



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, October 31, 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, October 31, 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..... 6 - 16**
  - A. Introduction of the 2023 South Texas College Student Government Association Officers
  - B. Presentation on the 2023 South Texas College Foundation Gala
  - C. Presentation on Escrow Acquisition of Notice of Partial Redemption for South Texas College District's Outstanding Limited Tax Bonds, Series 2020
  - D. Presentation on the 2023 Association of Community College Trustees Leadership Congress
- VII. Update by the College President**



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- 8) Vehicle Fuel Program (Renewal)
- c. Technology Items
  - 9) Computers, Laptops, Tablets, Monitors, and Server (Purchase)
  - 10) Network Equipment, Software, and Installation Services (Purchase) – Grant Funded
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  - 12) Microsoft Campus License Agreement (Renewal)
  - 13) Online Training and Professional Development Resource Library Subscription (Renewal)
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A. Next Meetings:

- Tuesday, November 14, 2023
  - 3:00 p.m. - Education & Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, November 28, 2023
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, November 23 – Sunday, November 26, 2023 in observance of the Thanksgiving Holiday.
- South Texas College will celebrate its December 2023 Commencement Ceremonies on Saturday, December 9, 2023:
  - 9 a.m. – Bachelor's Degree Programs and Division of Nursing & Allied Health
  - 1 p.m. – Division of Business, Public Safety & Technology and Division of Math, Science & Information Technology
  - 4 p.m. – Division of Liberal Arts and Division of Social & Behavioral Sciences

## **Presentations**

### **A. Introduction of the 2023 - 2024 South Texas College Student Government Association Officers**

The Student Government Association (SGA) stands as an organization representing the entire South Texas College student body. They provide a forum for students to discuss issues impacting their student success and to promote and advocate on behalf of students to administration, faculty, and other stakeholders.

From October 9 – 12, 2023, the South Texas College student body elected SGA officers for the 2023 – 2024 academic year, with officers representing each of the College's five campuses. The elected SGA Officers were sworn in on October 20, 2023:

#### **Mid Valley Campus**

President	Analiah Flores
Vice President	Arelley Flores
Secretary	Liyah Uvalle
Parliamentarian	Patricio Bautista
Historian	Fatima Bautista

#### **Nursing & Allied Health Campus**

President	Alyssa Soto
Vice President	Isamar Lopez
Secretary	Monica Ybarra
Parliamentarian	Jose Nuñez
Historian	Vanessa Villarreal

#### **Pecan Campus**

President	Leonel Jesus Reyna III
Vice President	Marc Cardenas
Secretary	Baldric Rhythm
Parliamentarian	Chantal Acosta
Historian	Cassandra Castro

#### **Starr County Campus**

President	Francisco Hinojosa
Vice President	Alondra Hinojosa
Secretary	Daiyanara Gloria
Parliamentarian	Jazmine Lozano
Historian	Jose Roberto Soto

#### **Technology Campus**

President	William Ashe Rodriguez
Vice President	Isabel Ibarra
Secretary	Jonathan Garza
Parliamentarian	Laura Cavazos
Historian	Pedro Rojas

The President and Vice President from each campus have been invited to the Board Meeting to be introduced and welcomed as new leaders of the College's most important stakeholders: the student body.

Representing the bright future that the College's students are building for the Rio Grande Valley, the SGA members and officers are thanked for stepping forward to serve, and congratulated as champions for the betterment of their fellow students.

**B. Presentation on the 2023 South Texas College Foundation Gala**

Mrs. Bonnie Gonzalez, Chair of the South Texas College Foundation Board of Directors, will present on the inaugural 2023 South Texas College Foundation Gala, held on October 5, 2023.

**C. Presentation on Escrow Acquisition of Notice of Partial Redemption for South Texas College District's Outstanding Limited Tax Bonds, Series 2020**

Justification and Purpose – A presentation by Estrada Hinojosa & Company, Inc. on the escrow acquisition of the notice of partial redemption for South Texas College District's Outstanding Limited Tax Bonds, Series 2020 is being presented.

On October 23, 2023, the College wired \$7,732,313.44 to BOKF, NA, as the escrow agent, to establish the Escrow Fund pursuant to the Escrow Agreement for the Defeased Obligation of the South Texas College Limited Tax Refunding bonds, Taxable Series 2020, in a principal amount of \$8,645,000 from the cash balance available in the Interest and Sinking Fund.

The amount disbursed to the Escrow Agent and the Paying Agent/Registrar will consist of the following:

Cost Description	Amount
Deposit for Defeasance Escrow	\$7,662,313.44
Bond Counsel Fees & Expenses to Perez Law Firm, PLLC	15,000.00
Other Cost of Issuance to Estrada Hinojosa & Company, Inc.	49,200.00
Escrow Agent and Bond Redemption Fees	5,800.00
Total Disbursements	\$7,732,313.44

Background – On July 25, 2023, the Board of Trustees approved Resolution #2023-009: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto.

Reviewers – Estrada Hinojosa & Company staff, Bond Counsel, Mary Elizondo, Vice President for Finance and Administrative Services, and Business Office staff reviewed the information presented.

Enclosed Document – Report on Final Numbers of October 2023 Bond Defeasance presentation by Estrada Hinojosa & Company, Inc. and the closing memorandum follow in the packet for the Board's information and review.

Dr. De Los Santos, Executive Vice President, will be present at the Board meeting to address any questions.

# South Texas College

## Report on Final Numbers of October 2023 Bond Defeasance

*October 31, 2023*

ESTRADA • HINOJOSA  
INVESTMENT BANKERS

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

## TIMELINE REVIEW (2023)

- **May 16:** Meeting with staff to review tax rates and I&S fund balance, and discuss the defeasance concept
- **June 12:** Presentation to Finance Committee
- **June 27:** Presentation to Board
- **July 27:** Board approved Defeasance and Redemption Resolution and Escrow Agreement
- **October 5:** Met with staff for agreement on final timeline for execution of the defeasance financing
- **October 18:** Open Market Securities Bids were obtained
- **October 24:** Escrow was funded and financing closed

## DEFEASANCE FINANCING TEAM

- **Issuer:** South Texas College
- **Financial Advisor:** Estrada Hinojosa & Co.
- **Bond Counsel:** Perez Law Firm, PLLC
- **Escrow & Paying Agent:** BOKF, NA
- **Bidding (Pricing) Agent:** Winters & Co. Advisors, LLC
- **Bidders:** (Investors)

## DEFEASANCE SUMMARY

- **Purpose:** To decrease total I&S fund balance and current total of existing Bond Debt (specifically, \$8,645,000 of Series 2020 Bonds)
- **October 18:** Of seven Open Market bidders for the Escrow Account, PNC was the most advantageous and accepted bid.
- **October 23:** STC disbursed \$7,732,313 to BOKF, NA. (Escrow Agent), as a sufficient amount to defease \$8,645,000 of S 2020 bonds and cost of issuance (COI) expenses of \$70,000. (COI breakdown is attached)

## COI SUMMARY

Deposit for Defeasance Escrow	\$7,662,313.44
Bond Counsel Fees & Expenses	15,000.00
Financial Advisor Fees and Expenses	49,200.00 *
Escrow Agent and Bond Redemption Fees	5,800.00
Total STC Disbursements	7,732,33.44

\*Less reimbursement to College from previous estimates and other fees and expenses to team members at settlement.

## DEFEASANCE IMPACT

### The College:

- reduced I&S fund balance by **\$7,732,313.44**
- reduced total current bond P&I debt by **\$8,645,000**
- reduced yearly total bond debt payments by **\$260,000** per year for 10 years
- although very slightly, decreased total I&S tax rate in relation to reduction of yearly payments



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ESTRADA • HINOJOSA  
INVESTMENT BANKERS

# ESTRADA • HINOJOSA

INVESTMENT BANKERS

To: All parties on attached distribution list

From: Wally Sevier, Estrada Hinojosa & Company, Inc.

## CLOSING MEMORANDUM

### SOUTH TEXAS COLLEGE

#### CASH DEFEASANCE OF LIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020

Date of Closing: Tuesday, October 24, 2023  
Time of Closing: 10:00 A.M. (Central Time)  
Location of Closing: Perez Law Firm, PLLC  
208 Linberg Avenue  
McAllen, Texas 78501  
Mr. Rick Perez  
Phone: 956-782-2700  
rperez@perezlegal.com

#### A. SOURCE OF FUNDS

1. On **Monday, October 23, 2023**, no later than 10:00 AM (CDT), South Texas College (the "College") will wire transfer \$7,732,313.44 to the following:

Bank: BOKF, NA  
ABA: 103 900 036  
Acct: 600024642  
Acct Name: Wealth Management Account  
Re: South Texas College Def Esc 20  
Attention: Rayne Smith 210-904-8597

ESTRADA HINOJOSA & COMPANY, INC.

600 N. Pearl Street • Suite 2100 • South Tower • Dallas, Texas 75201  
(214) 658-1670 • (800) 676-5352 • Fax (214) 292-8849

Member FINRA/SIPC

*FINAL*  
10/20/2023, 10:22 AM

DALLAS

AUSTIN

CHICAGO

EDINBURG

HOUSTON

MIAMI

NEW YORK

SAN ANTONIO

**B. DISBURSEMENTS**

The following disbursements will be made on **Tuesday, October 24, 2023**:

1. BOKF, NA, as escrow agent (the "Escrow Agent") pursuant to the Escrow Agreement between the Escrow Agent and the College (the "Escrow Agreement"), will wire transfer \$7,662,313.44 to the Escrow Fund established in the Escrow Agreement, to be used as set forth below, for the purpose of defeasing the "Defeased Obligations" identified in Schedule I herein pursuant to the Escrow Agreement for the Defeased Obligations.

Cash Deposit	\$ 2.30
Open Market Purchases	7,662,311.14
<b>Total</b>	<b><u>\$ 7,662,313.44</u></b>

2. BOKF, NA, as Paying Agent/Registrar for the Defeased Obligations (the "Paying Agent/Registrar"), will wire transfer \$15,000.00 to Perez Law Firm, PLLC to pay bond counsel fees and expenses related to the cash defeasance of the Defeased Obligations:

Bank: Frost Bank  
 Bank Address: 510 E. Ridge Road  
 McAllen, Texas 78503  
 ABA #: 114 000 093  
 Account #: 810019453  
 Beneficiary Address: 208 Lindberg Avenue  
 McAllen, Texas 78501  
 Account Name: Perez Law Firm, PLLC  
 Ref: Invoice #202307

3. The Paying Agent/Registrar will wire transfer \$49,200.00 to pay certain cost of issuance expenses related to the defeasance to the following:

ABA#: 043 000 096  
 Bank Name: PNC Bank  
 8080 N. Central Expressway, Suite 250  
 Dallas, Texas 75206  
 Account #: 4944490252  
 Account Name: Estrada Hinojosa & Company, Inc.

Estrada Hinojosa & Company, Inc. is requested and instructed to provide an accounting for all expenses associated with cost of issuance to the College.

Total Cost of Issuance	\$ 70,000.00
Less: Bond Counsel Fees & Expenses to Perez Law Firm, PLLC	(15,000.00)
Less: Escrow Agent, Bond Redemption, and Disbursement fees	(5,800.00)
Remaining Costs of Issuance	<b><u>\$ 49,200.00</u></b>

4. BOKF, NA will retain a total of \$5,800.00 (representing \$5,250.00 for Escrow Agent fees, \$300.00 for bond redemption fees, and \$250.00 for disbursement fees).

The following is a summary of the disbursements:

Disbursements:

Deposit for Defeasance Escrow	\$ 7,662,313.44
Bond Counsel Fees & Expenses to Perez Law Firm, PLLC	15,000.00
Other Costs of Issuance to Estrada Hinojosa & Company, Inc.	49,200.00
Escrow Agent and Bond Redemption fees	5,800.00
Total Disbursements	<u>\$ 7,732,313.44</u>

If there are any questions regarding the above information, please call (214) 658-1670.

**SCHEDULE I**  
**SCHEDULE OF DEFEASED OBLIGATIONS**

Obligation		Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Limited Tax Refunding Bonds, Taxable Series 2020						
	Serials	8/15/2033	3.000%	\$ 4,260,000.00	8/15/2030	100.00
		8/15/2034	3.000%	4,385,000.00	8/15/2030	100.00
				<u>\$ 8,645,000.00</u>		

**D. Presentation on the 2023 Association of Community College Trustees Leadership Congress**

A delegation of South Texas College Trustees attended the Association of Community College Trustees (ACCT) 2023 National Leadership Congress Las Vegas, Nevada.

The Trustees attended presentations delivered to an audience of Trustees, CEOs, and administration from among the ACCT's 1200 member colleges.

Members of the trustee delegation will be invited to report on learnings and insights gained from their participation at the National Leadership Congress.

Additionally, Ms. Rose Benavidez presided over the conference as the Chair of the ACCT Board of Directors, where she represented the constituents of South Texas College and the great State of Texas in this prestigious national forum.

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.

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

The following Board Meeting Minutes are submitted for approval:

- 1) September 26, 2023 Regular Board Meeting
- 2) October 17, 2023 Special Board Meeting
- 3) October 24, 2023 Board Work Session

**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 September 26, 2023 Regular Board Meeting, October 17, 2023 Special Board Meeting, and October 24, 2023 Board Work Session as presented.

**Approval Recommended:**

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

**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, Mrs. Victoria Cantu, Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman, and Dr. Alejo Salinas, Jr. attended via Zoom.

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Dr. Brett Millán, Dr. Rebecca De Leon, Ms. Lynda Lopez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Katarina Bugariu, Dr. Fernando Chapa, Mrs. Sara Lozano, Dr. Zachary Suarez, Ms. Carla Rodriguez, Chief Ruben Suarez, Dr. Rachel Sale, Mr. Tony Matamoros, Mr. Saeed Molki, Mr. Nicholas Hinojosa, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. Martin Villarreal, Mr. Billy Langley, Mr. Kim Moore, Ms. Luisa Rodriguez, Ms. Amanda Sotelo, Ms. Lisa Aleman, Mr. Daniel Montez, Jr., Ms. Carla Balleza, Ms. Rosa Vasquez, Mr. Jose Guerrero, Mr. Tom Ross, Mr. Scott Pruitt, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, 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



communities. This gives an opportunity to the Board of Trustees, as well as administrative leadership, faculty, and staff to reflect on the importance of their work.

Ms. Carla Balleza, Chair of the College's new Cosmetology Program, introduced Cosmetology student Rosa Vasquez. Ms. Vasquez first earned a certificate in health care at South Texas Community College approximately twenty five years ago, and has had a long career providing care for recovering stroke patients.

Recognizing an opportunity to supplement the care she provides for patients by offering hair styling, manicures, and makeup applications, Ms. Vasquez returned to South Texas College to pursue cosmetology training.

The Board congratulated Ms. Vasquez for her vision in identifying new ways to provide better morale- and health-benefiting care for her patients, and for being outstanding representative of the values of South Texas College and for the impact she has made and will continue to make on the community.

### **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 congratulated Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, for being selected as one of 50 participants of the Leadership Academy/La Academia de Liderazgo, by HACU, and one of the few recipients of the Capital One Fellowship for that cohort.
2. Dr. Solis provided an update on the Hidalgo County Prosperity Task Force.
3. Dr. Solis announced that South Texas College had participated in the Region One TriAgency Regional Leadership Board, representing South Texas College in this important partnership of educational and workforce leaders and policy makers.
4. Dr. Solis informed the Board that additional healthcare partners were very interested in becoming partners in the College's first-in-the-nation Nursing Apprenticeship Program, including UHS and Driscoll Children's.
5. Dr. Solis updated the Board on ongoing partnership opportunities with IDEA Public Schools, with potential data sharing and dual credit opportunities.

No action was requested.

### **Public Comments**

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

## **Presentations**

### **Presentation on the South Texas College Strategic Planning Cycle**

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, presented 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 reviewed 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 sought 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.

### **Academic Affairs Update**

Dr. Anahid Petrosian, Vice President for Academic Affairs, provided 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 included 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 was requested. This information was presented as an update to the trustees, for feedback to administration, and to help the trustees advocate in support of the existing and developing programs offered by South Texas College.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were 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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the 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 written. 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 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.

09/26/2023

*Regular Board Meeting Minutes*

**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 was 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 was 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 followed 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.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul R. Rodriguez, the Board of Trustees approved and adopted Resolution 2024-003 to submit Joe D. Olivarez as a nominee for the Hidalgo County Appraisal District Board of Directors. The motion carried.

### **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 was 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 followed 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.

Upon a motion by Mr. Danny Guzman and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted Resolution 2024-004 to submit Eloy Vera and Eloy Garza as nominees for the Starr County Appraisal District Board of Directors. The motion carried.

### **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 was 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 was 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.

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

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

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

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

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

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

- a. Approval of Award of Proposals, 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

Mr. Paul R. Rodriguez requested the removal of the following item from the consent agenda for separate deliberation:

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

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approve and authorize items a – h, with the exception of item d, of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. The motion carried.

**Consent Agenda:**

**a. Approval of Award of Proposals, Rescind of Award, Purchases, and Renewals**  
Purpose and Justification – Administration recommended 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.

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



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

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (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>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>Howard Technology Solutions</b> (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:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>CDW Government, LLC.</b> (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
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
<b>SHI Government Solutions</b> (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
<b>All Affairs and Occasions</b> (Elsa, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX)
<b>Pappa's Pizza, Inc.</b> (Alton, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX)	<b>Rise &amp; Shine Café</b> (McAllen, TX)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (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	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00

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#	Services	Vendor	Amount
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$4,140.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$20,125.00
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (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
<b>Total for 5 years</b>	<b>\$3,402,077.00</b>

**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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommended Board approval to write off a fixed/capital asset valued over \$5,000, which was requested by the Fixed Asset/Inventory Department due to the Technology Campus Welding Program renovation project. This asset, totaling \$47,631.64, would be demolished; therefore, it would 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 was where the basketball court is currently located. Since the court was 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 would be written off from the College's capital asset ledger and the reduction would be reflected on the Comprehensive Annual Financial Report as of August 31, 2024.

Reviewers – This asset would 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.

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

**Consent Agenda:**

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

Administration recommended 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 were eligible for the retention payment.

The payment of \$1,500 for eligible full-time and \$750 for eligible part-time employees was 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 would be paid on November 22, 2023, and will total \$3,310,238, including salaries and benefits.

Requirements of eligibility were 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 was as follows:

<b>Full-Time \$1,500 and Part-Time \$750</b>						
Employee Type	No. of Employees	Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,650	<b>\$ 1,500</b>	\$ 1,230	\$ 2,475,000	\$ 189,338	\$ 2,664,338
Part-Time	800	<b>750</b>	668	600,000	45,900	645,900
Total	2,450	<b>\$ 2,250</b>	\$ 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 would be Wednesday, November 22, 2023.

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

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

Reviewers – Cabinet members reviewed this information and recommended 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.

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

#### **Consent Agenda:**

##### **e. Approval of 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 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 would be adjusted as follows:

**Fiscal Year 2023 - 2024**  
**Budgeted Revenues and Expenditures – Unrestricted and Restricted Funds**

	<b>Fund</b>	<b>Exh.</b>	<b>Amended/Original Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
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 were provided in the packet Board's information and review.

The budget amendment was proposed as follows:

**I. Budget Amendment – Increase the Unrestricted Fund Revenues and Expenditures**

A budget amendment was 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**

<b>Source</b>	<b>Amended Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
<b>Revenue/Carryover Allocations</b>			
Total Carryover Allocations	\$20,328,576	\$4,785,413	\$25,113,989
<b>Expenditures</b>			
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
<b>Total Unrestricted Fund Expenditures Increase</b>	<b>\$189,100,186</b>	<b>\$4,785,413</b>	<b>\$193,885,599</b>

Carryover Allocations was 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 was 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 was 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 was 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 was 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
<b>Revenue</b>			
Total Restricted Revenue	\$77,479,672	\$(91,997)	\$77,387,675
<b>Expenditures</b>			
Total Benefits	\$10,708,097	\$(91,997)	\$10,616,100



State Insurance Appropriation revenue was 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 was 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 were provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to 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.

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

**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 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).

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 presented 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.

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

#### **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.

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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 was provided 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.

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

**Consent Agenda:**

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

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

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

<b>Adopt New Policies</b>	<b>Retired Policy(ies)</b>
A-1. CDE (Local) Accounting - Financial Ethics	A-2. Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties

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

B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits

- Policy Language Kept as Administrative Regulation

C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity

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- 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 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, 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.

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

### **Removed from Consent Agenda:**

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

Purpose and Justification – Administration 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).

The reimbursement benefit was 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 incorporated employee rotational work schedules to complete business functions.

Work from home/off-site procedures were prepared and established 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.

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- 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 would not incur any employer benefit expenses for this reimbursement benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund was included 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, attended 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.

At the September 26, 2023 Regular Board Meeting, Mr. Paul R. Rodriguez questioned with the proposed reimbursement stipend was appropriate or necessary.

Mrs. Victoria Cantu voiced her support for the proposed reimbursement as a benefit to employees.

Dr. Alejo Salinas, Jr. noted that the information included for the Board's review did not comprehensively respond to the Finance, Audit, and Human Resources Committee's request for additional information supporting the proposed reimbursement. Dr. Salinas requested a comprehensive update on benefits packages offered to employees of South Texas College.

Mr. Danny Guzman noted that this item was for a proposed reimbursement for staff, and was not a stipend, similar to the separately approved retention stipend.

Mrs. Victoria Cantu moved that the Board of Trustees of South Texas College approve and authorize 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. Mrs. Dalinda Gonzalez-Alcantar seconded the motion.

The motion failed, with three votes in favor and four votes opposed.

### **Review and Action as Necessary to Revise Employee Staffing Plan for FY 2023 – 2024**

Purpose and Justification – Administration recommended 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 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 would be effective October 1, 2023.

Administration requested 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 also requested 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.

<b>Nursing and Allied Health Stipends</b>			
<b>Department</b>	<b># of Faculty</b>	<b>Stipend Rate</b>	<b>Total Salary Funds</b>
Patient Care Technician	1	8,500.00	\$ 8,500.00
Vocational Nursing Program	11	8,500.00	93,500.00
<b>Total</b>	<b>12</b>		<b>\$102,000.00</b>

The total increase to the August 2023 Staffing Plan, including the pools, was \$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 would be funded from the position pools approved by the Board on August 22, 2023, and as presented in the proposed budget amendment that was included separately 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 were provided in the packet for the Board's information and review.

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

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.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the revised Employee Staffing Plan for FY 2023 – 2024 in the amount of \$1,532,318.00 as presented. The motion carried.

### **Review and Action as Necessary to Purchase an Online Tutoring Services Agreement**

Purpose and Justification – Administration recommended Board approval to purchase 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 requested approval 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 would 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 were budgeted in the Centers for Learning Excellence budget for FY 2023 – 2024.

Enclosed Documents – The summary of the purchase was 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, attended 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 was presented to the Board without a Committee recommendation.

