanned/Mgmt. Special Requests	N/A

III. Consulting and Nonaudit Services

The Office of Internal Audits worked on two consulting engagements in FY 2023:

- Proposal evaluation criteria;
- Surprise cash counts

IV. External Quality Assurance Review

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. The Office of Internal Audits is due to have the results of the comprehensive self-assessment validated by an independent external assessor. Options for the selection of a qualified external assessor will be presented to the Finance, Audit, and HR Committee for their review and discussion.

V. Summary of Findings and Management's Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
23-01	5/9/2023	Title IX	A formal process was not in place for documenting that individuals involved in making Title IX decisions were free from bias.	The Title IX Coordinator will require that all persons who participate in the investigation or resolution of a Title IX case provide a statement attesting to the fact that the person is free from bias or conflict as to the case.	Follow up - Pending
23-02	5/9/2023	Emergency Medical Services (EMS)	Written procedures to help guide employees in their day-to-day operations had not yet been established.	EMS Dept. is currently looking into written procedures that will guide its employees on their daily operations. --Spring 2024.	Follow up - Pending
23-02	5/9/2023	Emergency Medical Services (EMS)	Assets in use within the department did not trace back to inventory records.	EMS Dept. has started to research and confirm its fixed asset listing. The Dept. Chair has asked staff to verify the current listing.	Follow up - Pending

VI. Internal Audit Plan for Fiscal Year 2024

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2024. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns.

Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided.

On August 22, 2023 South Texas College's Board of Trustees approved the following projects for FY 2024.

FY 2023 – 2024 (Scheduled)

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads & Stipends
4. Student Organization Funds Handling
5. IT Business Continuity / Disaster Recover Planning
6. HR Processes - Employee Hiring and Staffing
7. Environmental Health & Safety
8. Account Reconciliations
9. Fixed Assets
10. Quality Assurance Review – External QAR

Office of Internal Audits
Fiscal Year 2024 Audit Plan

FY 2024 Audit Plan - Engagements		
Risk Based Audits	Hours	Percent
Financial Aid - Federal Awards	50	3%
Faculty Overloads & Stipends	125	7%
Student Organization Funds Handling	100	6%
IT - Business Continuity / Disaster Recovery	150	9%
HR Processes - Employee Hiring and Staffing	200	12%
Environmental Health & Safety	200	12%
FM - Account Reconciliations	150	9%
Fixed Assets	150	9%
Quality Assurance Review - External QAR	50	3%
Subtotal	1175	68%
Other Audit Responsibilities and Special Projects	Hours	Percent
Fraud Survey	50	3%
Administration (e.g. secure resources, align with IIA, QAIP, etc.)	50	3%
Annual Financial Report [CAFR]	25	1%
Data analytics / fraud detection procedures	50	3%
Professional Development & Training (40 hrs.CPE)	50	3%
Annual Risk Assessment & Risk Based Audit Plan Development	100	6%
Annual Report [Texas Govt. Code Sec. 2102.015]	125	7%
Follow-up on reported findings	75	4%
Unassigned/Unplanned/Mgmt. Special Requests	25	1%
Subtotal	550	32%
Total	1725	100%

VII. External Audit Services – Fiscal Year 2023

All external audit services that were procured or were ongoing in fiscal year 2023 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Texas Cybersecurity Framework Assessment;
- THECB Perkins Desk Review;
- THECB Single Audit Evaluation

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

Consent Agenda:

h. Approval to Adopt New Business and Support Services Policy and Retire Current Personnel Policies

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

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

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

Adopt New Policies	Retired Policy(ies)
A-1. CDE (Local) Accounting - Financial Ethics	A-2. Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties

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

B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits

- Policy Language Kept as Administrative Regulation

C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity

- Policy Language Kept as Administrative Regulation

D-1. Retire Current Policy # 4530: Cellular Telephone Stipends

- Discontinue cellular telephone stipends

E-1. Retire Current Policy # 5280: Optional Retirement and Tax Sheltered Annuities Programs

- Policy Language Kept as Administrative Regulation

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the Committee meeting to address questions.

The Committee recommended Board approval to adopt new Business and Support Services policy and retire current Personnel policies as listed, 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 adoption of new Business and Support Services policy and retirement of current Personnel policies as listed, presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

All Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
- Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
- Compliance with state and federal grant and award requirements: CAA, CAAA, CAAB
- Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
- Systems for monitoring the College District's investment program: CAK
- Budget planning and evaluation: CC
- Compliance with accounting regulations: CDC
- Criminal history record information for employees: DC

**Fraud and Financial
Impropriety**

The College District prohibits fraud, waste, abuse, and financial impropriety, as defined below, in the actions of its Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining an employment, business, or other relationship with the College District.

Definition

The following general terms apply for this policy.

1. Fraud is any false or dishonest act that constitutes fraud under applicable laws, including any intentional deception or willful misrepresentation made by a person with the

knowledge that the deception could result in some unauthorized benefit to that person or another person.

2. Waste is the loss or misuse of government-funded resources that results from deficient practices, system controls, or decisions.
3. Abuse is the intentional, wrongful, or improper use of government-funded resources or misuse of office, position, or authority that causes the loss or misuse of government-funded resources.
4. Financial impropriety is a type of financial fraud.

While it is impossible to define every action that could constitute fraud, waste, abuse, or financial impropriety, those acts may include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.

12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the College President or designee, the Board, or local law enforcement.

*Fraud Reporting
Hotline*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may be filed through a secure and confidential fraud reporting [hotline](#).

*State Auditor's
Office*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may also be made to the Texas State Auditor's Office by any of the methods described on that agency's website.

If the College District has reasonable cause to believe that money received from the state or by a contractor of the College District may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct in violation of this policy has occurred in relation to the operation of the College District, such matters will be reported to the Texas State Auditor's Office by the Director of Internal Audit as required by Texas Government Code, Section 321.022.

Confidentiality

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Non-Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

However, an individual who intentionally files a false complaint, offers false statements, or submits false evidence is not protected by this provision against retaliation, and may be subject to appropriate disciplinary action. Complaints involving alleged violations of this non-retaliation provision can be filed by employees under policy DGBA, by students under FLD, by community members under GB, or using the Fraud Reporting Hotline.

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Office of Internal Audit, College President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment.

If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards Disclosure

The College District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CAAB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

DATE ISSUED:

ADOPTED:

4 of 4

CDE(LOCAL)-X

MANUAL OF POLICY

Title

Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties

4204

Legal Authority

Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board

Minute Order dated October 24, 2005

As Amended by Board Minute order dated November 26, 2019

I. Purpose

The purpose of this policy is to provide provisions regarding South Texas College's commitment to an environment free from fraud, abuse, and other improprieties.

II. Policy

The College maintains written guidelines for reporting and investigating suspected or known fraud, abuse, and other improprieties. Fraud, abuse, and other improprieties shall be defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit, destruction of property, or otherwise fraudulent behavior or the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the College's resources or assets.

These guidelines are maintained on the College's website and apply to all College employees. The guidelines establish the procedures and responsibilities for reporting and investigating potential incidents, taking remedial actions, and reporting evidence to the appropriate authorities. The guidelines require that employees act in good faith when reporting incidents.

Reports of incidents of fraud, abuse, and other improprieties and investigations thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President or designee has the authority and responsibility, with participation of the appropriate personnel, to develop, and administer the guidelines.

III. Definitions

Not Applicable

IV. History

Origination Date Approved by Board	October 24, 2005
Date Reviewed and Approved by Board	October 24, 2005 November 26, 2019

MANUAL OF POLICY

Title	Eligibility for Employee Benefits	4300
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 11, 1998 As Amended by Board Minute Order dated July 28, 2005	

All regular employees and full-time faculty are benefit eligible and must be employed to work at least 20 hours per week for a period of at least 4 and one-half (4.5) months excluding students employed in positions which require student status as a condition of employment.

Full-time faculty members are benefit eligible for the fiscal year; however, sick leave accrual is limited to the duration of their appointment to work.

Full-time faculty members who have been granted appointments for nine (9) months and have gained approval from the Vice President for Academic Affairs for payment over nine (9) months are responsible to provide payment for their medical benefits for the remaining three (3) months. This arrangement must be coordinated with the Human Resources Benefits Coordinator prior to the end of the nine (9) month appointment.

Adjunct faculty members are not eligible for benefits.

MANUAL OF POLICY

Title	Faculty Readiness for Instructional Continuity	4411
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated June 23, 2020	

I. Purpose

The purpose of this policy is to support the College's Instructional Continuity Policy through readiness of all faculty members at the College to provide instruction in an online environment, should the College deem necessary.

II. Policy

By the end of their first semester of employment at the College, all new faculty members are required as per letter of appointment or notice of employment to complete the College's Instructional Continuity training provided by the College.

The Instructional Continuity training will be updated as technology changes and therefore, all faculty will be required to update their certification as needed.

Procedures detailing these requirements will be developed and housed in the Office of the Vice President for Academic Affairs.

III. Definitions

Faculty member: The faculty of record for any course offered by South Texas College, including Full Time Faculty, Lecturers, Adjunct Faculty, and Dual Credit Faculty.

IV. History

Origination Date Approved by Board	June 23, 2020
Date Reviewed and Approved by Board	

MANUAL OF POLICY

Title **Cellular Telephone Stipends** **4530**

Legal Authority **Approval of the Board of Trustees**

Date Approved by Board **Board Minute Order dated December 11, 2008**

Cellular telephones are an effective communication tool for College employees when conventional telephone service is not readily available.

It is the policy of the College to provide a stipend to cover business use of personal cellular telephones for certain employees. The stipend is considered taxable income to the employee. The amount of the stipend and the employee's eligibility is determined by the financial manager and immediate supervisor based on the employee's job duties and responsibilities and approved by the appropriate vice-president.

The College maintains guidelines regarding the eligibility and payment of the cellular telephone stipends.

MANUAL OF POLICY

Title	Optional Retirement and Tax Sheltered Annuities Programs	5280
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 15, 1998	

South Texas College makes available to all eligible employees the 403(b) plan (Tax Sheltered Annuities and Optional Retirement Program).

To request authorization to write tax sheltered annuities including Optional Retirement Program for eligible employees, the President or General Counsel for the carrier must write a letter addressed to the Vice President of Finance and Administrative Services. Each carrier shall meet the following criteria:

1. Licensed by the Texas Department of Insurance
2. Licensed by the National Association of Securities Dealers (NASD)
3. Signed Hold Harmless Agreement acceptable to South Texas College

Transfer of Carriers

Employees who are eligible to participate in the Optional Retirement Program or Tax Sheltered Annuity Program and who are already participating in such programs shall be allowed the option of continuing such participation with the same carrier whenever such employee transfers from one institution of higher education to another.

Change of Carriers and Salary Reduction Agreements

The College shall offer not less than two occasions during the year in which an employee may make a change in the employee's Optional Retirement Program carrier or Tax Sheltered Annuity program carrier and/or enter into a new Salary Reduction Agreement. The dates for these occasions will be at the discretion of the College. An employee may enter into a new Salary Reduction Agreement on only one such occasion per calendar year.

Solicitation Practices

Representatives from authorized carriers shall be permitted to make sales presentations to eligible employees on the premises of the College on dates to be established by the President. Representatives shall abide by the College's applicable rules and regulations.

Providing gifts and monetary rewards directly or indirectly by representatives of authorized carriers in order to receive information on newly hired employees shall be prohibited.

The College shall reserve the right to restrict solicitation privileges of representatives from authorized carriers based on violation of solicitation regulations of this section and the College's applicable rules and regulations.

