



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Wednesday, December 06, 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  
Wednesday, December 6, 2023 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

**COVID-19 Public Health / Attendance Measures**

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Consideration and Action on Consent Agenda**
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- VI. Consideration and Action on New Items**
  - 1. Discussion and Action as Necessary on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application ..... 36 - 37
  - 2. Discuss and Action as Necessary on Purchase of Furniture ..... 38 - 40
  - 3. Review and Action as Necessary on South Texas College Public Transportation Agency Safety Plan ..... 41 - 76
  - 4. Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo County ..... 77 - 80

5. Review and Action as Necessary to Adopt New Policy and Retire Current Policies .....	81 - 86
A-1. Adopt FD (Local) Tuition and Fees	
A-2. Retire Policy #5530: Payment and Collection of Tuition and Fees	
A-3. Retire Policy #5535: Payment of Tuition and Fees by Installments	
A-4. Retire Policy #5536: Refund of Tuition and Fees	
6. Review and Action as Necessary on New Policy #3216: Pregnant and Parenting Non-Discrimination Policy.....	87 - 89
7. Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building A .....	90 - 100
 <b>VII. Consideration and Approval of Checks .....</b>	 <b>101 - 107</b>
 <b>VIII. Announcements .....</b>	 <b>108</b>
A. Next Meetings:	
• <u>Tuesday, January 16, 2024</u>	
➤ 3:00 p.m. – Education and Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:00 p.m. – Finance, Audit, and Human Resources Committee	
• <u>Tuesday, January 30, 2024</u>	
➤ 5:30 p.m. – Regular Board Meeting	
B. Other Announcements:	
• 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	
• South Texas College will be closed Wednesday, December 20, 2023 – Thursday, January 4, 2024 in observance of Winter Break.	

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) November 28, 2023 Regular Board Meeting

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the November 28, 2023 Regular Board Meeting as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, November 28, 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, November 28, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:43 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, and Mr. Danny Guzman, with Mr. Rene Guajardo attending via Zoom.

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Ms. Lynda Lopez, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Mrs. Sara Lozano, Mr. Jose Vela, Dr. Zachary Suarez, Ms. Alicia Correa, Ms. Carla Rodriguez, Dr. Rachel Sale, Mrs. Christina Cavazos, Mr. Lucio Gonzalez, Mr. Robert Cuellar, Mr. Billy Langley, Mr. Ken Lyons, Ms. Amanda Sotelo, Mr. Khalil Abdullah, Mr. Ken Lyons, Mr. Javier Villalobos, Ms. Melissa Renner, Mr. Ron Schermerhorn, Mr. Gabriel Renner, Mr. Jason Garcia, Mrs. Kelly Salazar, Mrs. Emily Upshaw, Mr. Robert Pena, Mr. Rolando Garza, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Invocation**

Mrs. Sara Lozano, Dean for Business, Public Safety, and Technology, 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.

Mr. Rob Schermerhorn, STC Percussion Instructor, introduced Mr. Gabriel Renner, STC student, and Mr. Jason Garcia, STC dual credit student, who represented South Texas College at the Percussive Arts Society International Convention in Indianapolis, Indiana in November 2023. They were joined at the convention by fellow student Sahak Sandragorsian, who was unable to attend the Board meeting.

This convention brings percussion students, teachers, and artists from across the world to learn, discuss, and perform together. The convention also includes competitive events for K-12 students and higher education students.

Competing against some of the top music programs from major universities, including University of North Texas, Brigham Young University, Coastal Carolina University, West Chester University, and Southern Arkansas University, South Texas College's drumline earned a second place finish in the Collegiate Snare Ensemble Competition, which is the highest achievement STC has earned since it began competing at this convention in 2015.

Gabriel Renner went on to represent South Texas College in individual competition, where he won first place recognition as the 2023 Percussive Arts Society International Champion. Mr. Renner is the first participant from the Rio Grande Valley to win this prestigious championship.

The Board congratulated Mr. Schermerhorn, Mr. Renner, and Mr. Garcia for being outstanding representatives of the students and faculty of South Texas College and for demonstrating the excellence and success that our students can and do attain.

### **Public Comments**

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

### **Update by the College President**

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

1. South Texas College hosted its highly successful 2<sup>nd</sup> annual Apprenticeship Summit. Dr. Solis acknowledged Dr. Anahid Petrosian, VP for Academic Affairs and Provost, for coordinating the outstanding event attended by over 150 guests.
2. STC joined Region One ESC at their GED graduation ceremony. Mrs. Dalinda Gonzalez-Alcantar attended, and spoke to the Board about the inspirational students who overcame significant challenges to attain a GED.
3. STC is undertaking a feasibility study with a major Texas university to consider options to support bringing a pharmacology doctoral program to the Rio Grande Valley.

No action was requested.

## **Presentations**

### **A. Presentation of the Delinquent Tax Collection Report for the Period Ending August 31, 2023**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, was available to provide the Board with the Delinquent Tax Collection Report through August 31, 2023.

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

No action was required from the Board of Trustees.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

### **1) October 31, 2023 Regular Board Meeting**

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

**The Board considered the following two items outside of the posted agenda order:**

### **Approval of Resolution #2024-005 and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2024 – 2025**

Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2024 - 2025 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.

At the September 26, 2023 Regular Board Meeting, the Board of Trustees approved a nomination of Joe D. Olivarez by written resolution.

Since that time, eleven (11) candidates were declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees was asked to cast their votes by written resolution at the first or second open meeting after having received this notice, which was delivered to South Texas College on Tuesday, October 31, 2023. South Texas College was allowed 360 votes. Votes can be cast for one candidate or distributed among

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any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There was no provision for write-in candidates.

The eleven candidates declared by the Chief Appraiser were:

- Eddie Betancourt
- Albert Cardenas
- Fernando Castillo
- Mario Chapa
- Pete Garcia
- Richard A. Garza
- Uvaldo Gutierrez
- Antonio Lozano
- Joe D. Olivarez
- Amador Requenez
- Ruben Saldana

The Supporting Documentation and Resolution #2024-005 were provided in the packet.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and adopted Resolution #2024-005 casting:

50 votes for Albert Cardenas;  
50 votes for Richard A. Garza;  
210 votes for Joe D. Olivarez; and,  
50 votes for Amador Requenez

on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2024 - 2025 as presented. The motion carried.

### **Approval of Resolution #2024-006 and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2024 – 2025**

Approval of a Resolution and Ballot casting votes for members of the Starr County Appraisal District Board of Directors for Calendar Years 2024 - 2025 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. Additionally, Ms. Ameida Salinas serves on the Board as a non-voting Director.

At the September 26, 2023 Special Board meeting, the Board of Trustees approved a nomination of Eloy Vera and Eloy Garza by written resolution.

Since that time, five (5) candidates were declared by Ms. Rosalva Guerra, Chief Appraiser, and the South Texas College Board of Trustees was asked to cast their votes by written resolution prior to December 15, 2023. South Texas College was allowed 386 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.



The five candidates declared by the Chief Appraiser were:

- Jaime Escobar
- Eloy Garza
- Rogerio Olivares
- Encarnacion Saenz III
- Eloy Vera

Supporting documentation and Resolution #2024-006 were provided in the packet.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted Resolution #2024-006 casting:  
193 votes for Eloy Garza; and,  
193 votes for Eloy Vera

on the official ballot for the members of the Starr County Appraisal District Board of Directors for Calendar Years 2024 - 2025 as presented. 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.

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

**1. Development Corporation of McAllen, Inc. (DCMI) – Health Professional Enhancement Program Award in the amount of \$500,000.**

The purpose of this initiative is to provide additional educational opportunities and prepare interested students for in-demand Nursing and Allied Health occupations. Funds will be used to address the need for enhanced retention and recruitment efforts of STC faculty and students under the Healthcare Professionals Enhancement Program. Ability to retain qualified faculty is intended to mitigate one of the contributing factors to the limited number of students able to access the nursing and allied health programs.

The funding period for this project 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.

No action was requested.

### **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending August 31, 2023**

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

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

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

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

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

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

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

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

### **Discussion and Action as Necessary to Amend and Restate the Monte Cristo Windpower, LLC (Terra-Gen Development Company, LLC) and South Texas College Tax Abatement Agreement**

Purpose and Justification – Administration requested Board approval to amend and restate the Monte Cristo Windpower, LLC (Terra-Gen Development Company, LLC) and South Texas College tax abatement agreement to reflect a new construction commencement date.

Terra-Gen Development Company, LLC proposed to amend and restate the agreement as follows:

- On November 26, 2019, the Board of Trustees originally approved the Terra-Gen Development Company, LLC four (4) windpower projects. One of the projects was the Monte Cristo Windpower project.

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- On May 22, 2023, the College received an updated application for Monte Cristo Windpower, LLC that the project will have two phases, the approved Monte Cristo Phase I Windpower, LLC and the new Monte Cristo Phase II Windpower, LLC.

The new Monte Cristo Phase II Windpower, LLC application follows in the packet as a separate item.

In addition, a change to the commencement date of the original project (now Phase I) is requested as follows:

Project	Commencement Date	
	Current Agreement Approved on 02/22/22	Proposed Date 05/22/23
Monte Cristo Windpower, LLC	June 30, 2023	July 30, 2024

- Terra-Gen Development Company, LLC has also requested to amend the provisions regarding a scholarship payment of \$80,000 to the College to instead issue a total payment of \$80,000 in unrestricted funds to the College Foundation. The first \$40,000 payment will be issued upon the Board's approval of this amendment and the second \$40,000 payment will be issued on the commencement date of this project, July 30, 2024.
- The project detail specifications are reflected in Exhibit 1.

Background – Board of Trustees approvals and Terra-Gen project requests are as follows:

- On November 26, 2019, the Board of Trustees approved four Terra-Gen Tax Abatement Agreements.
- On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship's payment.
- On November 5, 2021, Terra-Gen requested an amendment for the "Commencement Date" for three (3) of the agreements due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay in the approval commencement date.
- On February 22, 2022, the Board of Trustees approved the amendment and restatement of two agreements to revise the commencement dates of three of the projects. In addition, the Board of Trustees approved the withdrawal/termination of the Buenos Aires Windpower, LLC project requested due to the COVID-19 Pandemic impact on the workforce and material availability, which caused a delay and did not meet the development and construction.

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Reviewers – The Agreement was reviewed by Mary G. Elizondo, Vice President of Finance and Administration Services, Myriam Lopez, Comptroller, and Mr. Javier Villalobos, South Texas College Legal Counsel.

Enclosed Documents – Exhibit 1, Exhibit 2, the PowerPoint Presentation, the proposed agreement, and the revised application were included in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Milton Howard, Vice President of Renewable Development for Terra Gen Development, LLC, and Robert Peña, President of Texas Energy Consultants, attended the meeting to address questions.

The Committee did not take action on this item, deferring to the full Board for deliberation and action as necessary.

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 administration to amend and restate the Monte Cristo Windpower, LLC (Terra-Gen Development Company, LLC), Tax Abatement Agreement as presented, and which includes the donation of \$80,000 unrestricted funds to the South Texas College Foundation in lieu of a commensurate donation of scholarship funds directly to the College. The motion carried.

### **Discussion and Action as Necessary on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application**

Purpose and Justification – Administration requested Board approval of the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC), Tax Abatement Application in order for the College to participate in the new Phase II project that was recently added.

Terra-Gen Development Company, LLC, has submitted the application for tax abatements for their wind-powered electric generating facilities in Hidalgo County and South Texas College boundaries in order for the College to participate in the new tax abatement agreement with the windpower renewable energy company.

Background – Board of Trustees approvals are as follows:

The application for the Monte Alto Windpower, LLC Phase II was submitted by Terra-Gen with the following specs:

- Project will begin construction no later than the 3<sup>rd</sup> quarter of 2025, and it is currently anticipated that construction will be completed by the 4<sup>th</sup> quarter of 2026.

- The project detail specifications are reflected in Exhibit 1 and are expected to be similar to the original Monte Cristo project including the tax abatement percentage, unrestricted funds for the Foundation, and the PILOT payments as follows:
  - ⇒ The improvements are expected to have an estimated value of approximately \$223,388,000, although the actual value will be determined by an appraisal from the Hidalgo County Appraisal District.
  - ⇒ Proposed wind power generation facilities, expected to be comprised of 236 megawatts of nameplate capacity located in Hidalgo County.
  - ⇒ Expected to include between 53 to 62 wind turbines ranging from 3.x and 4.x megawatts turbines from a tier 1 manufacturer, although the exact number may vary substantially depending on factors such as the type and size of turbines used and site wind characteristics.
  - ⇒ A 50% tax abatement of taxes with an estimated total project value of \$223,388,000
  - ⇒ A payment in the amount of \$40,000 in unrestricted funds to the College Foundation
  - ⇒ Annual Payments in Lieu of Taxes in the amount of \$10,000 for ten (10) years for each project.
- On February 22, 2022, adopted the current guidelines and criteria, and the resolution electing to participate in Tax Abatement Agreements, as established in the Property Tax Code Chapter 312 authorizing a taxing unit to enter into a tax abatement agreement. The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. The current guidelines are valid until February 21, 2024. The current New Capital Investment minimum threshold is \$200 million.

Subsequent to the approval of the applications for the proposed tax abatement for the Terra-Gen Development Company, LLC Monte Cristo Phase II Windpower, LLC project, staff would obtain additional information such as the tax abatement agreements and tax abatement resolutions for Board of Trustees approval within the following months.

Mr. Milton Howard, Vice President of Renewable Development for Terra Gen Development, LLC, and Robert Pena, Local Developer/Consultant – President of Texas Energy Consultants, attended the meeting to discuss their proposal and answer any questions.

Reviewers – Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Mr. Javier Villalobos, South Texas College's Legal Counsel, reviewed this item and were present at the meeting to address any questions.

Enclosed Documents – Exhibit 1, Exhibit 2, and the application for Phase II were included in the packet for the Board's information and review.

The Committee did not take action on this item, deferring to the full Board for deliberation and action as necessary.

Chair Rose Benavidez advised that administration had been asked for additional information, and recommended that the Board take no action on this item, at this time. No action was taken.