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

### **Review and Action as Necessary to Approve the Modified Elevator Maintenance Agreement Renewal**

Purpose and Justification – Administration recommended 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 included the regular examinations and repairs of all thirty-one (31) elevators located at all campuses.

Funds for this expenditure were budgeted in the Mechanical Systems Maintenance budget for FY 2023 – 2024.

Enclosed Documents – The summary of the purchase was 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, attended 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 was presented to the Board without a Committee recommendation.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

### **Review and Action as Necessary to Approve an Interlocal Agreement for Ambulance Services**

Purpose and Justification – Administration recommended 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 requested ambulance services during their live fire training that would be held in the Fall 2023 semester at the Edinburg Fire Training Facility. The current plan was that beginning in 2024, the live fire training would be held at the Regional Center for Public Safety Excellence (RCPSE). It was anticipated that, unless other emergency service options were available, the agreement with the City of Pharr – Emergency Medical Services would 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 was anticipated that the services would be required four (4) times per semester with an anticipated total of eight (8) days of service per year.

Funds for this expenditure were budgeted in the Fire Science budget for FY 2023 – 2024. Enclosed Documents – The summary of the purchase was 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, attended 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 was presented to the Board without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, 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.

Before the vote, Mr. Danny Guzman expressed a concern about the potential intention to renew the agreement, which would incur an annualized cost of \$10,000.

The motion carried.

### **Discussion and Action as Necessary to Trade In/Write Off a Capital Asset Valued over \$5,000**

Purpose and Justification – Administration recommended the Board approve a trade in/write off of a capital asset valued over \$5,000. The Regional Center for Public Safety Excellence requested 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 requested 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 would be created in Banner.

As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation would be written off from the College's capital asset ledger and the reduction would 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, were available to 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 was presented to the Board without a Committee recommendation.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved a trade in/write off of a capital asset valued over \$5,000 and removal of the asset from the College's inventory system and general ledger as presented. 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.

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

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

- a. Approval of 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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approve and authorize items a – e of the Facilities Committee Consent Agenda as presented. The motion carried.

**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 was 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 were 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.

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

**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 was 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 was 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 were 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.

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

#### 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 was 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 were 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.

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

#### **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 was 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 were 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.

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

#### 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 was 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 was issued. Final Completion, including

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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 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
<b>Total</b>	\$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.

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

#### **Review and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers**

Purpose and Justification – Administration requested 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.

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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 was provided 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, attended the Board meeting to address questions.

The Board took no action on this item.

### **Review and Action as Necessary to Reject the Requests for Qualifications for Architectural Services – Pecan West Continuing Education Building Project**

Purpose and Justification – Administration recommended 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, attended 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 was presented to the Board without a Committee recommendation.

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

### **Review and Action as Necessary to Reject the Requests for Qualifications for Architectural Services – District Office Renovation Project**

Purpose and Justification – Administration recommended 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, attended 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 was presented to the Board without a Committee recommendation.

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

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

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

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 August 2023.

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the submitted checks and the financial reports for the month of August 2023. The motion carried.

### **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.

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:19 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 26, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú  
Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES  
Special Board Meeting  
Tuesday, October 17, 2023 @ 5:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, October 17, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:21 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, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Olivia De La Rosa, Dr. Brett Millan, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. Martin Villarreal, Ms. Shannon Perales, 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 as Necessary on Request for Qualifications (RFQ)  
Evaluation Process and Criteria for Architects and Engineers**

Administration requested Board approval of the Request for Qualifications (RFQ) Evaluation Process and Criteria for Architects and Engineers.

College staff presented several methodologies on the distribution of points for the References section of the evaluation criteria to the Facilities Committee on October 17, 2023, and will propose a methodology for Board approval. The presentation was reproduced in the packet.

This Special Board meeting was called to provide the Board an opportunity to formally approve the revisions, which would allow administration to publish an updated RFQ for the proposed Continuing Education Building project.

### **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

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, attended the Board meeting to address questions.

Administration proposed four options to distribute the point values of criteria used to evaluate references provided as part of qualifications submitted in response to an RFQ for architectural and engineering services.

Under each proposed option, a total of 100 points would be divided between the following criteria, with the distribution between criteria being the most significant distinction between options:

1. Vendor listed three (3) references
2. Number of references responded
3. Evaluation of reference responses

After deliberation of the proposed options, trustees considered a fifth option, which would assign 25 points each to the first and second criteria, and 50 points would be assigned to the evaluation of reference responses. Additionally, the trustees proposed a specific rubric to be used in evaluating reference responses to minimize subjective variance in their scoring. This fifth option is summarized in the following table:



## Option 5: References Evaluation

100 points - 25/25/50

		Max Points 100	Three (3) References Responded	Two (2) References Responded	One (1) Reference Responded	Zero (0) References Responded
A	Vendor Listed Three (3) References - Twenty (25) Points will be received	25	25	25	25	25
B	Number of References Responded (up to 25 points)	25	25	17	8	0
C	Evaluation of Reference Responses (up to 50 points)	50	50-Excellent 37.5 - Good 25 - Fair 12.5 - Poor	34-Excellent 25.5 - Good 17 - Fair 8.5 - Poor	17-Excellent 12.75 - Good 8.5 - Fair 4.25 - Poor	0
Total Number of Points			100	76	50	25

Mr. Paul R. Rodriguez made the motion for the Board of Trustees for South Texas College to adopt Option 5 as deliberated by the Board and summarized in the table above, and Dr. Alejo Salinas, Jr. seconded the motion. The motion carried.

While deliberating the RFQ evaluation process and criteria for Architects and Engineers, Mr. Danny Guzman noted that current Request for Qualifications process for evaluating and selecting architects, as approved by the Board of Trustees on July 25, 2023, included an additional step, when needed, as follows:

“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.”

Mr. Guzman proposed that the process ought to be broadened to give the Board greater discretion when to identify additional steps to determine the most highly qualified response, suggesting a threshold of five points, or perhaps three points, instead of one point as currently approved.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul R. Rodriguez, the Board of Trustees for South Texas College modified the RFQ evaluation process and criteria for Architects and Engineers by adopting a new threshold that when there are other responses evaluated within three (3) points 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. The motion carried.

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:57 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 17, 2023 Special Board Meeting of the South Texas College Board of Trustees.

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Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Monday, October 24, 2023 @ 11:00 a.m.  
Ann Richards Administration Building A  
Conference Room A 142  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Board Work Session of the South Texas College Board of Trustees was held on Tuesday, October 24, 2023 in the Ann Richards Administration Building A Conference Room A 142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 11:14 a.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, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Dr. Fernando Chapa, Dr. Ali Esmaeili, Mr. Tony Matamoros, Mrs. Lynda Lopez, Ms. Luisa Rodriguez, Mrs. Melissa Renner, Mr. Eddie Romero, Mr. Javier Villalobos, Mr. Tom Stellan, Ms. Katrina Parkey, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Work Session on Strategic Planning**

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, & Strategic Planning, led a work session on Strategic Planning at South Texas College, including the following elements:

**1. Overview of Session**

The work session began with a brief overview of the agenda to set the stage for a review of workforce data, an overview on the College's current strategic planning cycle, and a discussion of the realignment of Key Performance Indicators (KPIs) to state priorities,

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followed by a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to gather trustee insights that will help guide the new strategic planning cycle.

## **2. Data Trends Overview**

Administration has been working with TIPS Strategies out of Austin, Texas, to focus on and analyze meaningful economic and workforce development data to help guide strategic planning.

Tom Stellman, CEO & Founder, and Katrina Parkey, Consultant, led the Board on an overview of the data highlights, and also shared access to a live data portal curated for South Texas College, the South Texas College Workforce Dynamics dashboard through their TIPS Strategies Tableau page.

## **3. Current Strategic Plan and Planning Cycle**

The 2019 – 2025 Strategic Plan started with the Vision, Mission, and Core Values as adopted by the Board of Trustees, and considered data gathered through environmental scans, peer institutions, local, regional, and national trend forecasting, and stakeholder engagement that included the trustees, faculty, staff, students, and community members.

Through this process, the Strategic Planning Committee developed the five following strategic goals, with three or four supporting strategic directions for each goal:

- Lead Community Engagement
- Promote Academic Integrity and Excellence
- Create Educational Opportunities for Students
- Foster Student Success
- Cultivate Institutional Excellence

Since its adoption, the 2019 – 2025 Strategic Plan and its elements helped guide the institutional focus of resources in alignment with our Vision, Mission, and Core Values.

### **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.

The trustees reviewed the Strategic Planning Cycle, which 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.

#### **Phase I – Academic 2023 - 2024**

- Ongoing data gathering and analysis, including shared governance engagements with students, faculty, staff, trustees, administrative leadership, and community members as well as formal studies.
  - Environmental Scan
  - Focus Groups
  - Surveys
- Closeout the current 2019 – 2025 Strategic Plan
- Evaluate South Texas College performance
- Develop new Vision, Mission, and Core Values

#### **Phase II – Academic 2024 - 2025**

- Ongoing data gathering and analysis, including shared governance engagements with students, faculty, staff, trustees, administrative leadership, and community members as well as formal studies.
  - Environmental Scan
  - Focus Groups
  - Surveys
- Fall 2024 – Begin development of 2025 – 2031 Strategic Plan
- Spring 2025 – Review and Finalize Final Draft of 2025 – 2031 Strategic Plan

#### **Phase III – Academic 2025 - 2026**

- Begin Implementation of 2025 – 2031 Strategic Plan in Comprehensive Operational Plans and Budget development

#### **4. Review of Key Performance Indicators (KPIs)**

South Texas College monitors and evaluates many data points to measure its success in meeting the needs of its students and other stakeholders and in relation to meeting the goals of the Strategic Plan. Among these many pieces of information, the College identifies Key Performance Indicators (KPI) as specific metrics that help evaluate performance in regard to specific goals.

Under the previous state funding formula, the College's KPIs were heavily tied to enrollment headcount and related statistics, as well as specific student success metrics.

With the passage of HB 8 in the 88<sup>th</sup> Texas Legislature, the state's focus clearly shifted away from strict consideration of enrollment headcount and toward an even greater focus on student success metrics, including increased emphasis on completion of credentials, the success of dual credit students, student transfers, and recognition of success in certain non-credit programs. South Texas College's history of excellence had a clear influence on the development of the HB 8 funding methodology, as it aligns closely to the college's programs and performance.

South Texas College would not need to undertake significant or disruptive changes to benefit from the HB 8 formula funding; however, this was an opportune time to re-evaluate the College's KPIs and to better align them to support the development of new strategies to enhance and innovate student success initiatives. This would help South Texas College continue to lead the state in student success and fully benefit from revenue available from state appropriations.

## 5. Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis Session

SWOT Analysis provides a framework to identify and discuss potentially helpful and harmful circumstances, both internal to the College and external, that should be accounted for in strategic planning:

	<i>Internal</i>	<i>External</i>
<i>Helpful</i>	<b>Strengths</b> <i>What are some of STC's strengths?</i> <i>What does STC do well?</i>	<b>Opportunities</b> <i>What are some existing and potential opportunities for STC?</i> <i>What markets are STC missing?</i>
<i>Harmful</i>	<b>Weaknesses</b> <i>What are STC's areas for improvement?</i> <i>What resources does STC need to develop?</i>	<b>Threats</b> <i>What are some existing and potential threats?</i> <i>What new / disruptive trends will require STC to adapt?</i>

The SWOT Analysis session with the Board of Trustees helped identify strengths and weaknesses internal to the College, and opportunities and threats external to the College. Through identifying and discussing each of these circumstances, the Board provided guidance that will substantially support the next steps of the strategic planning cycle.

The trustees highlighted the following items during their SWOT Analysis:

**Strengths**

- Champions of regional diversifications of economic growth
- Ability to evolve and adapt
- Responsiveness to employment trends
- Strong alignment with industry
- Affordability
- Our authentic commitment to the individual, community in our region and how we marry that commitment to data and research
- Serving the whole student and in investment in the success
- Going from data to action
- Affordability
- Accessible / Multiple Locations
- Improving communication of offerings / accomplishments
- Open admissions
- Variety of options available
- Good counseling reputation
- Very good relationships with K-12 institutions
- Top to bottom offerings (GED – BA's)
- Outstanding faculty and staff
- Strong financial base
- Supporting government institutions (city, county, state)
- Clean reputation in terms of governance
- Dual Credit
- Short term certificates
- Staff
- Making the college affordable to all families
- Being able to provide classes relevant to industry
- Providing different types of pathways
- Relationships with communities
- Strong financial base
- Outstanding staff
- PR
- Tuition costs
- Programs offered
- Accessibility
- Instructional choices – face to face, online, blended
- Celebrate successes
- Financial support

### **Weaknesses**

- Public and private competition in the market
- Community relations – share stories
- Compensation
- Perception of small college
- Communicate all that we offer
- Communicate to student the resources of support
- Public Perception
- Get to the decision-maker for the students
- Competing Institutions
- Public awareness of offerings / programs
- Future elections of trustees
- Affordability to all students
- Making sure PR / Marketing is available for all programs
- Competing schools
- External communication – Spanish
- Other competition (colleges)
- Competitive pay
- Communicate
- Community PR – bilingual
- PR with parents focusing on graduating students
- Sell college to the district communities

### **Opportunities**

- External affairs – growth and expansion
- Partnerships with ISD's and higher ed
- Collaboration with industry
- Accelerated learning models
- Attraction of high dollar donations
- Build on apprenticeship opportunities
- Build on childcare framework in Weslaco and expand the evening hours for adult learners
- Build on alumni base for storytelling and relevance
- History with Texas Workforce Commission
- Increasing awareness of our accomplishments by the general public
- Relationships with UTRGV, TA&M, major employers, especially in the healthcare field
- Provide credits for work experience
- Aggressive outreach to GED need group
- Faculty and Staff improved compensation
- Increase financial support from foundation and grant development



- More childcare options
- Strengthen our partnerships with high schools
- Retention rates at the college
- Promotions within the college
- Expanding childcare
- Collaborating with schools
- Collaborating with industry
- Unemployment lower since the inception of the college
- Facilities
- Student success
- Placement metrics
- Apprenticeships

### **Threats**

- Economic climate: Domestic and International
- Competition
- New learner expectations
- Inability to prepare for AI (Artificial Intelligence)
- Online learning
- Surrounding institutions
- Exporting human capital
- Failure to hit HB8 related performance
- Expansion of competing institutions in our market area
- Continuing security issues with border location (cartels, immigration issues)
- Cost of books / supplies to students
- Need to advertise all programs, not just a few
- Security issues
- Border walls
- Accommodate learners
- Competition of long learner (sp) college online
- HB8
- Competition from other higher ed institutions
- Focus on areas not offered by them
- What do we offer that is different and that promotes our institution?

## **6. Wrap Up and Next Steps**

The work session concluded with a wrap up discussion of Strategic Planning and feedback from the trustees to support the next steps in the outlined process.

No formal action by the Board of Trustees was requested at this time. This information was presented as an update to the trustees, for feedback to administration, and to help guide the next steps of the strategic planning process.

### **Adjournment**

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 1:10 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 24, 2023 Board Work Session of the South Texas College Board of Trustees.

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Mrs. Victoria Cantú

Board Secretary

## **Report of New Grants Awards**

At the October 17, 2023 Finance, Audit, and Human Resources Committee, Trustee Victoria Cantu shared the news that the Texas Workforce Commission was soliciting grant applications by employers seeking to provide child care support benefits to their employees, and encouraged administration.

Under the Child Development and Early Childhood Department, the college has received two Child Care Expansion grants:

- 1) to start-up or physically expand (\$60,000) the childcare program at the South Texas College Mid-Valley Campus; and
- 2) to increase the number of infant slots (\$64,000) at the Center.

These funds have been used to purchase operational items for the Center's office and classrooms, as well as supplies and learning materials such as toddler curriculum and assessment tools. The Child Care Center currently has 51 children enrolled.

In July 2023, internal college stakeholders did meet to review the Employer Partnership Program application, as referenced by Trustee Cantu, with the intention of applying; however, because the Mid-Valley Child Care Center had already leveraged the existing facility by adding a portable building through the Child Care Provider Expansion start-up grant, the college was not eligible to apply under this funding cycle.

Administration thanks Trustee Cantu for ensuring the College was aware of the opportunity:

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. Texas Higher Education Coordinating Board (THECB) Work-Study Student Mentorship program allocation in the amount of \$57,622**

Funding through this program will allow work-study mentors to work with high school students at College and Career Centers located at high schools in the College's service area and at South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improve the retention and completion rates of college students. The funding period for this grant is from September 1, 2023 to August 31, 2024.

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

**2. Texas Unified Nutrition Programs, Child and Adult Care Food Program (CACFP) in the amount of \$59,553.60**

The CACFP award renewal provides reimbursements for nutritious meals and snacks for eligible children who are enrolled for care at the South Texas College Mid Valley Child Development Center. Grant funds will be used for the reimbursement of the meals served and meeting grant reporting requirements. The funding period is from October 1, 2023, to September 30, 2024.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by providing students who are parents with an opportunity to be enrolled while their children receive child care and nutritious meals and snacks.

**3. Gene Haas Foundation in the amount of \$20,000**

Funding from the Gene Haas Foundation will provide scholarships for students enrolled in South Texas College's Certificate Program in Manufacturing with plans to pursue an Associate Degree in Precision Manufacturing Technology or students enrolled in the Associate Degree in Precision Manufacturing Program. Scholarship funds can be used for tuition, books, and small personal tools such as calipers, micrometers and safety glasses. The funding period is September 1, 2023 through August 31, 2024.

This award aligns with Strategic Direction # 2, Access and Success by providing students with scholarship opportunities.

**4. City of McAllen, Development Corporation of McAllen Inc. in the amount of \$450,000**

Funding from the Development Corporation of McAllen, Inc will provide help to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley by providing customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing, Construction, Logistics, Warehousing, and energy related industries who are employed in the City of McAllen. Funds will be used for used for tuition, training material, supplies and Institute for Advanced Manufacturing personnel. The funding period for this grant is from October 1, 2023, to September 30, 2024.

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

**5. Occupational Safety and Health Administration (OSHA), Susan Harwood Grant in the amount of \$159,785**

Funding from this grant will be utilized by the Center for Advanced Training and Apprenticeships (CATA) for OSHA Targeted Topic Training that will deliver valuable safety and health training and educational programs that aim to prevent work-related injuries, illnesses, and deaths. CATA will provide safety and targeted topic training for workers in high-risk, high hazard working conditions, minority workers, low literacy workers, and limited English proficiency and eligible workers

covered under the OSH Act of 1970. The training topics include Industrial Trucks/Forklifts, Safe Material and Package Handling, Lockout Tag-out, Slips, Trips, and Falls, and Hazardous Communication. CATA will update existing training material developed by CATA and also acquire new training material from OSHA for workers in the light manufacturing industry. The funding period is from September 30, 2023 to September 30, 2024.

This award aligns to Strategic Direction #1, Lead Community Engagement by aligning educational opportunities with community and workforce needs.

**6. U.S. Economic Development Administration (EDA), STEM Talent Challenge Grant in the amount of \$283,262**

Funding from this grant will be utilized by the Center for Advanced Training and Apprenticeships (CATA) for its STEM Registered Apprenticeship Program to recruit, enroll, and train up to 96 individuals in Pre-Apprenticeship Programs (PAP) in advanced manufacturing and robotics, broadband expansion, and environment jobs. Once students complete the PAP program, they will be enrolled in a one-year Registered Apprenticeship Program.

South Texas College will provide a local match of \$287,160. Final grant agreement is pending review to solidify contract negotiations.

This grant aligns with Strategic Direction #3, Create Educational Opportunities, by increasing community awareness and access to apprenticeship programs.

**7. Additional funds, Texas Workforce Commission (TWC), Child Care Relief Funds in the amount of \$83,645.25**

The Texas Workforce Commission (TWC) approved multiple funding and policy actions to support families and child care providers in light of the COVID-19 pandemic. South Texas College's Mid-Valley Campus Child Development Center was re-invited to apply for Child Care Relief funding as a result of the pandemic. Funds are based on the child care program's licensed capacity and the 75th percentile of the average local market rate for child care in the area. The grant award will be used for auxiliary positions, operational and capital expenditures. The funding period for this grant is from April 2022 through November 2023.

This grant aligns with Strategic Direction #4, Fostering Student Success, by supporting the overall growth and development of children of South Texas College students while their parents attend college classes.

No action is requested.

## **Review and Approval of Interlocal Agreement with Texas A&M Higher Education Center at McAllen**

Administration requests authorization to enter into an interlocal agreement with Texas A&M Higher Education Center at McAllen (HECM) aimed at supporting streamlined admission and data streaming processes between both institutions.

South Texas College has been a supported of Texas A&M's development of a higher education center in the Rio Grande Valley since the original partnerships provided STC facilities, including classrooms and laboratory spaces, to Texas A&M during the construction of their campus in north McAllen.

Since that time, STC and Texas A&M have implemented the Texas A&M Engineering Academy at South Texas College, which builds a bridge for Valley students to begin their pathway to Texas A&M's prestigious engineering programs here at South Texas College.

The proposed new interlocal agreement would establish a joint admission agreement with HECM, providing two pathways for transfer from South Texas College to HECM:

1. STC students who successfully complete 30 or more hours are provided a path for admission to HECM; and
2. Applicants to HECM who do not meet eligibility requirements will have the option to enroll at STC without an additional application, and will be provided advising on the necessary requirements at STC for subsequent matriculation to HECM.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will attend the Board Meeting and will be available to respond to 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 administration to finalize and execute the proposed interlocal agreement with Texas A&M Higher Education Center at McAllen (HECM) as presented.

**Approval Recommended:**

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

## **Review and Approval of Interlocal Agreement with IDEA Public Schools**

Administration requests authorization to enter into an interlocal agreement with IDEA Public Schools (IDEA) aimed at supporting streamlined admission and data streaming processes between both institutions.

The proposed interlocal agreement would enable South Texas College to conduct outreach efforts among IDEA students to recruit graduating high school seniors to attend STC. Outreach efforts would include on-campus visits at IDEA schools, invitations to events at STC, targeted communications, and pre-college opportunities to support the matriculation pathway.

The agreement would also include data sharing to help both institutions monitor student success along these supported pathways and to ensure matriculation and transfer strategies are properly supporting these students' successful higher education careers.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will attend the Board Meeting and will be available to respond to 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 administration to finalize and execute the proposed interlocal agreement with IDEA Public Schools (IDEA) as presented.

**Approval Recommended:**

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

## **Review of Presentations Delivered to Education and Workforce Development Committee**

### **A. Overview of Program and Department Accountability Practices**

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, and Dr. Brett Millán, Professor and Special Assistant to the VP and Provost for Academic Affairs, provided an overview of program and department accountability practices used by the Division of Academic Affairs at South Texas College to monitor performance, ensure quality, and nurture development of new instructional programs at South Texas College.

### **Program Performance**

During the development process for new academic and workforce programs at South Texas College, administration develops goals for enrollment, graduation rates, job placement and/or transfer, and licensure placement rates as key performance indicators to measure a program's successful delivery of meaningful skills and opportunities to students.