Review and Action as Necessary to Revise Employee Staffing Plan for FY 2023 – 2024

Purpose and Justification – Administration recommends Board approval of the revised Employee Staffing Plan for FY 2023 – 2024.

In August 2023, after the Board of Trustees approved the proposed Employee Staffing Plan for FY 2023 – 2024, the College received the official notification from the Texas Higher Education Coordinating Board for the FY 2023 – 2024 State Appropriations Allocations. As a result, the College increased the salary budget in the FY 2023 – 2024 Budget to cover additional required critical positions previously identified and requested by each Division.

On August 22, 2023, the Board approved a recommendation by the Administration to revise the Employee Staffing Plan for FY 2023 – 2024 unrestricted budget for each Division and Organization of the College, to include new funding from House Bill 8 issued through the Texas Higher Education Coordinating Board in the amount of \$1,214,575.00.

Each division has identified adjustments to the staffing plan, including critical new positions, unfreezing of positions, reclassifications, and adjustments to pools as listed in Exhibits A-1 through A-6. The reclassifications and adjustments will be effective October 1, 2023.

Administration is requesting an additional increase of \$215,743.00 in the staffing plan to fund critical positions and unfreeze one position required in the Institutional Advancement and Economic Development Division from Operating funds, as listed in Exhibit B.

Administration is also requesting an increase of \$102,000.00 in the staffing plan to fund a retention and recruitment stipend for Nursing and Allied Health faculty working at the Starr County Campus and Mid Valley Campus for the Fall 2023 semester, from the operating budget as listed in Exhibit C.

Nursing and Allied Health Stipends			
Department	# of Faculty	Stipend Rate	Total Salary Funds
Patient Care Technician	1	8,500.00	\$ 8,500.00
Vocational Nursing Program	11	8,500.00	93,500.00
Total	12		\$102,000.00

The total increase to the August 2023 Staffing Plan, including the pools, is \$1,532,318.00.

Background - As indicated in the Administrative Regulations, the College Employee Staffing Plan, is the official document listing position titles, classifications, employee names, 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.

Funding Source – The revisions to the Staffing Plan will be funded from the position pools approved by the Board on August 22, 2023, and as presented in the proposed budget amendment that follows in the packet for the Board’s consideration.

Reviewers – The President and all the Vice Presidents reviewed the adjustments to the Staffing Plan requested for each division.

Enclosed – The Exhibits listing the FY 2023 – 2024 proposed critical positions previously identified and requested by each division follows in the packet for the Board’s information and review.

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

The Committee recommended Board approval of the revised Employee Staffing Plan for FY 2023 – 2024 in the amount of \$1,532,318.00 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 revised Employee Staffing Plan for FY 2023 – 2024 in the amount of \$1,532,318.00 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unrestricted Fund (per THECB House Bill 8 funding)

	Total
Exhibits A-1 through A-6	\$ 1,214,575.00

(Pools allocated to each Division were Board approved on August 22, 2023)

South Texas College
 Unrestricted Fund (per THECB House Bill 8 funding)
Office of the President

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Office of the President	100004	Director of External Affairs	Executive Administrative Professional	8	\$ 85,999
Rationale: • Additional support for the President to assist in the establishment, cultivation, and management of relationships with external stakeholders and members of the community to promote the mission and vision of the College. The candidate will also provide operational support in working closely with local, state, and federal officials to educate them on the educational needs of the College.						
Total for (1) New Critical Non-Faculty Position					\$	85,999
Grand Total to be applied to Salary Adjustment Pool # 842362					\$	85,999

South Texas College
 Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Academic Affairs

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Div. of Business, Public Safety & Technology	221001	Academic Coach	Executive Administrative Professional	3	\$ 55,947
Rationale: •Position is needed as approval from SACSCOC has been granted to begin offering CBE courses for CTE. The position will provide students with day-to-day guidance on how to navigate a CBE program, including their time management and checking on their pace toward completion of the competency modules. When students encounter barriers/ questions not related to the course content, the Academic Coach is a point of contact to provide answers and help resolve any issues.						
2	Theatre	223004	Theatre Support Service Technician	Administrative Technical Support	2	\$ 32,781
Rationale: •Currently, the position is a full-time temp; requesting to transition to a full-time regular. The position has been full-time temp since 2014 and has provided technical theater and public relations/box office support to the Coordinator of Theater Support Services, which includes assistance in stage management, set design, construction, painting, public relations, and advertising on social media, among other duties. Establishing the Technician as a full-time regular would further the success and growth of the Theatre and Dance programs and events.						
3	Academic Affairs - VP Admin	210002	Graphic Designer I	Administrative Technical Support	4	\$ 39,333
Rationale: •Currently, the position is a full-time temp; requesting to transition as a full-time regular. After several years, a full-time regular position is needed to assist the Academic Affairs Division with internal and external projects that require graphic design.						
4	Div. of Math, Science, IT & BA Programs	225005	MSITB Initiatives Manager	Executive Administrative Professional	6	\$ 75,781
Rationale: •Position needed to support the MSITB Division with division initiatives such as grants and apprenticeships.						
5	Biology	221301	Lab Specialist II	Administrative Technical Support	5	\$ 45,625
Rationale: •Currently, the position is a full-time temp; requesting to transition as a full-time regular.						
Total for (5) New Critical Non-Faculty Positions						\$ 249,467

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Academic Affairs - VP Admin	210002	DW Staff - AA Pool# 841274	\$ 62,250	\$ 85,334	\$ 23,084
Rationale: •This transfer will assist with funding the departments within the Academic Affairs Division.						
Total for (1) Pool Adjustment						\$ 23,084

Grand Total to be applied to Salary Adjustment Pool # 845279						\$ 272,551
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South Texas College
Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Finance and Administrative Services

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Finance and Administrative Services	400003	Graphic Designer I	Administrative Technical Support	4	\$39,333
Rationale: •Currently, the position is a temporary assignment; request is to transition to a full-time regular position that will assist with producing College printed publications and materials for the Finance and Administrative Services Division. Will prepare graphs, dashboards, flowcharts, and PowerPoint presentations and use various software applications to assemble and/or format data and/or reports. Will also be collaborating with other departments, such as PR and Marketing, for college-level projects.						
2	Finance and Administrative Services	400003	Secretary	Administrative Technical Support	1	\$30,680
Rationale: •A new position is requested to perform secretarial duties at the Office of the Vice President for Finance and Administrative Services department. This individual will perform secretarial duties such as electronic and hardcopy filing, answering the phone, making copies, and scanning. This includes maintaining files of specified and confidential materials, among other duties as assigned.						
Total for (2) New Critical Non-Faculty Positions						\$ 70,013

Frozen Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	Current Frozen Amount	Previously Frozen Amount	Proposed Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Purchasing	420007	Unfreeze Position #709580 - Contracts Specialist	Administrative Technical Support Pay Grade 5	\$ 2	\$ -	\$ 45,625	\$ 45,625	\$ 45,623
Rationale: •This position is critical in assisting the Contract Manager with tracking and managing the increased number of contracts for the Purchasing Department and College.									
2	Central Receiving	420004	Unfreeze Position #703584 - Fixed Assets and Receiving Technician	Operations Support Pay Grade 2	\$ 2	\$ -	\$ 32,760	\$ 32,760	\$ 32,758
Rationale: •This position is critical in assisting the Central Receiving, Fixed Assets, and Mailroom areas with the daily deliveries, surplus assets, and mail deliveries.									
3	Safety and Security	450002	Unfreeze Position #772514 & Title Change - Security Guard to Surveillance Systems Supervisor	Operations Support Pay Grade 7	\$ 2	\$ 23,998	\$ 25,006	\$ 49,004	\$ 49,002
Rationale: •The Surveillance Systems Supervisor's duties and responsibilities will align with the current needs of our department. The main responsibility of this position would be to serve as the immediate supervisor to the proposed camera team positions. This position would also be a liaison between the college stakeholders, the camera team, and the department's supervising team. The supervisor would serve as project manager for all camera projects coming from Facilities Planning and Construction and other college departments.									
4	Campus Police	450051	Unfreeze Position #707514 & Title Change - Police Dispatcher to Emergency Training and Preparedness Manager	Executive Administrative Professional Pay Grade 5	\$ 2	\$ 31,481	\$ 37,100	\$ 68,581	\$ 68,579
Rationale: •The Emergency Manager's main function is to manage the college's emergency management program by implementing the four principles of mitigation, preparedness, response, and recovery. Additionally, they will lead the Emergency Management Program to help focus the efforts of the Comprehensive Safety Program, aligning South Texas College with State and Federal requirements. This position will be a central contact for local emergency management and public safety offices.									
5	Safety and Security	450002	Unfreeze Position #733514 & Title Change - Security Guard Specialist to Parking Support Specialist	Operations Support Pay Grade 5	\$ 2	\$ 35,938	\$ 5,350	\$ 41,288	\$ 41,286
Rationale: •The Parking Support Specialist's main functions are to monitor the parking portal, assist callers, mail out parking permits, and issue temporary parking permits. They are also to conduct the appeals committee meetings, enter the necessary data in the system, conduct an inventory of the parking permits monthly, and provide support to the Police Compliance Coordinator and the Parking and Security Services Manager.									
Total for (5) Frozen Non-Faculty Positions									\$ 237,248

South Texas College
Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Finance and Administrative Services

Reclassifications of Existing Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
1	Purchasing	420007	Reclassification for Buyer - Technical (Position 700580) to Senior Buyer - Filled	Executive Administrative Professional	4	\$ 54,602	\$ 5,822	\$ 60,424	\$ 5,822
Rationale: •The responsibilities of the Technical Buyer have increased to the level of a Senior Buyer. This position is responsible for managing and preparing proposal requests and managing all the existing contract renewals.									
2	Purchasing	420007	Reclassification for Buyer (Position 729580) to Buyer - Technical - Filled	Executive Administrative Professional	3	\$ 48,589	\$ 7,359	\$ 55,948	\$ 7,359
Rationale: •The responsibilities of this Buyer have increased to the level of the Technical Buyer. This position is responsible for the purchase of technology equipment and services.									
3	Dir Fac Planning and Construction	430001	Reclassification for Facilities Planning and Construction Accounts Assistant (Position 701513) to Facilities Planning and Construction Accounts Specialist - Filled	Operations Support	5	\$ 35,256	\$ 6,032	\$ 41,288	\$ 6,032
Rationale: •Employee has demonstrated excellent abilities to perform current duties and has displayed the ability to perform additional duties with minimal supervision with accuracy and expedience.									
4	Business Office	410013	Reclassification for Accountant (Position 710184) to Accounting Group Supervisor - Filled	Executive Administrative Professional	5	\$ 61,901	\$ 3,380	\$ 65,281	\$ 3,380
Rationale: •Current position was reviewed with TASB & HR. This department oversees property taxes, bonds, fixed assets, general accounting, and chart of accounts. The current accountant has worked with all areas except for property tax, and with this new role, she will get exposure to all areas and experience with motion and board presentations. In addition, this area has grown and added new GASB pronouncement 87 and 96, which requires a lot of research and decision-making and have increased the complexity of her duties. This supervisor will also have a big role in the ERP implementation as this department oversees the Chart of Account.									
5	Business Office	410013	Reclassification for Accounting Specialist (Position 751184) to Accountant - Filled	Administrative Technical Support	6	\$ 44,491	\$ 5,549	\$ 50,040	\$ 5,549
6	Business Office	410013	Reclassification for Accounting Specialist (Position 716184) to Accountant - Filled	Administrative Technical Support	6	\$ 48,152	\$ 3,857	\$ 52,009	\$ 3,857
7	Business Office	410013	Reclassification for Accounting Specialist (Position 743184) to Accountant - Filled	Administrative Technical Support	6	\$ 43,576	\$ 6,464	\$ 50,040	\$ 6,464
Rationale: •Reviewed with TASB & HR. The Grant accounting specialist's duties already include a higher level of responsibilities than other accounting specialists at the business office due to the nature of the work. All specialists manage sub-awards to ensure compliance with federal, state, local, and private financial laws and regulations and analyze grant budgets and expenses. There is increased scrutiny from regulators to ensure taxpayer money is spent appropriately. They make judgment calls and decisions that affect grants and funding.									
8	Business Office	410013	Reclassification for Accounting Assistant (Position 738184) to Accounting Specialist - Filled	Administrative Technical Support	5	\$ 38,313	\$ 7,093	\$ 45,406	\$ 7,093
Rationale: •There has been much turnover in the Travel office. We want to upgrade this position to an accounting specialist so that they can assist the assistants if needed, reconcile SpendNet Banking for lodging, review travel reports, and prepare year-end audit reports, which she is very capable of. Some of these duties are currently performed by other AP staff (Accountant and Supervisor) as it's above the assistant's duties. A specialist position used to be in the travel department, however, due to other higher-priority needs in the Business Office, we had to use that position for funding for other positions and haven't been able to create or upgrade to another specialist position since. The travel department is one of the areas where we get the most complaints, due to the high turnover and the high volume of activity.									
9	Business Office	410013	Reclassification for Administrative Assistant (Position 700228) to Senior Administrative Assistant - Filled	Administrative Technical Support	4	\$ 39,728	\$ 1,269	\$ 40,997	\$ 1,269
Rationale: •The title change and reclassification is needed to accurately reflect the essential work functions of the position.									