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

### **a. Review of 2022 – 2023 Annual Report on Student Completion Services**

On June 12, 2023, Mr. Tony Matamoros, Director of Student Engagement & Completion Services Department, presented on the South Texas College Student Completion Services. This department is focused on improving student access and completion for adult learners, with highly successful strategies to engage, recruit, and support adults seeking career transition, non-credit to credit pathways, or a return to complete degrees after a period of non-enrollment.

As discussed at that June 2023 meeting, this focus on intentional service to adult learners is tied directly to the College's mission supporting the Rio Grande Valley, and aligns with the State of Texas' priorities for junior colleges as supported by the funding model adopted by the 88<sup>th</sup> Texas Legislature, which includes funding for student success and completion, with specific support for workforce credentials, and funding increases for successful education and credentialing of adult learners.

Student Completion Services has published a 2022 – 2023 Annual Report, its first ever annual report, highlighting its accomplishments in the past year and outlining its vision and goals for the upcoming year.

Mr. Tony Matamoros presented the annual report to the Committee, touching on the following topics:

- 2022 – 2023 Department Statistics
- Strategies tailored to re-engage adult learners
- Ongoing projects and initiatives

No formal action by the Education and Workforce Development Committee was requested. This information was presented as an update to the Committee on the intentional support of adult learners at South Texas College.

### **b. Presentation on South Texas College & HEB Training Partnership**

Dr. Brett J. Millán, Associate Vice President for Academic Success and Advancement, presented on South Texas College's partnership in support of HEB's Talent Development initiative to support their partner employees. This endeavor aligns directly with South Texas College's mission and core values.

In 2021, HEB Talent Development began development of an innovative training program to build partner confidence and to improve communication and mathematics skills. South Texas College responded to their proposal, engaging a cross-departmental team of executive, faculty, and administrative staff to meet with

HEB Talent Development and propose curriculum and training programs to meet their workforce development goals. A successful program would be launched for statewide support of HEB partners.

In 2022, South Texas College was joined by Alamo Colleges and Lone Star College as pilot colleges that worked independently to develop proposed curriculum and training logistics for review by HEB's leadership. This was a detailed process, during which the colleges worked closely with HEB leadership to fine tune the training program to their partners' needs.

South Texas College's proposal included coursework in Business Communication and Retail Math, with weekly 2 ½ hour class sessions scheduled for seven weeks during the summer. The training resulted in measured improvements in communication and mathematics, partners reporting increased confidence in their jobs, lower turnover among participants, and encouragement of partners to pursue further education. These improvements were again measured in 2023, with even better success. Over the course of two years, STC served six cohorts in La Joya, McAllen, and Weslaco, comprised of 114 HEB partners.

South Texas College's program was so successful that in 2023 HEB adopted the STC curricula for statewide implementation, to be used by their partner colleges across Texas, including fellow pilot colleges as well as three additional newly engaged institutions of higher education. In 2024, South Texas College will be joined by nine other institutions of higher education, providing STC's curriculum to HEB partners across the state.

The training partnership was another innovative program through which South Texas College leads statewide peers in developing and delivering successful career enhancing opportunities. South Texas College thanks HEB for this incredible investment in their partners, and allowing us the opportunity to participate both in developing their statewide initiative and serving as their workforce training partner in the Rio Grande Valley.

**c. Review of Board Development Opportunities**

On April 22, 2022, the Board of Trustees authorized the establishment of a series of Board Work Sessions to provide recommended Board development, including a list of priority topics.

Staff began planning the series of work sessions, including coordination with the Association of Community College Trustees to schedule content experts to present training on the prioritized topics; however, scheduling conflicts arose with other high-priority topics and the Board Development work sessions were placed on hiatus.

Board Chair Rose Benavidez asked for the previously approved priority topics and additional new topics to be presented for discussion and commitment to a new initiative to provide the trustees with development opportunities, including:

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- New Trustee Orientation
- Roles and Responsibilities of the Board
- Strengthening the Board/President Relationship
- Board Ethics and Standards of Good Practice
- Board Planning and Goal Setting
- Parliamentary Procedures
- Texas Local Government Records Act
- Texas Public Information Act

The Committee was asked to provide feedback on the proposed implementation of a Board Development Program and to suggest any additional topics that might be later presented for Board consideration.

No formal action by the Education and Workforce Development Committee was requested. This information was presented as updates to the Committee and for feedback to administration.

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

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

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

Trustees were invited to request any item 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 Education and Workforce Development Committee recommended Board action on the following item as presented:

- a. Approval to Offer the Proposed Associate of Science Degree in Architecture in Fall 2024

Upon a motion by Mrs. Victoria Cantu and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized item a of the Education and Workforce Development Committee Consent Agenda as presented. The motion carried.

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**Consent Agenda:**

**a. Approval to Offer the Proposed Associate of Science Degree in Architecture in Fall 2024**

Administration recommended Board approval to offer an Associate of Science (AS) Degree in Architecture in Fall 2024.

The proposed AS in Architecture prepares students to transfer into a bachelor's degree in Architecture, Construction Management, and other architectural related majors. This program offers an introduction to architecture; architectural history; architectural design; architectural graphics; and architectural technology. Due to a recent shift in the Architecture industry, architectural employers are making a distinction between drafters and architectural designers, thus creating a demand for this field.

Students graduating from the AS in Architecture program will also have the opportunity to gain employment with local employers in the architectural field as architectural designers and architectural/project managers averaging a salary of up to \$53,738 for Hidalgo and Starr Counties.

For the College, this degree will pave the way for potential articulation agreements with regional and online universities, including Texas Tech University and Boston Architectural College, providing graduates a pathway for earning a credential from a four-year National Architectural Accrediting Board (NAAB) institution.

The program developers have researched and compiled data from transfer universities, including labor market data from Lightcast™, to support demand for this discipline. A student survey to document program and student demand was also conducted.

The packet contained the Program Development Packet, which includes:

- Program Development Approval Checklist
- Program Development Process and Review
- Program Development Checklist
- Program Development Summary
- Enrollment Management Plan
- Student Survey
- Proposed Curriculum, Course Descriptions & Learning Outcomes
- Instructional Costs and Projected Revenues
- Letters of Support

Ms. Christina Cavazos, Director for Curriculum, and Mr. Jose Vela, Compliance and Accreditation Liaison/Architectural and Engineering Design Technology (AEDT) faculty from the Business, Public Safety and Technology division, attended the Committee meeting to review the proposal and respond to questions.

The Committee recommended Board approval to offer an AS in Architecture in Fall 2024 as presented.

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

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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 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 request any item be removed from the Consent Agenda for further discussion. Otherwise, the Board was asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

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

- a. Approval of Award of Proposals, Purchases, and Renewals
  - A. Award of Proposals
    - 1) Ambulance Cots and Stair Chairs (Award) – Grant Funded
    - 2) Equipment Rental Services (Award)
    - 3) Graduation Regalia (Award)
    - 4) Signs, Banners, and Related Products (Award)
    - 5) Vehicle Maintenance and Repair Services – II (Award)
  - B. Purchases and Renewals
    - a. Instructional Items
      - 6) Instructional Equipment (Purchase) – Grand Funded
      - 7) Laser System (Purchase) – Grand Funded
      - 8) Case Management Services (Renewal)
      - 9) Graduation Facility Agreement (Purchase/Lease)
    - b. Non-Instructional Items
      - 10) Furniture (Purchase)
      - 11) Campus Dining and Food Truck Services – II (Renewal)
    - c. Technology Items
      - 12) Computers, Laptops, and Tablets (Purchase)
      - 13) Server Hardware Equipment, Software, and Support (Purchase) – Grant Funded
      - 14) Backup Data Storage Hardware Maintenance Agreement (Renewal)
- b. Approval of 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties
- c. Approval of Annual Investment Report for FY 2022 – 2023
- d. Approval of Resolution 2024-007 Authorizing Investment Brokers/Dealers

- e. Approval to Adopt New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends
- f. Acceptance of Internal Audit Report in the Area of Financial Aid Federal Awards

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

### **Consent Agenda:**

#### **a. Approval of Award of Proposals, Purchases, and Renewals Award of Proposals**

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

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

The Committee recommended Board approval the award of proposals, purchases, and renewals at a total cost of \$1,766,537.85, as listed below:

#### **A. Award of Proposals**

- 1) **Ambulance Cots and Stair Chairs (Award) – Grant Funded:** award the proposal for ambulance cots and stair chairs to **Bound Tree Medical, LLC.** (Dublin, OH), at a total amount of \$40,349.91;
- 2) **Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning December 1, 2023 through November 30, 2024 with two one-year options to renew, at an estimated total amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Backstage Productions, LLC.</b> (McAllen, TX)	<b>Hawk Disposal Services, LLC.</b> (McAllen, TX) (New)
<b>Party With Us RGV, LLC.</b> (Pharr, TX) (New)	<b>Satori Exhibits, LLC.</b> (Pharr, TX)
<b>Texas First Rentals, LLC.</b> (San Antonio, TX) (New)	

- 3) **Graduation Regalia (Award):** award the proposal for graduation regalia to **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2024 through December 31, 2024 with two one-year options to renew, at an estimated total amount of \$98,900.00, which is based on prior year expenditures;
- 4) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning February 1, 2024 through January 31, 2025 with two one-year options to renew, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Brand Boosters, Co., LLC.</b> (McAllen, TX) (New)	<b>FedEx Office and Print Services, Inc.</b> (Plano, TX)
<b>Gateway Printing</b> (Edinburg, TX)	<b>Huntington Sky Production, Ltd./dba Fastsigns</b> (McAllen, TX)
<b>Imprezos Pro Uniforms, LLC.</b> (Pharr, TX)	<b>Promo Universal, LLC.</b> (Corpus Christi, TX)
<b>Rescue Sign, Co.</b> (Edinburg, TX) (New)	<b>Slate Group</b> (Lubbock, TX)
<b>UBEO, LLC./dba Copy Zone, Ltd.</b> (McAllen, TX)	

- 5) **Vehicle Maintenance and Repair Services – II (Award):** award the proposal for vehicle maintenance and repair services – II for the period beginning December 1, 2023 through November 30, 2024 with two one-year options to renew, at an estimated total amount of \$55,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Quick Quack Car Wash Holdings, LLC.</b> (McAllen, TX) (New)	<b>McAllen Quick Lube, Inc./ dba RGV Tire Pros/ dba Valvoline Express Care</b> (McAllen, TX) (New)
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**B. Purchases and Renewals (B-a. Instructional Items)**

- 6) **Instructional Equipment (Purchase) – Grand Funded:** purchase instructional equipment from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$62,460.00;
- 7) **Laser System (Purchase) – Grand Funded:** purchase a laser system from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$59,999.00;
- 8) **Case Management Services (Renewal):** renew the case management services contract with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$81,000.00;
- 9) **Graduation Facility Agreement (Purchase/Lease):** purchase/lease of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 2, 2024 through May 4, 2024, at an estimated total amount of \$65,000.00;

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

- 10) **Furniture (Purchase):** purchase furniture from OMNIA Partner, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, an estimated total amount of \$86,377.75.

#	Vendor	Amount
A	<b>Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc.</b> (Emigsville, PA/Edinburg, TX)	\$5,616.96
B	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$11,223.68
C	<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$7,565.00

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D	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$26,907.26
E	<b>National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$21,432.90
F	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$13,631.95
Furniture Total		\$86,377.75

**11) Campus Dining and Food Truck Services – II (Renewal):** renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2024 through January 31, 2025, with a 0% commission;

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

**12) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$316,474.11
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$12,379.00
<b>B&amp;H Foto &amp; Electronics</b> (New York, NY)	E&I Cooperative Services	\$3,430.72
Total Amount		\$332,283.83

**13) Server Hardware Equipment, Software, and Support (Purchase) – Grant Funded:** Purchase server hardware equipment, software, and support from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$737,845.74;

**14) Backup Data Storage Hardware Maintenance Agreement (Renewal):** renew the backup data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$17,321.62.

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

**Consent Agenda:**

**b. Approval of 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties**

Purpose and Justification – Administration requested Board approval of the 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code.

Background - The 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, entered in the appraisal roll the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and submitted to South Texas College the tax roll/tax levy totaling \$88,386,739.25.

The tax rolls for Tax Years 2022 and 2023 were as follows:

<b>Tax Year</b>	<b>Hidalgo County</b>	<b>Starr County</b>	<b>Total</b>
2023	\$83,552,787.83	\$4,833,955.92	\$88,386,743.75
2022	75,735,088.72	4,515,974.35	80,251,063.07
Increase/(Decrease)	\$ 7,817,699.11	\$ 317,981.57	\$ 8,135,680.68

Enclosed Documents - The 2023 Tax Roll Totals documents from each county were provided in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee Meeting to address any questions.

The Committee recommended Board approval of the 2023 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, as presented.

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

#### **Consent Agenda:**

##### **c. Approval of Annual Investment Report for FY 2022 – 2023**

Purpose and Justification – Administration requested Board approval of the Annual Investment Report for FY 2022 - 2023.

The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by the General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually, and the result of the review is to be reported to the Board of Trustees.

Background - The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The report prepared for the State Auditor’s Office 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 Committee Meeting to address any questions.

The Committee recommended Board approval of the Annual Investment Report for FY 2022 – 2023, as presented.

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

**Consent Agenda:**

**d. Approval of Resolution 2024-007 Authorizing Investment Brokers/Dealers**

Purpose and Justification – Administration requested Board approval of Resolution 2024-007 Authorizing Investment Brokers/Dealers to update the list.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve annually any broker and dealer firms that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall, at least annually, review, revise, and adopt a list of qualified Investment Brokers/Dealers.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 18, 2022, as amended. A list of brokers/dealers, without the Banks/Investment Pools previously approved and not required to be approved annually, is included in Exhibit “A”.

The recommended changes were as follows:

	Section	From	To
1	List of Authorized Brokers/Dealers:	Duncan Williams	SouthState DuncanWilliams (name change)
2	List of Authorized Brokers/Dealers:	N/A	Add - PNC Financial Services Group (new)

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 18, 2022, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the changes.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College’s legal counsel.