### **Department Financial Status**

The College also estimates program operating margins and anticipated class sizes to help anticipate the budgetary impact of new programs offered by South Texas College.

The College conducts an annual review of all instructional programs. To provide focus to this overview, the current presentation focuses on ten programs that have been approved by the Board in recent years, and have at least five years of data upon which to evaluate their performance in alignment with the goals outlined above:

- Advertising / Public Relations (AA)
- Construction Supervision (Certificate / AAS)
- Diagnostic Medical Sonography (Advanced Technical Certificate / AAS)
- Electrician Technology (Certificate / AAS)
- Fire Science (Certificate / AAS)
- Law Enforcement (Certificate / AAS)
- Public Administration (Certificate / AAS)
- Welding (Certificate / AAS)
- Medical & Health Services Management (Bachelor)
- Organizational Leadership (Bachelor)

After reviewing data for each of these ten programs, Dr. Petrosian and Dr. Millán discussed the steps taken after review, particularly when there is room for program improvement.

No formal action by the Education and Workforce Development Committee was requested. This information was presented as an update to the Committee on the accountability standards used to ensure ongoing and meaningful evaluation of programs of study offered by South Texas College.



**B. South Texas College 2023 Information Security Update**

Dr. David Plummer, Vice President for Information Services, Planning, Performance, and Strategic Initiatives, introduced Mr. Luis Gonzalez, South Texas College's Chief Information Security Officer.

October is Cybersecurity Awareness Month, celebrated to raise public understanding of the importance of proactive measures, individual vigilance, and ongoing training to protect information technology

Mr. Gonzalez led the presentation with an overview of compliance requirements, which included continuous planning and investment, regular reporting, and annual training programs to ensure South Texas College stakeholders understand and share their responsibilities to protect the College, its students and personnel, and its resources.

Mr. Gonzalez also provided an overview of the South Texas College *Information Security Program Report*, which evaluates the College's information security protocols against standards developed and measured by Texas Department Of Information Resources (DIR). South Texas College Measures very strongly in comparison to community colleges and other public entities statewide.

The presentation discussed the dominant forms of security threats facing public and private institutions. Specific implementations of security protocols at South Texas College was not discussed, as a matter of best practice for public discussion.

Mr. Gonzalez concluded his presentation with a look forward at areas of specific focus for the 2023 – 2024 fiscal year.

No formal action by the Education and Workforce Development Committee was requested. This information was presented as an update to the Committee, for feedback to administration and to raise awareness of the importance of cybersecurity protocols and training to protect South Texas College's stakeholders.

## **Review of Presentations Delivered to Finance, Audit, and Human Resources Committee**

### **A. Review and Discussion on Options for Contracting Electric Power Services**

Purpose and Justification – The Options for Contracting Electric Power Services were presented for review and feedback on the preferred procurement method option for electric power services.

A procurement method option for electric power services must be selected to secure a contract for the electric power services prior to the end of the existing contract.

In the past, the College procured the electric power services through an interagency contract with the State of Texas, General Land Office, or by advertising a Request for Proposal (RFP).

The College's current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2019 and would expire on May 31, 2024.

Background - The following reflects South Texas College's electric service contracts since FY 2002:

<b>Procurement Method</b>	<b>Service Provider</b>	<b>Period</b>	<b>Electricity Rate per kWh</b>
General Land Office	Reliant Energy	4/1/02 – 3/31/04	\$0.03944
General Land Office	Reliant Energy	4/1/04 – 5/31/06	\$0.05397
Request for Proposal	Hino Electric	6/1/06 – 5/31/07	\$0.08099
Request for Proposal	Hino Electric	6/1/07 – 5/31/08	\$0.08650
Request for Proposal	Gexa Energy	6/1/08 – 5/31/11	\$0.08989
Request for Proposal / General Land Office	Cavallo Energy Texas	6/1/11 – 5/31/14	\$0.05676
General Land Office	Cavallo Energy Texas	6/1/14 – 5/31/19	\$0.05482
General Land Office	Cavallo Energy Texas	6/1/19 – 5/31/24	\$0.04450

### **Comparison Between Procurement Methods**

- Key points of the procurement methods are as follows:

<b>Request for Proposals</b>	<b>Interlocal Agreement - TASB</b>
Consultant Required	Consultant Not Required
Advertisement of RFP	No Advertisement of RFP
Consultant Fee	No Consultant Fee

- Key points processes are defined as follows:
  - ⇒ Request for Proposals (RFP) – An energy consultant would be contracted to prepare the request for proposals, analysis and evaluate for proposal rates, associated fees and taxes, and review the final service agreement. A detailed report of the proposals received will be provided which will include a short list of energy providers for the Committee. After the shortlist is determined by the Committee, the energy providers will be required to submit a final and executable kWh rate for the Board meeting.
  - ⇒ Interlocal Agreement – The Texas Association of School Boards (TASB) has an energy cooperative that the College can participate in through an interlocal agreement. TASB provides contract term options from 12 months to 120 months.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director for Operations and Maintenance, and Becky Cavazos, Director of Purchasing, attended the October 17, 2023, Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

The Committee was not asked to take formal action, as this item was presented for their information and feedback to staff.

The Committee members advised administration that they would like to see proposals, and therefore recommended staff to pursue an RFP as appropriate.

#### **B. Presentation on Key Benefits for Full-Time Eligible Employees**

Purpose and Justification – At the September 26, 2023 Board Meeting, the Board of Trustees requested that management provide a comprehensive summary of employee benefits. At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, administration made the following presentation on the key benefits for full-time eligible employees at South Texas College is being provided.

Investing in the College's employees is imperative in recruitment and retention efforts. A competitive labor market has required employers to remain innovative in the offering of employer-sponsored benefits in order to attract and retain top talent.

The following summary of key employee benefits managed in accordance with pertinent laws and institutional policy and guidelines is as follows:

- State Mandated (Partially Funded)
  - ⇒ Higher Education Group Insurance (HEGI) (Medical Insurance)
  - ⇒ Teacher Retirement System (TRS)
  - ⇒ Optional Retirement Program (ORP)
- Leaves
  - ⇒ Vacation
  - ⇒ Sick Leave
  - ⇒ Catastrophic Sick Leave Pool
  - ⇒ Sabbatical Leave

- ⇒ Personal (Faculty/Staff) Leave
- Tuition Grant and Reimbursement and Dependent Tuition
- Employee Assistance Program (EAP)
- Other Payments/Reimbursements/Salary Increases
  - ⇒ Annual Salary Increases
  - ⇒ Compensation Plan
  - ⇒ Retention Incentive Payment
  - ⇒ HEERF Return to Campus Payment
  - ⇒ Technology Support Reimbursement Benefit
- Other Incentives/Benefits
  - ⇒ Remote Work
  - ⇒ Employee Performance: Promotion and Demotion
  - ⇒ Innovative Work Week Schedule
  - ⇒ Professional Development Training

Additional information for the key employee benefits are as follows:

1. Medical Insurance: The College pays 100 percent of medical health insurance coverage through Blue Cross Blue Shield (BCBS) for full-time benefit eligible employees and 50% for dependents.
  - Higher Education Group Insurance (HEGI) is appropriated to the College based on the number of employees eligible for the state contribution.
  - The state funds 50% of employer total costs of health insurance for eligible employees, which include 100% of the employee health insurance cost and 50% of the dependent insurance cost.
  - New employees become eligible for health insurance coverage after completing a 60-day waiting period working for the College.
2. Retirement: The college provides secured retirement options, including and competitively matching employee contributions for Teacher Retirement System (TRS) and Optional Retirement Program (ORP).
  - Participation in the ORP is only allowed for faculty, executive, and administrative employees within 90 days of beginning employment in an eligible position. The employees that opt to participate in ORP are required to contribute 6.65% of their gross salary. The College also contributes 6.6% of the employee's gross salary into the employee's ORP account, with the exception of a few employees that are grandfathered with a contribution of 8.5%.
  - The state funds 50% of the employer ORP costs for eligible employees.
  - Employees not participating in ORP must participate in TRS. Employees are required to contribute 8.25% of their gross salary. The College also contributes 8.25% of the employee's gross salary into the employee's TRS account.
  - The state funds 50% of the employer TRS costs for eligible employees.

3. Institutional Grants:

- Employees – Employees have a maximum of 9 credit hours per semester covered at STC after one year of being employed with the college.
- Dependents - Dependents have a maximum of 12 credit hours per semester covered at STC, which is dependent on the years of service of the employee requesting the grant.

4. Tuition Reimbursement: All benefit eligible full-time faculty and staff who have been employed in a full-time benefit eligible position at the College for a minimum of one (1) year are eligible to receive \$800 per employee per fiscal year for courses taken at other universities.

5. Leave:

- a. Vacation - With the exception of faculty members who have appointments of less than 12 months, employees accrue between 8 to 16 hours of **vacation leave** per month based on their length of continuous employment.
  - b. Holidays - In FY 2023-2024, each full-time benefit eligible employee receives a total of 26 days of **paid holidays**.
  - c. Sick - Each full-time employee earns eight hours of **paid sick leave** per month.
    - i. Effective August 22, 2023, an eligible employee who separates from employment with the College is eligible for payment of fifty percent of **accumulated sick leave** over 480 hours.
    - ii. Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as **personal leave**.
  - d. Sabbatical - A full-time faculty member may be granted **faculty development leave (often referred to as sabbatical leave)** for study, research, writing, field observations, or other suitable purpose.
  - e. Faculty - Personal Leave - Full-time faculty members who do not accrue vacation leave may use **four of the accrued sick leave days as personal leave days per academic year** (two per long semester), to conduct personal business.
  - f. Bereavement - A full-time employee is allowed up to three days of **paid bereavement leave** upon the death of a member of the employee's immediate family, including grandparents. This leave is reduced from the employee's available sick leave.
6. Employee Assistance Program (EAP): All full-time benefit eligible employees currently have access to services offered through the College's employee assistance program partnership with the University of Texas Health – Houston.

- Services include Mental Health Services, Legal/Financial/Identity Theft Services, WorkLife Services, Promotional Resources, and On-site/Virtual Services.
7. Retention and Return to Campus Payments: Active Full-time employees have received five (5) payments funded by HERFF fund or the Unrestricted Fund for retention initiative or HERFF Return to Campus.
  8. Technology Benefit Payment: The college has made a technology benefit available to Full-Time Regular and Full-Time Temporary Employees. This benefit helps support employees with the cost of conducting college business via their personal technology devices or equipment.
  9. Promotion(s): As of March 02, 2023, college policy allows for employee promotions for movement into a position of increased responsibility or complexity of duties and in a higher salary range.
  10. Telecommuting: During emergencies, specific circumstances, and when feasible, as approved by the supervisor, employees may be permitted or required to perform their job duties remotely. Procedures have been established.
  11. Professional Talent Development and Learning Resources: The newly formed Talent and Learning unit within the Office of Human Resources provides comprehensive trainings, leadership development, and opportunities for professional growth of employees. The Talent & Learning team serves and empowers employees across South Texas College through:
    - a. Cohort-based Leadership Academies
    - b. Training workshops
    - c. Customized team-building opportunities
    - d. LinkedIn Learning support
    - e. New Staff Orientation
    - f. Employee appreciation and recognition
  12. Innovative Workweek Schedules: The College has implemented the Board approved Four-and-a-half-day workweek during regular semesters and a four-day workweek during the summer session.

National associations surveying employee benefits have identified important benefit categories to employers, which align with the above listed benefits.

Management is continually benchmarking the College's benefits to other institutions to remain competitive in the current environment, and have already identified other benefits that may be presented in the future.

Enclosed Documents – A presentation of the Key Employee Benefits was provided in the packet for the Committee's information and review.

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

At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, a Committee Board Member requested information related to Bereavement Leave, Personal Time Off (PTO), a matrix of total cost of benefits, and the sustainability of the benefits. Staff is gathering the information to present at a future committee meeting.

No action was required from the Committee. This item was presented for information purposes

# KEY EMPLOYEE BENEFITS

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

**Dr. Zachary Z. Suarez**  
Executive Director of Human Resources and Talent Development



## Key Employee Benefits

- ▶ State Mandated Medical Insurance and Retirement (Partially State Funded)
  - ▲ Higher Education Group Insurance (HEGI) (Medical Insurance)
  - ▲ Teacher Retirement System (TRS)
  - ▲ Optional Retirement Program (ORP)
- ▶ Leaves
  - ▲ Vacation
  - ▲ Sick Leave
  - ▲ Catastrophic Sick Leave Pool
  - ▲ Sabbatical Leave
  - ▲ Personal (Faculty/Staff) Leave
- ▶ Tuition Grant and Reimbursement and Dependent Tuition
- ▶ Employee Assistance Program (EAP)
- ▶ Other Payments/Reimbursements/Salary Increases
  - ▲ Annual Salary Increases
  - ▲ Compensation Plan
  - ▲ Retention Incentive Payment
  - ▲ HEERF Return to Campus Payment
  - ▲ Technology Support Reimbursement Benefit
- ▶ Other Incentives/Benefits
  - ▲ Remote Work
  - ▲ Employee Performance: Promotion and Demotion
  - ▲ Innovative Work Week Schedule
  - ▲ Professional Development Training
- ▶ Future Benefits



## State Mandated (Partially State Funded) – Fiscal Year 2023

Higher Education Group Insurance (HEGI) (Medical Insurance)	\$14,855,548
Teacher Retirement System (TRS)	\$6,965,417
Optional Retirement Program (ORP)	\$628, 627



## Leaves

### › Vacation

- ▲ Accrue 8 hours of vacation leave per month
- ▲ An additional 2 hours of accrued vacation leave per month for every 5 years worked (effective November 1, 2021)

### › Sick Leave

- ▲ Accrue 8 hours of sick leave a month
- ▲ May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)

### › Catastrophic Sick Leave Pool

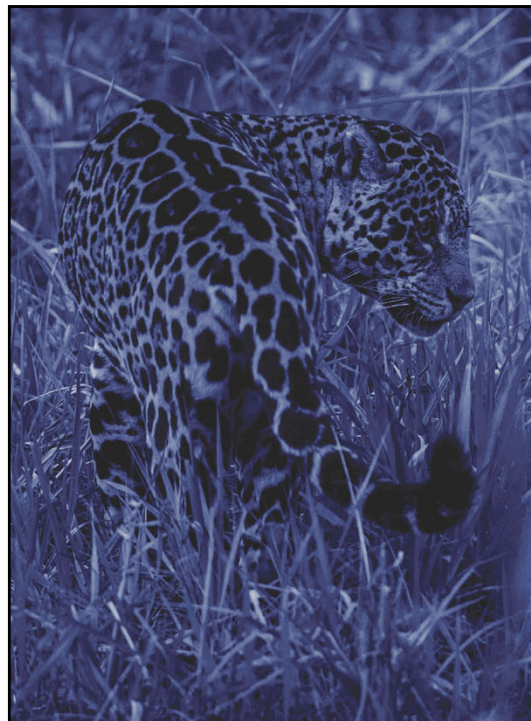
### › Sabbatical Leave

### › Personal (Faculty/Staff) Leave



## Tuition Grant and Reimbursement and Dependent Tuition – Fiscal Year 2023

- ▶ Institutional Grants to Employees: \$1,454,458
- ▶ Employee Tuition Reimbursement: \$11,200
- ▶ Tuition Dependent Waiver: \$137,115



## Employee Assistance Program (EAP) – Fiscal Year 2023

- ▶ EAP Benefits: \$16,885 (effective November 1, 2022)
- ▶ Through EAP, employees can access free, convenient, and confidential services, including
  - ▲ Counseling
  - ▲ Worklife Services via MyLifeValues.com
  - ▲ Elder Care and Care for Adults with Disabilities
  - ▲ Child Care
  - ▲ Personal Resources
  - ▲ Legal/Financial
  - ▲ Disaster Resources
  - ▲ Webinars
  - ▲ Kits for expecting parents, child safety, caring for elderly and more

## Other Payments/Reimbursements/Salary Increases



### Retention Incentive Payment

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Jun 2021	\$1,250 / \$1,150	1,526 / 641	\$2,846,966
Nov 2022	\$1,250 / \$600	1,535 / 674	\$2,500,871
Mar 2023	\$1,500 / \$750	1,535 / 674	\$3,022,812
Nov 2023 - Pending	\$1,500 / \$750	1,650 / 800	\$3,310,238

### HEERF Return to Campus Payment

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Dec 2021	\$2,500 / \$1,500	1,534 / 382	\$4,745,213
Apr 2022	\$2,500 / \$1,500	1,493 / 191	\$4,326,454

## Other Payments/Reimbursements/Salary Increases



### Technology Support Reimbursement Benefit

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular and Temporary	
Dec 2022	\$50/month	1,535	\$831,000

### Annual Salary Increases

Fiscal Year	Amount of Payment
FY 2023	3%, as applicable
FY 2024	4%, as applicable

## Other Incentives/Benefits

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### ➤ Remote Work

▲ Procedures effective November 2022

### ➤ Policy - Employee Performance: Promotion and Demotion

▲ Procedures effective February 14, 2023

### ➤ Innovative Work Week Schedule

▲ Work 36 hours Monday – Thursday, work half day on Friday (effective May 16, 2022)

▲ Summer Schedule: 4 Hours Summer Leave on Fridays (effective May 15, 2023)

# Thank you!

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## **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, Purchases, Renewals, and Interagency Agreements
  - A. Award of Proposal
    - 1) Lease of Trucks (Award)
  - B. Rescind of Proposal
    - 2) Campus Dining and Food Truck Services – III (Rescind)
  - C. Purchases and Renewals
    - a. Instructional Items
      - 3) Radiology Equipment Maintenance Agreements (Renewal)
      - 4) Sonography Equipment Maintenance Agreements (Renewal)
    - b. Non-Instructional Items
      - 5) Furniture (Purchase)
      - 6) Law Enforcement Vehicles (Purchase)
      - 7) HEP Grant Consultant (Renewal) – **Grant Funded**
      - 8) Vehicle Fuel Program (Renewal)
    - c. Technology Items
      - 9) Computers, Laptops, Tablets, Monitors, and Server (Purchase)
      - 10) Network Equipment, Software, and Installation Services (Purchase) – **Grant Funded**
      - 11) Dual Enrollment Software License Agreement (Renewal)
      - 12) Microsoft Campus License Agreement (Renewal)
      - 13) Online Training and Professional Development Resource Library Subscription (Renewal)
  - D. Interagency Agreements
    - 14) Employee Assistance Program (EAP) Agreement (Renewal)
    - 15) State Record Inquiry Access Agreement (Purchase/Renewal)



- b. Approval of Disposal of Surplus Property Valued at \$5,000 and Over
- c. Approval to Reject Proposed College Bookstore Contract Extension
- d. Approval of Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services
- e. Approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) Between South Texas College Police Department and the City Police Departments
- f. Approval to Adopt New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends

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

The Board of Trustees of South Texas College approve and authorize items a – f of the 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, Purchases, Renewals, and Interagency Agreements**

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposal, rescind of award, purchases, renewals, and interagency agreements.

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

**A. Award of Proposal**

**1) Lease of Trucks (Award)**

Award the proposal to **Trancasa USA, Inc.** (Pharr, TX) for the lease of trucks for the period beginning November 1, 2023 through October 31, 2024, as follows:

Term	One year with two (2) one-year options to renew
Total Monthly Amount	\$6,000.00
Total Annual Amount	\$72,000.00

Purpose and Justification – Continuing Professional, and Workforce Education is requesting to lease one (1) automatic and one (1) manual transmission heavy-duty tractor trailer for student instruction at the Technology Campus. The two (2) tractor-trailers are needed to meet the demand of our Commercial Driver's License program.

Background – The project timeline and information are as follows:

Advertised RFP	September 13, 2023 and September 20, 2023
RFP Responses Due	September 28, 2023
RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Continuing Education and the Purchasing Department
Highest Ranked Vendor	Trancasa USA, Inc.

On October 17, 2023, the Finance Committee requested staff to have the vendor submit a revised offer. The vendor complied with the request and responded that the original proposed amount is firm and their final offer.

Funds for this expenditure are budgeted in the Continuing Education budget for FY 2023 – 2024.

**B. Rescind of Award**

**2) Campus Dining and Food Truck Services – III**

Rescind the July 25, 2023, Board award to **Tacos Matamoros and More, LLC.** (Pharr, TX) for the campus dining and food truck services – III at the Regional Center for Public

Safety Excellence and Starr County Campus, since the vendor withdrew their proposal on September 13, 2023.

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

#### **3) Radiology Equipment Maintenance Agreements (Renewal)**

Renew the radiology equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$38,924.00
Estimated Contract Amount	\$194,620.00

Purpose and Justification – The Radiologic Technology Program in the Division of Nursing and Allied Health is requesting to renew two multi-year maintenance agreements for x-ray machines and flash pad digital wireless detectors used for student instruction.

The maintenance agreements will cover three (3) x-ray machines and three (3) flash pad digital wireless detectors. It will also cover the x-ray table, peripheral devices, printers, workstations, and battery replacements with services Monday through Friday, 8:00 a.m. to 5:00 p.m. This equipment must be in working order to best serve students and provide them with the necessary training and instruction.

Funds for this expenditure are budgeted in the Radiologic Technology Program budget for FY2023 – 2024, FY2024 – 2025, FY2025 – 2026, FY 2026 – 2027, and FY2027 - 2028 pending Board approval of the annual budgets.

#### **4) Sonography Equipment Maintenance Agreements (Renewal)**

Renew the sonography equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$25,630.00
Estimated Contract Amount	\$128,150.00

Purpose and Justification – The Diagnostic Medical Sonography Program in the Division of Nursing and Allied Health is requesting to renew two multi-year maintenance agreements for sonography machines and corresponding probes used for student instruction.

The maintenance agreements will cover four (4) sonography machines. It will also cover the DVR, external DVD R/W, probes, devices, power supplies, and workstations with services Monday through Friday, 8:00 a.m. to 5:00 p.m. This equipment must be in working order to best serve students and provide them with the necessary training and instruction.



Funds for this expenditure are budgeted in the Diagnostic Medical Sonography Program budget for FY2023 – 2024, FY2024 – 2025, FY2025 – 2026, FY 2026 – 2027, and FY2027 - 2028 pending Board approval of the annual budgets.

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

**5) Furniture (Purchase)**

Purchase of furniture from OMNIA Partners and The Interlocal Purchasing System (TIPS) cooperatives approved vendors, at an estimated total amount of \$51,624.78 as follows:

#	Vendor	Purchasing Cooperative	Amount
A	Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	TIPS	\$1,586.68
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	TIPS	\$3,441.32
C	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$42,372.81
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$4,223.97
	Furniture Total		\$51,624.78

The purchases can be summarized as follows:

- Datum Storage Solutions, Inc. (Emigsville, PA / Edinburg, TX)
  - ⇒ Pecan Campus
    - 4 Shelving Units for the Library
- Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Fireproof Cabinet for the Cashier's Department
- National Office Furniture, Inc. (Jasper, IN)
  - ⇒ Pecan Campus
    - 21 Tables and 20 Sofas for the Library
- Versteel (Jasper, IN)
  - ⇒ Pecan Campus
    - 8 Study Room Tables for the Library

Funds for these expenditures are budgeted in the requesting department budget for FY 2023 - 2024 as follows: Cashier's and Pecan Library Building F Space Reno FFE.