South Texas College
Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Finance and Administrative Services

#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
10	Human Resources	460001	Reclassification for Human Resources Specialist - Employee Relations (Position 724240) to Coordinator - Employee Relations - Filled	Executive Administrative Professional	3	\$ 45,406	\$ 7,137	\$ 52,543	\$ 7,137
11	Human Resources	460001	Reclassification for Human Resources Specialist - Employee Relations (Position 700057) to Coordinator - Employee Relations - Filled	Executive Administrative Professional	3	\$ 45,864	\$ 6,679	\$ 52,543	\$ 6,679
Rationale: •These employees have a proven track record that reflects a high level of commitment, professionalism, diligence, and proficiency that far exceeds their current placement as Specialists. The Employee Relations department is an area that has responsibilities across all HR areas, and they have become the de facto personnel to troubleshoot, address, and promote the effectiveness of the department, especially as it relates to the front desk area and providing extra support to other areas. Their ability to keep sensitive information private and confidential (as the case may be) and to handle multiple projects in the fast-paced ERO area. Further, they have grown professionally and showed continued interest in learning new facets of the job. They have also assisted with high-level research and document preparation.									
Total for (11) Reclassifications of Existing Non-Faculty Positions									\$ 60,641

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Finance and Administrative Services	400003	FAS Non-Faculty Temp Pool Pool# 720360	\$ 37,390	\$ 51,465	\$ 14,075
Rationale: •This transfer will assist with funding the departments within the Finance and Administrative Services Division.						
Total for (1) Pool Adjustment						\$ 14,075

Grand Total to be applied to Salary Adjustment Pool # 844360						\$ 381,977
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South Texas College
 Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Information Services, Planning, Performance and Strategic Initiatives

Frozen Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title	Classification	Current Frozen Amount	Previously Frozen Amount	Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Technology Support	520005	Unfreeze Position #710392 - IT Operations Manager (vacant)	Technology Pay Grade 7	\$ 2	\$ -	\$ 80,366	\$ 80,366	\$ 80,364
Rationale: •The unfreezing of this position is needed to manage campus operations across the institution to ensure consistent standardization of support for classroom technologies, faculty, and staff support and events.									
Total for (1) Frozen Non-Faculty Position									\$ 80,364

Pool Adjustments for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Center for Learning Excellence - NAH	570006	CLE-NAH-SLA/SI Leader Pool# 846423	\$ 89,146	\$ 121,146	\$32,000
2	Center for Learning Excellence - Supplemental Instruction	570009	CLE-SI-SLA/SI Leader Pool# 849423	\$ 135,000	\$ 167,000	\$32,000
3	Center for Learning Excellence - Pecan	570004	CLE-PCN-SLA/SI Leader Pool# 844423	\$ 230,461	\$ 262,461	\$32,000
4	Educational Technologies	540001	DW Staff - Educational Technologies Pool# 840102	\$ 140,065	\$ 156,065	\$16,000
5	Learning Commons and Open Labs	540005	DW Staff - Lrng Comm and OL Pool# 844397	\$ 76,578	\$ 91,578	\$15,000
6	Library Public Services	530013	DW Staff - Library Public Services Pool# 841101	\$ 124,112	\$ 157,112	\$33,000
7	Technology Support	520005	DW Staff - Tech Support Pool# 840391	\$ 27,839	\$ 57,839	\$30,000
Rationale: •These pool transfers will assist with funding the departments within the Information Services, Planning, Performance, and Strategic Initiatives division.						
Total for (7) Pool Adjustments						\$ 190,000

Grand Total to be applied to Salary Adjustment Pool # 840625	\$ 270,364
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South Texas College
 Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Institutional Advancement & Economic Development

Reclassifications of Existing Non-Faculty Positions for FY 2023 - 2024

#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
1	Office of Sponsored Initiatives	141002	Reclassification for Grant Development Officer (Position 700316) to Senior Development Officer - Filled	Executive Administrative Professional	5	\$ 58,502	\$ 6,498	\$ 65,000	\$ 6,498
Rationale: •The Senior Development Officer serves as the lead to incorporate quality assurance throughout the project lifecycle, primarily with pre-award activities, to ensure that compliance practices are identified and analyzed during the grant development process to ensure successful sponsored projects and outcomes. This involves the development, review, and submission of applications or proposals for funding and sub-recipient agreements that comply with funding agency guidelines. This Officer promotes effective development and management of projects by providing guidance, oversight, and expertise to College personnel and support to advance sponsored project initiatives.									
2	Office of Sponsored Initiatives	141002	Reclassification for Grant System Management and Compliance Officer I (Position 704160) to Senior Management and Compliance Officer - Filled	Executive Administrative Professional	6	\$ 68,953	\$ 2,547	\$ 71,500	\$ 2,547
Rationale: •The Senior Management and Compliance Officer is the lead to incorporate quality assurance throughout the project lifecycle, primarily with post-award activities. This Officer promotes effective management and compliance, provides guidance to College personnel, and facilitates correspondence of monitoring, internal controls, award kickoff handoff, effort reporting, and closeouts. This position monitors sponsored project's progression with funding agencies, including local, state, federal, and private rules, regulations, and terms and conditions.									
Total for (2) Reclassifications of Existing Non-Faculty Positions								\$ 9,045	

Pool Adjustment for FY 2023 - 2024

#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Institutional Advancement	100014	DW Staff Pool - IAED Pool# 840650	\$ 8,601	\$ 29,677	\$21,076
Rationale: •This transfer will assist with DW funding within the Institutional Advancement and Economic Development Department.						
Total for (1) Pool Adjustment						\$ 21,076

Grand Total to be applied to Salary Adjustment Pool # 841650	\$ 30,121
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South Texas College
 Unrestricted Fund (per THECB House Bill 8 funding)
Vice President for Student Affairs and Enrollment Management

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Department #	Position Title	Classification	Pay Grade	Salary
1	College Connections	320003	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335
2	College Connections	320003	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335
Rationale: •Additional College recruiters needed for Enrollment Strategies including HS Seniors, HS Graduates not enrolled in higher education, and recruitment for STC Promise program.						
Total for (2) New Critical Non-Faculty Positions						\$ 76,670

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Department #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Student Affairs and Enrollment Management	300003	DW Staff - SAEM Pool# 848612	\$ 29,490	\$ 126,383	\$ 96,893
Rationale: •This transfer will assist with funding the departments within the Academic Affairs Division.						
Total for (1) Pool Adjustment						\$ 96,893

Grand Total to be applied to Salary Adjustment Pool # 840190						\$ 173,563
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South Texas College
Unrestricted Fund

Vice President for Institutional Advancement & Economic Development (Additional positions)

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Institutional Advancement	100014	Project Manager - Institutional Advancement and Economic Development	Executive Administrative Professional	3	\$55,948
Rationale: • The position is needed to support the entire IAED team and will assist with project development, event coordination, and overall areas in the IAED division.						
2	Institutional Advancement	100014	Institutional Advancement and Economic Development Specialist	Executive Administrative Professional	2	\$47,901
Rationale: • The position is needed to perform the duties, responsibilities, and the potential for increased operational tasks						
3	Office of Sponsored Initiatives	141002	Coordinator - Sponsored Projects	Executive Administrative Professional	3	\$55,948
Rationale: • The Sponsored Projects Coordinator is needed to support the entire Sponsored Initiatives team and will assist with checking essential project details, routing packets, processing approvals, retaining and disposing of records and assets.						
Total for (3) New Critical Non-Faculty Positions						\$ 159,797

Frozen Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	Current Frozen Amount	Previously Frozen Amount	Proposed Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Office of Sponsored Initiatives	141002	Unfreeze Position #702420 - Resource Development Officer	Executive Administrative Professional	\$ 2	\$ 52,000	\$ 3,948	\$ 55,948	\$ 55,946
Rationale: • Responsible for pre-award functions, to include the identification and review of grant opportunities, along with the development and submission of proposals. The pre-ward team also prepares Business Office forms for Organization and Fund codes, conducts Award Kickoffs and facilitates contract processing.									
Total for (1) Frozen Non-Faculty Position									\$ 55,946

Grand Total of Positions Requested	\$ 215,743
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South Texas College

Unrestricted Fund

Vice President for Academic Affairs (NAH Faculty Stipends)

Nursing and Allied Health (NAH) Faculty Stipends for Fall 2023				
#	Department Name	Organization #	Description	Proposed Stipend
1	Patient Care Technician Program	224037	Stipend for Patient Care Faculty	\$8,500
2	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
3	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
4	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
5	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
6	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
7	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
8	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
9	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
10	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
11	Vocational Nursing - Starr	224037	Stipend for Vocational Nursing Faculty	\$8,500
12	Vocational Nursing - Starr	224037	Stipend for Vocational Nursing Faculty	\$8,500
Rationale: •Stipend for faculty working in Mid Valley and Starr County campuses to match stipend funded by grant for McAllen nursing faculty.				
Total for (12) NAH Faculty Stipends				\$ 102,000
Grand Total of Stipends				\$ 102,000

Review and Action as Necessary to Purchase an Online Tutoring Services Agreement

Purpose and Justification – Administration recommends that the Board approve the purchase of an online tutoring services agreement from Upswing International, Inc. (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$264,000.00, which is based on prior year usage.

Background – The Centers for Learning Excellence is requesting to purchase eleven thousand (11,000) service hours for the online tutoring services that are utilized by students throughout the College district.

The service agreement will provide access to online tutoring and retention services in many subjects, including:

- English
- Math
- Developmental English
- Developmental Math
- Developmental Reading
- History
- Economics
- Philosophy
- Education
- Business
- Political Science
- Nursing
- Psychology
- Spanish
- Allied Health
- Biology
- Chemistry
- Physics
- Sociology

These services supplement and enhance the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors.