Enclosed Documents – The revised Resolution was provided in the packet for the Board’s information and review.

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

The Committee recommended Board approval of Resolution 2024-007 Authorizing Investment Brokers/Dealers as presented, and which supersedes any previously adopted Board Resolution.

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

**Consent Agenda:**

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

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

On October 31, 2023, the Policy was presented to the Board of Trustees. At this meeting, Dr. Alejo Salinas, Jr. recommended that the policy be revised to provide better clarity. The Board took no action, and administration agreed to provide a clarifying revision as requested.

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

Enclosed Documents - The new policy was provided 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.

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

**Consent Agenda:**

**f. Acceptance of Internal Audit Report in the Area of Financial Aid Federal Awards**

Purpose and Justification – Administration requested Board acceptance of the Internal Audit Report in the Area of Financial Aid Federal Awards after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.

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

The Financial Aid Federal Awards audit was included in the FY 2024 Audit Plan and encompassed a review of the Financial Aid Office's Procedures Manual, and criteria from the Federal Student Aid Handbook Volume 1 – 4.

Enclosed Documents – The Internal Audit Report was provided in the packet for the Board's information and review.

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

The Committee recommended Board acceptance of the Internal Audit Report in the Area of Financial Aid Federal Awards as presented.

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

**Review and Action as Necessary Appraisal District Allocated Cost Payments for Starr County**

The Board was asked to approve the appraisal district allocated cost payments for Starr County for property valuation assessments provided annually for taxes imposed during the tax year.

The Appraisal Districts are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimated budgeted amount that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year."

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2023 estimated allocations, per the Starr County budget, is \$142,544.84 for Starr County Appraisal District. The first quarterly invoice was due by December 31, 2023.

The Tax Year 2023 allocations changed from the Tax Year 2022 allocations as follows:

<u>Tax Year</u>	<u>Starr County</u>
2023	\$142,544.84
2022	<u>121,334.03</u>
Increase/(Decrease)	<u>\$ 21,210.81</u>

The changes were based on the new year budgets of each Appraisal District.

The Starr County Appraisal District Budget increased by \$154,618 from \$1,766,031 to an adjusted budget of \$1,920,649 due to an audit credit of \$7,774.00.

Funding Source – Funds for these expenditures were budgeted in the Starr Appraisal/Collection Fee budget for FY 2023-2024.

Enclosed Documents – The 2024 allocation payments for Tax Year 2023 follow in the packet for the Committee's information and review.

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

The Appraisal District Allocated Cost Payments for Starr County was not presented to the Committee at the November 14, 2023 because the final information was not available.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the appraisal district allocated cost payments for Starr County in order to process payments to the Starr County Appraisal District as presented. The motion carried.

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### **Discuss and Approval of Award of Proposal for a Midsize Utility Vehicle and a High Roof Cargo Van**

Purpose and Justification – Administration recommended Board approval of the award of proposal for a midsize utility vehicle and a high roof cargo van to **Sames McAllen Ford**, (McAllen, TX) (New), for \$38,875.00 and \$67,227.00 respectively, at a total amount of \$106,102.00.

Mail Services requested the purchase of a midsize utility vehicle to replace an aging, high-mileage, and high-maintenance vehicle. This new vehicle would be used for daily deliveries of mail, equipment, furniture, and supplies to all campuses, and would also be available for use by various departments as needed for College events.

The Educational Technologies Department requested the purchase of a high roof cargo van with a powered liftgate accessory. This van would be used to transport audio visual equipment to installation locations throughout the district and to on-campus and off-campus college events.

Background – The project timeline and information are as follows:

Advertised RFP	October 25, 2023 and November 1, 2023
RFP Responses Due	November 9, 2023
RFP Issued To	Seven (7) Vendors
Responses Received From	Three (3) Vendors and One (1) Vendor did not meet the required specifications for the high roof cargo van; therefore, not considered.
Responses Reviewed By	Distribution Services, Educational Technologies, and the Purchasing Department
Highest Ranked Vendor	Sames McAllen Ford

Funds for this expenditure were budgeted in the Education Technology and Distribution Services budgets for FY 2023 – 2024.

Enclosed Documents – The tabulation of the proposals and proposal evaluation summaries were provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, 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 November 14, 2023 Finance, Audit, and Human Resources Committee meeting, and was presented to the Board without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approves and authorizes the award of proposal for a midsize utility vehicle and a high roof cargo van to **Sames McAllen Ford**, (McAllen, TX) (New), for \$38,875.00 and \$67,227.00 respectively, at a total amount of \$106,102.00. The motion carried.

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### **Discuss and Action as Necessary on the Purchase of a Consulting Program, Coach Training, and Leadership Certification**

Purpose and Justification – Administration recommended Board approval for the purchase of a consulting program, coach training, and leadership certification with **Strata Collaborative, Inc./dba Inside Track** (Portland, OR), a sole source vendor, for the period beginning December 1, 2023 through November 30, 2024, at a total amount of \$66,415.00. The services are as follows:

#	Services	Period	Amount
1	Consulting Program (20 hours per month)	6 Month (180 hours total)	\$39,600.00
2	Foundational Coach Training (20 participants)	20 Hours	\$17,100.00
3	Coaching Powered Leadership Certification (1 participant - 10 Training Sessions)	12/1/23 – 11/30/24	\$9,715.00
Total Amount			\$66,415.00

The Office of Strategic Initiatives and Student Engagement and Completion Services requested to purchase a consulting program, coach training, and leadership certification to drive student and organizational success through strategic, operational, and organizational initiatives. The services are as follows:

Consulting Program	These services will provide ongoing change support to help launch new initiatives, communicate program objectives, track progress toward goals, and promote leadership-level endorsement.
Foundation Coach Training	This service will include training, participants will engage in an interactive learning experience to establish the fundamentals of coaching and how to engage with students in initial and ongoing meetings. It will also include learning how to deliver feedback on coaching skills, mentoring coaches, and leading their teams through the adoption of coaching skills.
Coaching Powered Leadership Certification	This is a multidimensional coaching and training program that utilizes guided self-assessment, training, coaching, and feedback to support Leaders in applying coaching to their management and supervisory skills and strategies.

Background – These services were required to comply with the staff training component and program implementation of the Developing Hispanic-Serving Institutions grant received by the College.

Funds for this expenditure were budgeted in the Developing Hispanic-Serving Institutions (DHSI) grant for FY 2023 – 2024.

Dr. David Plummer, Vice President for Information Services and Planning, Dr. Ali Esmaeili, Dean of Math, Science, IT, and Bachelor Programs, Tony Matamoros, Director of Student Engagement and Completion Services, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, 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 November 14, 2023 Finance, Audit, and Human Resources Committee meeting, and was presented to the Board without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the purchase of a consulting program, coach training, and leadership certification with **Strata Collaborative, Inc./dba Inside Track** (Portland, OR), a sole source vendor, for the period beginning December 1, 2023 through November 30, 2024, at a total amount of \$66,415.00. The services are as follows:

#	Services	Period	Amount
1	Consulting Program (20 hours per month)	6 Month (180 hours total)	\$39,600.00
2	Foundational Coach Training (20 participants)	20 Hours	\$17,100.00
3	Coaching Powered Leadership Certification (1 participant - 10 Training Sessions)	12/1/23 – 11/30/24	\$9,715.00
Total Amount			\$66,415.00

The motion carried.

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

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

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

Trustees were invited to request any item 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 Technology Campus Truck Driving Range Expansion
- b. Approval of Final Completion of the Pecan Campus Resurfacing of East Drive

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized items a – b of the Facilities Committee Consent Agenda as presented. The motion carried.

**Consent Agenda:**

**a. Approval of Substantial Completion of the Technology Campus Truck Driving Range Expansion**

Approval of substantial completion of the Technology Campus Truck Driving Range Expansion project was requested:

Project		Completion Recommended	Date Received
1.	Technology Campus Truck Driving Range Expansion Project 2023-001C Engineer: R. Gutierrez Engineering Corporation Contractor: GST Construction, LLC	Substantial Completion Recommended	November 8, 2023

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

College staff and the Engineer visited the site and developed a construction punch list on November 8, 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 GST Construction, LLC. The original cost approved for this project was \$55,744.

The following table summarizes the current budget status:

Technology Campus Truck Driving Range Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$28,350.00	\$55,744.00	\$0	\$55,744.00	\$0	\$55,744.00

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### Enclosed Documents

A copy of the Substantial Completion Certificate and photos were provided.

The Committee recommended Board approval of substantial completion of the Technology Campus Truck Driving Range Expansion project as presented.

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

### Consent Agenda:

#### b. Approval of Final Completion of the Pecan Campus Resurfacing of East Drive

Approval of final completion and release of final payment for 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	Final Completion Recommended	November 1, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with by 5 Star GC Construction, LLC. The original cost approved for this project was \$275,239.

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	\$13,830.92	\$289,069.92	\$266,832.36	\$22,237.56

### Enclosed Documents

A copy of the Substantial Completion Certificate and photos were provided.

The Committee recommended Board approval of final completion and release of final payment to 5 Star GC Construction, LLC in the amount of \$22,237.56 for the Pecan Campus Resurfacing of East Drive.

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

## **Review and Action as Necessary on Review of Evaluation Criteria for Request for Construction Proposals**

### **Purpose and Justification**

Administration requested Board approval of the proposed modifications to the Request for Construction Proposals evaluation criteria and process.

### **Background**

On November 26, 2013, the Board of Trustees approved the current evaluation criteria and associated evaluation points.

### **Proposed Modifications**

The Facilities Planning and Construction and Purchasing departments reviewed the existing criteria and proposed additional steps for the competitive sealed proposals evaluation process. The proposed additional steps are as follows:

- Pass/Fail Determination(s):
  - The following documents of the construction proposal submissions will be given a pass/fail determination:
    - Execution of Offer
    - Incomplete Proposal
    - References (if applicable)
    - Grant Documents (applicable on federal funding)
- Additional Steps as Needed:
  - When there are respondents whose evaluation ranking is within three (3) points of the highest-ranked respondent, the Board of Trustees or a Board Committee may choose to identify additional steps to determine the award of a contract.
- Modified Evaluation Weight and Additional Criterion:
  - Establishing the Historically Underutilized Business (HUB) status of the respondent as stated in Section 2269.055 of the Texas Government Code. Reducing the evaluation points for established criteria and adding that point to the new criterion.

The above proposed HUB modification was in compliance with Section 2269.055 of the Texas Government Code.

### **Modified Evaluation Weight and Additional Criterion**

The Facilities Planning and Construction and Purchasing departments proposed the inclusion of an additional criterion, which concerns the Historically Underutilized Business (HUB) status of the respondent(s). The criterion would be added as Criterion 9, and would be weighted with one (1) point while Criterion 6 would be reduced by one (1) point. Below are the criteria and points, with College staff and Administration proposed changes highlighted:



#	Criteria	Evaluation Points
1	The respondent's price proposal.	Maximum 45 points
2	The respondent's experience and reputation.	Maximum 10 points
3	The quality of the respondent's goods or services	Maximum 10 points
4	The respondent's safety record.	Maximum 5 points
5	The respondent's proposed personnel	Maximum 8 points
6	The respondent's financial capability and relation to the size and scope of the project.	Maximum 9 8 points
7	The respondent's organization and approach to the project.	Maximum 6 points
8	The respondent's time frame for completing the project.	Maximum 7 points
9	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	Maximum 1 point

### Enclosed Documents

The current evaluation criteria and weighted points for the solicitation of construction proposals were provided in the packet for the Board's information and review.

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 meeting to address any questions.

### Recommended Action

Administration requested that the Committee recommend to the Board proposed modifications to the Request for Construction Proposals evaluation criteria and process.

On November 14, 2023, the Committee deferred action on this item, requesting that it be presented to the full Board of Trustees for deliberation.

On November 28, 2023, Dr. Alejo Salinas, Jr. asked whether the full evaluation criteria and process would be included in any published RFP, including the Pass/Fail Determination details. Administration confirmed that this would be included in every RFP for which these criteria are applicable.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized the proposed modifications to the Request for Construction Proposals evaluation criteria and process, including that the pass/fail criteria would be included at the top of applicable RFP publications. The motion carried.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:49 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;

Facilities Committee Items:

3. Discussion and Action as Necessary on Pecan Campus North Academic Humanities Building P Water Infiltration

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:10 p.m. No action was taken in Executive Session.

#### **Discussion and Action as Necessary on Pecan Campus North Academic Humanities Building P Water Infiltration**

Administration reviewed the Pecan Campus North Academic Humanities Building P, water Infiltration issue with the Board of Trustees and legal counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved administration to procure counsel related to the Pecan Campus North Academic Humanities Building P, water Infiltration issue, as discussed in executive session. 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 October 2023.

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

11/28/2023

*Regular Board Meeting Minutes*

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 October 2023. The motion carried.

## **Announcements**

### **A. Next Meetings:**

- Wednesday, December 6, 2023
  - 5:30 p.m. – Regular Board Meeting
- Tuesday, January 16, 2024
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, January 30, 2024
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- 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
- South Texas College will be closed Wednesday, December 20, 2023 – Thursday, January 4, 2024 in observance of Winter Break.

## **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:27 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, November 28, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

## **Discussion and Action as Necessary on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application**

Purpose and Justification – Administration requests Board approval of action as necessary on the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC), Tax Abatement Application in order for the College to participate in the new Phase II project that was recently added.

Terra-Gen Development Company, LLC, has submitted the application for tax abatements for their wind-powered electric generating facilities in Hidalgo County and South Texas College boundaries in order for the College to participate in the new tax abatement agreement with the windpower renewable energy company.