**6) Law Enforcement Vehicles (Purchase)**

Purchase law enforcement vehicles from **Caldwell County Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$104,700.00.

Purpose and Justification – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles that will serve all the College campuses.

The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all College campuses. These new vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs that will be retired and sent to auction.

Funds for this expenditure are budgeted in the STC Police budget for FY 2023 – 2024.

#### **7) HEP Grant Consultant (Renewal) – Grant Funded**

Renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2024 through January 31, 2025, at an estimated total amount of \$60,000.00.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the consultant to develop and conduct a longitudinal study to evaluate the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019, Board of Trustees meeting.

The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) Migrant and Seasonal Farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry-recognized certification, a certificate, or a degree program.

Background – The Board awarded the contract as follows:

<b>Term: January 26, 2021 – one year with three (3) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	02/01/21 – 1/31/22	3 – three year options
1 <sup>st</sup> Renewal	11/23/21		02/01/22 – 1/31/23
2 <sup>nd</sup> Renewal	10/18/22		02/01/23 – 1/31/24
3 <sup>rd</sup> Renewal	10/31/23		02/01/24 – 1/31/25 <b>Last Renewal</b>

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

#### **8) Vehicle Fuel Program (Renewal)**

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$180,000.00, which is based on prior year expenditures.

Purpose and Justification – The vehicle fuel program is used for College-owned vehicles used by Mail Services, Central Receiving, Facilities Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, Information Technology, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount, weekly usage, and daily usage limits
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations within a mile of the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the agreement, a quarterly rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amount varies based on the state's average volume and usage, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052. The College has received the following amounts of rebates:

<b>Fiscal Year</b>	<b>Amount</b>
2023	\$3,223.39
2022	\$2,875.87
2021	\$1,828.65
2020	\$2,175.31
2019	\$2,459.42
2018	\$2,584.80
2017	\$1,610.82
2016	\$1,435.84

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

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

### 9) Computers, Laptops, Tablets, Monitors, and Server (Purchase)

Purchase of computers, laptops, tablets, monitors, and server as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$139,556.72
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$12,931.00
	Total Amount	\$152,487.72

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, monitors, and server and does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment outside standard configuration or if not replacing existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

<b>Student Computers</b>	
20	Architectural and Engineering Design Technology Lab

<b>Staff Computers</b>	
1	Division of Math, Science, IT, and Bachelor Programs
2	Public Relations and Marketing
3	Chemistry Program

<b>Staff Laptops</b>	
6	Purchasing Department
4	Central Receiving
1	Business Office
4	College Connections
1	Public Relations and Marketing
3	Research and Analytical Services
2	Accountability, Risk, and Records Management
3	Computer Science Program
1	Continuing, Professional, and Workforce Education - Carryover

<b>Faculty Laptops</b>	
1	Cosmetology Program
8	Clinical Simulation

<b>Grant Laptops</b>	
9	Mathematic Program – Lumen Learning Project Grant

<b>Staff Tablets</b>	
1	Public Relations and Marketing
1	Digital Learning

<b>Faculty Monitors</b>	
30	Emergency Medical Services Program

<b>Staff Server</b>	
1	Safety and Security Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Architectural and Engineering Design Technology Lab, Division of Math, Science, IT, and Bachelor Programs, Public Relations and Marketing, Chemistry, Purchasing, Central Receiving, Business Office, College Connections, Research and Analytical Services, Accountability, Risk, and Records Management, Computer Science, CPWE-Carryover, Cosmetology, Clinical Simulation, Digital Learning, Emergency Medical Services, and Safety and Security.

#### **10) Network Equipment, Software, and Installation Services (Purchase) – Grant Funded**

Purchase network equipment, software, and installation services from **Netsync Network Solutions** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$186,391.26.

Purpose and Justification - Information Technology is requesting the purchase of network equipment, software, and installation services for the Pecan, Mid Valley, and Starr County Campuses. It will include forty (40) 10-gigabit form-factor pluggable (XFP) network modules, four (4) network fiber amplifiers, and four (4) network line cards to enhance the network connectivity and bandwidth from Mid-Valley to the Pecan Campus and the Pecan Campus to Starr County Campus. This equipment will improve internet quality and availability to support students, faculty, and staff.

The 10-gigabit form-factor pluggable (XFP) is a network device that provides high-speed network connectivity through the use of fiber optic (physical cable) connections between remote locations. The network amplifier modules are network devices utilized for the purpose of extending the network link connection between remote campus locations.

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) federal grant budget for FY 2023 - 2024.

### **11) Dual Enrollment Software License Agreement (Renewal)**

Renew the dual enrollment software license agreement with **DualEnroll.com, a wholly owned subsidiary of CourseMaven, Inc.** (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2023 through November 30, 2024, at an estimated total amount of \$67,330.00.

Purpose and Justification – The Dual Credit Program is requesting to renew the dual enrollment software license agreement for enrollment, registration, and program management. The software provides a seamless process for dual credit students to apply and register for courses thus, reducing delays and ensuring successful course enrollment.

Funds for this expenditure are budgeted in the Dual Credit Programs budget for FY 2023 – 2024.

### **12) Microsoft Campus License Agreement (Renewal)**

Renew the Microsoft Campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2023 through October 31, 2024, at a total amount of \$288,624.86.

Purpose and Justification - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance, a non-perpetual license that includes upgrades for currently used software products, and to ensure that all of the College-owned computers have copyright-compliant software installed. Faculty, staff, and students use these software licenses for instructional and operational purposes.

The Microsoft Campus license agreement includes the following software:

- Microsoft Windows Server Datacenter Edition licenses and software assurance (100)
- Microsoft Visual Studio Professional with MSDN licenses (15)
- Microsoft Windows Virtual Desktop Access (350)
- Microsoft Project Online Premium Subscription licenses (6)
- Windows Server Standard licenses and software assurance (400)
- Microsoft Windows Remote Desktop Services license and software assurance (100)
- Power BI Pro Subscription licenses (40)
- Project Pro ALNG licenses SPAK MVL (45)
- Power BI Premium USL Education Subscription (45)
- M365 A5 IP and Govern Education Subscription (2,650)
- Microsoft Enterprise Client Access License (CAL) Suite, CAL for Office 365 A3 for faculty and staff and Office 365 A3 for students (2,650)
- Power Apps Plan Education Subscription (14)

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2023 - 2024.

### 13) Online Training and Professional Development Resource Library Subscription (Renewal)

Renew the online training and professional development resource library subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028, as follows:

Term	Five (5) Year Agreement
Total Annual Amount	\$12,951.00
Total Contract Amount	\$64,755.00

Purpose and Justification – The Centers for Learning Excellence (CLE) is requesting to continue the subscription for training and professional development resources utilized by faculty, staff, and students throughout the College district.

This suite of resources provides access to StudentLingo, TutorLingo, and Go2Knowledge. StudentLingo comprises over fifty (50) interactive, on-demand workshops, action plans, and valuable resources focused on helping students achieve their academic, personal, and career goals. Many of these are integrated into STC courses. TutorLingo comprises nine (9) tutor training videos that are compatible with the CLE tutor certification curriculum. Go2Knowledge provides over five hundred (500) live and on-demand webinars for faculty and staff professional development. All three (3) suites are available online 24 hours a day, making access convenient and flexible.

Funds for this expenditure are budgeted in the Center for Learning Excellence budget for FY 2023 – 2024, FY 2024 – 2025, FY 2025 – 2026, FY 2026 – 2027, and FY 2027 – 2028, pending Board approval of the budget.

## D. Interagency Agreements

### 14) Employee Assistance Program (EAP) Agreement (Renewal)

Renew the employee assistance program (EAP) with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the period beginning November 1, 2023 through October 31, 2024, with automatic annual renewals at an estimated total annual amount of \$20,909.00. The estimated annual cost is for 1,584 full-time employees at a per-employee monthly rate of \$1.10.

Purpose and Justification - The Employee Assistance Program (EAP) agreement is for Benefits Eligible College employees for resources related to mental health services, work-life services, and leadership development services to resolve some of the gaps in employee benefits that currently exist at South Texas College.

Administration recommends that South Texas College continue with the interagency contract initially entered into on November 1, 2022, with the University of Texas Health Science Center at Houston for the EAP needs of the College. Participation in the EAP by College Faculty and Staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.

Funds for this expenditure are budgeted in the Human Resources - Employee Wellness budget for FY 2023 - 2024.

**15) State Record Inquiry Access Agreement (Purchase/Renewal)**

Enter into a state records inquiry access interagency agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated amount of \$10,000.00.

Purpose and Justification – The Office of Human Resources and the Department of Public Safety are requesting to enter into an interagency agreement to access driving records (Motor Vehicle Records) that are required as part of their day-to-day operations for compliance with Policy 6426: Authorization to Drive College-Owned Vehicles.

The access is needed to verify driving records for faculty and staff driving College-owned vehicles, including all-terrain vehicles. In order to be authorized to drive a College vehicle or any vehicle on behalf of the College, the employee's driving record is authorized, accessed, and evaluated using standard criteria as listed in the policy to ensure continued eligibility to drive a College vehicle. This verification process has been conducted since the inception of the College, and driving records are verified annually.

The Purchasing Department processes and purchases the vehicle renewal stickers online for all the College's vehicles, as well as new vehicle plates and titles at the local Department of Motor Vehicles locations.

Funds for this expenditure are budgeted in the Office of Human Resources, Department of Public Safety and Purchasing Department for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**Recommendation:**

The Committee recommended Board approval of the award of proposal, rescind of award, purchases, renewals, and interagency agreements at a total cost of \$1,581,592.62 as listed below:

**A. Award of Proposal**

- 1) Lease of Trucks (Award):** award the proposal to **Trancasa USA, Inc.** (Pharr, TX) for the lease of trucks for the period beginning November 1, 2023 through October 31, 2024, as follows:

Term	One year with two (2) one-year options to renew
Total Monthly Amount	\$6,000.00
Total Annual Amount	\$72,000.00

**B. Rescind of Award**

- 2) Campus Dining and Food Truck Services – III (Rescind):** rescind the July 25, 2023, Board award to **Tacos Matamoros and More, LLC.** (Pharr, TX) for the campus dining and food truck services – III at the Regional Center for Public Safety Excellence and Starr County Campus, since the vendor withdrew their proposal on September 13, 2023;



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

- 3) Radiology Equipment Maintenance Agreements (Renewal):** renew the radiology equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$38,924.00
Estimated Contract Amount	\$184,620.00

- 4) Sonography Equipment Maintenance Agreements (Renewal):** renew the sonography equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$25,630.00
Estimated Contract Amount	\$128,150.00

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

- 5) Furniture (Purchase):** purchase of furniture from OMNIA Partners and The Interlocal Purchasing System (TIPS) cooperatives approved vendors, at an estimated total amount of \$51,624.78 as follows:

#	Vendor	Purchasing Cooperative	Amount
A	Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	TIPS	\$1,586.68
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	TIPS	\$3,441.32
C	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$42,372.81
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$4,223.97
	Furniture Total		\$51,624.78

- 6) Law Enforcement Vehicles (Purchase):** purchase of law enforcement vehicles from **Caldwell County Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$104,700.00;
- 7) HEP Grant Consultant (Renewal) - Grant Funded:** renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2024 through January 31, 2025, at an estimated total amount of \$60,000.00;
- 8) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning

January 1, 2024 through December 31, 2024, at an estimated total amount of \$180,000.00, which is based on prior year expenditures;

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

**9)Computers, Laptops, Tablets, Monitors, and Server (Purchase):** purchase of computers, laptops, tablets, monitors, and server as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$139,556.72
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$12,931.00
Total Amount		\$152,487.72

**10)Network Equipment, Software, and Installation Services (Purchase) – Grant Funded:** purchase network equipment, software, and installation services from **Netsync Network Solutions** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$186,391.26;

**11)Dual Enrollment Software License Agreement (Renewal):** renew the dual enrollment software license agreement with **DualEnroll.com, a wholly owned subsidiary of CourseMaven, Inc.** (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2023 through November 30, 2024, at an estimated total amount of \$67,330.00;

**12)Microsoft Campus License Agreement (Renewal):** renew the Microsoft Campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2023 through October 31, 2024, at a total amount of \$288,624.86;

**13)Online Training and Professional Development Resource Library Subscription (Renewal):** renew the online training and professional development resource library subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Total Annual Amount	\$12,951.00
Total Contract Amount	\$64,755.00

**D. Interagency Agreements**

**14)Employee Assistance Program (EAP) Agreement (Renewal):** renew the employee assistance program (EAP) with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement, for the period beginning November 1, 2023 through October 31, 2024, with automatic annual renewals at an estimated total annual amount of \$20,909.00. The estimated annual cost is for 1,584 full-time employees at a per-employee monthly rate of \$1.10;

**15)State Record Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of**

**Public Safety** (DPS) (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$10,000.00.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposal, rescind of award, purchases, renewals, and interagency agreements at a total cost of \$1,581,592.62 as listed below:

**Approval Recommended:**

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommends Board approval of the disposal of surplus property valued at \$5,000 and over through a live auction to dispose of obsolete, damaged, and items not functioning properly for safety purposes, and also due to the lack of storage area for surplus property. The Fixed Assets Department requests that these capital assets, which are part of the College's inventory, be removed from the fixed assets ledger.

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

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

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

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

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

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

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

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

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**  
**SURPLUS PROPERTY VALUED AT \$5,000 AND OVER - LIST #161**  
**SEPTEMBER 25, 2023**

**Recap:** John Deere - 1 ea, Circulation Desk - 4 plts, Dual Corridor - 1 ea, Nursing Adult Female Training Manikin - 1 ea, Vital Signs Simulator Controller - 1 ea, Dual Drop Book Box - 1 ea, Camera - 1 ea, Cargo Van - 1 ea.

#	Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
1	143	1 EA	2011 John Deere XUV 825i - Unit #34 (PD Gator 2)	1M0825GSLAM016767	19201	1/6/2011	\$ 9,475.38	N00018705	\$ -	Obsolete
2	144 - A	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)		0000003743	3/27/2000	\$ 38,686.66	000004706	\$ -	Obsolete
3	144 - B	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
4	144 - C	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
5	144 - D	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
6	145	1 EA	Model 2302 Dual Corridor RF Checkpoint Anti Theft Security Antenna System	2328447	0000004890	3/10/2000	\$ 7,400.00	000004834	\$ -	Obsolete
7	146	1 EA	Laerdal Nursing Anne Adult Female Training Manikin	325M28100007	14684	7/20/2010	\$ 5,348.00	N00018303	\$ -	Incomplete
8	146	1 EA	Laerdal VitalSim Vital Signs Simulator Controller (Component of ST-14684)	2710						Incomplete
9	147	1 EA	P12113960 Kingsley Contempra Dual Drop Outdoor Book Return	3637	19705	7/26/2011	\$ 6,323.58	N00019142	\$ -	Damaged
10	149	1 EA	7G093 Camera Reel/Monitor w/7G093 Pipe/Line Locator	62-006116	12472	1/30/2006	\$ 9,576.83	N00012820	\$ -	Obsolete
11	150	1 EA	2006 Chevy Cargo Van - Unit #12	1GCFG15X361234170	15419	5/5/2006	\$ 15,963.76	N00012823	\$ -	Damaged

**Consent Agenda:**

**c. Approval to Reject Proposed College Bookstore Contract Extension**

Purpose and Justification – Administration recommends the Board reject the Barnes & Noble College Booksellers, LLC. (“B&N”) bookstore contract extension requests.

On February 27, 2023, on its own initiative, B&N provided a proposed Amendment that would add two years to the current five (5) year contract with a modified ending date of October 31, 2026. In addition to the extended term, this proposed Amendment includes the modification and addition of several other terms in the current contract including, among other changes, the following:

<b>1</b>	<b>Implementation of the First Day Complete Program</b>
	Administration cannot make a definite determination of the advantages or disadvantages, both for STC and its students, of accepting and implementing the First Day Complete Program. Administration will conduct research on its implementation at other colleges and universities to determine its benefits for both STC and students to determine its use in a future contract for bookstore operations.
<b>2</b>	<b>Removal of the Annual Minimum Guarantee</b>
	There would be no Annual Minimum Guarantee. The original amount of the guarantee was \$500,000. STC subsequently agreed to accept a lower amount primarily as a result of the COVID epidemic’s impact on sales. The proposed Amendment would eliminate the guarantee completely.

On June 14, 2023, on its own initiative, B&N provided another proposed Amendment to the existing contract to extend the term for an additional one (1) year period through October 31, 2025. There would be no other changes to the existing contract.

Background – On August 27, 2019, the Board of Trustees awarded a five (5) year contract to B&N for the operation of the College’s bookstore for the period beginning November 1, 2019 and ending October 31, 2024.

The original contract and previously approved modifications are as follows:

<b>Modifications</b>	<b>Period</b>	<b>Minimum Annual Guarantee</b>
<b>Original Contract</b>	11/1/19 – 10/31/24	\$500,000
1 <sup>st</sup> Contract Modification Amount Board Approved 5/26/20	11/1/19 – 10/31/20	\$400,000
2 <sup>nd</sup> Contract Modification Amount Board Approved 3/29/22	11/1/20 – 10/31/21	\$325,000
3 <sup>rd</sup> Contract Modification Amount Board Approved 3/28/23	11/1/22 – 10/31/23 11/1/23 – 10/31/24	\$300,000 \$300,000
<b>Proposed Contract Extension Amendment No. 1 dated 2/27/23</b>		

Modifications	Period	Minimum Annual Guarantee
-Removal of the minimum annual guarantee for the last year of the current contract period (11/1/23 – 10/31/24)	11/1/23 – 10/31/24	<del>\$300,000</del>
-Two (2) Year Contract Extension amendment with additional modifications noted above. Several other changes to the contract including adding the First Day Complete Program and changing the manner in which the commissions payable are calculated.	11/1/24 – 10/31/25	\$0.00
	11/1/25 – 10/31/26	\$0.00
<b>Proposed Contract Extension Amendment No. 1 dated 6/14/23</b>		
-One year extension of the current term	11/1/24 – 10/31/25	
-No change to the minimum guarantee payment	11/1/23 – 10/31/24	\$300,000
	11/1/24 – 10/31/25	\$500,000

Administration previously considered and recommended that to the Board approve the three (3) contract modification requests due to the pandemic and the sales minimum sale guarantee not being met. According to B&N the current extension and other modifications are being requested to due to challenging times in higher education.

Enclosed Document – The B&N contract amendments dated 2/27/23 and 6/14/23 follow in the packet for the Board’s information and review.

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

Administration recommends the continuation of the current contract as last modified and accepted by the Board on March 28, 2023, with the term ending after five (5) years as originally agreed. In addition, Administration recommends that Purchasing engage the services of a bookstore consultant and solicit competitive proposals for a new contract a few months before the current termination of the contract on October 31, 2024. It should be noted that, notwithstanding the five-year term, B&N does have the right to terminate the current contract for convenience upon providing a one hundred eighty (180) days’ notice.

The Committee recommended Board approval to reject the Barnes & Noble College Booksellers, LLC., bookstore contract extension requests, 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 rejection of the Barnes & Noble College Booksellers, LLC., bookstore contract extension requests, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**



**Amendment No. 1 to  
Agreement for Bookstore Services  
Between  
South Texas College  
And  
Barnes & Noble College Booksellers, LLC**

Effective July 1, 2023 (“Effective Date”), this Amendment No. 1 (“Amendment”) to the Agreement for Bookstore Services dated November 1, 2019 (“Agreement”) is hereby entered into by and between South Texas College and Barnes & Noble College Booksellers, LLC according to the following terms and conditions. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

1. The parties hereby acknowledge and agree the Agreement shall be extended until October 31, 2026 pursuant to the renewal terms in section 1.1 of the Agreement.
2. **Section 9.1, Course Materials Program Requirements** is hereby amended by adding the following language at the end of such section:

College shall not contract with any third party to provide any services of the type outlined in this Agreement whether on or off campus, through e-commerce sites, hyperlinks to alternate sources, or otherwise endorsed or supported by College. College acknowledges and agrees any attempt to circumvent Contractor by entering into any oral or written agreement or arrangement with a third party for such services and sources could materially and detrimentally impact the revenue stream of this Agreement. In such event, the guarantee shall be eliminated and the parties will renegotiate the financial terms of the Agreement.

3. **Section 10.1(c). Surcharges** of the Agreement is hereby amended by deleting such subsection in its entirety and replacing it with the following:

Freight charges, restocking fees, and other publisher charges invoiced to Contractor are included in the publisher unit cost of net-priced new textbooks, to which Contractor’s gross margin percentage is added.

4. **Section 14.1.** of the Agreement is hereby amended by deleting such section in its entirety and replacing it with the following:

On an annualized basis, Contractor will pay College the following Calculated Commission.

**14.5%** of all Gross General Merchandise Sales up to \$2,000,000.00

**15.5%** of all Gross General Merchandise Sales from \$2,000,000.00 to \$3,000,000.00

**17.5%** of all Gross General Merchandise Sales over \$3,000,000.00

**AND**

**7%** of all Gross Sales of Course Materials

“Gross Sales of General Merchandise” is defined as all collected in-store and online/website sales of general merchandise, including the amounts earned from Contractor’s marketing programs and relationships with its brand partners, less voids, refunds, sales tax, campus debit card fees, computer hardware sales, contractually discounted sales (such as discounted department and faculty/ staff sales),

pass-through income, merchandise sales at less than a 20% initial gross margin and other merchandise mutually designated as non-commissionable.

“Gross Sales of Course Materials” is defined as all collected in-store and online/website sales of course materials and Contractor-owned textbook rentals at the Bookstore, including the amounts earned from processing transactions for publishers related to the consignment of their rental property, and sales of (i) eTextbooks, (ii) pure digital products, and (iii) course materials within the LMS, whether through the First Day® or First Day® Complete programs or any other course material sales outside of such programs, less voids, refunds, sales tax, and handling fees associated with non-return of rental textbooks.

If annual gross sales as described above materially decrease as a result of legislation, conflicting or other campus agreements, material changes in College policy or the business model of the industry (such as digital books or direct publisher sales), removal by College of significant programs or departments, declining enrollment at College (defined as decreased full- and part-time student enrollment of five percent (5%) or more over the prior year), or other reasons outside the reasonable control of Contractor, the guarantee shall be eliminated and the parties agree to renegotiate the financial terms of the Agreement, including a reduction in the commission percentages above.