The provision of online tutoring services is in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus. Due to staffing shortages, the demand for services during the 2023 - 2024 academic year is projected to exceed local capacity, especially for the asynchronous paper review component.

Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2023 – 2024.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Lynell Williams, Director of Centers for Learning Excellence, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the September 12, 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 purchase of an online tutoring services agreement from Upswing International, Inc. (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$264,000.00, which is based on prior year usage.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ONLINE TUTORING SERVICES AGREEMENT**

NAME			Upswing International, Inc.	
ADDRESS			P O Box 926	
CITY/STATE/ZIP			Durham, NC 27702	
EMAIL			eva@upswing.io	
CONTACT			Eva Chavez	
#	Qty	Description	Unit Price	Extension
1	11,000	Professional Upswing Tutoring Hours Period: 9/1/23 - 8/31/24	\$ 24.00	\$ 264,000.00
TOTAL AMOUNT			\$ 264,000.00	

Review and Action as Necessary to Approve the Modified Elevator Maintenance Agreement Renewal

Purpose and Justification – Administration recommends that the Board approve the modified elevator maintenance agreement renewal 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 a modified annual amount of \$111,385.08, which increased by \$11,385.08.

Background – On July 25, 2023, the Board of Trustees approved the elevator maintenance agreement with Otis Elevator Company for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00. After further review by Facilities Operations and Maintenance, the agreement amount has increased by \$11,385.08.

The elevator maintenance agreement includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2023 – 2024.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the September 12, 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 modified elevator maintenance agreement – renewal 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 a modified annual amount of \$111,385.08, which increased by \$11,385.08.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ELEVATOR MAINTENANCE AGREEMENT RENEWAL**

NAME			Otis Elevator Company	
ADDRESS			P O Box 730400	
CITY/STATE/ZIP			Dallas, TX 75373	
PHONE			856-298-3382	
CONTACT			Francisco Albornoz	
#	Qty	Description	Unit Price	Extension
1	1	Modified Elevator Maintenance Agreement Period: 9/1/23 - 8/31/24	\$ 111,385.00	\$ 111,385.00
TOTAL AMOUNT			\$ 111,385.00	

Review and Action as Necessary to Approve an Interlocal Agreement for Ambulance Services

Purpose and Justification – Administration recommends that the Board approve an interlocal agreement with the **City of Pharr – Emergency Medical Services** (Pharr, TX), for the period beginning September 1, 2023 through December 31, 2023, at an annual estimated amount not to exceed \$5,000.00.

Background – The Fire Science Program is requesting ambulance services during their live fire training that will be held in the Fall 2023 semester at the Edinburg Fire Training Facility. The current plan is that beginning in 2024, the live fire training will be held at the Regional Center for Public Safety Excellence (RCPSE). It is anticipated that, unless other emergency service options are available, the agreement with the City of Pharr – Emergency Medical Services will be renewed in 2024 to provide ambulance services at the RCPSE assuming the training facilities are completed on schedule.

The National Fire Protection Association (NFPA) requires that an ambulance be on stand-by during the training. It is anticipated that the services will be required four (4) times per semester with an anticipated total of eight (8) days of service per year.

Funds for this expenditure are budgeted in the Fire Science budget for FY 2023 – 2024. Enclosed Documents – The summary of the purchase is provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Robert Vela, Regional Center for Public Safety Excellence Site Administrator, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the September 12, 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 an interlocal agreement with the **City of Pharr – Emergency Medical Services** (Pharr, TX), for the period beginning September 1, 2023 through December 31, 2023, at an annual estimated amount not to exceed \$5,000.00.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
AMBULANCE SERVICES**

NAME			City of Pharr - Emergency Medical Services	
ADDRESS			118 S Cage Blvd	
CITY/STATE/ZIP			Pharr, TX 78577	
PHONE			956-402-2100	
CONTACT			Alexis Montemayor	
#	Qty	Description	Unit Price	Extension
1	1	Interlocal Agreement - Ambulance Services Period: 9/1/23 - 12/31/23	\$ 5,000.00	\$ 5,000.00
TOTAL AMOUNT			\$ 5,000.00	

Discussion and Action as Necessary to Trade In/Write Off a Capital Asset Valued over \$5,000

Purpose and Justification – Administration recommends that the Board approve a trade in/write off of a capital asset valued over \$5,000. The Regional Center for Public Safety Excellence requests that the existing firearm training simulator be removed by the vendor after the Board-approved system upgrade is completed.

The existing asset was initially purchased on March 13, 2017, in the amount of \$225,072.01. The Fixed Asset/Inventory Department also requests that it be removed from the College's inventory system and general ledger.

The capital asset information is as follows:

Ptag	Asset Description	Silver Tag	Acquisition Date	Amount	Net Book Value
N00032514	VirTra Systems 300 LE-1 Simulator VS300LE-1	25798	3/13/2017	\$225,072.01	\$80,650.81

Background - On April 25, 2023, the Board of Trustees approved a \$75,063.11 equipment agreement with VirTra, Inc. This agreement aims to upgrade the College's firearm training simulator at the Regional Center for Public Safety Excellence. The upgrade involves replacing the existing firearm simulator with new equipment, software, and maintenance agreements. As a result, a new asset will be created in Banner.

As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2024.

Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Robert Vela, Regional Center for Public Safety Excellence Site Administrator, will address questions at the Board meeting.

Information for this item was not available at the time of the September 12, 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:

It is requested that the Board of Trustees of South Texas College approve a trade in/write off of a capital asset valued over \$5,000 and remove the asset from the College's inventory system and general ledger 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 of Substantial Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion
- b. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- c. Approval of Substantial Completion of the Pecan Campus East Drive Resurfacing
- d. Approval of Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structures
- e. Approval of Substantial Completion and Final Completion for the District Wide Flooring Replacement Phase II at Pecan Campus Student Services Building K and Nursing and Allied Health Campus East Building A

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 of Substantial Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion

Approval of substantial completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion project is requested.

Project		Completion Recommended	Date Received
1.	Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C Architect: Gignac & Associates, LLP Contractor: Kimber 1985	Substantial Completion Recommended	September 8, 2023

This project was submitted by the Business, Public Safety, and Technology Division in 2019, and was reviewed by the Facilities Planning & Construction department, the Welding Program, the Coordinated Operations Council, Administration, the Facilities Committee, and the Board of Trustees. It was scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

College staff and the Architect visited the site and developed a construction punch list on September 7, 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 Kimber 1985. The original cost approved for this project was \$1,070,000.

The following table summarizes the current budget status:

Starr County Campus Workforce Center Building D Welding Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$355,200.00	\$1,070,000.00	\$0	\$1,070,000.00	\$848,075.45	\$221,924.55

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial completion for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Starr County Campus Workforce Center Building D Welding Lab Expansion



Starr County Campus Workforce Center Building D Welding Lab Expansion



Starr County Campus Workforce Center Building D Welding Lab Expansion



DRAFT AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> STC Starr County Campus Welding Lab Expansion Rio Grande City, TX	CONTRACT INFORMATION: Contract For: General Construction Date: Sept. 30, 2022	CERTIFICATE INFORMATION: Certificate Number: 001 Date: Sept. 7, 2023
OWNER: <i>(name and address)</i> South Texas College 3200 West Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> Gignac & Associates 3700 N. 10th. Street, Suite 205 McAllen, TX 78501	CONTRACTOR: <i>(name and address)</i> Kimber 1985, LLC PO Box 1809 McAllen, TX 78505

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Welding Lab Expansion

Gignac & Associates	Raymond Gignac,	Sept. 11, 2023
ARCHITECT <i>(Firm Name)</i>	AIAPrincipal	DATE OF SUBSTANTIAL COMPLETION
SIGNATURE	PRINTED NAME AND TITLE	

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

One year after date of substantial completion.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Design team punch lists are forthcoming.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first.

The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$8,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner will assume responsibilities for all utilities and applicable insurance. The Contractor will continue to maintain applicable insurance to protect all parties until final acceptance. It is understood that there will be overlapping insurance.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Kimber 1985, LLC
CONTRACTOR (*Firm Name*)

SIGNATURE

South Texas College
OWNER (*Firm Name*)

SIGNATURE

Josh Belgum, Operations
Manager

PRINTED NAME AND TITLE

DATE



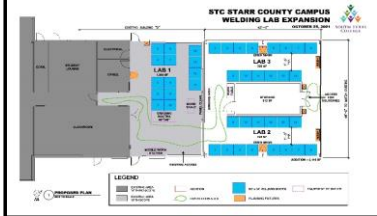
Dr. Ricardo J.
Solis, President

PRINTED NAME AND TITLE

DATE



Project Fact Sheet
9/5/2023

Project Name: Starr County Campus - Workforce Building D Welding Lab Expansion					Project No. 2022-006C					
Funding Source(s): Unexpended Plant Fund										
	FY 19-20				FY 20-21			FY 21-22		
	Original Total Project Budget	* Revised Total Project Budget	FY 19-20 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	
Construction:	\$ 150,000.00	\$ 1,070,000.00	\$ -	\$ 1,070,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 75,000.00	\$ 75,000.00	
Design	15,000.00	35,520.00	-	35,520.00	15,000.00	-	15,000.00	30,000.00	28,024.65	
Miscellaneous:	3,200.00	15,000.00	820.40	14,179.60	5,000.00	-	5,000.00	11,000.00	1,787.09	
FFE:	50,000.00	165,000.00	-	165,000.00	50,000.00	-	50,000.00	15,000.00	-	
Technology:	10,000.00	10,000.00	-	10,000.00	10,000.00	-	10,000.00	8,000.00	-	
Total:	\$ 228,200.00	\$ 1,295,520.00	\$ 820.40	\$ 1,294,699.60	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 139,000.00	\$ 29,811.74	
					*Revised Project Budget based on the Construction cost amount.					
	FY 22-23									Total Actual Expenditures To Date
	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures							
Construction:	\$ 355,200.00	\$ 848,075.45	\$ (492,875.45)							\$ 848,075.45
Design	6,394.00	-	6,394.00							28,024.65
Miscellaneous:	11,000.00	17,936.43	(6,936.43)							20,543.92
FFE:	15,000.00	-	15,000.00							-
Technology:	8,000.00	-	8,000.00							-
Total:	\$ 395,594.00	\$ 866,011.88	\$ (470,417.88)							\$ 896,644.02
Project Team					Board Status					
Approval to Solicit Architect/Engineer:	9/24/2019	Architect/Engineer: Gignac Associates			Board Approval of Schematic Design	11/23/2021	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Gignac Associates						Gignac	\$ 46,817.15	\$ 28,024.65	\$ 18,792.50
Contractor:	Kimber 1985						Kimber 1985	\$ 1,070,000.00	\$ 848,075.45	\$ 221,924.55
					Substantial Completion	TBD	Board Acceptance		TBD	
STC FPC Project Manager:	Martin Villarreal				Final Completion	TBD	Board Acceptance		TBD	
Project Description					Project Scope					
Renovation of Room D1.128 and outdoor welding labs.					Original Scope: Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space. Revised Scope: Design and Construction of Welding lab Expansion for Additional (22) Welding Stations, storage room, mobile work station area, wash basin work area, and grinding station area. 3,449 sqft total					
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			
9/24/2019	12/10/2019	11/23/2021	8/23/2022	10/27/2022	9/26/2023	10/24/2023	7/17/2023			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2019-20	\$ -	\$ -	\$ 820.40	\$ -	\$ -	\$ 820.40				
2020-21	-	-	-	-	-	-				
2021-22	-	28,024.65	1,787.09	-	-	29,811.74				
2022-23	848,075.45	17,936.43	20,543.92	-	-	866,011.88				
Project Total	\$ 848,075.45	\$ 28,024.65	\$ 20,543.92	\$ -	\$ -	\$ 896,644.02				
Current Agenda Item										
9/12/23 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion for the Starr County Campus Welding Lab Expansion										
										

Consent Agenda:

b. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

Approval of substantial completion of the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects is requested.