Background – Board of Trustees approvals are as follows:

The original application for the Monte Alto Windpower, LLC Phase II was submitted by Terra-Gen with the following specs:

- Project will begin construction no later than the 3<sup>rd</sup> quarter of 2025, and it is currently anticipated that construction will be completed by the 4<sup>th</sup> quarter of 2026.
- The project detail specifications are reflected in Exhibit 1 and are expected to be similar to the original Monte Cristo project including the tax abatement percentage, unrestricted funds for the Foundation, and the PILOT payments as follows:
  - ⇒ The improvements are expected to have an estimated value of approximately \$223,388,000, although the actual value will be determined by an appraisal from the Hidalgo County Appraisal District.
  - ⇒ Proposed wind power generation facilities, expected to be comprised of 236 megawatts of nameplate capacity located in Hidalgo County.
  - ⇒ Expected to include between 53 to 62 wind turbines ranging from 3.x and 4.x megawatts turbines from a tier 1 manufacturer, although the exact number may vary substantially depending on factors such as the type and size of turbines used and site wind characteristics.
  - ⇒ A 50% tax abatement of taxes with an estimated total project value of \$223,388,000
  - ⇒ A payment in the amount of \$40,000 in unrestricted funds to the College Foundation
  - ⇒ Annual Payments in Lieu of Taxes in the amount of \$10,000 for ten (10) years for each project.
- On February 22, 2022, adopted the current guidelines and criteria, and the resolution electing to participate in Tax Abatement Agreements, as established in the Property Tax Code Chapter 312 authorizing a taxing unit to enter into a tax abatement agreement. The College's Guidelines and Criteria for Granting Tax Abatements are effective for a two-year period from the adoption date. The current guidelines are valid until February 21, 2024. The current New Capital Investment minimum threshold is \$200 million.

On November 28, 2023, administration was asked by trustees to review the proposed annual Payments in Lieu of Taxes against comparable projects with other taxing districts, which have approved abatements at differing amounts, based upon base tax rate and percentage of abated taxes per year.

Administration has completed a review, and has proposed an increased annual Payment in Lieu of Taxes, including a provision that the amount over \$10,000 per year be provided to the South Texas College Foundation as unrestricted funds.

At the time of publication of this packet, administration has not received formal acceptance or denial of this proposed increase.

Mr. Milton Howard, Vice President of Renewable Development for Terra Gen Development, LLC, and Robert Pena, Local Developer/Consultant – President of Texas Energy Consultants, have been invited to attend the meeting to discuss their proposal and answer any questions.

Reviewers – Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Mr. Javier Villalobos, South Texas College's Legal Counsel, have reviewed this item and will be present at the meeting to address any questions.

Upon acceptance or denial of the proposed renegotiation, a new application and exhibits will be prepared based on final calculations.

Subsequent to the approval of the applications for the proposed tax abatement for the Terra-Gen Development Company, LLC Monte Cristo Phase II Windpower, LLC project, staff will obtain additional information such as the tax abatement agreements and tax abatement resolutions for Board of Trustees approval within the following months.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary on the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC), Tax Abatement Application as presented, and which includes the payment of unrestricted funds to the South Texas College Foundation.

**Approval Recommended:**

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

### **Discuss and Action as Necessary on Purchase of Furniture**

Administration recommends Board approval for the purchase of furniture from **Gateway Printing and Office Supply, Inc.** (Edinburg, TX), an OMNIA Partner and Sourcewell purchasing cooperatives approved vendor, in the amount of \$88,927.62 for the Pecan Campus Academic Humanities Building P Renovation project.

The purchases are summarized as follows:

<b>Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	
11	Faculty/Staff Chairs
11	Faculty/Staff Desks
8	Lateral File Cabinets
8	Bookcases
6	Office Guest Chairs
5	Printer Stands
2	Conference Room Tables
16	Conference Room Chairs

Background – The Pecan Campus Academic Humanities Building P Renovation project was approved on March 29, 2022, for administrative staff. The administrative offices to be relocated to this renovated space consist of Accountability, Risk, & Records Management and the Office of the Vice President for Finance and Administrative Services.

Funds for this expenditure are budgeted in the Pecan North Academic Humanities Building P Renovation Project Furniture Fixtures and Equipment budget for FY 2023 – 2024.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Rick De La Garza, Director of Facilities Planning and Construction, and Becky Cavazos, Director of Purchasing, will be present at the Board meeting to address questions.

Information for this item was not presented at the scheduled December 5, 2023 Finance, Audit, and Human Resources Committee meeting due to the meeting being canceled, and is presented to the Board without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the purchase of furniture from **Gateway Printing and Office Supply, Inc.** (Edinburg, TX), an OMNIA Partner and Sourcewell purchasing cooperative approved vendor, in the amount of \$88,927.62.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE FURNITURE REQUEST  
DECEMBER 06, 2023**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Gateway Printing and Office Supply, Inc. (OMNIA Partner and Sourcewell)</b>					
1	2	Casegoods, Lock Core with Key, Silver, No 001	\$ 12.76	\$ 25.52	Pecan North Academic Humanities Bldg, P Reno FFE - Mary Elizondo Faculty/Staff Desk, Chairs, Bookcases, Lateral Files, Printer Carts, and Conference Tables and Chairs for the Vice President of Finance and Administrative Services
	4	Storage Module Cubby, Accessories, 12Dx14Wx20H	\$ 231.88	\$ 927.52	
	4	Waveworks High Back Organizer, Full Back, Doors 66Wx38H	\$ 683.76	\$ 2,735.04	
	4	Series Mobile Printer/Fax Cart	\$ 236.70	\$ 946.80	
	5	Waveworks Lateral File, Four Drawer, 24Dx36W	\$ 1,332.76	\$ 6,663.80	
	5	Waveworks Full Modesty Panel, 48Wx27H	\$ 154.44	\$ 772.20	
	6	Waveworks Rectangular Surface, 24Dx48W	\$ 203.72	\$ 1,222.32	
	3	Waveworks Credenza Left Pedestal, File/File, HPL, 24Dx66W	\$ 1,064.80	\$ 3,194.40	
	4	Waveworks Desk Right Pedestal, BBF, HPL	\$ 1,213.08	\$ 4,852.32	
	27	Ignition Executive High Back Chair, Tilt Back Adjustable Tilt Seat	\$ 526.05	\$ 14,203.35	
	5	Casegoods, Lock Core with Key, Silver, No 002	\$ 12.76	\$ 63.80	
	7	Conference, 29Wx28H, Base	\$ 174.68	\$ 1,222.76	
	2	Waveworks End Panel, 29Dx28H	\$ 165.44	\$ 330.88	
	4	Waveworks Full Modesty Panel, 60Wx27H	\$ 172.92	\$ 691.68	
	2	Waveworks Pedestal, Box/Box/File Undersurface, 29Dx15W	\$ 487.52	\$ 975.04	
	1	Waveworks Conference Rectangular Top, 48Dx144W	\$ 3,039.52	\$ 3,039.52	
	1	Waveworks Storage Credenza, 24Dx72W	\$ 1,767.92	\$ 1,767.92	
	2	Waveworks Rectangular Surface, 30Dx60W	\$ 300.08	\$ 600.16	
	1	Casegoods, Lock Core with Key, Silver, No 003	\$ 12.76	\$ 12.76	
	5	Acquaint Guest Chairs Slat Back, Uph Lumbar	\$ 810.04	\$ 4,050.20	
	3	Casegoods, Lock Core with Key, Silver, No 004	\$ 12.76	\$ 38.28	
	1	Waveworks End Panel, 23Dx33H	\$ 80.96	\$ 80.96	
	1	Waveworks Modesty Panel 54Wx33H	\$ 159.72	\$ 159.72	
	1	Waveworks Modesty Panel 30Wx33H	\$ 155.32	\$ 155.32	
	3	Waveworks Double Door Under face, 23Dx30Wx33H	\$ 656.48	\$ 1,969.44	
	1	Waveworks Rectangular Surface, 24Dx54W	\$ 204.60	\$ 204.60	
	2	Waveworks Rectangular Surface, 24Dx60W	\$ 231.44	\$ 462.88	
	4	Casegoods, Lock Core with Key, Silver, No 004	\$ 12.76	\$ 51.04	
	2	Undersurface Support Rail, 36W, Black	\$ 103.40	\$ 206.80	
	8	Waveworks Bookcase 36Wx68H	\$ 532.84	\$ 4,262.72	
	3	Waveworks End Panel, 23Dx28H	\$ 151.36	\$ 454.08	
	1	Waveworks Full Modesty Panel, 30Wx27H	\$ 95.48	\$ 95.48	
	1	Waveworks Full Modesty Panel, 42Wx27H	\$ 139.04	\$ 139.04	
	1	Waveworks Full Modesty Panel, 66Wx27H	\$ 186.12	\$ 186.12	
	1	Waveworks Lateral File, Two Drawer, 17Dx30W	\$ 531.96	\$ 531.96	
	3	Waveworks Pedestal, Box/Box/File Undersurface, 23Dx15W	\$ 455.84	\$ 1,367.52	
	1	Waveworks Rectangular Surface, 18Dx30W	\$ 127.16	\$ 127.16	
	1	Waveworks Rectangular Surface, 24Dx24W	\$ 185.24	\$ 185.24	

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE FURNITURE REQUEST  
DECEMBER 06, 2023**

#	Qty	Description	Unit Price	Extension	Requesting Department
	1	Waveworks Rectangular Surface, 24Dx60W	\$ 231.44	\$ 231.44	
	1	Waveworks Rectangular Surface, 24Dx66W	\$ 262.68	\$ 262.68	
	3	Casegoods, Lock Core with Key, Silver, No 005	\$ 12.76	\$ 38.28	
	2	Waveworks Lateral File, Four Drawer, 24Dx30W	\$ 1,300.20	\$ 2,600.40	
	3	Casegoods, Lock Core with Key, Silver, No 006	\$ 12.76	\$ 38.28	
	2	Waveworks Pedestal, Box/Box/File, Undersurface, 23Dx15W	\$ 455.84	\$ 911.68	
	1	Waveworks Desk Left Pedestal, BBF, HPL, 30Dx66W	\$ 1,213.08	\$ 1,213.08	
	1	Casegoods, Lock Core with Key, Silver, No 011	\$ 12.76	\$ 12.76	
	1	Waveworks Mobile Utility Cart, 24Dx36W	\$ 880.44	\$ 880.44	
	11	Casegoods, Lock Core with Key, Silver, No 007	\$ 12.76	\$ 140.36	
	1	Waveworks Support Panel, 12Dx28H	\$ 70.84	\$ 70.84	
	1	Waveworks High Back Organizer, Full Back, Doors 108Wx38H	\$ 1,059.08	\$ 1,059.08	
	1	Waveworks End Panel 23Dx28H	\$ 151.36	\$ 151.36	
	1	Wavework Storage, Left, File/File, 24Wx68H	\$ 1,336.28	\$ 1,336.28	
	2	Wavework Full Modesty Panel, 54Wx72H	\$ 166.32	\$ 332.64	
	1	Wavework Lateral File, 36Wx69H	\$ 1,440.12	\$ 1,440.12	
	1	Waveworks Lateral File, Two Drawer, 23Dx30W	\$ 531.96	\$ 531.96	
	1	Waveworks Conference Rectangular Top, 42Dx84W	\$ 1,363.12	\$ 1,363.12	
	2	Waveworks Rectangular Surface 24Dx54W	\$ 204.60	\$ 409.20	
	1	Waveworks Desk Pedestal Right, 36Dx72W	\$ 1,265.88	\$ 1,265.88	
	2	Casegoods, Lock Core with Key, Silver, No 008	\$ 12.76	\$ 25.52	
	1	Waveworks Modesty Full Panel, 48Wx27H	\$ 154.44	\$ 154.44	
	5	Casegoods, Lock Core with Key, Silver, No 009	\$ 12.76	\$ 63.80	
	1	Torsion on the Go Arm Chair, Poly Back/Upholstered Seat	\$ 567.63	\$ 567.63	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 14,850.00	\$ 14,850.00	
		<b>Gateway Printing and Office Supply, Inc. Total</b>		<b>\$ 88,927.62</b>	
		<b>Furniture Total</b>			



## **Review and Action as Necessary on South Texas College Public Transportation Agency Safety Plan**

Purpose and Justification – Administration recommends Board approval of the South Texas College Public Transportation Agency Safety Plan, which is reviewed and updated annually, as required, in order to be in compliance with the Federal Transit Administration when operating the STC Jag Express.

Background - The Federal Transit Administration published a final rule as authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21) that requires operators of public transportation systems that receive Federal financial assistance to develop a Public Transportation Agency Safety Plan based on the Safety Management System approach. The safety plans will help ensure that public transportation systems are safe nationwide.

On November 2022, the South Texas College Transportation Services Department developed and adopted its own Agency Safety Plan, with collaboration from the Texas Department of Transportation (TxDOT), to improve public transportation safety to the highest practicable level in the State of Texas and comply with Federal Transit Administration (FTA) requirements.

The board of directors must annually approve the South Texas College Public Transportation Agency Safety Plan to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the Agency Safety Plan, and the tenets of Safety Management System, including a Safety Management Policy and the processes for Safety Risk Management, Safety Assurance, and Safety Promotion, per 49 U.S.C. 5329.1.

While safety has always been a primary function at South Texas College, this document lays out a process to fully implement a Safety Management System over the next several years that complies with the Public Transportation Agency Safety Plan final rule.

The College has collaborated with the Lower Rio Grande Valley Development Council – Valley Metro for the annual review, as required.

Reviewers – The Safety Plan was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for the Department of Public Safety, and the Manager for Public Safety and Transportation Services.

Enclosed Documents – The Safety Plan follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, will be present at the Board Meeting to address any questions.

This item is being 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 South Texas College Public Transportation Agency Safety Plan in order to be in compliance with the Federal Transit Administration when operating the STC Jag Express as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

# South Texas College

## Public Transportation Agency Safety Plan

Version 2 ~~Version 1~~

Approved ~~Adopted~~ December, 6 ~~November 29,~~  
2023 ~~2~~

In compliance with 49 CFR Part 673

~~Developed in conjunction with~~  
~~the Texas Department of~~  
~~Transportation~~

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A. Board Minutes or Resolution

## **1. Executive Summary**

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At South Texas College (STC), all levels of management, administration and operations are responsible for safety. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with STC.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the STC Board of Trustees adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329.<sup>1</sup> While safety has always been a primary function at STC, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

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<sup>1</sup> Federal Register, Vol. 81, No. 24

### **A. Plan Adoption – 673.11(a)(1)**

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

---

Ruben Suarez, Chief of Police

Date

The main governing body of STC is the STC Board of Trustees. Approval of this plan by the STC Board of Trustees occurred on ~~December 6, 2023~~ ~~November 29, 2022~~ and is documented in Board Meeting Minutes (minute identifier) from the Board meeting.