5. **Section 14.2.** of the Agreement is hereby amended by deleting such section in its entirety and replacing it with the following:

The applicable Calculated Commissions as set forth above shall be made monthly by Contractor to College and shall be paid within thirty (30) days after the close of the month in which they were earned. Contractor reserves the right to deduct from commission payments any past due accounts receivable charges that are more than sixty (60) days in arrears. The final payment for any year shall be made within thirty (30) days after the end of the applicable contract year and will include any adjustments required by the calculations in Section 14.1 (Calculated Commission). Each payment shall be accompanied by a detailed statement of its computation. Contractor shall furnish supporting documentation to College upon request. Contractor shall remit all payments to College under this Agreement via ACH.

6. **Section 17.1. Obligations** of the Agreement is hereby amended by adding the following language as new subsections (g) and (h):

G. A daily export file with the required SIS student export data (including student email addresses) to support a personal experience for faculty and students and enable Contractor to both provide its products and services to College, including the Adoption and Insights Portal (“AIP”), and send Bookstore-related information and personalized content to College’s students.

H. The placement of an electronic link on College’s home page, registration system, and within College’s learning management system (“LMS”) to the Bookstore’s website.

7. **Section 18.3, Purchase of Existing Assets** of the Agreement is hereby amended by adding the following at the end of such section:

In the event of termination of this Agreement for any reason, College shall provide (1) a secure space in or near the Bookstore during the last two weeks of the then-current term or semester to allow Contractor to collect from students all outstanding rented textbooks, including those on consignment owned by the publishers and (2) reasonable support related to such returns, including but not limited to communications to students. Alternatively, if College chooses not to provide such space and support,

College shall assume and be wholly responsible for all of Contractor's liability to the publishers related to the textbooks on consignment during the applicable term or semester, including but not limited to financial obligations with regard to the returns or non-returns of textbooks.

8. **Section 18, Purchase of Existing Assets** of the Agreement is hereby amended by adding the following as new section 18.7:

Should College change logo or contracted athletic apparel provider/licensee, College will either give Contractor six (6) months written notice or will allow Contractor to automatically deduct from commissions due the cost of unsold emblematic merchandise.

9. The Agreement is hereby amended by adding new **Section 26, First Day® Complete Program** as follows:

**Section 26. First Day® Complete Program:**

- a) In order to expand affordability to students, College agrees to implement the First Day® "Complete Program" (inclusive access) for all courses beginning with Fall 2023 semester using a per credit pricing format.

(i) Contractor Responsibilities.

1. Contractor will manage the Complete Program on behalf of College and will be responsible for the procurement of desired textbooks and course materials. Contractor shall fill faculty course material orders (adoptions) for required course materials each term only in accordance with course material adoptions through AIP (or any new adoption tool Contractor introduces) by faculty or authorized department designees that adhere to the schedule below:
  - a. On or before April 1<sup>st</sup> for the fall semester
  - b. On or before October 1<sup>st</sup> for the spring semester
  - c. On or before February 15<sup>th</sup> for the summer semester
2. For any course material adoptions that are not adopted using AIP or turned in by the above deadlines, Contractor will use commercially reasonable efforts to provide such course materials by the first day of the course but cannot guarantee delivery. Course materials will be provided in either rental (new or used) or digital format, at Contractor's discretion, in order to maintain the value of the Complete Program.
3. At a minimum starting two weeks prior to the deadline, Contractor will deliver daily reporting on courses without course material adoptions to College's compliance designee for follow-up with faculty.
4. Two weeks after the end of each semester ("Grace Period"), Contractor will notify College of any Rental Materials not returned by students.
  - a. The list will identify the names of students who have not returned their Rental Materials.
  - b. College will work with Contractor to encourage those students to resolve their accounts with Contractor (e.g., College will place a hold on the student

account(s), message student(s) via all available communication methods, etc.) in order to maintain the value of the Complete Program.

- c. In the event a student does not return Rental Materials, Contractor reserves the right to require student payment of an appropriate rental replacement fee (75% of the new course material selling price) and/or identify the student ineligible for the Complete Program in future semesters.

(ii) College Responsibilities.

1. College shall place the necessary electronic links on its learning management system (LMS) no later than (2) two weeks prior to the start of the term. At least two (2) weeks prior to the start of the term, College shall audit all electronic links on its learning management system (LMS) to ensure they are functional.
2. College is solely responsible, at its expense, for providing mutually agreed upon secured space, in addition to space within the Bookstore, for inventory management and student package delivery and pickup for the Complete Program.
3. By electronic transmission, College shall provide Contractor the course schedule with enrollment information on a daily basis.
4. Delivered to an SFTP server on a daily basis and in a format provided by Contractor or through an SIS integration, College also shall upload each student's complete course schedule, including associated credit hours, eligibility status for the Complete Program, and any additional data required by Contractor in order to implement the Complete Program. At a minimum, College shall begin dropping the file no later than twelve (12) weeks out from the course start date through the end of the registration period for each course.

(iii) Joint Responsibilities. College and Contractor shall be jointly responsible for communicating to students all non-returned rental policies. The parties agree to work together to negotiate publishers' pricing of textbooks and course materials.

(iv) Included and Excluded Materials.

1. The Complete Program will include only required course materials in print rental or digital formats. The Bookstore, at its sole discretion, will determine which course materials (i) may be retained by a student and (ii) which are considered rentals requiring students to return them at the end of the semester (collectively, "Rental Materials").
2. The following items are excluded from the Complete Program: adopted school supplies, kits, uniforms, art supplies, calculators, non-required course materials, or items deemed not a textbook. In addition, the Complete Program does not include shipping costs for delivery to students outside of the Bookstore or designated locations on campus.

(v) Communications. College and Bookstore will work together to promote understanding of the Complete Program. All communication and marketing regarding the Complete Program will be the joint responsibility of College and Contractor, with College providing outreach and messaging to students in accordance with the timelines and proposed

templates provided by Contractor. Contractor will work with College to help educate, promote, and communicate the Complete Program to the students in multiple formats. College shall not issue any external communications, including but not limited to press releases, without the prior written consent of the Corporate Communications department of Contractor.

(vi) Financial Terms.

1. The price per credit per semester for all students shall be \$24, which (a) College agrees to pay Contractor via ACH or Fedwire in accordance with this Section 26 notwithstanding any applicable opt-out or other legal obligations of College and (b) the parties hereby acknowledge and agree is an average price across all courses and shall apply regardless of how many or whether course materials are being used in a particular course.
2. No later than seven (7) days after the census date, College and Contractor will review and mutually agree upon the number of credits for students who have not opted out of the Complete Program that will appear in the “Initial Invoice”. In the event College does not agree within such seven (7) day period upon the number of credits, the Initial Invoice will contain the price per credit (\$24) for all courses based on ninety percent (90%) of the number of students who have not opted out of the Complete Program. College shall pay the Initial Invoice via ACH or Fedwire upon receipt (net zero payment terms) (“Initial Payment Due Date”) Notwithstanding any other provision in this Agreement, Contractor will withhold commission and/or other payments due College under this Agreement in the event College does not comply with its payment obligations hereunder. Immediately upon demand, College shall pay Contractor a flat late fee of five percent (5%) for any balances of the Initial Invoice that remain unpaid more than ten (10) days after the Initial Payment Due Date.
3. If there is a discrepancy in the number of credits in the Initial Invoice, College will provide its registrar’s final enrollment information by credit hour to Contractor no later than fifteen (15) days after the Initial Payment Due Date. Contractor will send a final invoice to College (“Final Invoice”) representing the remaining balance after the Initial Invoice and will be based on College registrar’s final enrollment information by credit hour. College will remit payment of the Final Invoice to Contractor via ACH or Fedwire upon receipt (net zero payment terms) (“Final Payment Due Date”). Notwithstanding any other provision in this Agreement, Contractor will withhold commission and/or other payments due College under this Agreement in the event College does not comply with its payment obligations hereunder. Immediately upon demand, College shall pay Contractor a flat late fee of five percent (5%) for any balances of the Final Invoice that remain unpaid more than ten (10) days after the Final Payment Due Date. For avoidance of doubt, the parties acknowledge and agree any revisions to the Initial Invoice or Final Invoice shall not extend either the Initial Payment Due Date or the Final Payment Due Date.
  - a. Contractor shall have the right to audit the registrar’s records in the event that Contractor reasonably believes the enrollment information reported by College deviates from actual enrollment.
  - b. If the results from the audit prove any final enrollment counts are higher than the counts provided by College, Contractor shall invoice College for the additional charges.

- c. If the results from the audit prove any final enrollment counts are lower than the counts provided by College, Contractor shall provide a credit to College.
- d. At no time during an audit shall either party fail to perform their agreed upon services or responsibilities, including payment on outstanding invoices, with regard to the Complete Program.

4. As required by state and local sales tax law and unless College provides to Contractor a copy of its exemption certificate, Contractor shall add sales tax to the price per credit set forth in subsection (vi)(1) above. All certificates must be complete and valid. Contractor will accept College's certificate only if it can do so in good faith or as otherwise required by state or local law. The parties acknowledge and agree (i) any charges between College and its students may constitute a separate taxable sale for sales tax purposes and (ii) Contractor neither does or shall provide tax advice on these transactions nor be responsible for any taxes imposed on College by any taxing authority.
5. Contractor shall spend up to \$25,000 in capital to design, construct, equip, and install "Fixtures" in the Bookstore in support of the implementation of the Complete Program. Contractor will depreciate this investment on a straight-line basis over the three (3) year period of this Agreement. Should this Agreement terminate before the end of that period, then College shall reimburse Contractor for any amount of the investment not yet depreciated. Contractor shall own all Fixtures until they are fully depreciated.
6. On an annual basis beginning with the completion of the first year of the Complete Program, both parties agree to mutually evaluate and determine the price per credit and other financial terms. The evaluation is based on faculty course materials adopted for the fall and spring semesters, taking into consideration changes in the amount of consumables or to overall title count. Any changes to the per credit price will be agreed upon by the parties no later than March with an effective date starting with the fall semester.

10. All payments by College to Contractor under this Agreement shall be via ACH or Fedwire.

11. Except as expressly modified above, all other terms and conditions of the Agreement shall remain the same.

12. This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.

Agreed as of the Effective Date:

**South Texas College**

**Barnes & Noble College Booksellers, LLC**

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** Vice President of Stores

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*February 2023 v.1*

**Amendment No. 1 to  
Agreement for Bookstore Services  
between  
South Texas College  
And  
Barnes & Noble College Booksellers, LLC**

Effective November 1, 2024 (“Effective Date”), this Amendment No. 1 (“Amendment”) to the Agreement for Bookstore Services dated January 17, 2020 (“Agreement”) is hereby entered into by and between South Texas College, a political subdivision and public institution of higher education created by the Constitution and laws of the State of Texas (“College”) and Barnes & Noble College Booksellers, LLC (“Contractor”), according to the following terms and conditions. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

1. The term of the Agreement is hereby extended through October 31, 2025.
2. Except as expressly modified above, all other terms and conditions of the Agreement shall remain the same.
3. This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.

Agreed as of the Effective Date:

**South Texas College**

**Barnes & Noble College Booksellers, LLC**

\_\_\_\_\_  
**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** Vice President of Stores

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Consent Agenda:**

**d. Approval of Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services**

Purpose and Justification – Administration recommends the Board approve updated evaluation criteria for competitive procurement of non-construction products, services, and products and services used by the College to evaluate competitive sealed proposals as stated in Section 44.031 of the Texas Education Code.

The Purchasing Department has reviewed the existing criteria and proposes an additional step for the request for proposals evaluation process as follows:

- Pass/Fail Determination(s):
  - ⇒ The following documents of the request for proposals (RFP) submission will be given a pass/fail determination:
    - Execution of Offer
    - Incomplete Proposal
    - References (if applicable)

Background – On November 29, 2022, the Board of Trustees approved the evaluation criteria and weights provided below. The Purchasing Department is not proposing any changes to the criteria and weight that follow:

#	Criteria	Products	Products and Services	Services
1	The purchase price	47	42	37
2	The reputation of the vendor and of the vendor's goods or services	10	15	18
3	The quality of the vendor's goods or services	16	14	16
4	The extent to which the goods or services meet the district's needs	18	20	15
5	The vendor's past relationship with the district	3	3	3
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	1	1	1
7	The total long-term cost to the district to acquire the vendor's goods or services	N/A	N/A	5



#	Criteria	Products	Products and Services	Services
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state.	5	5	5
9	Any other relevant factor specifically listed in the request for bids or proposals.	Up to 5 points will be used from the purchase price if applicable.		

The Code of Federal Regulations, which governs procurement using federal funds states, in part, as follows: "The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." [2CFR 200.319(c)]. Therefore, the preference indicated in Criterion #8 as currently written cannot be used in evaluating competitive proposals when federal funds are used.

Enclosed Document – The current evaluation criteria and weighted points for the solicitation of products, products and services, and services are provided in the packet for the Board's information and review.

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

The Committee recommended Board approval of the updated evaluation criteria for competitive procurement of non-construction products, services, and products and services used by the College to evaluate competitive sealed proposals as stated in Section 44.031 of the Texas Education Code.

***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 updated evaluation criteria for competitive procurement of non-construction products, services, and products and services used by the College to evaluate competitive sealed proposals as stated in Section 44.031 of the Texas Education Code.

**Approval Recommended:**

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

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

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

**Definitions of evaluation terms:**

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

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

**Marginal** - respondent provided minimal information on requirements

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

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

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

**Total Points**

**100**

**Definitions of evaluation terms:**

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

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

**Marginal** - respondent provided minimal information on requirements

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

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>42</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15</b> <b>8-12</b> <b>3-7</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>14</b>	<b>13-14</b> <b>9-12</b> <b>3-8</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20</b> <b>11-15</b> <b>6-10</b> <b>0-5</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:</b> a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	<b>5</b>	<b>5</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>9</b>	<b>Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

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

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

**Marginal** - respondent provided minimal information on requirements

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

**Consent Agenda:**

**e. Approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) Between South Texas College Police Department and the City Police Departments**

Purpose and Justification – Administration recommends Board approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) between the South Texas College Police Department and the City Police Departments for McAllen, Pharr, Weslaco, and Rio Grande City.

The new MOUs include the following revisions:

- ⇒ Update the name of the current Chief of Police for each City
- ⇒ Update the name of the South Texas College President
- ⇒ Add a section to include the College’s Emergency Alert System, where the police departments from each city are added to ensure the timely sharing of information regarding public safety alerts

Background - The South Texas College Police Department currently has an MOU with the following:

<b>Police Department</b>	<b>Campus/Center Serviced</b>	<b>Board Approved</b>
City of McAllen	Pecan Campus, Nursing and Allied Health Campus, Technology Campus	October 2012
Pharr Police Department	Regional Center for Public Safety Excellence	May 2017
Weslaco Police Department	Mid Valley Campus	November 2015
Rio Grande City Police Department	Starr County Campus	November 2015

The MOU outlines the jurisdiction of each police department, cooperation protocols, and identifies which police department is responsible for responding to incidents in geographical locations within the respective City.

Funding Source - No funds are required for the MOUs with each City Police Department.

Reviewers - Each Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for Department of Public Safety, the Contract Manager, the College’s Legal Counsel, and the respective Chiefs of Police as follows:

- ⇒ Victor Rodriguez, Chief of Police for the City of McAllen Police Department
- ⇒ Juan F. Gonzalez, Chief of Police for the Pharr Police Department
- ⇒ Dr. Joel Rivera, Chief of Police for the Weslaco Police Department
- ⇒ Noe Castillo, Chief of Police for the Rio Grande City Police Department

Enclosed Documents - The Memorandums of Understanding (MOUs) for each City follow in the packet for the Board's information and review.

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

The Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) between the South Texas College Police Department and the City Police Departments for McAllen, Pharr, Weslaco, and Rio Grande City 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 Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) between the South Texas College Police Department and the City Police Departments for McAllen, Pharr, Weslaco, and Rio Grande City as presented.

**Approval Recommended:**

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

JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND CITY OF MCALLEN POLICE DEPARTMENT

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WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of McAllen, jurisdiction within the city limits and for certain purposes throughout the county

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the City of McAllen Police Department (MPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of McAllen (STC jurisdiction site), and MPD shall retain concurrent jurisdiction.

ARTICLE 2:

MPD will retain primary jurisdiction within the City of McAllen outside of property owned, operated, rented or leased by South Texas College. ~~within the City of McAllen.~~

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. MPD may exercise police powers within STC property located within the City of McAllen as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

In the event STCPD requests the assistance of MPD with an incident at an STC jurisdiction site, upon acceptance of such request, MPD reserves the right to respond and assume primary jurisdiction until the incident has been terminated.

ARTICLE 5:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 6:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 7:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC ~~RAVE~~ Emergency Alert System, for the MPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 8:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Ricardo J. Solis  
President

South Texas College Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Rodriguez  
Chief of Police

City of McAllen Police Department

\_\_\_\_\_  
Date



JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND PHARR POLICE DEPARTMENT

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WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of Pharr, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Pharr Police Department (PPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Pharr (STC jurisdiction site), and PPD shall retain concurrent jurisdiction.

ARTICLE 2:

PPD will retain primary jurisdiction within the City of Pharr outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. PPD may exercise police powers within STC property located within the City of Pharr as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the PPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Ricardo J. Solis  
President  
South Texas College Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Juan F. Gonzalez  
Chief of Police  
Pharr Police Department

\_\_\_\_\_  
Date

JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND WESLACO POLICE DEPARTMENT

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WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of City of Weslaco, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Weslaco Police Department (WPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Weslaco (STC jurisdiction site), and WPD shall retain concurrent jurisdiction.

ARTICLE 2:

WPD will retain primary jurisdiction within the City of Weslaco outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. WPD may exercise police powers within STC property located within the City of Weslaco as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the WPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Ricardo J. Solis  
President  
South Texas College Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Joel Rivera  
Chief of Police  
Weslaco Police Department

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Norma Cantu  
City Secretary  
City of Weslaco

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Suarez  
Mayor  
City of Weslaco

\_\_\_\_\_  
Date

Approved As to Form:

\_\_\_\_\_  
Juan Gonzalez  
City Attorney  
City of Weslaco

\_\_\_\_\_  
Date

JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND RIO GRANDE CITY POLICE DEPARTMENT

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WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of Rio Grande City, jurisdiction within the city limits and for certain purposes throughout the county

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Rio Grande City Police Department (RGCPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within Rio Grande City (STC jurisdiction site), and RGCPD shall retain concurrent jurisdiction.

ARTICLE 2:

RGCPD will retain primary jurisdiction within Rio Grande City outside of property owned, operated, rented or leased by South Texas College. ~~within Rio Grande City.~~

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. RGCPD may exercise police powers within STC property located within Rio Grande City as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the RGCPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Ricardo J. Solis                      Date  
President  
South Texas College Police Department

\_\_\_\_\_  
Noe Castillo                                      Date  
Chief of Police  
Rio Grande City Police Department

**Consent Agenda:**

**f. Approval to Adopt New Local Policy DEAA - Compensation and Benefits:  
Incentives and Stipends**

Purpose and Justification – Administration recommends Board approval of Local Policy DEAA - Compensation and Benefits: Incentives and Stipends to align with the Texas Association of School Boards (TASB) policy manual.

The adoption of the policy will ensure the College has provisions to manage the pay schedule of stipends and compensate exempt personnel for supplemental duties they are assigned.

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 policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new policy follows 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 Local Policy DEAA - Compensation and Benefits: Incentives and Stipends as presented, and which supersedes any previously adopted Board Policy.

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

The Board of Trustees of South Texas College approves and authorizes adoption New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends as presented, and which supersedes any previously adopted Board Policy.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

COMPENSATION AND BENEFITS  
INCENTIVES AND STIPENDS

DEAA  
(LOCAL)

**Stipend**

The College President shall recommend a stipend pay schedule as part of the annual compensation plan of the College District.

*Supplemental  
Duties*

The College President or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.



## **Review and Action as Necessary on 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 for Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets).

The Board of Trustees did not approve the Technology Support Reimbursement at their September Board meeting and requested a comprehensive report of employee benefits, which was provided to the Finance, Audit, and Human Resources Committee on October 17, 2023.

At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, a Committee Board Member requested information related to Bereavement Leave, Personal Time Off (PTO), a matrix of total cost of benefits, and the sustainability of the benefit costs over time. Staff is gathering the information to present at a future committee meeting.

The Technology Support Reimbursement Benefit Payment will be funded from an Unrestricted Fund Balance carryover allocation as approved by the Board on September 26, 2023 as part of a Budget Amendment for FY 2023 – 2024. Should the Board decide not to approve the reimbursement program, those funds would be reallocated to the College's Unrestricted Fund balance. This payment is presented as a one-time reimbursement with no commitment for future repetition. Any future reimbursement payments are not guaranteed and would be issued subject to budget availability and Board approval, following the process used for other payments such as pay increases and new positions.

### **Proposed Reimbursement**

The reimbursement benefit payment 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.

There are numerous advantages of providing a technology support benefit to employees at South Texas College. Advantages include, but are not limited to, supporting employee recruitment and retention strategies, promoting team flexibility, promoting a better work-life balance, maximizing institutional use and efficiency of technology resources (i.e., Workday, etc.), and supporting institutional security controls for off-campus work (i.e., duo-factor authentication). The primary disadvantages associated with providing a technology support benefit to employees, including, cost and the risk of negatively impacting work-life balance. However, the advantages definitely outweigh the disadvantages.

Work from home/off-site procedures were prepared and are in place as a guide for supervisors and employees.

### **Proposed Technology Support Payment Plan**

The Finance and Human Resources Committee asked that additional information be provided at the Board Meeting on the practice of 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. These stipends are primarily provided to exempt staff and administration, which had also been the practice at South Texas College. This system was developed when cell phones were used primarily to reach administration when they were out of their office, either in meetings or after hours. This practice has not been updated to reflect the current wide-spread use of various devices and resources for more than only voice communication, and at various locations on and off campus.

The proposed new reimbursement model recognizes that employees from across the College, in each division and department and of every pay classification, regularly use their personal devices, home internet, and other resources to execute their duties for South Texas College. Administration believes it is more equitable to allow all employees, rather than only the exempt employees, to claim partial reimbursement for their personal expenses that contribute to their professional responsibilities. Additionally, the proposed reimbursements would be provided tax-free to employees, as opposed to the standard stipends, which are taxable income.

	<b>Cell Phone Stipend</b>	<b>Technology Reimbursement</b>
<b>Processing Time</b>	Individual stipend NOEs	Online self-attesting
<b>Tax implications</b>	Taxed	Not taxed
<b>Eligibility</b>	Benefits select exempt staff and administration	Benefits for regular and temporary full-time faculty and staff
<b>Complexity</b>	Varying stipend amounts	Flat reimbursement rate
<b>Cost</b>	Lower Cost	Higher Cost

Considering the new remote work practices and as an effort to boost employee recruitment and retention, STC management proposes a technology support payment 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.