Project		Completion Recommended	Date Received
1.	RCPSE Canopy for Safety Training Vehicles Project 2019-016C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Substantial Completion Recommended	August 23, 2023
2.	RCPSE Canopies for Students and Instructors Project 2019-017C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Substantial Completion Recommended	August 23, 2023
3.	F.L.A.G. Fire Training Area Project 2019-020C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Substantial Completion Recommended	August 23, 2023

These projects were requested by administrative staff at the RCPSE. The projects have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. The canopies for students & instructors and the F.L.A.G. fire training area were scheduled as educational space improvements projects. The canopy to provide protection from the elements and security for safety training vehicles was scheduled as a non-educational space improvement project.

College staff and the Architect visited the site and developed a construction punch list on August 23, 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 5 Star GC Construction, LLC. The original total cost approved for this project was \$1,659,250.00, which included necessary site infrastructure work.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and F.L.A.G. Fire Training Area					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$833,173.00	\$ 1,659,250.00	\$42,673.50	\$1,701,923.50	\$1,427,148.40	\$274,775.10

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial completion for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Regional Center for Public Safety Excellence Canopy for Students and Instructors



Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles



Regional Center for Public Safety Excellence Flammable Liquid and Gas (FLAG) Fire Training Area



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Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Regional Center for Public Safety Excellence: Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors and Safety Training Vehicles	CONTRACT INFORMATION: Contract For: General Construction Date: October 12, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: August 23, 2023
OWNER: <i>(name and address)</i> South Texas College 3200 West Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> Gignac & Associates 3700 N. 10th. St., Suite 205 McAllen, Texas 78501	CONTRACTOR: <i>(name and address)</i> 5 Star GC Construction, LLC 3209 Melody Lane Mission, TX 78574

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

- Flammable Liquid and Gas Fire Training Area
- Canopies for Students and Instructors
- Canopies for Safety Training Vehicles

Gignac & Associates

ARCHITECT *(Firm Name)*

SIGNATURE

Raymond Gignac,
AIA Principal

PRINTED NAME AND TITLE

August 18, 2023

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

One year after the date of substantial completion.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Design team punch lists are forthcoming

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner will assume responsibilities for all utilities and applicable insurance. The Contractor will continue to maintain applicable insurance to protect all parties until final acceptance. It is understood that there will be overlapping insurance.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

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User Notes:

(3B9ADA44)

5 Star GC Construction,
LLC

CONTRACTOR (*Firm
Name*)

South Texas College
OWNER (*Firm Name*)

SIGNATURE

SIGNATURE

Peyton Oakley, Operations
Manager

PRINTED NAME AND TITLE

Dr. Ricardo J.
Solis, President

PRINTED NAME AND TITLE

DATE

DATE



*Revised Project Budget based on the Construction cost amount.

Total Actual
Expenditures To
Date

Board Status				
Vendor	Contract Amount	Actual Expenditures	Variance	
Gignac 5 Star GC	\$ 17,762.50	\$ 43,392.85	\$ (25,630.35)	
Construction, LLC	\$ 760,560.20	\$ 705,582.34	\$ 54,977.86	

Project Scope

Board Approval of Final Completion Date	FFE Completion of Move
9/26/2023	N/A

Tech		Project Total	
\$	-	\$	159.67
	-	\$	33,278.46
	-	\$	722,394.41
	-	\$	-
\$	-	\$	755,832.54

09/12/2023 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area



FPC Director

[illegible]

FPC Asst. Director FPC Director

						*Revised Project Budget based on the Construction cost amount.	
		FY 23-24					
				Variance of			Total Actual
		FY 23-24		Project Budget			Expenditures To
		Actual		vs. Actual			Date
		Project Budget	Expenditures	Expenditures			
Construction:		\$ 17,300.00	\$ -	\$ 17,300.00			\$ -
Design		1,730.00	-	1,730.00			-
Miscellaneous:		-	-	-			-
FFE:		-	-	-			-
Technology:		-	-	-			-
Total:		\$ 19,030.00	\$ -	\$ 19,030.00			\$ -

Project Description	Project Scope
Design and construction of a fire training area for the fire science program.	Design and construction of a concrete pad, associated fire line, and access drive for a new fire training area for the fire science program and to conduct fire training exercises.

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67
2021-22	-	42,843.28	3,587.54	-	-	\$ 46,430.82
2022-23	320,456.24	8,857.25	9,560.00	-	-	\$ 338,873.49
2023-24	-	-	-	-	-	\$ -
Project Total	\$ 320,456.24	\$ 51,700.53	\$ 13,307.21	\$ -	\$ -	\$ 385,463.98

09/12/2023 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.G.) Fire Training Area



RdL

Consent Agenda:
c. Approval of Substantial Completion of the Pecan Campus East Drive Resurfacing

Approval of substantial completion of the Pecan Campus Resurfacing of East Drive project is requested.

Project		Completion Recommended	Date Received
1.	Pecan Campus Resurfacing of East Drive Project 2022-017R Engineer: Perez Consulting Engineers, LLC Contractor: 5 Star GC Construction, LLC	Substantial Completion Recommended	August 9, 2023

This project was developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President's Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project was scheduled as a non-educational and routine improvement.

College staff and the Engineer visited the site and developed a construction punch list on August 9, 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 5 Star GC Construction, LLC. The original cost approved for this project was \$250,000.

The following table summarizes the current budget status:

Pecan Campus Resurfacing of East Drive					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000.00	\$275,239.00	\$5,637.17	\$280,876.17	\$0	\$280,876.17

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial completion of the Pecan Campus Resurfacing of East Drive project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Pecan Campus Resurfacing of East Drive project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Pecan Campus East Drive Resurfacing



Pecan Campus East Drive Resurfacing





August 9, 2023

South Texas College
Attn: Ricardo De La Garza, Associate, AIA
3200 W. Pecan Blvd., Bldg. N, Ste 179
McAllen, Texas 78501

**Re: Pecan Campus Resurfacing of East Drive
McAllen, Texas**

Dear Mr. De La Garza,

As per a visual inspection of the project site, we determine that the project is now substantially complete. We find that all substantial completion punch list items have been corrected. A Final Inspection will be held at a later date when scheduled by the Contractor.

If you have any questions, please feel free to contact me at 956.631.4482 or email me at dp@perezce.com. We look forward to working with you on this important project.


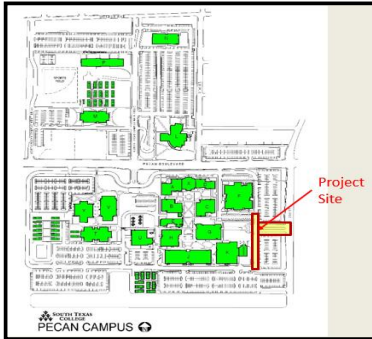
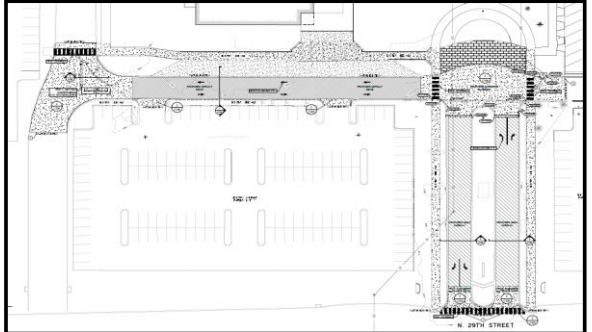
Respectfully submitted,
Perez Consulting Engineers, LLC

A handwritten signature in blue ink, appearing to read 'David Perez', is written over a light blue horizontal line.

David Perez, P.E.
President

Project Fact Sheet

9/5/2023

Project Name: Pecan Campus - Resurfacing of East Drive						Project No. 2022-017R			
Funding Source(s): Renewals & Replacement Fund									
			FY 21-22			FY 22-23			
	<u>Total Project Budget</u>	<u>Revised Total Project Budget</u>	<u>Project Budget</u>	<u>FY 21-22 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Total Actual Expenditures To Date</u>
Construction:	\$ 250,000.00	\$ 275,239.00	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -
Design:	25,000.00	5,000.00	10,000.00	19,500.00	(9,500.00)	\$ 5,000.00	\$ 4,800.00	\$ 200.00	24,300.00
Miscellaneous:	5,000.00	9,000.00	12,000.00	7,719.37	4,280.63	\$ 9,000.00	\$ 601.64	\$ 8,398.36	8,321.01
FFE:	-	-	-	-	-	\$ -	\$ -	\$ -	-
Technology:	-	-	-	-	-	\$ -	\$ -	\$ -	-
Total:	\$ 280,000.00	\$ 289,239.00	\$ 92,000.00	\$ 27,219.37	\$ 64,780.63	\$ 264,000.00	\$ 5,401.64	\$ 258,598.36	\$ 32,621.01
Project Team					Board Status				
Approval to Solicit Architect/Engineer:	9/28/2021		Board Approval of Schematic Design N/A		Vendor		Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Perez Consulting Engineers				Perez Consulting Engineers		\$ 24,500.00	\$ 24,300.00	\$ 200.00
Contractor:	5 Star GC Construction				5-Star Construction		\$ 275,239.00	\$ -	\$ 275,239.00
STC FPC Project Manager:	Samuel Saldana		Substantial Completion TBD		Board Acceptance		TBD		
			Final Completion TBD		Board Acceptance		TBD		
Project Description					Project Scope				
Resurfacing of the south portion of the existing East drive.					East Drive located on the east side of the Student Services Building K will be resurfaced to repair the cracked and deteriorated asphalt due to vehicular traffic.				
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
9/28/2021	3/29/2022	N/A	4/25/2023	5/15/2023	9/26/2023	10/24/2023	N/A		
Projected Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2021-22	-	19,500.00	7,719.37	-	-	\$ 27,219.37			
2022-23	-	4,800.00	601.64	-	-	\$ 5,401.64			
Project Total	\$ -	\$ 24,300.00	\$ 8,321.01	\$ -	\$ -	\$ 32,621.01			
Current Agenda Item									
9/12/2023 Facilities Committee - Review and Recommend Action on Substantial and Final Completion of the Pecan Campus East Drive Resurfacing									
  									

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

d. Approval of Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structures

Approval of substantial completion of the Technology Campus Exterior Solar Panel Structures project is requested.

Project		Completion Recommended	Date Received
1.	Technology Campus Exterior Solar Panel Structures Project 2022-008C Architect: SAMES, Inc. Contractor: Rio United Builders	Substantial Completion Recommended	August 9, 2023
		Final Completion Recommended	

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

College staff visited the site and developed a construction punch list on August 9, 2023. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Rio United Builders be approved. The original total cost approved for these portions of the district wide project was \$210,000.