### **B. Certification of Compliance – 673.13(a)(b)**

Lower Rio Grande Valley Development Council – Valley Metro ~~TxDOT~~ ~~certifies~~ ~~certified~~ on ~~November 15, 2023~~ ~~November 17, 2022~~ that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by STC as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.

## 2. Transit Agency Information

The South Texas College – Jag Express provides public transportation in McAllen, Texas. The South Texas College Transportation Services main office is located at 2509 W. Pecan Blvd. McAllen, Texas 78501.

South Texas College currently operates 2 fixed shuttle bus routes. The fixed route service is operated five (5) days a week, Monday through Friday ranging from 7:00 am to 7:20 pm depending on the route.

The Transportation Services for the College are managed by the South Texas College Department of Public Safety. No additional transit service is provided by South Texas College on behalf of another transit or entity at the time of the development of this plan.

Table 1 contains agency information while an organizational chart for STC is provided in Figure 1.

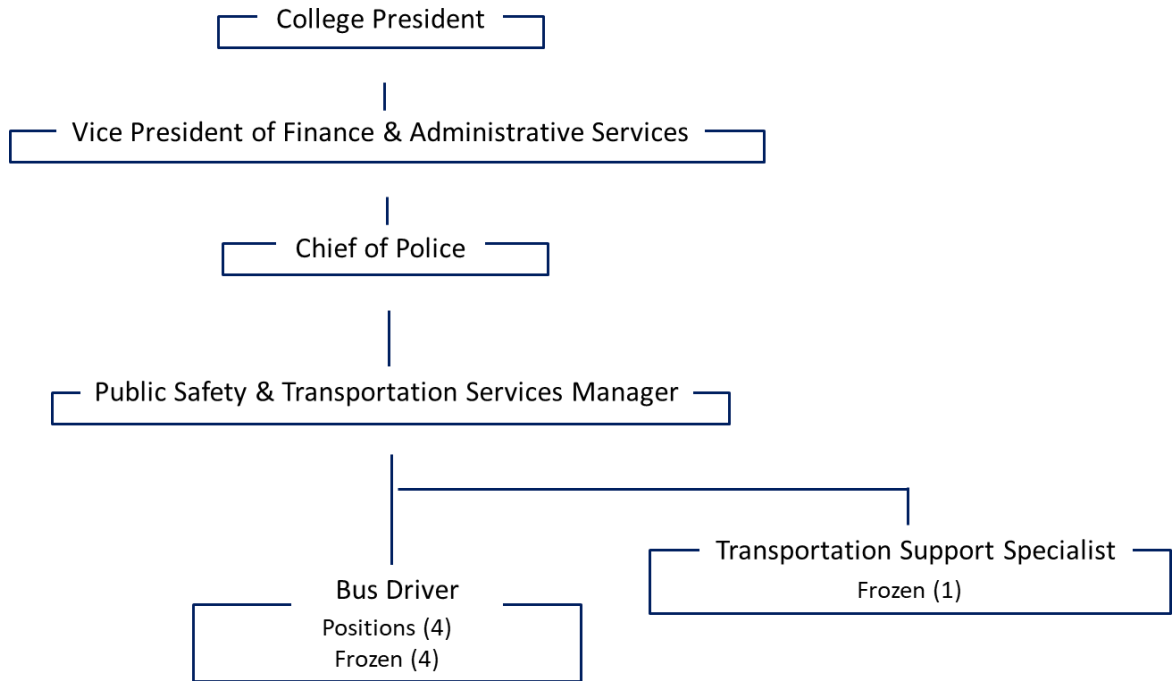
**TABLE 1: AGENCY INFORMATION**

Information Type	Information
Full Transit Agency Name:	South Texas College
Transit Agency Address:	2509 Pecan Blvd, McAllen, TX 78501
Name and Title of Accountable Executive 673.23(d)(1)	Ruben Suarez, Chief of Police
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Alina O. Cantu, Public Safety and Transportation Services Manager
Key Staff	Administrative staff and Drivers
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed route
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed route – Directly Operated
Number of Vehicles Operated	Two



FIGURE 1: STC ORGANIZATIONAL CHART

## South Texas College Transportation Organizational Chart



## **A. Authorities & Responsibilities – 673.23(d)**

As stated in 49 CFR Part 673.23(d), STC is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive (Chief of Police)** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the STC SMS, per 673.23(d)(1).

**Agency leadership and executive management** are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO (Public Safety & Transportation Services Manager)** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the STC SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

**Key staff** are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

**Front line employees** perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

### **3. Safety Management Policy**

#### **A. Policy Statement – 673.23(a)**

Safety is STC's first priority. STC is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

#### **I. Employee Safety Reporting Program – 673.23(b)**

Frontline employees are a significant source of safety data because they are often the first to spot unsafe conditions. For this reason, the employee safety reporting program is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

STC has an open-door policy that allows for communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. The CSO may also receive employee complaints, questions, or safety improvement suggestions. Additionally, a Human Resources representative may be involved at any level.

The employee safety reporting program will ensure that all employees are encouraged to report safety conditions directly to management or their direct supervisor for elevation to senior management. Any employee reports of safety concerns such as near misses, accidents, hazards, or any other event will not result in disciplinary action, unless the actions were a willful act and rule violations. Employees are protected from retaliation when reporting safety concerns in good faith.

## **II. Communicating the Policy Throughout the Agency – 673.23(c)**

STC is committed to ensuring the safety of our riders, personnel, and public. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The Safety Management Policy and safety objectives include posting the policy in prominent work locations for existing employees. In addition, the policy statement will become part of our agency's safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

### **B. PTASP Development and Coordination with TxDOT – 673.11(d)**

This PTASP ~~was has been~~ developed by TxDOT on behalf of South Texas College in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. ~~South Texas College will review the PTASP annually and will present for board approval. The draft ASP was delivered to STC in April 29, 2022 for review and comment. Once review was completed and any adjustments made, the final was delivered to STC for review and adoption.~~

### **C. PTASP Annual Review – 673.11(a)(5)**

Per 49 U.S.C. 5329, this plan includes provisions for annual updates of the SMS. As part of STC's ongoing commitment to developing a robust safety culture, STC, in cooperation with frontline employee representatives, will review the ASP and all supporting documentation annually. The review will be conducted before certifying to FTA that the ASP is compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through STC's annual Certifications and Assurances.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to implement all the processes used to manage safety at STC. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the STC Board of Trustees whether by signature or by reference to resolution. The annual ASP review follows the table below.

**TABLE 2: ASP ANNUAL UPDATE TIMELINE**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> <li>• Safety Policy;</li> <li>• Risk Management;</li> <li>• Safety Assurance; and</li> <li>• Safety Promotion.</li> </ul>		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, and MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

**TABLE 3: ASP RECORD OF CHANGES**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 2	<ul style="list-style-type: none"> <li>• Transit Agency Information on Page 6</li> <li>• PTASP Development and Coordination with TxDOT – 673.11(d) Page 9</li> <li>• Safety Performance Measures Page 11;</li> <li>• Safety Risk Mitigation Page 15</li> <li>• Added Appendix B</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational Chart updated</li> <li>• Edited since there was no collaboration with TxDOT this year.</li> <li>• Updated Safety Performance Targets Updated due to total revenue miles increasing</li> <li>• Included Bipartisan Infrastructure Law changes 5329(d)(1)(D); minimize exposure to infectious diseases</li> <li>• Created Infectious Disease Response Plan</li> </ul>	Alina O. Cantu	11/28/2023
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

#### **D. PTASP Maintenance – 673.11(a)(2)(c)**

STC will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as STC continues to develop and refine our SMS implementation.

#### **E. PTASP Documentation and Recordkeeping – 673.31**

At all times, STC will maintain documents that set forth our ASP, including those documents related to the implementation of STC's SMS and those documents related to the results from SMS processes and activities. STC will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entities, or TxDOT. STC will maintain these documents for a minimum of three years after the documents are created.

#### **F. Safety Performance Measures – 673.11(a)(3)**

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include Safety Performance Targets based on the safety performance measures established under the National Safety Plan. The safety performance measures outlined in the National Safety Plan were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the National Safety Plan are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the National Safety Plan. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4. Table 5 presents baseline numbers for each of the performance measures.

**TABLE 4: National Safety Plan SAFETY PERFORMANCE MEASURES**

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events (Accident, Incident, Occurrence)	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

**TABLE 5: SAFETY PERFORMANCE Targets**

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0%	1	0.002%	3	0.0064%	9,349

\*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, STC will reevaluate our safety performance targets and determine if they need to be refined.

### **G. Safety Performance Target Coordination – 673.15(a)(b)**

STC will make our safety performance targets available to TxDOT and the Rio Grande Valley MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, STC will coordinate with TxDOT and the MPO in the selection of safety performance targets during the annual PTASP update process.

## **4. Safety Management System**

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, STC is adopting SMS as the basis for directing and managing safety and risk at our agency. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components – Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. The Safety Management Policy and Safety Promotion are the enablers that provide structure and supporting activities that make Safety Risk Management and Safety Assurance possible and sustainable. The Safety Risk Management and Safety Assurance are the activities for effectively managing safety as presented in Figure 2.

**FIGURE 2: SAFETY MANAGEMENT SYSTEMS**



## **A. Safety Risk Management – 673.25**

By adopting this ASP, STC is establishing the Safety Risk Management (SRM) process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25.

**FIGURE 3: SAFETY RISK MANAGEMENT PROCESS**



### **I. Safety Hazard Identification – 673.25(b)**

The STC safety risk management process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment. STC uses a variety of mechanisms for identifying and documenting hazards, namely:

- STC ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified.
- Employee hazard training coupled with the employee safety report program ensures that STC has information for hazard identification.
- Upon receiving notification of a potential hazard, the CSO will enter the hazard into the Hazard Log. Next, the CSO will conduct the risk assessment by utilizing the Risk Matrix presented in figure 5 to determine the frequency and severity of hazard.
- Staff are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- If a hazard is such that an employee would be reluctant to report the information an alternative, anonymous reporting mechanisms are available through an anonymous suggestion box.
- To increase safety knowledge, personnel are also encouraged to participate in professional development activities and training as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification may include:
  - Employee safety reporting program
  - Inspections of personnel job performance, vehicles, facilities and other data
  - Investigations of safety events



- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
  - FTA and other federal or state authorities
  - Reports from the public
  - Safety bulletins from manufacturers or industry associations

**FIGURE 4: Sample Hazard Log**

Hazard	Identification Source/Date	Date of Analysis	Worst Credible Potential Consequence(s)	Defenses in place (hard or soft)	Probability of Consequences	Severity of Consequences	Safety Risk Evaluation Index	Further Mitigation Action, if Required	Revised Safety Risk Evaluation Index	Revised Safety Risk Evaluation Index Date	Department Responsible for Mitigation	Estimated Date Mitigation(s) is Fully Implemented	Contact Person	Department/Individual Responsible for Monitoring Mitigation Effectiveness
Bus mis-aligned over pit	Employee safety reporting	Date	Bus falling into pit resulting in property damage	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	C (Marginal)	3C (Acceptable based upon existing mitigations)	NA	NA	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in injury to worker	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	B (Critical)	3B (Acceptable based upon existing mitigations)	N/A	N/A	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in worker fatality	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. (s) 2. Establish speed restrictions moving in and out of shop. (s) 3. Stripe lines around pits with high visibility fluorescent paint. (h) 4. Revise SOPs to ensure pit is not occupied during bus movements over pit.(s) 5. Install bus tire guides on pit edge.(h)	4A (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name	Bus Operations Safety Department
Corroded/cracked rail fasteners in tunnel	Employee safety reporting	Date	Derailment with fatalities	1. Routine inspections (s) 2. Periodic maintenance is conducted.(s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Increased inspection frequencies (s) 2. Corrosion mitigation (s) 3. Speed Restrictions(s) to be implemented (s)	4A (Acceptable based upon mitigations)	Date	Track Maintenance	Date	Name	Track Maintenance Safety Department

## II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, STC has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk process.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. As stated above, the CSO will log hazards utilizing a Hazard Log that resembles Figure 4. The CSO will evaluate the hazard for severity, probability and level of risk utilizing the criteria in the Tables listed in figure 6.

**FIGURE 5: SAFETY RISK ASSESSMENT MATRIX**

RISK ASSESSMENT MATRIX					Severity of the Consequence		
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)	Definition Category	Meaning	Value
Frequent (A)	High	High	High	Medium	Catastrophic	<ul style="list-style-type: none"> <li>Equipment destroyed</li> <li>Multiple deaths</li> </ul>	A
Probable (B)	High	High	Medium	Medium	Critical	<ul style="list-style-type: none"> <li>A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely</li> <li>Serious injury</li> <li>Major equipment damage</li> </ul>	B
Occasional (C)	High	Medium	Medium	Low	Marginal	<ul style="list-style-type: none"> <li>A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency</li> <li>Serious incident</li> <li>Injury to persons</li> </ul>	C
Remote (D)	Medium	Medium	Low	Low		<ul style="list-style-type: none"> <li>Nuisance</li> <li>Operating limitations</li> <li>Use of emergency procedures</li> <li>Minor incident</li> <li>Little consequences</li> </ul>	D
Improbable (E)	Medium	Low	Low	Low			

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation

If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the information is used to move to the next step, which is hazard mitigation.

### III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO will identify mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. To accomplish this objective, the CSO, works with subject matter experts from respective department or section to which the hazard applies to determine a mitigation strategy.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member, team or department for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Hazard Log (figure 4). Among the responsibilities of the staff member, department or team is to communicate the mitigation effort to the CSO, who will document whether the mitigation was carried out as designed and whether the intended safety objectives were achieved.