- Initiate a non-taxable reimbursement for Regular and Temporary Full-Time employees, encompassing both exempt and non-exempt employees in all job categories who have used personal technology device or equipment for College related business.
- Acknowledgement by Employee
  - ⇒ The reimbursement will be processed at the request of the employee, electronically, no receipts or documentation is required to support this payment.
  - ⇒ The Employee acknowledges with a self-attesting statement that the employee uses a personal device or equipment for College related business.
- 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 technology 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.
- The reimbursement benefit payment will be reduced by the amount the employee received in Cell Phone Stipend Payments in calendar year 2023, if applicable.
- The 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 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 technology benefit payment will be issued on Friday, December 15, 2023.
- Qualifications for technology 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 the technology 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 payment electronically from the College by Friday, November 17, 2023.
- ⇒ Employees must have an active assignment date as of December 4, 2023.

Total Estimated Technology Benefit for January 2023 to December 2023

Estimated Number of Employees Eligible to Receive Payment	Estimated Total Technology Benefit Amount
1,678	\$1,475,175

The College will not incur any employer benefit expenses for this technology benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund was Board approved in September 26, 2023.

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

Reviewers – The Technology 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.

On October 17, 2023, the Committee instructed administration to take this item directly to the Board, without a formal 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 a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2023 through December 2023 for 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**

## **Review and Action as Necessary to Renew the Course Management and Hosted Services Agreement**

Purpose and Justification – Administration recommends Board approval of the renewal of the course management and hosted services agreement with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2025, at a total amount of \$181,334.52.

The Pyramid Analytics package allows instructors to monitor student performance and achievements from the first day of classes and identify issues and performance activities in time to retain and create successful students.

The nature of digital learning creates a need for faculty and students to have access to help desk agents on a 24/7 basis. The HelpDesk Support Tiers 1 and 2 chat and phone services provide a help desk presence as needed.

The annual amounts are as follows:

#	Services	Period	Amount
Period 4			
1	Pyramid A4L – ANNL	9/1/23 – 8/31/24	\$12,272.00
2	SmartView Seats	9/1/23 – 8/31/24	\$2,341.00
3	Intel Managed Hosting VPN	9/1/23 – 8/31/24	\$12,272.00
4	HelpDesk Support (Tier I)	9/1/23 – 8/31/24	\$15,489.00
5	Intel Advancement – ANNL	9/1/23 – 8/31/24	\$29,845.00
	Total Amount		\$72,219.00
Period 5			
1	Pyramid A4L – ANNL	9/1/24 – 8/31/25	\$12,395.00
2	SmartView Seats	9/1/24 – 8/31/25	\$2,365.00
3	Intel Managed Hosting VPN	9/1/24 – 8/31/25	\$12,395.00
4	HelpDesk Support (Tier I)	9/1/24 – 8/31/25	\$15,644.00
5	Intel Advancement – ANNL	9/1/24 – 8/31/25	\$30,143.00
	Total Amount		\$72,942.00
HelpDesk Support			
1	Tier 2 HelpDesk Support	2/27/24 – 8/31/24	\$12,211.02
2	Tier 2 HelpDesk Support	9/1/24 – 8/31/25	\$23,962.50
	Total Amount		\$36,173.52

Background – The original contract was previously approved by the Board on August 24, 2021, for the period of September 30, 2021 through September 29, 2025, and included these services.

On September 26, 2023, a new five-year contract was Board approved that superseded the original contract and did not include these necessary services due to the new Texas Risk and Authorization Management Program (TXRAMP) certificate requirements.

At this time, the Digital Learning department requests to enter into a separate agreement for the above-listed products/services and HelpDesk Support under a grandfathered clause, to better serve our students.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Dr. Rachel Sale, Dean of Digital Learning, will be present at the Board meeting to address questions.

Information for this item was not available at the time of the October 17, 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 renewal of the course management and hosted services agreement with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2025, at a total amount of \$181,334.52.

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

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

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

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

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

- a. Approval to Proceed with Solicitation of Engineering Services for the Following Projects:
  - 1. Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales
  - 2. Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces
  - 3. District Wide HVAC Replacements Phase I at Mid Valley Campus
- b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs
- c. Approval of Proposed Change Order for the Starr County Campus Workforce Center Building D Automotive Lab Expansion

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

The Board of Trustees of South Texas College approve and authorize items a – c of the Facilities Committee Consent Agenda as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**a. Approval to Proceed with Solicitation of Engineering Services for the Following Projects:**

1. Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales
2. Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces
3. District Wide HVAC Replacements Phase I at Mid Valley Campus

Approval of authorization to proceed with solicitation of engineering services for these projects is requested.

**Justification**

Solicitation of Request for Qualifications (RFQ) for engineering services is necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. RFQ solicitation will not be issued until the evaluation process is Board approved. The RFQ process is included under a separate item on the committee agenda. Once the statements of qualifications are received, an evaluation team would evaluate the responses and propose an engineer to the Facilities Committee at a later date.

**Scheduling Priority**

These projects were requested by Administration, and have been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. These projects are scheduled as non-educational improvements.

**Background**

Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales

The existing Parking Lot 2 and existing drainage swales were constructed in 2004. The parking lot is in need of resurfacing and the swales needs to be regraded to allow for proper drainage flow.

The proposed scope of work is summarized as follows:

- Asphalt resurfacing and restriping of existing 147 parking spaces in the parking lot
- Regrading of the existing drainage swale along Military Highway.

The total project estimated cost, including construction, design, and miscellaneous, is \$395,000 and is itemized in the table below:

<b>Technology Campus Resurfacing Parking Lot 2 &amp; Regrading Existing Swales Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$350,000
Design	35,000
Miscellaneous	10,000
<b>Total Estimated Project Budget</b>	<b>\$395,000</b>

Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces

The project consists of constructing an additional seventy-six (76) parking spaces to the existing parking lot for students and visitors.



The proposed scope of work is summarized as follows:

- Construction of a parking lot expansion
- 76 additional parking spaces

The total project estimated cost, including construction, design, and miscellaneous, is \$330,700 and is itemized in the table below:

Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$287,000
Design	28,700
Miscellaneous	15,000
<b>Total Estimated Project Budget</b>	<b>\$330,700</b>

#### District Wide HVAC Replacements Phase I at Mid Valley Campus

The project consists of replacing a total of thirteen (13) heating, ventilation, and air conditioning (HVAC) units at Buildings E, F, and G at the Mid Valley Campus for Phase I of the district-wide replacement efforts.

The proposed scope of work is summarized below:

- Replacement of HVAC units at the following Mid Valley Campus buildings:
  - Building E     4 Units
  - Building F     2 Units
  - Building G     7 Units
  - Total           13 Units

The total project estimated cost, including construction and design, is \$2,550,000 and is itemized in the table below:

District Wide HVAC Replacements Phase I at Mid Valley Campus Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$2,300,000
Design	250,000
<b>Total Estimated Project Budget</b>	<b>\$2,550,000</b>

#### **Funding Source**

Funds for these projects are available in the Unexpended Construction Plant Fund and Renewals & Replacements Fund for use in FY 2023 – 2024.

#### **Estimated Project Timeline**

##### Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales

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

##### Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces

The project design phase is projected to last until April 2024, with construction to commence in June 2024 and Substantial Completion in December 2024.

District Wide HVAC Replacements Phase I at Mid Valley Campus

The project design phase is projected to last until March 2024, with construction to commence in June 2024 and Substantial Completion in January 2025.

**Enclosed Documents**

Following in the packet are presentations of the projects and site plans of the areas for the Board's review and information.

The Committee recommended Board approval to proceed with the solicitation of engineering services for the Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales, the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces, and the District Wide HVAC Replacements Phase I at Mid Valley Campus 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 proceeding with the solicitation of engineering services for the Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales, the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces, and the District Wide HVAC Replacements Phase I at Mid Valley Campus as presented.

**Approval Recommended:**

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

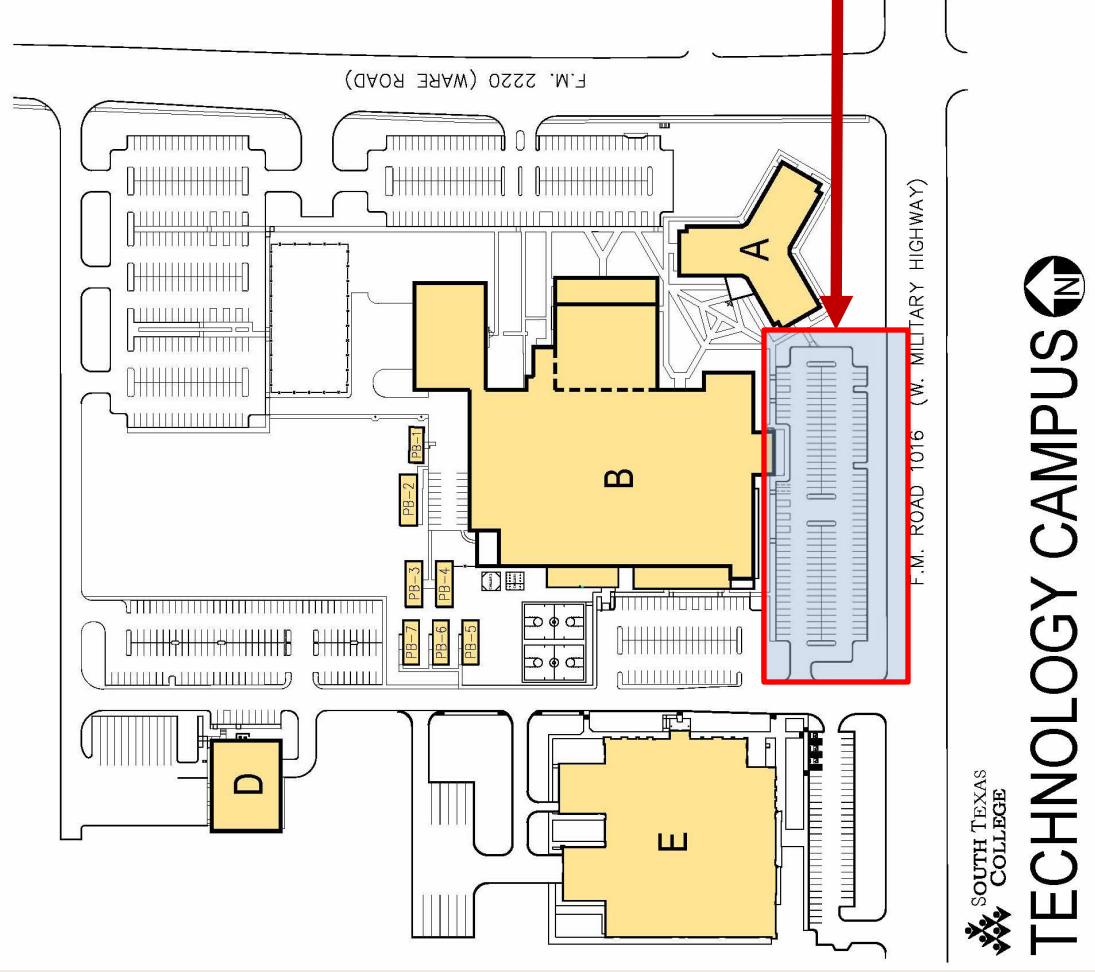


# Technology Campus

## Resurfacing of Parking Lot #2 and Regrading Existing Swale

Project: 2024-010R

# Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale Project Location



# Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Existing Asphalt  
Conditions at  
Parking Lot 2



# Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Existing Swale along Military Hwy.

# Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



## **Requested By**

Facilities Operations & Maintenance and Facilities Planning & Construction

## **Scope of Work**

- Resurface existing Parking Lot #2
- Regrade the existing drainage swale on the south side of Parking Lot #2 along Military Highway.

## **Estimated Total Project Budget**

Construction	\$ 350,000
Design	35,000
Miscellaneous	10,000
Total Project Budget	<b>\$ 395,000</b>



**SOUTH TEXAS  
COLLEGE**

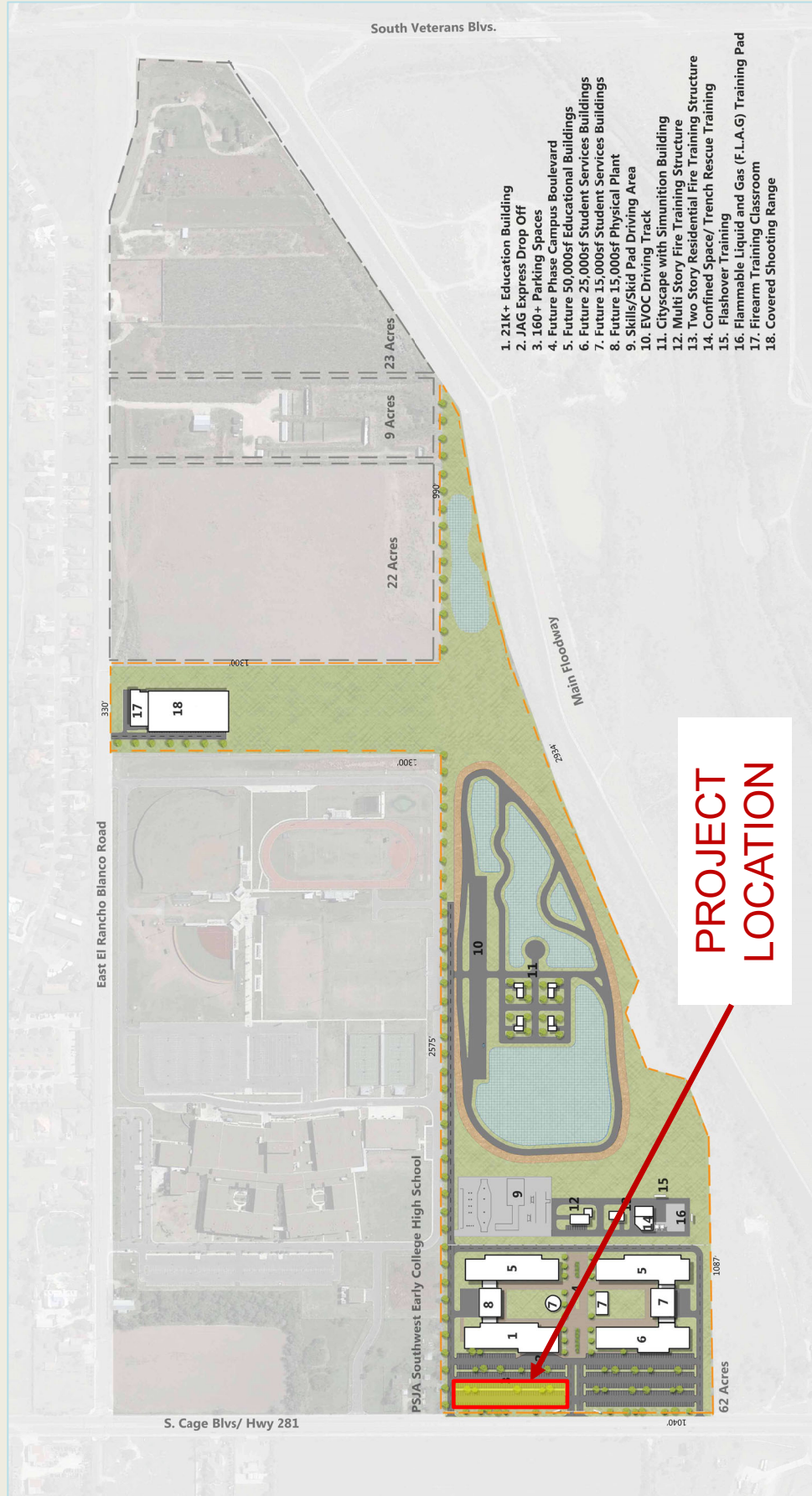
## **Regional Center for Public Safety Excellence Additional Parking Lot**



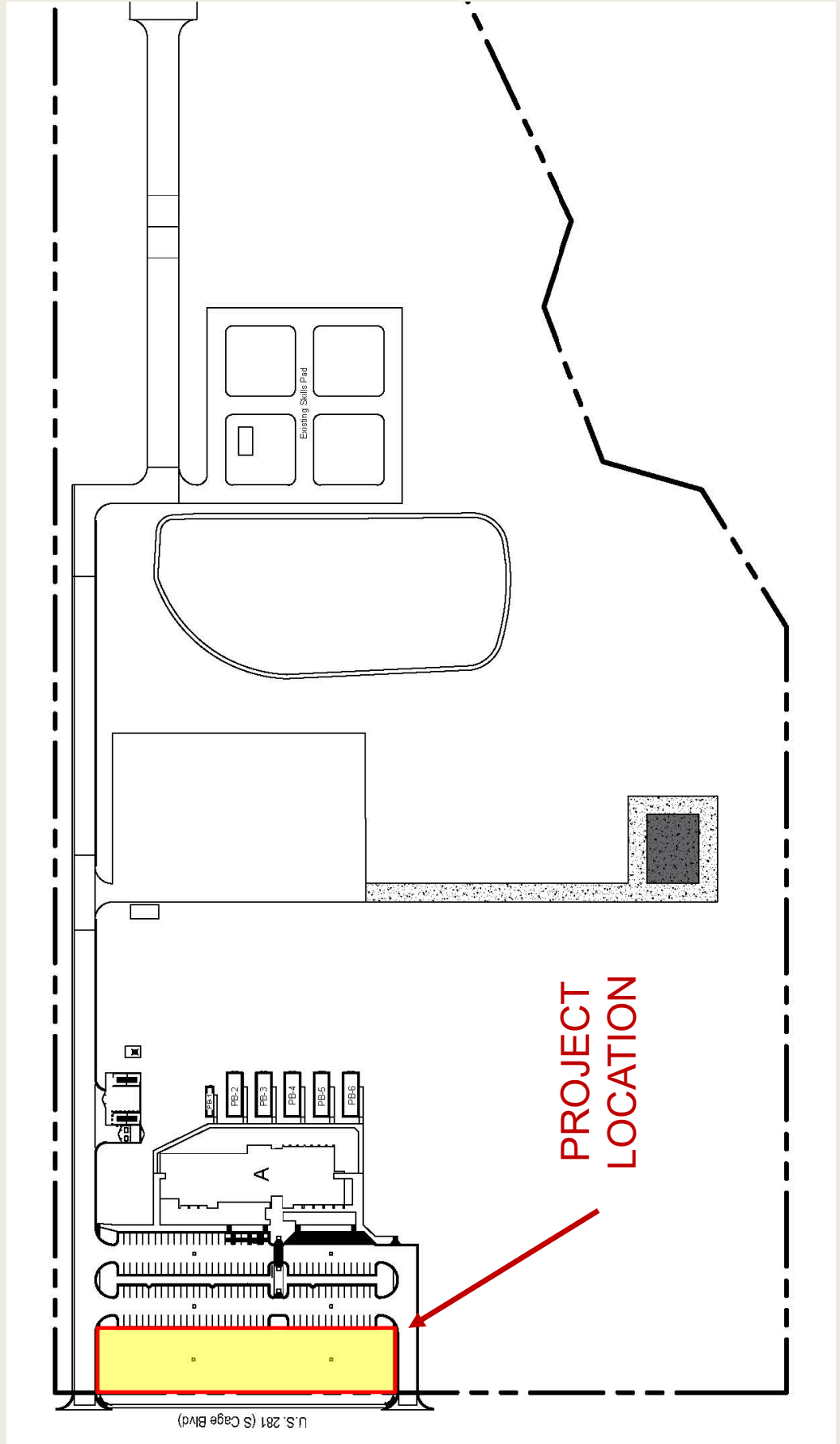


**SOUTH TEXAS  
COLLEGE**

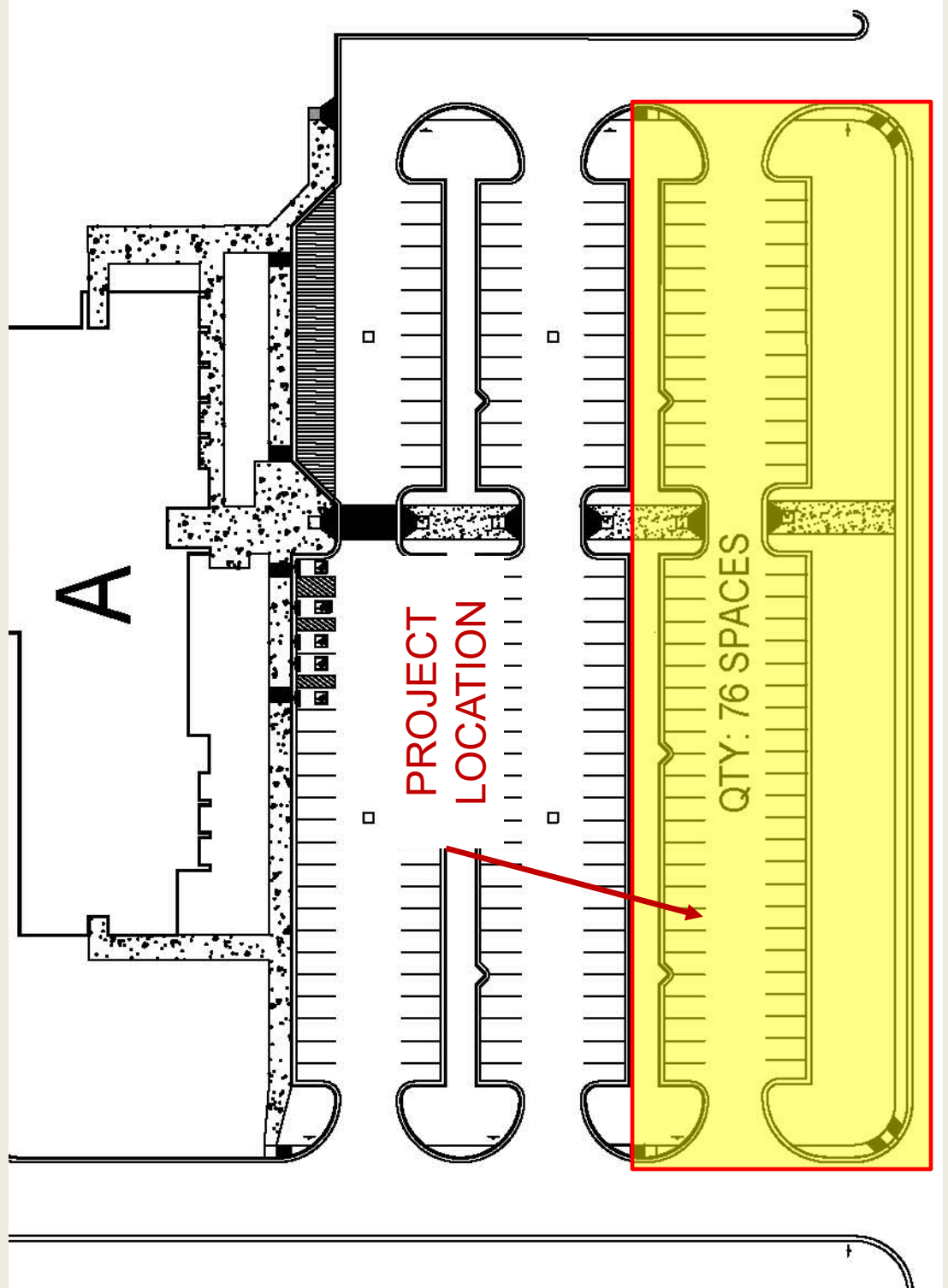
# Project Site



# Project Site



## Project Site



# Proposed Scope and Budget



## Scope of Work

Design and Construction of a new parking lot addition at the Regional Center for Public Safety Excellence.