The following table summarizes the current budget status:

Technology Campus Exterior Solar Panel Structures					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$175,200.00	\$210,000.00	\$0	\$210,000	\$0	\$210,000

Enclosed Documents

A copy of the Substantial Completion Certificate and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial and final completion and release of final payment in the amount of \$210,000 to Rio United Builders for the Technology Campus Exterior Solar Panel Structures project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment in the amount of \$210,000 to Rio United Builders for the Technology Campus Exterior Solar Panel Structures project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Technology Campus Exterior Solar Panel Structures



Technology Campus Exterior Solar Panel Structures





Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00 Architectural Firm Reg # BR 4166
 200 S. 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883
 DUNS 834820735 CAGE CODE 66N60

CERTIFICATE OF SUBSTANTIAL COMPLETION.

DATE: August 09, 2023.
OWNER: Dr. Ricardo J. Solis, STC President.
 Ricardo de la Garza, STC Director of Facilities. Email: rickdlg@southtexascollege.edu
ARCH./ENG.: Jose C. Garcia III, RA, AIA. Email: charlie@cg5architect.com
 Mr. Saul D. Maldonado, P.E.. Email: saul@samengineering-surveying.com
CONTRACTOR: Mr. Dagoberto Perez, Rio United Builders, LLC. Email: build@riounited.com

PROJECT:
STC Technology Campus – Exterior Solar Panel Structures
 3700 W Military Highway
 McAllen, Texas 78503

CONTRACTOR: Rio United Builders, LLC
 219 N Missouri Street
 Mission, Texas 78573

OWNER: South Texas College
 3201 Pecan Blvd.
 McAllen, Texas 78501
ARCH./ENG.: Jose C. Garcia III, RA, AIA
 SAMES, Inc.
 200 S. 10th Street, Suite 1500
 McAllen, Texas 78501

ARCHITECT'S PROJECT No.: Arch 22.002
CONTRACT DATE: March 01, 2023
CONTRACT FOR: General Construction

PROJECT OR DESIGNATED PORTION SHALL INCLUDE: Exterior Solar Panel Structure


The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as: AUGUST 09, 2023

which is also the date of commencement of applicable warranties required by the Contract Documents.

PENDING "PUNCH LIST" ITEMS AS OF AUGUST 09, 2023, ATTACHED HERETO.

A list of items to be completed or corrected is attached hereto. The failure to include any items on such a list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

ARCHITECT/ENGINEER:
 SAMES, Inc.
 200 S. 10th Street, Suite 1500, McAllen, TX 78501
 Jose C. Garcia III, RA, AIA

JOSE C GARCIA III, AIA
 TEXAS ARCHITECT: # 22658

 Signature Date 8/15/23

OWNER:
 South Texas College
 3201 Pecan Blvd., McAllen, Texas 78501
 Dr. Ricardo J. Solis, President

Signature Date

CONTRACTOR:
 Rio United Builders, LLC
 219 N. Missouri, Mission, Texas 78573
 Mr. Dagoberto Perez


 Signature Date 8/15/2023

ATTACHMENTS:

1. Owner's Punch List
2. Approval Letter – TURBO Engineers, Metal Structure Shop Drawings Engineer



Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00 Architectural Firm Reg # BR 4166
200 S. 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883
DUNS 834820735 CAGE CODE 66N60

CERTIFICATE OF FINAL COMPLETION.

DATE: September 04, 2023.
OWNER: Dr. Ricardo J. Solis, STC President.
Ricardo de la Garza, STC Director of Facilities. Email: rickdlg@southtexascollege.edu
ARCH./ENG.: **Jose C. Garcia III, RA, AIA.** Email: charlie@cg5architect.com
Mr. Saul D. Maldonado, P.E.. Email: saul@samengineering-surveying.com
CONTRACTOR: Mr. Dagoberto Perez, Rio United Builders, LLC. Email: build@riounited.com

PROJECT:
STC Technology Campus – Exterior Solar Panel Structures
3700 W Military Highway
McAllen, Texas 78503

OWNER: South Texas College
3201 Pecan Blvd.
McAllen, Texas 78501

ARCH./ENG.: Jose C. Garcia III, RA, AIA
SAMES, Inc.
200 S. 10th Street, Suite 1500
McAllen, Texas 78501

CONTRACTOR: Rio United Builders, LLC
219 N Missouri Street
Mission, Texas 78573

ARCHITECT'S PROJECT No.: Arch 22.002

CONTRACT DATE: March 01, 2023

CONTRACT FOR: General Construction

SUBSTANTIAL COMPLETION: August 09, 2023

CONTRACTOR'S CERTIFICATIONS: The Contractor, hereby certify that:

1. All work has been performed in accordance with the terms of the Contract.
2. All changes to the work or time have been authorized in writing by the Owner.
3. All laborers and mechanics have been paid.
4. The work to which this certificate applies has been inspected by authorized representatives of the Owner, Contractor, and Architect. The Punch-List has been completed, except cylinder cores that did not match STC standards; Contractor is expecting the supplier to provide the right cores. Once this item is installed, the work of the contract is hereby declared to be finally completed in accordance with the Contract Documents.
5. Per Section 01 29 00 Payment Procedures and Section 01 77 00 Close-out Procedures, submit Final application for Payment, Certificate of Release by the City (C.O.), Operation and Maintenance Manuals, Warranties from Contractor and individual items that apply, and Insurance Certificate
6. After receiving payment, the Contractor releases the Owner from any, and all claims arising under the Contract.
7. The warranty for all work completed (labor and materials) expires one year from the date of Substantial Completion (08.09.2023).

CONTRACTOR:
Rio United Builders, LLC
219 N. Missouri, Mission, Texas 78573
Mr. Dagoberto Perez

ARCHITECT/ENGINEER:
SAMES, Inc.
200 S. 10th Street, Suite 1500, McAllen, TX 78501
Jose C. Garcia III, RA, AIA

OWNER:
South Texas College
3201 Pecan Blvd., McAllen, Texas 78501
Dr. Ricardo J. Solis, President

Signature

Date

Signature

Date

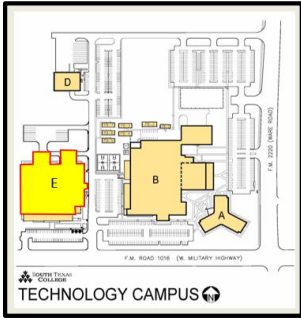
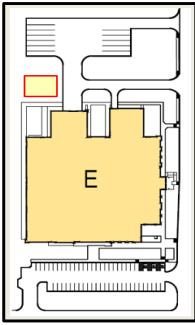




Signature

Date

ATTACHMENTS:

1. Final Application for Payment
2. Closing Documents as listed on Sections 01 29 00 and 01 77 00

Project Fact Sheet
9/5/2023

Project Name: Technology Campus - Solar Panel Structures						Project No. 2022-008C	
Funding Source Unexpended Plant Fund							
			FY 21-22			FY 22-23	
	Original Project Budget	*Revised Project Budget	Variance of Project Budget vs. Actual Expenditures FY 21-22			Variance of Project Budget vs. Actual Expenditures FY 22-23	
			Project Budget	Actual Expenditures	Budget vs. Actual Expenditures	Project Budget	Actual Expenditures
Construction:	\$ 88,200.00	\$ 210,000.00	\$ 88,200.00	\$ -	\$ 88,200.00	\$ 175,200.00	\$ -
Design:	8,400.00	8,400.00	8,400.00	5,791.25	2,608.75	17,024.00	8,407.29
Miscellaneous:	6,500.00	6,500.00	6,500.00	446.37	6,053.63	6,000.00	4,259.49
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 103,100.00	\$ 224,900.00	\$ 103,100.00	\$ 6,237.62	\$ 96,862.38	\$ 198,224.00	\$ 12,666.78
						*Revised Project Budget based on the Construction cost amount.	
Project Team				Board Status			
Approval to Solicit Architect/Engineer: 9/28/2021 Architect/Engineer: Sames Inc. Contractor: Rio United Builders, LLC.				Board Approval of Schematic Design 06/28/2022 Substantial Completion TBD Final Completion TBD			
STC FPC Project Manager: Samuel Saldana				Board Acceptance TBD Board Acceptance TBD			
Project Description				Project Scope			
Need two structures simulating a residential roof to train students how to install Solar Panels on a roof.				Design and Construction of Solar Panel Structures. Two free standing structures to be use to instruct students on the installation of solar panels, and a storage space for solar panels. Two Solar Panel Structures: 984 SF			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/28/2021	12/14/2021	6/28/2022	2/14/2023	4/14/2023	9/26/2023	9/26/2023	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2021-22	\$ -	\$ 5,791.25	\$ 446.37	\$ -	\$ -	\$ 6,237.62	
2022-23	\$ -	\$ 8,407.29	\$ 4,259.49	\$ -	\$ -	\$ 12,666.78	
Project Total	\$ -	\$ 14,198.54	\$ 4,705.86	\$ -	\$ -	\$ 18,904.40	
Current Agenda Item							
9/12/23 Facilities Committee Meeting - Review and Recommend Action on Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structures							
<div style="display: flex; justify-content: space-around;">       </div>							

FPC Project Manager SPS

FPC Asst. Director Rita Geller

FPC Director RMA

Consent Agenda:

e. Approval of Substantial Completion and Final Completion for the District Wide Flooring Replacement Phase II at Pecan Campus Student Services Building K and Nursing and Allied Health Campus East Building A

Approval of substantial and final completion of the District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K and Nursing and Allied Health Campus East Building A projects is requested.

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K Project 2023-019R Contractor: Intertech Flooring	Substantial and Final Completion Recommended	September 7, 2023
2.	District Wide Flooring Replacements Phase II at Nursing and Allied Health Campus East Building A Project 2023-019R Contractor: Intertech Flooring	Substantial and Final Completion Recommended	September 7, 2023

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance (FOM) and Facilities Planning & Construction (FPC) departments. The project has been reviewed by the FPC and FOM departments, the President's Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as the second phase of a routine improvement to replace flooring in buildings district wide as necessary.

College staff visited the site and developed a construction punch list on September 6, 2023. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Intertech Flooring be approved. The original total cost approved for these portions of the district wide project was \$417,435.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K and Nursing and Allied Health Campus (NAHC) East Building A						
Project	District Wide Total Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
Pecan Campus Building K	\$500,000.00	\$189,749.00	\$0	\$189,749.00	\$0	\$189,749.00

NAHC East Building A		227,686.00	0	227,686.00	0	227,686.00
Total	\$500,000	\$417,435.00	\$0	\$417,435.00	\$0	\$417,435.00

Enclosed Documents

Copies of the Certificates of Substantial Completion, Letters of Final Completion, and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of substantial and final completion and release of final payment to Intertech Flooring for the District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K in the amount of \$189,749.00, and for the Nursing and Allied Health Campus East Building A portion of the project in the amount of \$227,686.00 as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment to Intertech Flooring for the District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K in the amount of \$189,749.00, and for the Nursing and Allied Health Campus East Building A portion of the project in the amount of \$227,686.00 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

District Wide Flooring Replacements Ph II
Pecan Campus Student Services Building K



District Wide Flooring Replacements Ph II Nursing and Allied Health Campus East Building A



District Wide Flooring Replacements Ph II Nursing and Allied Health Campus East Building A



Substantial Completion Acceptance

Project Name: District Wide Flooring Replacement Pecan Campus Student Services Building K

Project No.: 22-23-1051

Owner: South Texas College

Contractor: W.E. Imhoff & Co.Inc/dba Intertech Flooring

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Luxury Vinyl Tile and Carpet at the Pecan Campus Student Services Building K.