The Bipartisan Infrastructure Law requires transit agencies to address strategies to minimize exposure to infectious diseases, consistent with Centers for Disease Control and Prevention

or State health authority guidelines. STC has strategies in place to minimize exposure to infectious disease that are consistent with Centers for Disease Control (CDC), state/county orders, and public health agencies, STC Transportation Services developed an Infectious Disease Exposure Response Plan which is used to mitigate risk.

## **B. Safety Assurance – 673.27 (a)**

Safety Assurance means processes within the STC SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) STC meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting STC’s critical safety objectives and contribute towards SPTs.

### **I. Safety Performance Monitoring and Measuring – 673.27 (b)**

As the first step in the STC Safety Assurance program, STC collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. STC currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, STC will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

## **II. Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)**

STC monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives.

Supervisors monitor employee compliance with STC SOPs through direct observation and review of information from internal reporting systems such as pre-trip inspection forms and employee safety reporting.

STC addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the CSO will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The CSO will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

### **III. Monitoring Operations – 673.27(B)(2)**

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

### **IV. Safety Event Investigation – 673.27(B)(3)**

STC currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that STC can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. STC gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
  - a. Identify probable causes and contributing factors.
  - b. Verify identified hazards.
  - c. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
  - d. Provide a means of checking the adequacy of past training.
  - e. Make personnel aware of unsafe acts and conditions.
2. Investigations:
  - a. STC Police, Local Police and the CSO will conduct investigations for all minor and major accidents or incidents.
3. The following are necessary for effective investigations:
  - a. Determine field personnel responsibilities for investigation.
  - b. Utilize the Supervisor's Accident Investigation Procedures.
  - c. Integrate Claims' findings into investigations.
  - d. Ensure STC Police and Risk Management are notified of minor and major accidents, on both an immediate and routine basis.
  - e. Develop criteria for investigations.
  - f. Prepare procedures, checklists and formats for conducting investigations.
  - g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the CSO will establish procedures for coordinating investigations by outside agencies, or peer reviews.

## **V. Monitoring Internal Safety Reporting Programs – 673.27(B)(4)**

As a primary part of the internal safety reporting program, STC monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

## **C. Safety Promotion – 673.29**

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that STC will implement and how safety related information will be communicated.

### **I. Safety Competencies and Training – 673.29(a)**

STC provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, STC ~~conducts~~ **will be conducting** the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (STC is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Identify trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

## **II. Safety Communication – 673.29(b)**

STC regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP or other means.

STC will ensure that any safety related information is shared with STC staff. STC also posts safety related and other pertinent information in a common room for all employees.

STC will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, STC will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, STC will review its current communications strategies and determine whether others are needed.

## 5. APPENDIX A:

### A. Glossary of Terms

**Accident:** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

**Accountable Executive (typically the highest executive in the agency):** means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C., and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

**Agency Leadership and Executive Management:** Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

**Chief Safety Officer (CSO):** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Corrective Maintenance:** Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

**Equivalent Authority:** means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

**Event:** means an accident, incident, or occurrence.

**Federal Transit Administration (FTA):** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Investigation:** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.



**Key staff:** means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

**Major Mechanical Failures:** means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

**National Public Transportation Safety Plan (NSP):** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence:** means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator of a Public Transportation System:** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Passenger:** means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

**Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target:** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

**Preventative Maintenance:** means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

**Public Transportation Agency Safety Plan (PTASP):** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Risk:** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation:** means a method or methods to eliminate or reduce the effects of hazards.

**Road Calls:** means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

**Safety Assurance (SA):** means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy (SMP):** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's



employees regarding safety.

**Safety Management System (SMS):** means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Management System (SMS) Executive:** means a CSO or an equivalent.

**Safety Objective:** means a general goal or desired outcome related to safety.

**Safety Performance:** means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

**Safety Performance Indicator:** means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

**Safety Performance Measure:** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Safety Performance Monitoring:** means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

**Safety Performance Target (SPT):** means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

**Safety Promotion (SP):** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk:** means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

**Safety Risk Assessment:** means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

**Safety Risk Management (SRM):** means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**Safety Risk Mitigation:** means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

**Safety Risk Probability:** means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

**Safety Risk Severity:** means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

**Serious Injury:** means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date

that the injury was received;

- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Small Public Transportation Provider:** means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

**State:** means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of Good Repair:** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency:** means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 674.

**Transit Agency:** means an operator of a public transportation system.

**Transit Asset Management (TAM) Plan:** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

**Vehicle Revenue Miles (VRM):** means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

## **B. Acronyms Used**

**ADA:** Americans with Disabilities Act

**ASP:** Agency Safety Plan

**CAF:** Customer Assistance Form

**STC:** South Texas College

**ESRP:** Employee Safety Reporting Program

**FAST Act:** Fixing America's Surface Transportation Act

**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century Act

**MOU:** Memorandum of Understanding

**MPO:** Metropolitan Planning Organization

**NTD:** National Transit Database

**SOP:** Standard Operating Procedure

**SSPP:** System Safety Program Plan

**TxDOT:** Texas Department of Transportation

## 6. **APPENDIX B:**

### A. **Infectious Disease Exposure Response Plan**

#### 1. Objectives

- Provide guidance on how to respond during each Pandemic Alert Phase
- Inform and advise the employees and community as needed
- Take reasonable measures to ensure the safety of the employees and patrons

#### 2. Scope

Once an outbreak reaches pandemic proportions, the Response Plan will need to be used in conjunction with the College's Multi-Hazard Emergency Operations Plan to provide comprehensive response planning. It is intended to cover extraordinary aspects specific to a contagious virus that are not normally covered in the Multi-Hazard Emergency Operations Plan. Consequently, if a contagious virus spreads to the degree that it limits or restricts a transit agency's availability of personnel or cripples its ability to deliver normal service the Response Plan will be triggered. College notifications, disinfection, sterilization and isolation protocols will be executed as recommended by local and state public health authorities. CDC recommends to have everyday strategies to prevent the spread of infections as part of your normal operations, such as promoting vaccination, staying home when sick, optimizing ventilation, washing hands frequently, and following all rules on regular and consistent cleaning, sanitizing, and disinfecting.

#### 3. Approval of an Infectious Disease Exposure Response Plan

The Chief Safety Officer or Accountable Executive of the transit agency shall conduct periodic reviews and revisions to the Response Plan.

#### 4. Elements of the Response Plan

The Response Plan covers specific elements that include the following:

- Pandemic Alert Phases
- Information and Education Program (Internal and External)
- Disinfection Program
- Sanitary Aids
- Vaccine/Antiviral medications
- Self-Screening
- Service Reduction, Shutdown and Restoration

##### A. Pandemic Alert Phases

Planning and response to a contagious virus will depend on the risk involved. Unlike a catastrophic event such as an earthquake, a contagious virus likely will have various phases in the lifecycle of its spread. Each phase will need a different response strategy.

The Response Plan shall be applicable to all contagious viruses however it is based on the phases of a pandemic influenza as defined by the World Health Organization (WHO). These WHO phases have been

universally accepted by most health departments and other government and private organizations and shall be adopted and adapted by the transit agency.

**Table 1**

<b>World Health Organization Phases</b>	
<b>Inter – Pandemic Period</b>	
Phase 1: Low Risk of Human Cases	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or diseases is considered low.
Phase 2: Higher Risk of Human Cases	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk to humans.
<b>Pandemic Alert Period</b>	
Phase 3: No or very limited human - to - human transmission	Human infection(s) with a new subtype, but no human - to - human spread, except for rare close – contact instances.
Phase 4: Evidence of increased human – to – human transmission	Small cluster (s) with limited human - to - human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
Phase 5: Evidence of significant human – to – human transmission	Larger cluster(s) but human - to - human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)
<b>Pandemic Period</b>	
Phase 6: Efficient and sustained human – to – human transmission	Increased and sustained transmission in general population.

## B. Information and Education Program

Communications, in the form of information and educational programs, must be a major part of any Response Plan. Communications shall be divided into three distinct areas: communications with emergency management; communications to employees (internal) and communications to the riding public (external).

Communications need to be coordinated with local and state emergency management so that the message stays consistent. Information and educational training shall be consistent with that recommended by local and state health departments, and transit agency staff shall partner with those agencies to ensure that accurate and appropriate information is being released.

**Table 2****Internal Communication**

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none"><li>• Develop materials on employee personal hygiene and precautions against contagious viruses.</li><li>• Distribute personal hygiene information to employees.</li><li>• Publish information on website.</li><li>• Disseminate materials developed through emails, the district website, College Emergency Notification System and other forms of outreach.</li><li>• Partner with public health department, to acquire timely information, and coordinate appropriate new releases to employees and riding public.</li><li>• Develop training video and poster(s) on hygiene and precautionary measures against viruses both at work and in the home.</li><li>• Commence disseminating the video and poster(s) to district departments.</li><li>• Place pertinent information on the Transit website.</li></ul>	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2	<ul style="list-style-type: none"><li>• Develop and deliver a more formal awareness program that includes personal visits to employee work location to disseminate facts and to address concerns.</li></ul>	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
3 - 6	<ul style="list-style-type: none"><li>• Continue to update employees with status reports of the virus conditions, using all appropriate means of distribution.</li></ul>	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager

**Table 3**  
**External Communication**

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none"> <li>• In accordance with information provided by the health Authority put out passenger's bulletins in the form of a fact sheet on the risks involved.</li> <li>• Prepare outreach/education material in the form of news releases, patron bulletins and website articles that provide guidance on personal hygiene, and keep patrons informed on the risks involved.</li> <li>• Commence disseminating information prepared.</li> <li>• Partner with public health departments to acquire timely information, and to coordinate appropriate news releases to employees and riding public.</li> </ul>	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2 - 6	<ul style="list-style-type: none"> <li>• Continue to disseminate timely information to patrons. Start utilizing station signage and on-vehicle posters to further the promotion of information.</li> </ul>	Transportation Manager, Transportation Staff

### C. Disinfection Program

Various contagious viruses can survive on surface materials for several days or longer. Consequently, a transit agency shall stay up to date with local and/or state health authority's recommendations to determine a practical response.

**Table 4**

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> <li>• Commence planning for enhanced cleanliness of the system's buses, particularly hand-contact surfaces. The plan should assess in-house resources and explore contract services that are geared to the different alert phases. An estimate of the costs involved should be part of the planning process</li> <li>• Commence the initiative to provide cleaner buses so that patrons are comfortable when riding the buses</li> </ul>	Transportation Manager, Transportation Staff
2 - 6	<ul style="list-style-type: none"> <li>• Commence and continue program of disinfecting hand-contact surfaces on buses several times throughout each day. Using the</li> </ul>	Transportation Manager, Transportation Staff

	Daily Disinfectant Checklist to clean the buses and using the Disinfectant Electrostatic sprayer daily.	
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## D. Sanitary Aids

Sanitary aids can assist significantly in limiting the spread of a virus. Additionally, sanitary aids can reassure transit employees and provide them with an added layer of protection in performing their daily functions.

**Table 5**

Alert Phase	Action	Responsibility
<b>1</b>	<ul style="list-style-type: none"> <li>Establish funding authorization for pending sanitary aid expenses related to the pandemic.</li> <li>Procure a supply of face masks and disinfectant gel for use by employees.</li> <li>Work with suppliers to ensure a steady flow of these aids for employees, given a progression of the virus to higher alert levels. Estimate supplies needed for each alert phase.</li> <li>With reference to alert Phase 4, estimate disinfectant gel needed for patrons, and work with suppliers to ensure a steady flow of this item when the time arrives.</li> </ul>	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
<b>2 - 6</b>	<ul style="list-style-type: none"> <li>Disseminate disinfectant gels for employee use.</li> </ul>	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
<b>4</b>	<ul style="list-style-type: none"> <li>Require employees or patrons to wear protective masks if required by Presidential Executive Order or the Federal Transit Administration.</li> <li>Provide disinfectant gels for use by patrons in each bus.</li> </ul>	Transportation Manager, Transportation Staff
<b>5</b>	<ul style="list-style-type: none"> <li>Provide protective masks to office employees for use within office environments.</li> <li>Promote social distancing (avoid face contact meetings, explore telecommuting).</li> </ul>	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager



## E. Vaccine/Antiviral Medications

Given the spread of a contagious virus, transit agencies shall work with local health authorities to make vaccinations and/or antiviral medications available for transit agency employees.

**Table 6**

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"><li>Work with state and local health departments to track the U.S. government development of guidelines for the allocation of Contagious Virus vaccine and antiviral medications.</li></ul>	Finance and Administrative Services Safety Team
3	<ul style="list-style-type: none"><li>Coordinate with local and/or state health authority for vaccine clinics to be held available on the STC campuses</li></ul>	Finance and Administrative Services Safety Team
4	<ul style="list-style-type: none"><li>Host vaccines clinics on STC campuses</li></ul>	Finance and Administrative Services Safety Team

## F. Self-Screening

Prior to arriving to campus, employees and students, must, on a daily basis, screen themselves by using the Screening Checklist. If you are exhibiting new or worsening signs or symptoms of possible infectious disease, such as Covid-19, as listed below, please **DO NOT report to campus**.

### **Are you experiencing any new or worsening signs or symptoms?**

- Cough
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

### **If you experience any of the signs or symptoms of COVID-19, please immediately notify:**

- Employees must notify the Office of Human Resources and should notify their healthcare provider.
- Students must notify Counseling and Student Disability Services and should notify their healthcare provider.

If you should develop signs or symptoms or start to feel unwell during the day on campus, please notify the appropriate parties listed above.

## G. Service Reduction, Shutdown and Restoration

Throughout the life cycle of a large-scale viral response, a transit agency may need to reduce service due to employee availability to maintain and operate transit vehicles or to comply with public health department recommendations and directives.

### **Service Reduction**

The following indicators will be monitored as potential service reduction triggers:

- Ridership
- Employee attendance
- Asset availability

Service levels will be adjusted as necessary, with the following anticipated progression:

- Reduce service
- Shut down the system

Service reduction issues are anticipated to include the following:

- Employee welfare
- Development of work rules/guidelines regarding hygiene practices in the work environment

### **Service Shutdown**

Given the need to shut down service, the primary objective will be to execute an orderly, safe conclusion of service, which preserves district assets in a condition that will facilitate later service restoration.