## Estimated Total Project Budget

Construction	\$ 287,000
Design	28,700
Miscellaneous	15,000
<b>Total Project Budget</b>	<b>\$ 330,700</b>



# Mid Valley Campus

## District Wide Air Handler Replacements

R&R 2024-013R



**SOUTH TEXAS  
COLLEGE**



# District Wide Air Handler Replacement

## Mid Valley Campus

### Project Site



PROJECT  
LOCATIONS



Buildings:  
E, F, and G



# District Wide Air Handler Replacement

## Mid Valley Campus

### Existing Photos



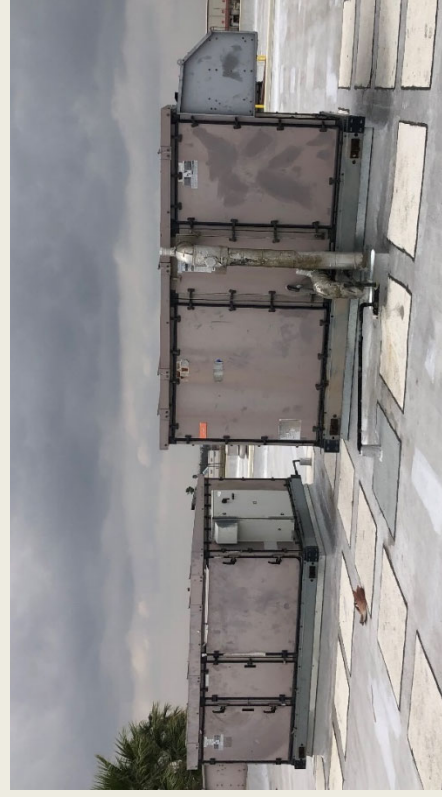
Building F



Building G



Building E



Building G

# District Wide Air Handler Replacement

## Mid Valley Campus



### **Requested By**

Facilities Operations and Maintenance

### **Scope of Work**

Removal and replacement of multiple existing air conditioning units with UV lights at the Mid Valley Campus.

### **Estimated Total Project Budget**

Construction	\$ 2,300,000
Design	250,000
Total Project Budget	<b>\$ 2,550,000</b>



**Consent Agenda:**

**b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs**

Approval of schematic design prepared by Brown Reynolds Watford Architects (BRW) and authorization to proceed with Solicitation of Construction Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs project is requested.

**Purpose**

Schematic design is the first phase of basic design services provided by the project design team and approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Once schematic design is approved, BRW will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

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

**Background**

On June 28, 2022, the Board of Trustees approved contracting architectural services with BRW for this project. The architect has worked with College staff to develop a schematic design to meet the needs of the Music and Dance departments.

The project consists of the construction of an expansion and renovation to the Pecan Campus Cooper Center for Performing Arts Building L for the Music and Dance Programs.

- Design and construction of the expansion and renovation to include:
  - Large Rehearsal Room, Small Rehearsal Room, 8 Practice Rooms, 9 Faculty Studios, Storage Space, Lockers, Mechanical Rooms, and Study Area
  - Total Square Feet of Expansion: 8,600 sq. ft.

A renovation to construct a dance rehearsal space has been removed from the scope of this project. College staff will perform the design and construction work for the Dance Program renovation, and request to contract construction services for the flooring of the space at a later date.

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

<b>Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music &amp; Dance Programs Construction Budget and Estimated Cost</b>		
<b>Construction Budget</b>	<b>Estimated Construction Cost</b>	<b>Variance</b>
\$4,400,000	\$4,800,000	(\$400,000)

The total project budget is \$5,698,000 which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

### **Funding Source**

Funds for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Project 2022-043C are available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

### **Reviewers**

The schematic design has been reviewed by College staff from the Academic Affairs Division, Facilities Planning & Construction, Administration, and Coordinated Operations Council.

### **Estimated Project Timeline**

The project design phase is projected to last until February 2024, with construction to commence in April 2024 and Substantial Completion in June 2025.

### **Enclosed Documents**

BRW has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans, a floor plan, interior and exterior views, and a fact sheet.

### **Presenters**

Representatives from BRW attended the Facilities Committee meeting to present the schematic design of the project.

The Committee recommended Board approval of the proposed schematic design and authorization to proceed with solicitation of construction services of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design and proceeding with solicitation of construction services of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs project as presented.

### **Approval Recommended:**

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



# SOUTH TEXAS COLLEGE

PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L  
EXPANSION AND RENOVATIONS FOR THE MUSIC AND DANCE PROGRAMS

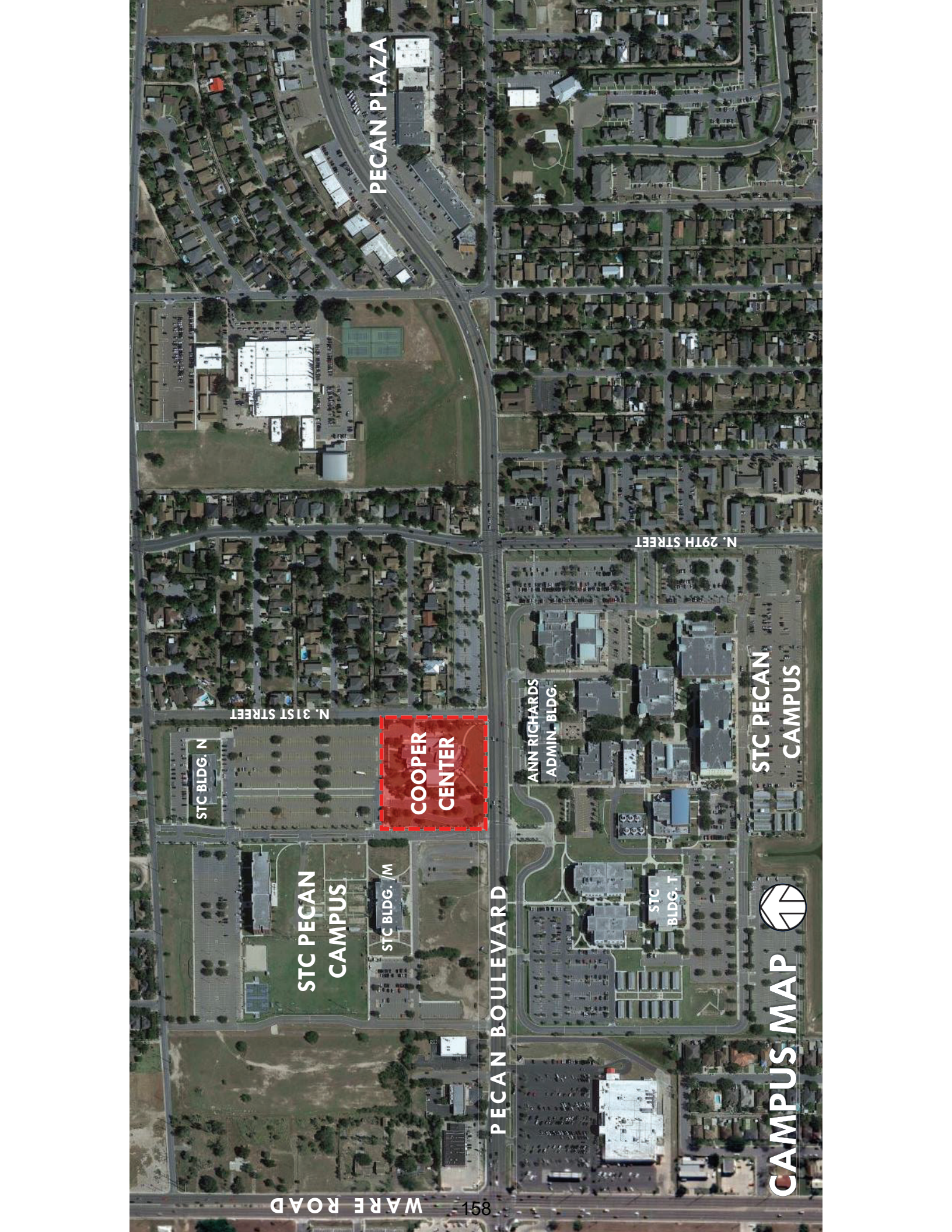
100% SCHEMATIC DESIGN



SOUTH TEXAS  
COLLEGE

**BRW** ARCHITECTS





STC BLDG. N

STC PECAN  
CAMPUS

STC BLDG. M

COOPER  
CENTER

ANN RICHARDS  
ADMIN. BLDG.

STC  
BLDG. T

STC PECAN  
CAMPUS



CAMPUS MAP

PECAN PLAZA

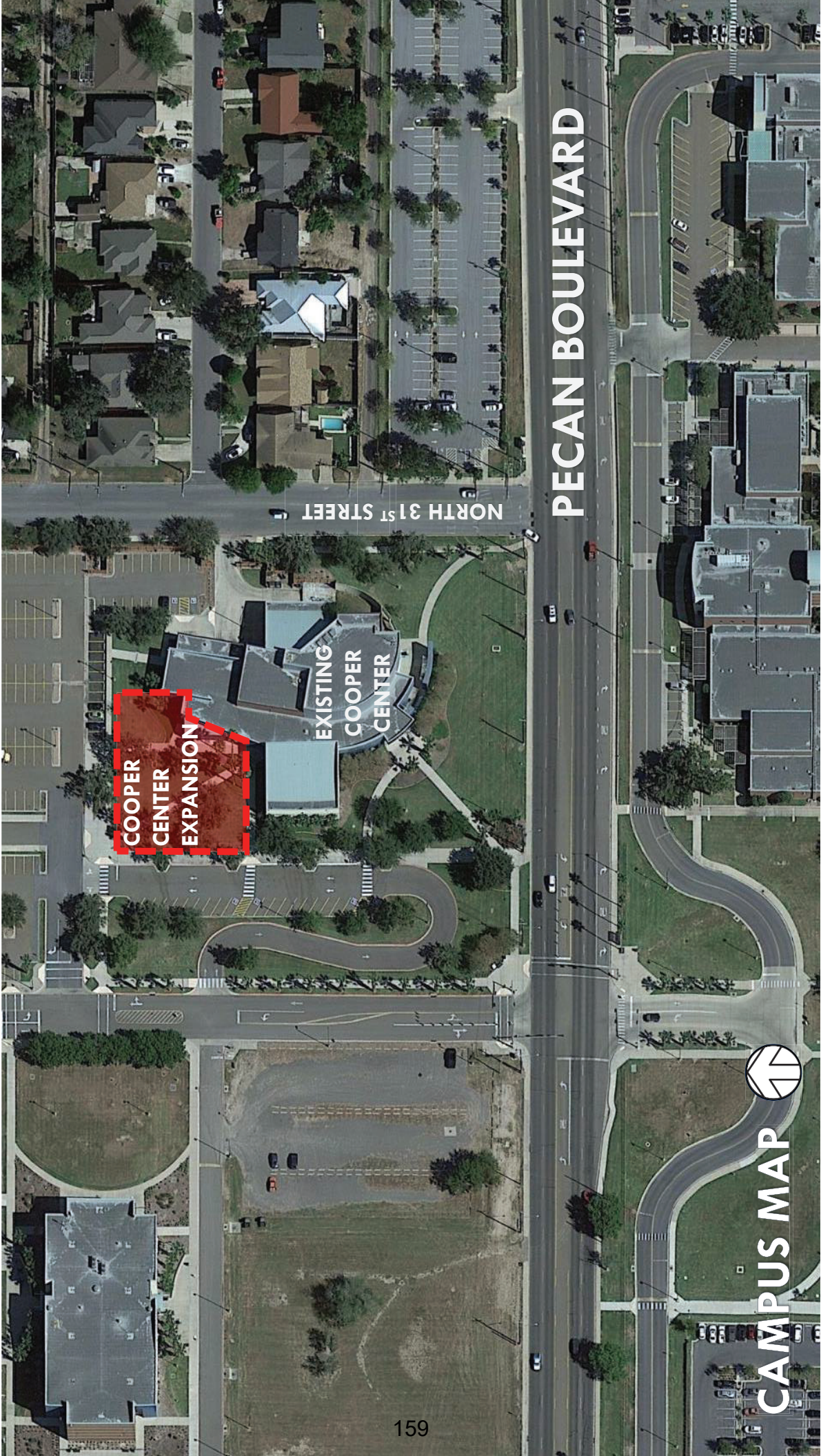
N. 29TH STREET

N. 31ST STREET

PECAN BOULEVARD

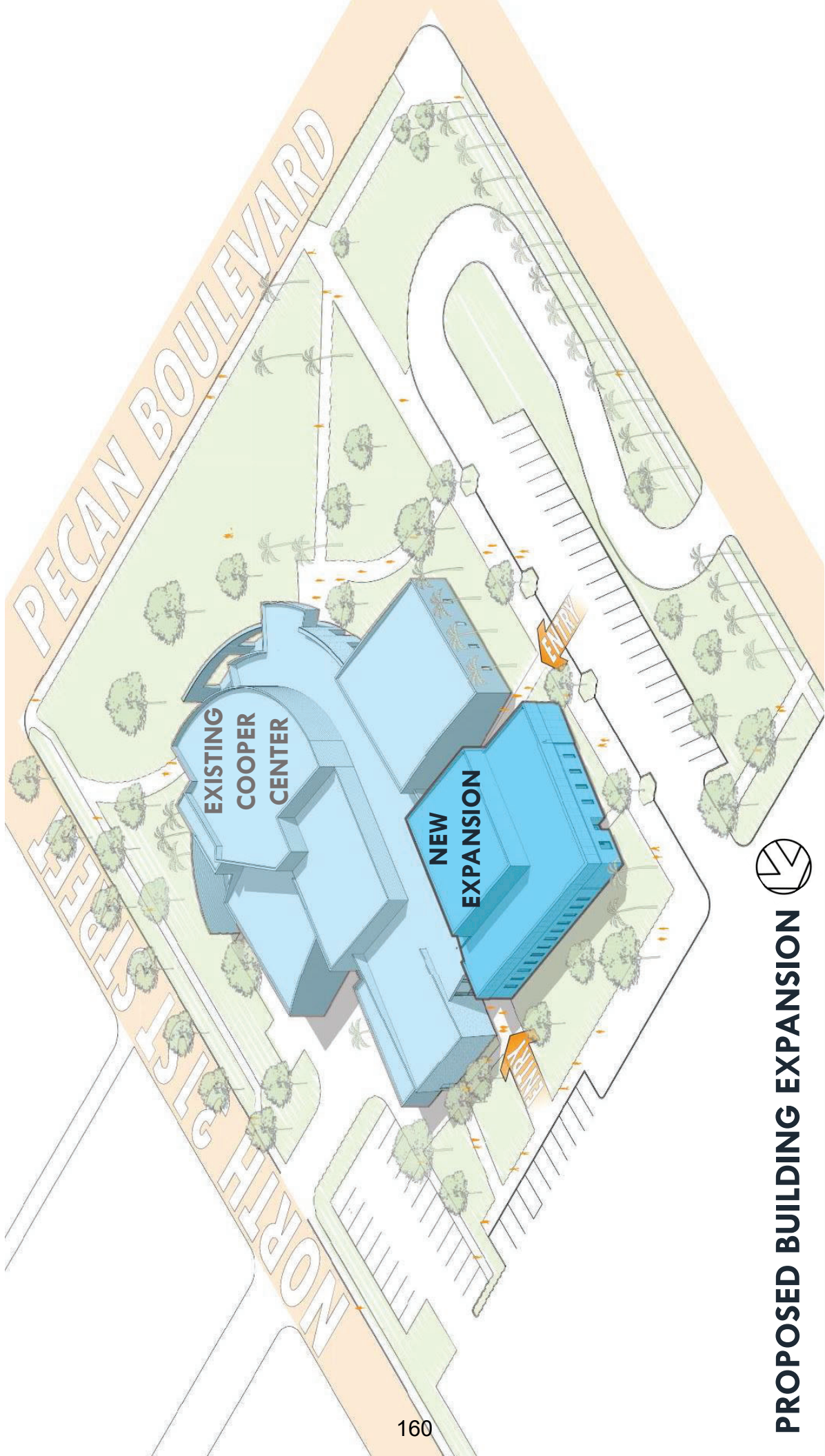
WARE ROAD



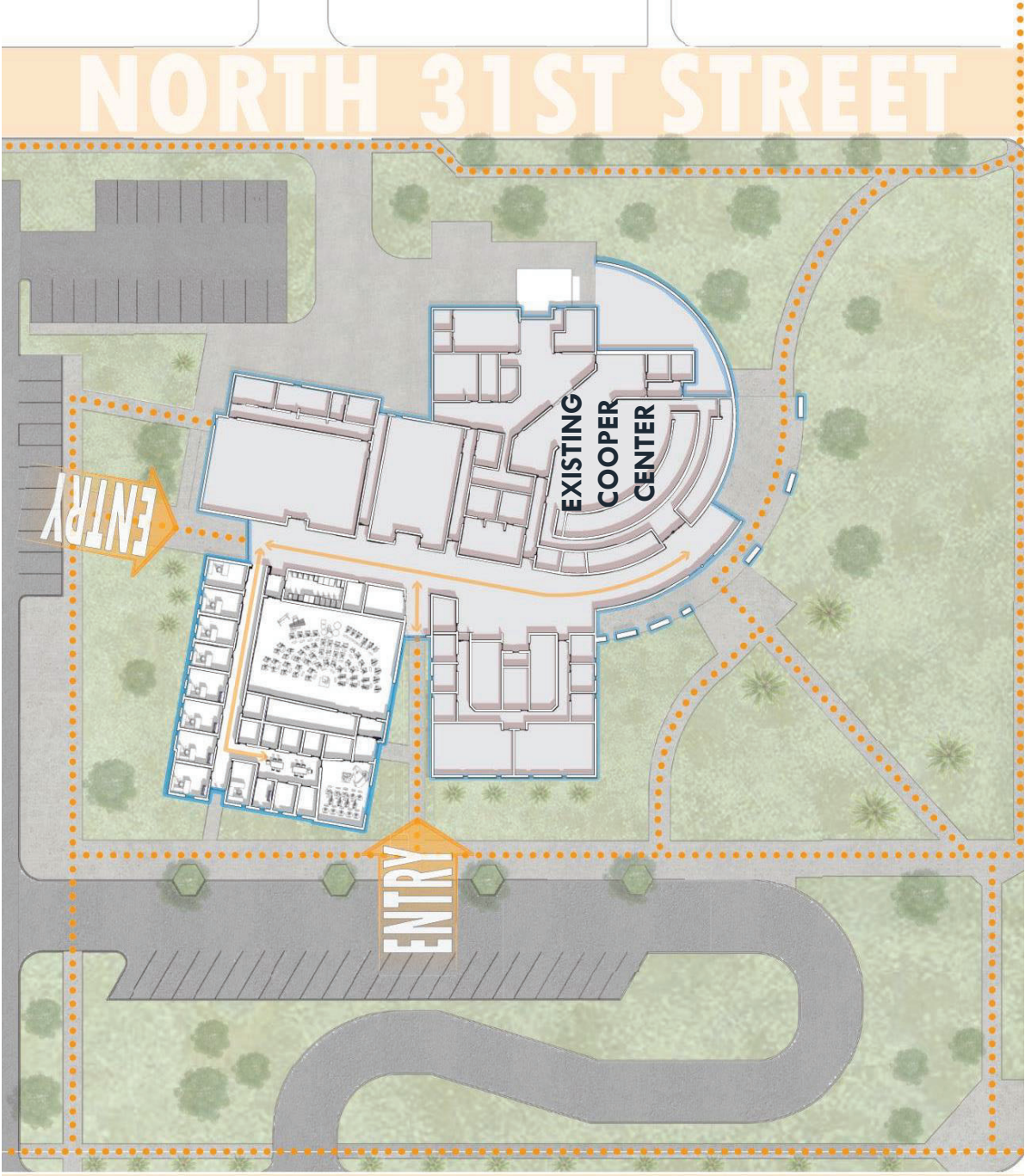


CAMPUS MAP





**PROPOSED BUILDING EXPANSION**



PROPOSED  
BUILDING  
EXPANSION



EXISTING  
SIDEWALK



EXISTING  
PAVING



BUILDING  
CIRCULATION



PEDESTRIAN SITE  
PATHWAYS



NORTH 31ST STREET

EXISTING  
COOPER  
CENTER

ENTRY

ENTRY



SITE PLAN





## LEGEND

- CIRCULATION
- MEP
- EXISTING TO REMAIN
- FUTURE DANCE REHEARSAL
- OFFICE
- PRACTICE
- REHEARSAL
- STUDY

EXPANSION  
≈ 8,600 SF





SOUTH ELEVATION





COOPER CENTER  
FOR PERFORMING ARTS

SOUTH ELEVATION



BRWARCHITECTS



REHEARSAL SOUTH ENTRY









NORTH ELEVATION





LARGE REHEARSAL ROOM

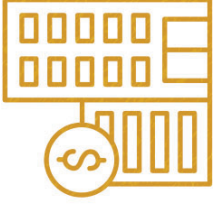




LARGE REHEARSAL ROOM



## CONSTRUCTION COST ESTIMATE


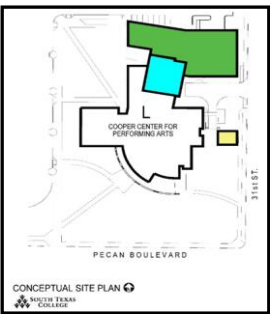



Direct Trade Cost	\$3,300,000
Add for General Conditions	\$ 350,000
Add for GC OH&P	\$ 370,000
Add for Design Contingency	\$ 380,000
Add for Escalation to mid point of Construction	\$ 400,000

<b>Total of Estimate</b>	≈ <b><u>\$4,800,000</u></b>
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Project Fact Sheet  
10/3/2023