Effective Date of Acceptance: 9/7/2023

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes ☒ No ☐

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within _____
Calendar days from the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
------------------------	-----------	------

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

Printed Name and Title	Signature	Date
------------------------	-----------	------

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
------------------------	-----------	------

Substantial Completion Acceptance

Project Name: District Wide Flooring Replacement Dr. Ramiro R. Casso Nursing and Allied Health East Building A

Project No.: 22-23-1051

Owner: South Texas College

Contractor: W.E. Imhoff & Co.Inc/dba Intertech Flooring

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Luxury Vinyl Tile and Carpet at the Dr. Ramiro R. Casso Nursing and Allied Health East Building A.

Effective Date of Acceptance: 9/7/2023

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes ☒ No ☐

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within _____
Calendar days from the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
------------------------	-----------	------

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

Printed Name and Title	Signature	Date
------------------------	-----------	------

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title	Signature	Date
------------------------	-----------	------

September 7, 2023

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: District Wide Flooring Replacement Pecan Campus Student Services Building K

As of August 03, 2023, W.E. Imhoff & Co.Inc./dba Intertech Flooring has completed all work associated with the District Wide Flooring Replacement Pecan Campus Student Services Building K project. All punch list items have been corrected. STC Facilities Planning and Construction recommends Final Completion of the project and recommends release of final payment upon submission of all closeout documents.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

September 7, 2023

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: District Wide Flooring Replacement Dr. Ramiro R. Casso Nursing and Allied Health East Building A




As of August 03, 2023, W.E. Imhoff & Co.Inc./dba Intertech Flooring has completed all work associated with the District Wide Flooring Replacement Dr. Ramiro R. Casso Nursing and Allied Health East Building A project. All punch list items have been corrected. STC Facilities Planning and Construction recommends Final Completion of the project and recommends release of final payment upon submission of all closeout documents.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Project Fact Sheet
9/6/2023

Project Name: District Wide - Flooring Replacement Phase II				Project No.		2023-019R				
Funding Source(s): Renewals & Replacements Fund										
				FY 22-23						
				Variance of Project Budget vs. Actual Expenditures						
				Total Project Budget		Total Actual Expenditures To Date				
Construction:				\$ 500,000.00	\$ 358,172.37	\$ 141,827.63	\$ 358,172.37			
Design:				-	-	-	-			
Miscellaneous:				4,000.00	433.23	3,566.77	433.23			
FFE:				-	-	-	-			
Technology:				-	-	-	-			
Total:				\$ 504,000.00	\$ 358,605.60	\$ 145,394.40	\$ 358,605.60			
Project Team				Board Status						
Approval to Solicit : 6/22/2021 Architect/Engineer: N/A Contractor: Intertec				Board Approval of Schematic Design	NA	Location PCN Bldg. U PCN Bldg. K MVC Bldg. L NAH Bldg. A Starr Bldg. F PCN PB 25A&B PCN X PCN K Tech A MVC Bldg. G	Vendor Diaz Flooring Intertec Flooring Intertec Flooring Intertec Flooring Mannington Intertec Flooring Diaz Flooring Diaz Flooring Ontiveros Flooring Ontiveros Flooring Ontiveros Flooring	Contract Amount \$ 8,472.00 \$ 189,749.00 \$ 37,641.00 \$ 227,686.00 \$ 17,413.32 \$ 12,955.00 \$ 13,543.68 \$ 31,374.00 \$ 18,100.00 \$ 29,700.00 \$ 5,600.00	Actual Expenditures \$ 8,472.00 \$ 134,707.62 \$ 950.00 \$ 133,156.75 \$ 17,413.32 \$ 12,955.00 \$ 13,543.68 \$ 31,374.00 \$ - \$ - \$ - \$ 5,600.00	Variance \$ - \$ 55,041.38 \$ 36,691.00 \$ 94,529.25 \$ - \$ - \$ - \$ - \$ 18,100.00 \$ 29,700.00 \$ -
				MVC Bldg. L Substantial Completion	8/4/2023	Board Acceptance	8/22/2023			
				PCN Bldg. K Substantial Completion	TBD	Board Acceptance	TBD			
				NAH Bldg. A Substantial Completion	TBD	Board Acceptance	TBD			
STC FPC Project Manager: Martin Villarreal				MVC Bldg. L Final Completion	TBD	Board Acceptance	TBD			
				PCN Bldg. K Final Completion	TBD	Board Acceptance	TBD			
				NAH Bldg. A Final Completion	TBD	Board Acceptance	TBD			
Project Description				Project Scope						
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.				Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year. MVC Bldg. L 4,405 sqft VCT, NAH Bldg. A 21,940 sqft VCT & 11,990 sqft Carpet, Pecan Campus Bldg. k 9,920 VCT & 18,395 sqft Carpet						
Projected Timeline										
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In			
N/A	N/A	N/A	3/28/2023	5/17/2023	8/22/2023	9/26/2023	N/A			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2022-23	358,172.37	-	433.23	-	-	\$ 358,605.60				
Project Total	\$ 358,172.37	\$ -	\$ 433.23	\$ -	\$ -	\$ 358,605.60				
Current Agenda Item										
9/12/2023 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion and Final Completion for the District Wide Flooring Replacements Phase II at Pecan Campus Student Services Building K and Dr. Ramiro R. Casso Nursing & Allied Health East Building A.										
										
Pecan Campus		Mid-Valley Campus		Nursing and Allied Health Campus						

FPC Project Manager

FPC Asst. Director

FPC Director

Review and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers

Purpose and Justification – Administration requests that the Board review the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers. College staff will be presenting several methodologies on the distribution of points for the References section of the evaluation criteria and will propose a methodology for Board approval.

Background - On July 25, 2023, the Board of Trustees approved the current RFQ evaluation and selection process for architects and engineers. College staff have issued RFQ solicitations under the newly approved process and determined that clarification regarding the Reference section is required from the Board.

The Request for Qualifications (RFQ) Criterion Section 5: References is as follows:

Criterion	Points
Provide references for three (3) projects, other than South Texas College. The references shall include the following current information: 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.	Up to 100 points

Enclosed Documents

The list of the evaluation requirements with the updated proposed weighted sub-criteria for references follows for the Board's review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities Planning and Construction, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address questions.

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

The Board of Trustees of South Texas College approves and authorizes the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers as presented.

Approved Recommendation:

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. 	10	
	<ul style="list-style-type: none"> •Provide a history including credentials about the prime firm. 	25	
	<ul style="list-style-type: none"> •Provide a narrative describing the design team's unique qualifications and specialized design experience as it relates to the project. 	35	
	<ul style="list-style-type: none"> •Provide a statement about the availability and commitment of the prime firm, its principals, its consultants, and key professionals to undertake the proposed project. 	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. 	30	
	<ul style="list-style-type: none"> •Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of their time these individuals will commit to the project in order to meet the scheduled milestones. 	30	
	<ul style="list-style-type: none"> •Describe the prime firm's ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design, and construction phases of the project. 	20	
	<ul style="list-style-type: none"> •If applicable, describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services as required for STC's construction program. 	20	

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

3	Project Team		100
	<p>Provide an organizational chart showing the roles of each firm or individual to be included.</p> <p>For each consultant firm or individual that the prime firm proposes:</p> <ul style="list-style-type: none"> Identify the consultant and provide a brief history about the consultant Describe the consultant's proposed role in the project List projects that the prime firm and the consultant have worked together on during the last five (5) years Provide a statement of the consultant's availability for the project Provide resumes giving the experience and expertise of principals and key professional members for the consultant on the project. 	<p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>	
4	Representative Projects		100
	<p>List a maximum of 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 align="center">50</p> <p align="center">50</p>	
Round 2 Total			600
Round 3		Facilities Committee or Board of Trustees	
1	<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 align="center">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>	100 points	

**Review and Action as Necessary to Reject the Requests for
Qualifications for Architectural Services – Pecan West Continuing
Education Building Project**

Purpose and Justification – Administration recommends that the Board reject the requests for qualifications for architectural services received to include further clarification on the distribution of points for the References section of the evaluation criteria for the Architectural Services – Pecan West Continuing Education Building project.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities Planning and Construction, and Becky Cavazos, Director of Purchasing, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the September 12, 2023 Facilities 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 rejection of the requests for qualifications for architectural services received to include further clarification on the distribution of points for the References section of the evaluation criteria for the Architectural Services – Pecan West Continuing Education Building project.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Review and Action as Necessary to Reject the Requests for
Qualifications for Architectural Services – District Office Renovation
Project**

Purpose and Justification – Administration recommends that the Board reject the requests for qualifications for architectural services received to include further clarification on the distribution of points for the References section of the evaluation criteria for the Architectural Services – District Office Renovation project.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities Planning and Construction, and Becky Cavazos, Director of Purchasing, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the September 12, 2023 Facilities 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 rejection of the requests for qualifications for architectural services received to include further clarification on the distribution of points for the References section of the evaluation criteria for the Architectural Services – District Office Renovation project.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

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 2023 - 2024 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	9/26/2023	1/23/2024	10/22/2024	11/25/2024	9/23/2025	10/28/2025
2	Pecan West Parking & Site Improvements	DV	1/31/2023	1/9/2024	5/22/2024	6/15/2024	2/23/2025	3/28/2025
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	7/26/2023	2/27/2024	3/26/2024
4	Pecan Campus Kinesiology Bldg Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	6/27/2023	2/27/2024	3/15/2024	1/26/2025	2/10/2025
5	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	MV	Brown Reynolds Watford Architects 6/28/22	9/26/2023	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	GST Construcion 7/25/2023	8/31/2023	2/27/2024	3/26/2024
7	Business and Science Bldg G Engineering Lab Renovation	TBD	-	-	-	-	-	-
Mid-Valley Campus								
8	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
9	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
10	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

FY 2023 - 2024 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
Technology Campus								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/15/2023	9/23/2024	10/27/2024
12	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	GST Construction 7/25/2023	8/14/2023	11/26/2023	12/12/2023
13	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
14	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-
Nursing & Allied Health Campus								
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-
16	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
17	Systems Offices Building E Renovation	TBD	9/26/2023	1/16/2024	TBD	TBD	TBD	TBD
Starr County Campus								
17	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
18	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
19	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