Major tasks involved in the shutdown of the system consist of the following:

- Complete operations (complete final service runs and store all vehicles)
- Deploy property protection
- Establish communications and logistics plan for administrative work (possible coordination from home, individual office or other location as needed)

### **Initial Shutdown**

- All revenue vehicles will be appropriately positioned in the yard at close of operations for the night.
- Keys will be secured in the office
- Office staff will evaluate their essential functions and either suspend work or develop contingency work plans as needed.
- Ongoing security will be provided by STC police.

### **Restoration of service**

In anticipation of service restoration, the following actions will be performed:

- Conduct complete system inspection before start-up.
- Complete any repairs or maintenance identified during the start-up inspections.
- Inspect revenue vehicle fleet.

Service will commence after the actions have been accomplished, and contingent upon approvals by the Transportation Manager or Chief of Police.

**7. APPENDIX C:**

***A. Board Minutes or Resolution***

## **Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo County**

Purpose and Justification – Administration requests Board approval of the appraisal district allocated cost payments for Hidalgo County for property valuation assessments provided annually for taxes imposed during the tax year.

The Appraisal Districts are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimated budgeted amount that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year."

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2023 estimated allocations, per the Hidalgo County budget, is \$901,789.00 for Hidalgo County Appraisal District. The first quarterly invoice is due by February 2, 2024.

The Tax Year 2023 allocations increased from the Tax Year 2022 allocations as follows:

<u>Tax Year</u>	<u>Hidalgo County</u>
2023	\$901,789.00
2022	<u>785,368.00</u>
Increase	<u>\$ 116,421.00</u>

The changes are based on the new year budgets of each Appraisal District.

The Hidalgo County Appraisal District Budget increased by \$815,279 from \$11,496,198 to \$12,311,477.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2023-2024.

Enclosed Documents – The 2024 allocation payments for Tax Year 2023 follow in the packet for the Board's information and review.

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

This item is being 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 appraisal district allocated cost payments for Hidalgo County of \$901,789.00 as presented.

**Approval Recommended:**

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

# 2024 OFFICIAL ENTITY ASSESSMENT

ENTITY:	2023 Tax Levied	2023 Percent	2023 Official Assessment	2024 Official Assessment
Hidalgo County	301,903,688.00	26.47%	\$ 2,744,445.00	\$ 3,258,458.00
Drainage Dist.#1	60,619,813.39	5.31%	\$ 568,835.00	\$ 654,273.00
Entity Totals	362,523,501.39	27.57%	\$ 3,313,280.00	\$ 3,912,731.00
 <u>Fire Districts:</u>				
EMS District #1	\$262,476.24	0.02%	\$ 2,438.00	\$ 2,833.00
EMS District #2	\$454,234.02	0.04%	\$ 4,355.00	\$ 4,902.00
EMS District #3	\$509,566.11	0.04%	\$ 5,089.00	\$ 5,500.00
EMS District #4	\$319,163.06	0.03%	\$ 2,936.00	\$ 3,445.00
Entity Totals	\$1,545,439.43	0.14%	\$ 14,818.00	\$ 16,680.00
 <u>Irrigation Districts:</u>				
Donna #1	\$715,476.00	0.063%	\$ 7,420.00	\$ 7,722.00
Delta Lake	\$753,256.36	0.066%	\$ 6,226.00	\$ 8,130.00
Kennedy Co GCD	\$1,278.40	0.00011%	\$ 11.00	\$ 14.00
Brush Country GCD	\$343.00	0.00003%	\$ 5.00	\$ 4.00
Red Sands GCD	\$78,735.91	0.007%	\$ 758.00	\$ 849.00
Entity Totals	\$1,549,089.67	0.1358%	\$ 14,420.00	\$ 16,719.00

# 2024 OFFICIAL ENTITY ASSESSMENT

ENTITY:	2023 Tax Levied	2023 Percent	2023 Official Assessment	2024 Official Assessment
<u>Cities:</u>				
Alamo	\$5,798,228.19	0.51%	\$ 52,925.00	\$ 62,580.00
Alton	\$3,671,867.55	0.32%	\$ 32,180.00	\$ 39,631.00
Donna	\$6,866,862.23	0.60%	\$ 67,944.00	\$ 74,114.00
Edcouch	\$717,755.08	0.06%	\$ 6,457.00	\$ 7,746.00
Edinburg	\$42,919,133.76	3.76%	\$ 395,376.00	\$ 463,228.00
Elsa	\$2,123,067.64	0.19%	\$ 18,276.00	\$ 22,914.00
Granjeno	\$32,308.02	0.00%	\$ 318.00	\$ 348.00
Hidalgo	\$3,355,112.36	0.29%	\$ 31,995.00	\$ 36,212.00
La Joya	\$1,339,280.47	0.12%	\$ 12,542.00	\$ 14,455.00
La Villa	\$738,371.63	0.06%	\$ 6,859.00	\$ 7,969.00
McAllen	\$62,158,794.08	5.45%	\$ 602,556.00	\$ 670,882.00
Mercedes	\$6,761,148.43	0.59%	\$ 61,778.00	\$ 72,974.00
Mission	\$32,462,336.25	2.85%	\$ 299,805.00	\$ 350,367.00
Palmview	\$4,205,943.94	0.37%	\$ 38,121.00	\$ 45,395.00
Penitas	\$1,904,344.97	0.17%	\$ 17,749.00	\$ 20,554.00
Progreso	\$1,164,505.40	0.10%	\$ 10,037.00	\$ 12,569.00
Pharr	\$34,450,268.12	3.02%	\$ 297,902.00	\$ 371,823.00
San Juan	\$11,550,566.23	1.01%	\$ 104,503.00	\$ 124,666.00
Sullivan City	\$791,148.84	0.07%	\$ 7,669.00	\$ 8,539.00
Weslaco	\$18,366,021.86	1.61%	\$ 166,987.00	\$ 198,225.00
Entity Totals	\$241,377,065.05	21.16%	\$ 2,231,979.00	\$ 2,605,191.00
<u>Schools:</u>				
Donna	\$ 22,865,614.55	2.00%	\$ 233,677.00	\$ 246,790.00
Edcouch-Elsa	\$ 5,269,806.96	0.46%	\$ 56,026.00	\$ 56,878.00
Edinburg	\$ 78,035,448.53	6.84%	\$ 947,419.00	\$ 842,239.00
Hidalgo	\$ 8,696,498.63	0.76%	\$ 91,726.00	\$ 93,861.00
La Joya	\$ 32,969,208.52	2.89%	\$ 429,173.00	\$ 355,837.00
La Villa	\$ 1,657,030.08	0.15%	\$ 18,757.00	\$ 17,885.00
Lyford	\$ 190,106.15	0.02%	\$ 2,053.00	\$ 2,052.00
McAllen	\$ 86,308,387.07	7.57%	\$ 1,001,956.00	\$ 931,528.00
Mercedes	\$ 7,709,539.40	0.68%	\$ 96,044.00	\$ 83,210.00
Mission	\$ 30,925,838.17	2.71%	\$ 324,912.00	\$ 333,784.00
Monte Alto	\$ 2,319,190.18	0.20%	\$ 22,748.00	\$ 25,032.00
PSJA	\$ 62,430,424.31	5.47%	\$ 733,962.00	\$ 673,815.00
Progreso	\$ 3,250,071.86	0.28%	\$ 31,252.00	\$ 35,078.00
Sharyland	\$ 39,797,048.10	3.49%	\$ 482,704.00	\$ 429,531.00
So Tx College	\$ 83,552,783.33	7.32%	\$ 785,368.00	\$ 901,789.00
South Texas ISD	\$ 27,090,743.40	2.37%	\$ 248,616.00	\$ 292,391.00
Valley View	\$ 10,651,522.96	0.93%	\$ 120,698.00	\$ 114,962.00
Weslaco	\$ 29,972,406.60	2.63%	\$ 294,610.00	\$ 323,494.00
Entity Total	\$ 533,691,668.80	46.79%	\$ 5,921,701.00	\$ 5,760,156.00
GRAND TOTALS	\$1,140,686,764.34	100%	\$ 11,496,198.00	\$ 12,311,477.00
BUDGET TOTAL			\$ 11,496,198.00	\$ 12,311,477.00



## **Review and Action as Necessary to Adopt New Policy and Retire Current Policies**

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

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

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

<b>Adopt New Policies</b>	<b>Retired Policy(ies)</b>
Section F - Students	
A-1. FD (Local) Tuition and Fees	A-2. Policy #5530: Payment and Collection of Tuition and Fees <ul style="list-style-type: none"><li>• Replaced by FD (Local)</li></ul> A-3. Policy #5535: Payment of Tuition and Fees by Installments <ul style="list-style-type: none"><li>• Replaced by FD (Local)</li></ul> A-4. Policy #5536: Refund of Tuition and Fees <ul style="list-style-type: none"><li>• Replaced by FD (Local)</li></ul>

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 are being reviewed, retired, and transitioned into the TASB formatted policies. The goal is to maintain a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, legal counsel, and the Vice President for Finance and Administrative Services.

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

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

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

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

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

TUITION AND FEES

FD  
(LOCAL)

Upon recommendation by the College President, tuition and fees shall be set annually by the Board and shall be published in the College District catalog and other appropriate publications.

**Excessive Hours or Repeated Courses**

The Board shall determine annually if the College District shall charge a resident a higher tuition rate for excessive hours or repeated courses in accordance with law. If the Board adopts a higher rate, the Board shall describe any applicable exemptions. The rates, exemptions, and required notice shall be published in the College District catalog and other appropriate publications.

**Waivers**

The College District shall publish in the College District catalog and other appropriate publications:

1. The tuition and fee waivers the College District is required by law to grant; and
2. Any legally authorized tuition and fee waiver adopted by the Board.

**Collection of Tuition and Fees**

Installment  
Payments

The Board may adopt an installment payment plan in accordance with state law.

Collection  
Procedures

The College President is authorized to develop procedures for the collection of tuition and fees.

**Refund Policy**

The College District shall refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College District catalog and in any other appropriate College District publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

## MANUAL OF POLICY

<b>Title</b>	<b>Payment and Collection of Tuition and Fees</b>	<b>5530</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order Dated May 26, 2020</b>	

### **I. Purpose**

The purpose of the policy is to provide best practices and provisions regarding payment and collection of tuition and fees.

### **II. Policy**

South Texas College encourages payment of tuition and fees through online portals, which can be accessed through kiosks and computer labs at each campus, or on personal devices on- or off-campus. These online payment options are offered at no additional charge to students.

Online payment options have increased for students. Online payment transactions are more accurately recorded and reported, facilitating accounting and auditing processes and improving the College's accounts receivable procedures.

Additionally, the traditional payment methods including cash, personal checks, and cashier's checks incur safety and security concerns prompting the need for facilities, cash handling, cash counting, petty cash, and related practices that each involve potential liability for the College and its employees.

Recognizing that some students do not have convenient access to online payment portals, the South Texas College Cashiers Office will continue to accept cash, personal checks, and cashier's checks, while encouraging students to consider alternative methods of payment for future transactions.

Payments are accepted in the form of cash, check, cashier check, credit/debit cards (Visa, MasterCard, and Discover). A current student ID and/or driver's license must be presented in order for checks to be honored.

If there is no payment posted to the student's account during the registration period, the classes may be automatically dropped through an overnight process. The student will need to repeat the registration process on the next registration day to re-enroll.

South Texas College shall conform to Section 21.4, Collection of Tuition, of the Texas Higher Education Coordinating Board rules, including the payment options for students with delayed financial aid.

### **III. History**

Origination Date Approved by Board:  
November 9, 1995

Date Amended and Approved by Board:  
May 19, 2005  
September 14, 2006  
May 26, 2020

## MANUAL OF POLICY

<b>Title</b>	<b>Payment of Tuition and Fees by Installments</b>	<b>5535</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 14, 1997 As Amended by Board Minute Order dated November 18, 1999 As Amended by Board Minute Order dated August 17, 2000 As Amended by Board Minute Order dated May 19, 2005</b>	

Students at South Texas College may pay their tuition and fees in installments in accordance with Education Code, Section 54.007, Option to Pay Tuition by Installment.

Applicable incidental fees will be assessed to students utilizing the installment payment plan as follows:

1. Installment fee, as approved by the Board of Trustees
2. Late payment fee, as approved by the Board of Trustees

A payment is considered late if it is not made by the due date.

Optional and other incidental fees such as the following are not included under the installment payment plan:

- 1) Installment Payment Fees
- 2) Insurance Fee
- 3) Exam Fees
- 4) Parking Permit Violations

## MANUAL OF POLICY

<b>Title</b>	<b>Refund of Tuition and Fees</b>	<b>5536</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated August 10, 1995 As Amended by Minute Order dated August 8, 1996 As Amended by Board Minute Order dated May 24, 2001 As Amended by Board Minute Order dated April 28, 2005</b>	

South Texas College shall conform to Section 21.5, Refund of Tuition and Fees at Public Community/Junior and Technical Colleges, of the Texas Higher Education Coordinating Board rules and regulations. The College, as soon as practicable, shall at a minimum refund the amount of mandatory fees and tuition collected for courses from which students drop or withdraw according to the Texas Higher Education Coordinating Board refund schedules.

For courses which meet on what the College considers a regular schedule, class days refers to the number of calendar days the College normally meets for classes, not the days a particular course meets. For courses, which meet on an unusual or irregular schedule, the College may exercise professional judgment in defining a class day. The indicated refund percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. The College may not delay a refund on the grounds that the student may withdraw from the institution later in the semester or term.

The College shall establish a separate refund schedule for optional and incidental fees.

A student who drops a course after the first day of classes yet before the census date, and adds another class of equal cost at that time will receive 100% credit for the drop and will not be required to pay a penalty. If charges for the dropped course are greater than charges for the added course, the refund policy will apply to only the difference.

The College shall refund tuition and fees paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the College.