Project Name: Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs										Project No. 2022-043C																																													
Funding Source(s): Unexpended Plant Fund																																																							
	Total Project Budget	*Revised Total Project Budget	FY 21-22			FY 22-23			FY 23-24																																														
			Project Budget	Expenditures	Variance of Project Budget vs. Actual	Project Budget	Expenditures	Variance of Project Budget vs. Actual	Project Budget	Expenditures	Variance of Project Budget vs. Actual																																												
												FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual																																									
Construction:	\$ 3,360,000.00	\$ 4,400,000.00	\$ -	\$ -	\$ -	\$ 336,000.00	\$ -	\$ 336,000.00	\$ 1,090,000.00	\$ -	\$ 1,090,000.00																																												
Design:	336,000.00	440,000.00	7,560.00	-	7,560.00	261,240.00	41,895.00	219,345.00	305,000.00	-	305,000.00																																												
Miscellaneous:	100,800.00	110,000.00	10,080.00	456.12	9,623.88	20,160.00	-	20,160.00	10,000.00	-	10,000.00																																												
FFE:	285,600.00	374,000.00	-	-	-	-	-	-	-	-	-																																												
Technology:	285,600.00	374,000.00	-	-	-	-	-	-	-	-	-																																												
<b>Total:</b>	<b>\$ 4,368,000.00</b>	<b>\$ 5,698,000.00</b>	<b>\$ 17,640.00</b>	<b>\$ 456.12</b>	<b>\$ 17,183.88</b>	<b>\$ 617,400.00</b>	<b>\$ 41,895.00</b>	<b>\$ 575,505.00</b>	<b>\$ 1,405,000.00</b>	<b>\$ -</b>	<b>\$ 1,405,000.00</b>																																												
*Revised Project Budget based on the Schematic Design estimate amount.																																																							
	FY 24-25																																																						
	Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures								Total Actual Expenditures To Date																																												
Construction:	\$ -	\$ -	\$ -								\$ -																																												
Design:	-	-	-								41,895.00																																												
Miscellaneous:	-	-	-								456.12																																												
FFE:	-	-	-								-																																												
Technology:	-	-	-								-																																												
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>								<b>\$ 42,351.12</b>																																												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4">Project Team</th> <th colspan="4">Board Status</th> </tr> <tr> <td>Approval to Solicit Architect/Engineer:</td> <td>4/26/2022</td> <td rowspan="3">Board Approval of Schematic Design</td> <td rowspan="3">TBD</td> <td>Vendor</td> <td>Contract Amount</td> <td>Actual Expenditures</td> <td>Variance</td> </tr> <tr> <td>Architect/Engineer:</td> <td>BRW Architects</td> <td>BRW Architects</td> <td>\$ 3,360,000.00</td> <td>\$ -</td> <td>\$ 3,360,000.00</td> </tr> <tr> <td>Contractor:</td> <td>TBD</td> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>STC FPC Project Manager:</td> <td>Martin Villarreal</td> <td>Substantial Completion</td> <td>TBD</td> <td>Board Acceptance</td> <td colspan="3">TBD</td> </tr> <tr> <td></td> <td></td> <td>Final Completion</td> <td>TBD</td> <td>Board Acceptance</td> <td colspan="3">TBD</td> </tr> </table>												Project Team				Board Status				Approval to Solicit Architect/Engineer:	4/26/2022	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance	Architect/Engineer:	BRW Architects	BRW Architects	\$ 3,360,000.00	\$ -	\$ 3,360,000.00	Contractor:	TBD	TBD	\$ -	\$ -	\$ -	STC FPC Project Manager:	Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD					Final Completion	TBD	Board Acceptance	TBD		
Project Team				Board Status																																																			
Approval to Solicit Architect/Engineer:	4/26/2022	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance																																																
Architect/Engineer:	BRW Architects			BRW Architects	\$ 3,360,000.00	\$ -	\$ 3,360,000.00																																																
Contractor:	TBD			TBD	\$ -	\$ -	\$ -																																																
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD																																																		
		Final Completion	TBD	Board Acceptance	TBD																																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Project Description</th> <th>Project Scope</th> </tr> <tr> <td>Expansion of approximately 8,615 square feet for the Pecan Campus Cooper Center for Performing Arts Building L.</td> <td>2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.</td> </tr> </table>												Project Description	Project Scope	Expansion of approximately 8,615 square feet for the Pecan Campus Cooper Center for Performing Arts Building L.	2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.																																								
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Projected Timeline																																																							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In																																																
4/26/2022	6/28/2022	10/31/2023	2/27/2024	4/11/2024	5/27/2025	6/24/2025	4/25/2025																																																
Project Calendar of Expenditures by Fiscal Year																																																							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total																																																	
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12																																																	
2022-23	-	41,895.00	-	-	-	41,895.00																																																	
2023-24	-	-	-	-	-	-																																																	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 41,895.00</b>	<b>\$ 456.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,351.12</b>																																																	
Current Agenda Item																																																							
10/17/23 Facilities Committee Meeting - Review and Recommend Action on Schmatic Design for the Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs																																																							
<div style="display: flex; justify-content: space-around;">    </div>																																																							

FPC Project Manager

*[Signature]*

FPC Asst. Director

*[Signature]*

FPC Director

*[Signature]*

**Consent Agenda:**

**c. Approval of Proposed Change Order for the Starr County Campus Workforce Center Building D Automotive Lab Expansion**

Approval of a proposed change order with Triun, LLC. for the Starr County Campus Workforce Center Building D Automotive Lab Expansion project is requested.

**Purpose and Justification.**

The purpose of this change order is to request authorization to begin work on the proposed modifications to the construction scope. Modifications to the scope and the completion date are required due to necessary changes in scope and unavoidable delays.

**Scheduling Priority**

These projects have been requested by Administration and the Academic Division of Business, Public Safety, & Technology. It has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. This project is scheduled as educational space improvements.

**Background**

On January 31, 2023, the Board approved contracting construction services with Triun, LLC. A change order to the construction contract is needed to reroute the existing sanitary sewer lines and water lines, which are currently located beneath the proposed location for the Automotive Lab building expansion.

The project contains a Contingency Allowance of \$70,050. Changes to the scope which increase the construction costs are able to be deducted from the Contingency Allowance.

Modifications to scope associated with Change Order #1, which will be deducted from the Contingency Allowance in the amount of \$61,825.84, are listed as follows:

- Exploration & excavation of existing utilities and repair of water line..... \$8,425.84
- Relocation of existing sanitary sewer line and water line including abandonment of current water line ..... 53,400.00
- Total..... \$61,825.84**

The scope modifications totaling \$61,825.84 will be applied to the Contingency Allowance of \$70,050, leaving a remaining balance of \$8,224.16. The unused Contingency Allowance will remain in the project budget.

The contract cost will not be affected by this change order because the cost increases associated with the scope modifications are within the contingency allowance in the project budget.

Below is a description of the proposed change order item.

<b>Starr County Campus Workforce Center Building D Automotive Lab Expansion</b>			
<b>Proposed Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost</b>	<b>Days</b>
1	<u>Contingency Allowance</u>	\$70,050.00	0 days
	• Increases to cost, deducted from Contingency Allowance		
	○ Exploration, excavation, and repair	(8,425.84)	
	○ Sewer and water line rerouting	(53,400.00)	
	<u>Subtotal</u>	(\$61,825.84)	
	<u>Remaining Contingency Allowance, to remain in construction budget</u>	\$8,224.16	
<b>Net Effect of Proposed Change Order No. 1 to Contract Amount</b>		\$0.00	0 days

Below is a table summarizing the construction budget and the change order proposal.

<b>Starr County Campus Workforce Center Building D Automotive Lab Expansion Construction Budget with Change Order Proposal</b>	
Construction Contract Amount	\$902,948.00
Net Effect of Change Order No. 1 to Contract Amount	0.00
Revised Construction Contract Amount	<b>\$902,948.00</b>

### **Funding Source**

Funds for Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C are budgeted in the FY 2023-2024 Unexpended Construction Plant Fund.

### **Enclosed Documents**

The proposed change order #1 is enclosed.

The Committee recommended Board approval of the proposed change order with Triun, LLC. for scope modifications in the amount of \$61,825.84 which will be deducted from the Contingency Allowance, resulting in no net effect on the contract amount, for the Starr County Campus Workforce Center Building D Automotive 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 the proposed change order with Triun, LLC. for scope modifications in the amount of \$61,825.84 which will be deducted from the Contingency Allowance, resulting in no net effect on the contract amount, for the Starr County Campus Workforce Center Building D Automotive Lab Expansion project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

# DRAFT AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Rebid of STC Starr County Campus- Automotive Lab Expansion & HVAC-R Outdoor Covered Area Addition Rio Grande City, TX	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: February 23, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 001  Date: October 11, 2023
<b>OWNER:</b> <i>(Name and address)</i> South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501	<b>ARCHITECT:</b> <i>(Name and address)</i> Able City, LLC 110 Broadway Street, Suite 250 San Antonio, TX 78205	<b>CONTRACTOR:</b> <i>(Name and address)</i> Triun, LLC 7800 West IH-10, Suite 803 San Antonio, Texas 78230

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

a) Automotive Allowance - Initial Balance	\$70,050.00
b) Additional underground utilities Exploration Excavation:	
Labor: Additional Labor	(-\$1,783.75)
Labor: Plumbers assistance excavation and repair of water line	(-\$3,642.09)
Equipment Rental	(-\$3,000.00)
c) Relocation of underground utilities :	
Material:	(-\$27,900.00)
Labor:	(-\$18,500.00)
Equipment:	(-\$7,000.00)
c) Automotive Allowance Balance - Remaining Balance	\$8,224.16

The original Contract Sum was  
The net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be unchanged by this Change Order in the amount of  
The new Contract Sum including this Change Order will be  
The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

\$	2,768,000.00
\$	0.00
\$	2,768,000.00
\$	0.00
\$	2,768,000.00




**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Able City, LLC</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Triun, LLC</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>South Texas College</u> <b>OWNER</b> <i>(Firm name)</i>
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
Claudio A. Leon, AIA, Project Architect	Edward R. De La Garza, PE, President/CEO	Dr. Ricardo J. Solis, President
<b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>
<u>10/11/2023</u> <b>DATE</b>	<u>                    </u> <b>DATE</b>	<u>                    </u> <b>DATE</b>

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User Notes: (9B6ADA2A)

Project Fact Sheet  
10/3/2023

<b>Project Name:</b> Starr County Campus - Workforce Center Building D Automotive Lab Expansion						<b>Project No.</b> 2022-005C														
<b>Funding Source(s):</b> Unexpended Plant Fund																				
			<b>FY 21-22</b>			<b>FY 22-23</b>														
	<u>Original Project Budget</u>	<u>*Revised 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>												
Construction:	\$ 820,000.00	\$ 2,330,000.00	\$ 172,000.00	\$ -	\$ 172,000.00	\$ 902,948.00	\$ 248,474.50	\$ 654,473.50												
Design:	82,000.00	86,000.00	65,600.00	64,872.47	727.53	13,650.00	7,067.16	6,582.84												
Miscellaneous:	20,500.00	20,500.00	5,500.00	1,272.32	4,227.68	5,500.00	4,176.33	1,323.67												
FFE:	45,100.00	45,100.00	-	-	-	-	-	-												
Technology:	69,700.00	69,700.00	-	-	-	-	-	-												
<b>Total:</b>	<b>\$ 1,037,300.00</b>	<b>\$ 2,551,300.00</b>	<b>\$ 243,100.00</b>	<b>\$ 66,144.79</b>	<b>\$ 176,955.21</b>	<b>\$ 922,098.00</b>	<b>\$ 259,717.99</b>	<b>\$ 662,380.01</b>												
						*Revised Project Budget based on the Construction cost amount.														
	<b>FY 23-24</b>																			
	<u>Project Budget</u>	<u>FY 23-24 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>																	
Construction:	\$ 1,700,000.00	\$ -	\$ 1,700,000.00																	
Design:	30,000.00	-	30,000.00																	
Miscellaneous:	12,000.00	-	12,000.00																	
FFE:	45,100.00	-	45,100.00																	
Technology:	69,700.00	-	69,700.00																	
<b>Total:</b>	<b>\$ 1,856,800.00</b>	<b>\$ -</b>	<b>\$ 1,856,800.00</b>																	
<b>Approval to Solicit Architect/Engineer:</b> 7/27/2021			<b>Board Approval of Schematic Design</b> 2/22/2022  <b>Board Approval of Revised Schematic Elevation</b> 4/26/2022  <b>Substantial Completion</b> TBD <b>Final Completion</b> TBD			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>Able City Architects</td> <td style="text-align: right;">\$ 71,352.14</td> <td style="text-align: right;">\$ 71,939.63</td> <td style="text-align: right;">\$ (587.49)</td> </tr> <tr> <td>Triun</td> <td style="text-align: right;">\$ 2,330,000.00</td> <td style="text-align: right;">\$ 248,474.50</td> <td style="text-align: right;">\$ 2,081,525.50</td> </tr> </table>			Vendor	Contract Amount	Actual Expenditures	Variance	Able City Architects	\$ 71,352.14	\$ 71,939.63	\$ (587.49)	Triun	\$ 2,330,000.00	\$ 248,474.50	\$ 2,081,525.50
Vendor	Contract Amount	Actual Expenditures				Variance														
Able City Architects	\$ 71,352.14	\$ 71,939.63				\$ (587.49)														
Triun	\$ 2,330,000.00	\$ 248,474.50	\$ 2,081,525.50																	
<b>Architect/Engineer:</b> Able City Architects																				
<b>Contractor:</b> Triun																				
<b>STC FPC Project Manager:</b> Martin Villarreal																				
<b>Project Description</b>			<b>Project Scope</b>																	
Expansion of the Automotive Lab by providing a new facility .			Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D. 3,272 sqft.																	
<b>Projected Timeline</b>																				
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date		FFE Completion of Move In												
7/27/2021	10/26/2021	2/22/2022	1/31/2023	4/11/2023	5/28/2024	6/25/2024		4/19/2024												
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>														
2021-22	\$ -	\$ 64,872.47	\$ 1,272.32	\$ -	\$ -	\$ 66,144.79														
2022-23	248,474.50	7,067.16	4,176.33	-	-	259,717.99														
2023-24																				
<b>Project Total</b>	<b>\$ 248,474.50</b>	<b>\$ 71,939.63</b>	<b>\$ 5,448.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,862.78</b>														
<b>Current Agenda Item</b>																				
<b>N/A</b>																				
																				

FPC Project Manager

*M. Villarreal*

FPC Asst. Director

*Rita Geller*

FPC Director

*R. R. R.*



### **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	11/28/2023	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	N/A	6/25/2024	7/8/2024	4/22/2025	5/27/2025
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 Q 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	10/31/2023	5/28/2024	6/15/2024	6/3/2025	7/3/2025
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	9/10/2023	3/26/2024	4/23/2024
7	Business and Science Bldg G Engineering Lab Renovation	TBD	-	-	-	-	-	-
8	Student Services Building K Renovation	TBD	-	-	-	-	-	-
9	Operations Support Center Building Z	TBD	-	-	-	-	-	-

# 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
<b>Pecan Plaza</b>								
10	Human Resources Building A Renovation	TBD	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	TBD	-	-	-	-	-	-
<b>Mid-Valley Campus</b>								
12	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
13	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
14	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
15	Student Union Building F Financial Aid Renovation	TBD	-	-	-	-	-	-
<b>Technology Campus</b>								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	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	9/10/2023	11/28/2023	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	-	-	-	-	-	-

**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
<b>Nursing &amp; Allied Health Campus</b>								
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	11/28/2023	2/27/2024	TBD	TBD	TBD	TBD
<b>Starr County Campus</b>								
18	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
19	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
20	North Academic Bldg CHVAC-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								
21	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	10/24/2023
22	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	10/24/2023
23	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	10/24/2023
24	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	10/31/2023	10/24/2023
25	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
26	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
27	Parking Lot #1 for Additional Spaces	TBD	-	-	-	-	-	-

Red text signifies projected dates

**South Texas College**  
**Monthly Construction Report**  
**Fiscal Year 2023-2024**  
**As of September 30, 2023**

Total Project Budget Summary	FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
Total Construction Project Budget	\$ 32,144,604.00	\$ 11,290,040.00
Budget Amendment		
Previously Approve Projects	-	-
Proposed Projects for the Month of September 2023	706,699.65	698,311.17
<b>Total Project Budget Balance</b>	<b>\$ 31,437,904.35</b>	<b>\$ 10,591,728.83</b>

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 26, 2023			
2022-006C	Substantial completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion	\$ 221,924.55	
2019-016C	Substantial completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicle	132,476.01	
2019-017C	Substantial completion of the Regional Center for Public Safety Excellence Canopies for Students and Instructors	39,994.07	
2019-020C	Substantial completion of the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	102,305.02	
2022-008C	Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structure	210,000.00	
2022-017R	Substantial Completion of the Pecan Resurfacing of East Drive Project		280,876.17
2023-019R	Substantial and Final Completion of the District Wide Flooring Replacement Phase II at Pecan Campus Student Services Building K		189,749.00
2023-019R	Substantial and Final Completion of the District Wide Flooring Replacement Phase II at Nursing and Allied Health Campus East Building A		227,686.00
Total Board Approval on September 26, 2023		\$ 706,699.65	\$ 698,311.17

<b>Total FY 24 Board Approved Projects</b>	<b>\$ 706,699.65</b>	<b>\$ 698,311.17</b>
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\* The amounts reported under the Total Project Budget/Actual column reflects the construction cost remaining balance.



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	\$ 59,280	\$ 1,075,720	\$ 450,000	Low	N/A	N/A	N/A
2	Pecan West Continuing Education Building A & Testing Center Addition	DV		●								\$ 9,087,683	\$ 1,020	\$ 9,086,663	\$ 1,371,150	High	October 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	\$ 179,937	\$ 699,573	\$ 802,840	Low	February 2024	Approval of Substantial Completion	Able City, LLC
5	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 6,177,150	\$ 109,335	\$ 6,067,815	\$ 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	\$ 42,351	\$ 5,655,649	\$ 1,405,000	High	October 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	\$ 435,203	\$ 31,261,640	\$ 6,693,815				
Pecan Plaza																			
12	Human Resources Building A Renovation	DV		●								\$ 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	\$ 297,739	\$ 1,242,016	\$ 898,700	High	January 2024	Approval of Substantial Completion	PBK Architects
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 526,824	\$ 2,121,451	\$ 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	\$ 311,050	\$ 924,380	\$ 691,200	High	January 2024	Approval of Substantial Completion	PBK Architects
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 18,445	\$ 286,555	\$ 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	\$ 1,154,057	\$ 4,663,403	\$ 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	\$ 235,995	\$ (11,095)	\$ 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	\$ 367,718	\$ 3,291,532	\$ 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	October 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	\$ 1,034,814	\$ 260,706	\$ 54,500	High	October 2023	Approval of Final Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 325,863	\$ 2,225,437	\$ 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	\$ 80,969	\$ 433,659	\$ 390,000	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,441,646	\$ 2,919,802	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
30	Canopy for Safety Training Vehicles	DV						●				\$ 801,060	\$ 769,671	\$ 31,389	\$ 41,910	High	October 2023	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
31	Canopy for Students/Instructors	DV						●				\$ 595,048	\$ 553,053	\$ 41,995	\$ 30,470	High	October 2023	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
32	Fire Training Area	DV						●				\$ 489,242	\$ 434,138	\$ 55,104	\$ 19,030	High	October 2023	Approval of Final 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	\$ 323,899	\$ 55,832	\$ 44,200	High	November 2023	Approval of Substantial Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 549,961	\$ 2,246,289	\$ 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	\$ -	\$ 330,700	\$ 330,700	High	TBD	TBD	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 5,585,031	\$ 2,630,723	\$ 2,954,308	\$ 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	\$ 6,029,348	\$ 67,751,374	\$ 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	\$ 301,583	\$ (114,583)	\$ 187,000	High	September 2023	Approval of Substantial Completion	Perez Consulting Engineers
3	South Academic Building J Generator Replacement	SS					●					\$ 344,100	\$ 72,359	\$ 271,741	\$ 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	\$ 373,943	\$ 1,116,657	\$ 1,490,600				
Mid Valley Campus																			
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV					●					\$ 1,730,000	\$ 101,828	\$ 1,628,172	\$ 1,730,000	Low	February 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	\$ 101,828	\$ 1,831,172	\$ 1,933,000				
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
11	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A
12	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 65,722	\$ 356,278	\$ 218,600	Low	November 2023	Approval of Substantial Completion	DBR
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 65,722	\$ 696,278	\$ 558,600				
Technology Campus																			
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 59,999	Low	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	TBD	●									\$ 395,000	\$ -	\$ 395,000	\$ 395,000	Low	TBD	TBD	TBD
Technology Campus Subtotal												\$ 455,000	\$ -	\$ 455,000	\$ 454,999				

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	
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	\$ 298	\$ 503,702	\$ 504,000	Medium	September 2023	Approval of Substantial & Final Completion	N/A	Intertech Flooring
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	\$ 298	\$ 6,446,042	\$ 6,446,340					
Totals		0	5	7	1	0	1	0	1	0	0	\$ 11,478,440	\$ 541,790	\$ 10,936,650	\$ 11,275,039					

**Outstanding Issues - Action Plan**  
**October 17, 2023 Facilities Committee Meeting**  
*as of October 11, 2023*

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<b><i>Pecan Campus</i></b>						
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 10/11/2023	<i>2/28/2018: First warranty request was issued to Contractor.</i> <i>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.</i> <i>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.</i> <i>5/18/2023: Report from Spring Break work and a proposed Plan of Action from D. Wilson has been received.</i> <i>6/5/2023: D. Wilson has been testing the windows and brick walls to verify locations of water infiltrations.</i> <i>7/5/2023: D. Wilson has continued the same testing.</i> <i>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.</i> <i>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.</i> <i>10/11/2023: 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.</i>	<i>5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval.</i> <i>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.</i> <i>7/5/2023: D. Wilson to provide update on results of water testing of all window possible water infiltrations.</i> <i>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.</i> <i>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.</i> <i>10/11/2023: The College is coordinating a meeting to be held with the Contractor and Architect to discuss the next steps as required.</i>



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 10/11/2023	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. 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>10/11/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. 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> <p>9/7/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is in progress.</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 10/11/2023	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1sr floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. 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>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor will be conducting an additional moisture reading this week. Contractor has determined the location of water intrusion above the 3rd Floor and will be conducting the repairs next week. The College repaired the irrigation leak on southwest corner of the building at grade.</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> <p>10/11/2023: Pending moisture study from Contractor and will be forwarded to Architect to aid in resolving interior wall cracks of gypsum board walls.</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 September 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 September 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 September 2023.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for September 2023.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for September 2023.
- 4) Release of Construction Fund Checks for September 2023.
- 5) Quarterly Investment Report and Money Market Accounts for September 2023.
- 6) Summary of Revenues for September 2023.
- 7) Summary of State Appropriations Revenue for September 2023.
- 8) Summary of Property Tax Revenue for September 2023.
- 9) Summary of Expenditures by Classification for September 2023.
- 10) Summary of Expenditures by Function for September 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for September 2023.
- 12) Summary of Grant Revenues and Expenditures for September 2023.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

## **Announcements**

### **A. Next Meetings:**

- *Tuesday, November 14, 2023*
  - 3:00 p.m. - Education & Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit and Human Resources Committee
- *Tuesday, November 28, 2023*
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- South Texas College will be closed Thursday, November 23 – Sunday, November 26, 2023 in observance of the Thanksgiving Holiday.
- South Texas College will celebrate its December 2023 Commencement Ceremonies on Saturday, December 9, 2023:
  - 9 a.m. – Bachelor's Degree Programs and Division of Nursing & Allied Health
  - 1 p.m. – Division of Business, Public Safety & Technology and Division of Math, Science & Information Technology
  - 4 p.m. – Division of Liberal Arts and Division of Social & Behavioral Sciences