FY 2023 - 2024 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
Regional Center for Public Safety Excellence								
20	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC 9/27/2022	10/24/2022	9/26/2023	10/24/2023
21	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC 9/27/2022	10/24/2022	9/26/2023	10/24/2023
22	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC 9/27/2022	10/24/2022	9/26/2023	10/24/2023
23	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
24	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
25	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 2023 - 2024																			
#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Library Building F Space Modifications	DV					●					\$ 1,135,000	\$ 52,600	\$ 1,082,400	\$ 450,000	Low	N/A	N/A	N/A
2	New Continuing Education Building & Testing Center Addition	DV		●								\$ 9,087,683	\$ 727	\$ 9,086,956	\$ 1,371,150	High	September 2023	Approval of Architectural Services	TBD
3	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ 1,875,000	\$ 25,288	\$ 1,849,712	\$ 628,225	High	TBD	Approval of Schematic Design	Perez Consulting Engineers
4	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV					●					\$ 879,510	\$ 40,785	\$ 838,725	\$ 802,840	Low	February 2024	Approval of Substantial Completion	Able City, LLC
5	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 6,177,150	\$ 47,113	\$ 6,130,037	\$ 1,186,000	High	February 2024	Approval of Construction Services	Boultinghouse Simpson Gates Architects
6	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 5,698,000	\$ 456	\$ 5,697,544	\$ 1,405,000	High	September 2023	Approval of Schematic Design	BRW Architects
7	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	TBD	TBD	TBD
8	Ann Richards Administration Building A Additional Parking Lot	DV					●					\$ 200,000	\$ 17,992	\$ 182,008	\$ 71,500	High	February 2024	Approval of Substantial Completion	R. Gutierrez Engineers
9	Student Services Building K Renovations	TBD	●									\$ 1,050,000	\$ -	\$ 1,050,000	\$ 26,200	Low	TBD	TBD	TBD
10	North Academic Humanities Building P Renovations for Accounts Receivable and Grant	TBD	●									\$ 94,500	\$ -	\$ 94,500	\$ 94,500	Low	TBD	TBD	TBD
11	Operations Support Center Building Z	TBD	●									\$ 5,000,000	\$ -	\$ 5,000,000	\$ 158,400	Low	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 31,696,843	\$ 184,962	\$ 31,511,881	\$ 6,693,815				
Pecan Plaza																			
12	Human Resources Building A Renovation	TBD	●									\$ 550,000	\$ -	\$ 550,000	\$ 550,000	Low	TBD	TBD	TBD
13	East Building B Renovation for Cosmetology	TBD	●									\$ 6,664,135	\$ -	\$ 6,664,135	\$ 272,000	Low	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 7,214,135	\$ -	\$ 7,214,135	\$ 822,000				
Mid-Valley Campus																			
14	Workforce Center Building D Welding Expansion	MV					●					\$ 1,539,755	\$ 153,165	\$ 1,386,590	\$ 898,700	High	January 2024	Approval of Substantial Completion	PBK Architects
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 379,666	\$ 2,268,609	\$ 1,451,500	High	January 2024	Approval of Substantial Completion	PBK Architects
16	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 1,235,430	\$ 226,964	\$ 1,008,466	\$ 691,200	High	January 2024	Approval of Substantial Completion	PBK Architects
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 7,349	\$ 297,651	\$ 305,000	High	TBD	TBD	Perez Consulting Engineers/MEP Engineers
18	Student Union Building F Financial Aid Renovation	TBD	●									\$ 89,000	\$ -	\$ 89,000	\$ 89,000	Low	TBD	TBD	TBD
Mid-Valley Subtotal												\$ 5,817,460	\$ 767,144	\$ 5,050,316	\$ 3,435,400				

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2023 - 2024																				
#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Technology Campus																				
19	Exterior Solar Panels Structure	SS						●				\$ 224,900	\$ 208,681	\$ 16,219	\$ 61,200	High	September 2023	Approval of Substantial Completion	SAMES, Inc	Rio United Builders
20	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 125,288	\$ 2,982,712	\$ 2,576,680	High	July 2023	Approval of Construction Services	EGV Architects	TBD
21	Truck Driving Range Expansion	DV					●					\$ 41,350	\$ 6,435	\$ 34,915	\$ 37,500	High	November 2023	Approval of Substantial Completion	R. Gutierrez Engineers	GST Construction
22	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 3,659,250	\$ 340,404	\$ 3,318,846	\$ 2,960,380					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
23	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	TBD	TBD	TBD	O&M
24	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
25	Systems Offices Building E Dental Assistant Lab Renovation	TBD	●									\$ 561,500	\$ -	\$ 561,500	\$ 561,500	Low	TBD	TBD	TBD	TBD
26	Systems Offices Building E Renovation	TBD	●									\$ 5,000,000	\$ -	\$ 5,000,000	\$ 2,755,000	High	September 2023	Approval of Architectural Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 5,872,746	\$ -	\$ 5,872,746	\$ 3,620,590					
Starr County Campus																				
27	Workforce Center Building D Welding Expansion	MV					●					\$ 1,295,520	\$ 979,521	\$ 315,999	\$ 54,500	High	September 2023	Approval of Substantial Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 313,007	\$ 2,238,293	\$ 1,856,800	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
29	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 514,628	\$ 80,204	\$ 434,424	\$ 390,000	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,372,732	\$ 2,988,716	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
30	Canopy for Safety Training Vehicles	DV					●					\$ 801,060	\$ 751,154	\$ 49,906	\$ 41,910	High	September 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
31	Canopy for Students/Instructors	DV					●					\$ 595,048	\$ 545,871	\$ 49,177	\$ 30,470	High	September 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
32	Fire Training Area	DV					●					\$ 489,242	\$ 380,656	\$ 108,586	\$ 19,030	High	September 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
33	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
34	Skills Pad and EVOC Lighting	SS					●					\$ 379,731	\$ 300,388	\$ 79,343	\$ 44,200	High	September 2023	Approval of Substantial Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 314,639	\$ 2,481,611	\$ 2,078,000	Medium	March 2024	Approval of Substantial Completion	Martinez Architects	5 Star Construction
36	Parking Lot #1 for Additional Spaces	DV	●									\$ 330,700	\$ 220,118	\$ 110,582	\$ 330,700	High	TBD	TBD	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 5,585,031	\$ 2,512,825	\$ 3,072,206	\$ 2,737,310					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2023 - 2024																				
#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
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										\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
35	Renovation and Contingencies	N/A										\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD
36	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD
36	Facility Signage	DV	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	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	●									\$ 5,014,159	\$ -	\$ 5,014,159	\$ 5,014,159	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,573,809	\$ -	\$ 9,573,809	\$ 9,573,809					
Totals			12	3	6	0	8	1	0	0	0	\$ 73,780,722	\$ 5,178,068	\$ 68,602,654	\$ 32,144,604					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	TBD	TBD	TBD
2	Resurfacing of East Drive	SS						●				\$ 187,000	\$ 256,430	\$ (69,430)	\$ 187,000	High	September 2023	Approval of Substantial Completion	Perez Consulting Engineers
3	South Academic Building J Generator Replacement	SS					●					\$ 344,100	\$ 71,802	\$ 272,298	\$ 344,100	High	November 2023	Approval of Substantial Completion	DBR
4	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD
5	Stucco Repainting Phase II	TBD	●									\$ 503,000	\$ -	\$ 503,000	\$ 503,000	Low	TBD	TBD	TBD
6	Art Building B Analog to Digital Replacement	TBD	●									\$ 197,000	\$ -	\$ 197,000	\$ 197,000	Low	TBD	TBD	TBD
7	Cooper Center for Performing Arts Building L Analog to Digital Replacement	TBD	●									\$ 84,500	\$ -	\$ 84,500	\$ 84,500	Low	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,490,600	\$ 328,232	\$ 1,162,368	\$ 1,490,600				
Mid Valley Campus																			
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV					●					\$ 1,730,000	\$ 86,835	\$ 1,643,165	\$ 1,730,000	Low	January 2024	Approval of Substantial Completion	Milnet Architectural Services
9	Stucco Repainting Phase II	TBD	●									\$ 203,000	\$ -	\$ 203,000	\$ 203,000	Low	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 1,933,000	\$ 86,835	\$ 1,846,165	\$ 1,933,000				

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
10	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	TBD
11	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
12	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 40,235	\$ 381,765	\$ 218,600	Low	November 2023	Approval of Substantial Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 40,235	\$ 721,765	\$ 558,600					
Technology Campus																				
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 59,999	Low	TBD	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	TBD	●									\$ 395,000	\$ -	\$ 395,000	\$ 395,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 455,000	\$ -	\$ 455,000	\$ 454,999					
Starr County Campus																				
15	Stucco Repainting Phase II	SS	●									\$ 253,000	\$ -	\$ 253,000	\$ 253,000	High	TBD	TBD	TBD	TBD
16	General Academic Building E Data Cabling Infrastructure Replacement	RC	●									\$ 138,500	\$ -	\$ 138,500	\$ 138,500	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 391,500	\$ -	\$ 391,500	\$ 391,500					
District Wide																				
17	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
18	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A	TBD
19	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
20	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
21	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ -	\$ 76,500	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	MV					●					\$ 504,000	\$ -	\$ 504,000	\$ 504,000	Medium	TBD		N/A	TBD
23	HVAC Replacements	RC/O&M		●								\$ 3,050,000	\$ -	\$ 3,050,000	\$ 3,050,000	Low	TBD		N/A	TBD
24	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
25	Signage Replacement	DV	●									\$ 250,000	\$ -	\$ 250,000	\$ 250,000	N/A	TBD		N/A	TBD
26	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
27	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A	TBD
28	Project Cost Control Reserve	N/A	●									\$ 1,768,340	\$ -	\$ 1,768,340	\$ 1,768,340	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 6,446,340	\$ -	\$ 6,446,340	\$ 6,446,340					
Totals		0	5	7	1	0	2	0	0	0	0	\$ 11,478,440	\$ 455,301	\$ 11,023,139	\$ 11,275,039					

Outstanding Issues - Action Plan
August 8, 2023 Facilities Committee Meeting
as of September 7, 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 8/8/2023	<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>8/2/2023: D. Wilson has completed the testing of all windows and brick walls and have stated that all window leaks have been repaired and addressed.</p> <p>9/7/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM Professionals.</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> <p>8/2/2023: BEAM Professionals has requested that D. Wilson provide in writing that all window leaks and water infiltrations have been repaired and addressed. Still Pending.</p> <p>9/7/2023: The College has met with BEAM Professionals and were provided with a preliminary observation report of the existing conditions and pending issues. College staff will schedule a meeting to coordinate our next steps as required.</p>

Mid Valley Campus						
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 8/8/2023	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Solicitation of Construction Services for the roof replacement are in progress.</p> <p>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>8/2/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement will be issued a Notice to Proceed upon finalization of contracts.</p> <p>9/7/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement has been issued a Notice to Proceed to start construction. Architect is preparing construction documents for the repair work on the interior the building.</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> <p>8/2/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in August.</p> <p>9/7/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement has begun.</p>
Nursing and Allied Health Campus						
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 1st floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>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>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor has determined the location of water intrusion above the 3rd Floor. The College will repair the irrigation leak on southwest corner of the building at grade. Wall cracks on interior gypsum board walls.</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> <p>9/7/2023: Pending moisture study and repair of water intrusion on 3rd Floor 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 August 2023.

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

The checks and financial reports submitted for approval 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 and the financial reports for the month of August 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 August 2023.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for August 2023.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for August 2023.
- 4) Release of Construction Fund Checks for August 2023.
- 5) Quarterly Investment Report and Money Market Accounts for August 2023.
- 6) Summary of Revenues for August 2023.
- 7) Summary of State Appropriations Revenue for August 2023.
- 8) Summary of Property Tax Revenue for August 2023.
- 9) Summary of Expenditures by Classification for August 2023.
- 10) Summary of Expenditures by Function for August 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for August 2023.
- 12) Summary of Grant Revenues and Expenditures for August 2023.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

Announcements

A. Next Meetings:

- *Tuesday, October 17, 2023*
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- *Tuesday, October 31, 2023*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Fall 2023 Convocation will be held on Friday, September 29, 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.

*The following document
was provided as a
handout at the meeting.*

South Texas College
Unrestricted Fund (per THECB House Bill 8 funding)
Office of the President

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	External Affairs	100070	Director of External Affairs	Executive Administrative Professional	8	\$ 85,999
Rationale: • Additional support for the President to assist in the establishment, cultivation, and management of relationships with external stakeholders and members of the community to promote the mission and vision of the College. The candidate will also provide operational support in working closely with local, state, and federal officials to educate them on the educational needs of the College.						
Total for (1) New Critical Non-Faculty Position					\$	85,999
Grand Total to be applied to Salary Adjustment Pool # 842362					\$	85,999