In the instance of a student's withdrawal as a result of being called into active military service, the College shall, at the discretion of the student:

1. *refund* the tuition and fees paid by the student for the semester in which the student withdraws;
2. *grant* the student, if eligible under the College's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. *as* determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

## **Review and Action as Necessary on New Policy #3216: Pregnant and Parenting Non-Discrimination Policy**

Purpose and Justification – Administration recommends Board approval to adopt new Policy #3216: Discrimination Against Pregnant and Parenting Students Prohibited as required by Senate Bill 412.

Senate Bill 412 requires public colleges and universities to adopt a nondiscrimination policy specifically for pregnant and parenting students. This policy must include the contact information for an administrative official that is responsible for helping a student obtain accommodations related to their pregnancy. Further, this policy must be easily accessible on the institution's website, and it must be provided to faculty, staff, and employees of the institution regularly.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with Texas Association of School Boards (TASB) for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies have been reviewed, retired, and transitioned into the TASB formatted policies.

TASB is expected to provide partnering College's with a comprehensive, current, and legally sound Pregnant and Parenting Non-Discrimination Policy framework on or before January 2024. As such, College Policy 3216: Pregnant and Parenting Non-Discrimination Policy is being recommended for adoption as an interim policy that would ensure the College's compliance with Senate Bill 412.

Reviewers – The new policy has been reviewed by staff, administrators, Vice President for Finance and Administrative Services, and the Vice President for Student Affairs and Enrollment Management.

Enclosed Documents - The new College Policy #3216 follows in the packet for Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and Todd Nelson, Contracts and Regulatory Resources Officer, will be present at the Board Meeting to address questions.

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

The Board of Trustees of South Texas College approves and authorizes adoption of new Policy #3216: Discrimination Against Pregnant and Parenting Students Prohibited as presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Discrimination Against Pregnant and Parenting Students Prohibited</b>	<b>3216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>December 06, 2023</b>	

Pursuant to Chapter 51, Section 51.982, of the Texas Education Code, South Texas College ("College") prohibits discrimination against pregnant or parenting students. For the purposes of this policy, "parenting student" means a student who is the parent or legal guardian of a child under 18 years of age.

### Protections for Pregnant and Parenting Students

- A. South Texas College shall not require a pregnant or parenting student, solely because of the student's status as a pregnant or parenting student or due to issues related to the student's pregnancy or parenting, to:
- (1) take a leave of absence or withdraw from the student's degree or certificate program;
  - (2) limit the student's studies;
  - (3) participate in an alternative program;
  - (4) change the student's major, degree, or certificate program; or
  - (5) refrain from joining or cease participating in any course, activity, or program at the institution.
- B. The College shall provide reasonable accommodations to a pregnant student, including accommodations that:
- (1) would be provided to a student with a temporary medical condition; or
  - (2) are related to the health and safety of the student and the student's unborn child, such as allowing the student to maintain a safe distance from substances, areas, and activities known to be hazardous to pregnant women or unborn children.
- C. The College shall, for reasons related to a student's pregnancy, childbirth, or any resulting medical status or condition:
- (1) excuse the student's absence;
  - (2) allow the student to make up missed assignments or assessments;
  - (3) allow the student additional time to complete assignments in the same manner as the institution allows for a student with a temporary medical condition; and
  - (4) provide the student with access to instructional materials and video recordings of lectures for classes for which the student has an excused absence under this section to the same extent that instructional materials and video recordings of lectures are made available to any other student with an excused absence.
- D. The College shall allow a pregnant or parenting student to:
- (1) take a leave of absence; and
  - (2) if in good academic standing at the time the student takes a leave of absence, return to the student's degree or certificate program in good academic standing without being required to reapply for admission.



## MANUAL OF POLICY

<b>Title</b>	<b>Discrimination Against Pregnant and Parenting Students Prohibited</b>	<b>3216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>December 06, 2023</b>	

### **Point of Contacts for Pregnant & Parenting Students**

The following College offices are the designated point of contact for a student requesting each protection or accommodation under this policy:

For services regarding Pregnancy and Parenting, students may contact Counseling and Student Accessibility Services:

Director of Counseling and Student Accessibility Services  
Counseling and Student Accessibility Services Office  
Pecan Campus Building K, Room 2.900  
956-872-2173  
[counseling@southtexascollege.edu](mailto:counseling@southtexascollege.edu)

For complaints regarding Pregnancy and Parenting, students may contact the Title IX Coordinator:

Title IX Office  
Title IX Coordinator  
956-872-2307  
[TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)

## **Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building A**

Administration requests Board approval to contract architectural services for the Pecan West Continuing Education Building A project.

Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### **Scheduling Priority**

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

### **Background**

The project consists of the construction of a new 24,500 square foot Continuing Education Building including the Testing Center space at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

- Design and construction of the Continuing Education Building with the Testing Center
  - Continuing Education Building      20,000 s.f.
  - Testing Center                              4,500 s.f.
  - Total Building Square Feet      24,500 s.f.**

**Request for Qualifications (RFQ)** - The solicitation process was as follows:

Advertised RFQ	October 25, 2023 and November 1, 2023
RFQ Responses Due	November 9, 2023
RFQ Issued To	Fifty-four (54) Vendors
Responses Received From	Eleven (11) Vendors
Responses Reviewed By	Academic Affairs, Information Services Planning Performance and Strategic Initiatives, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments
Highest Ranked Vendor	goERO International, LLC./dba ERO Architects

The Board of Trustees rejected previously solicited Request for Qualifications (RFQ) at two previous Board meetings. On January 31, 2023, the RFQ was rejected after an Executive Session, and on September 26, 2023, the Board rejected the RFQ as requested by College staff due to pending clarification regarding the recently approved evaluation criteria.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **goERO International, LLC./dba ERO Architects** was the highest ranked firm.

The total project budget is \$9,087,683 which includes costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

The construction of the building will require new sitework which will include all necessary parking, drives, utilities, and infrastructure needed to support the building. The contracting of civil engineering services for the sitework was approved by the Board on January 31, 2023, as a separate project from the architectural design and construction of the building.

### **Funding Source**

Funds for the Pecan West Continuing Education Building A Project 2021-002C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

The associated sitework package will be separately funded in large part by an Economic Development Administration (EDA) grant that was awarded to the College and accepted by the Board of Trustees on July 26, 2022.

### **Estimated Project Timeline**

The project design phase is projected to last until March 2025, with construction to commence in May 2025 and Substantial Completion in March 2026.

### **Enclosed Documents**

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

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

The Board of Trustees of South Texas College approves and authorizes contracting architectural services with goERO International, LLC./dba ERO Architects for the Pecan West Continuing Education Building A project as presented.

### **Approval Recommended:**

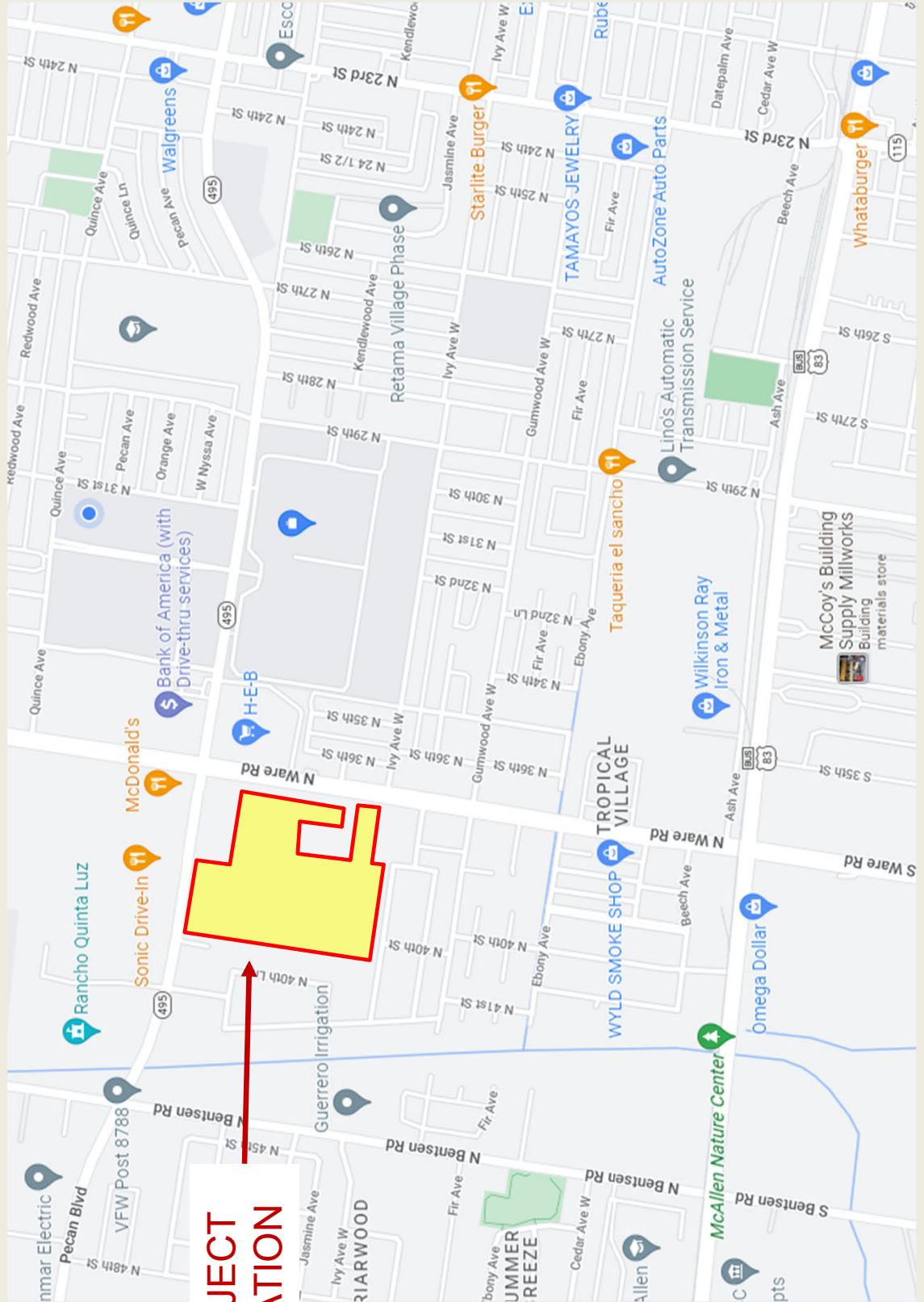
**Dr. Ricardo J. Solis**  
**President**



# Pecan West New Continuing Education Building



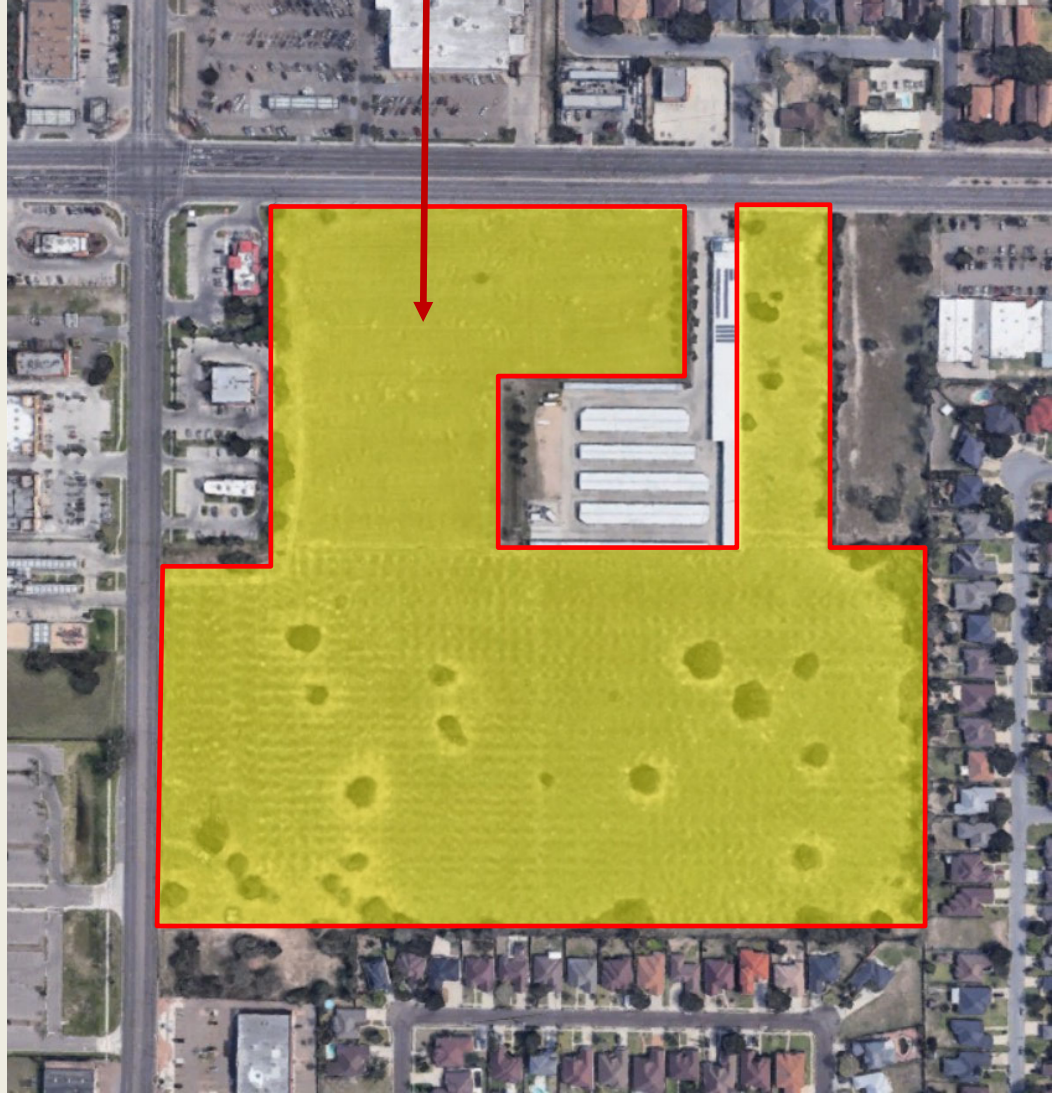
# Project Site



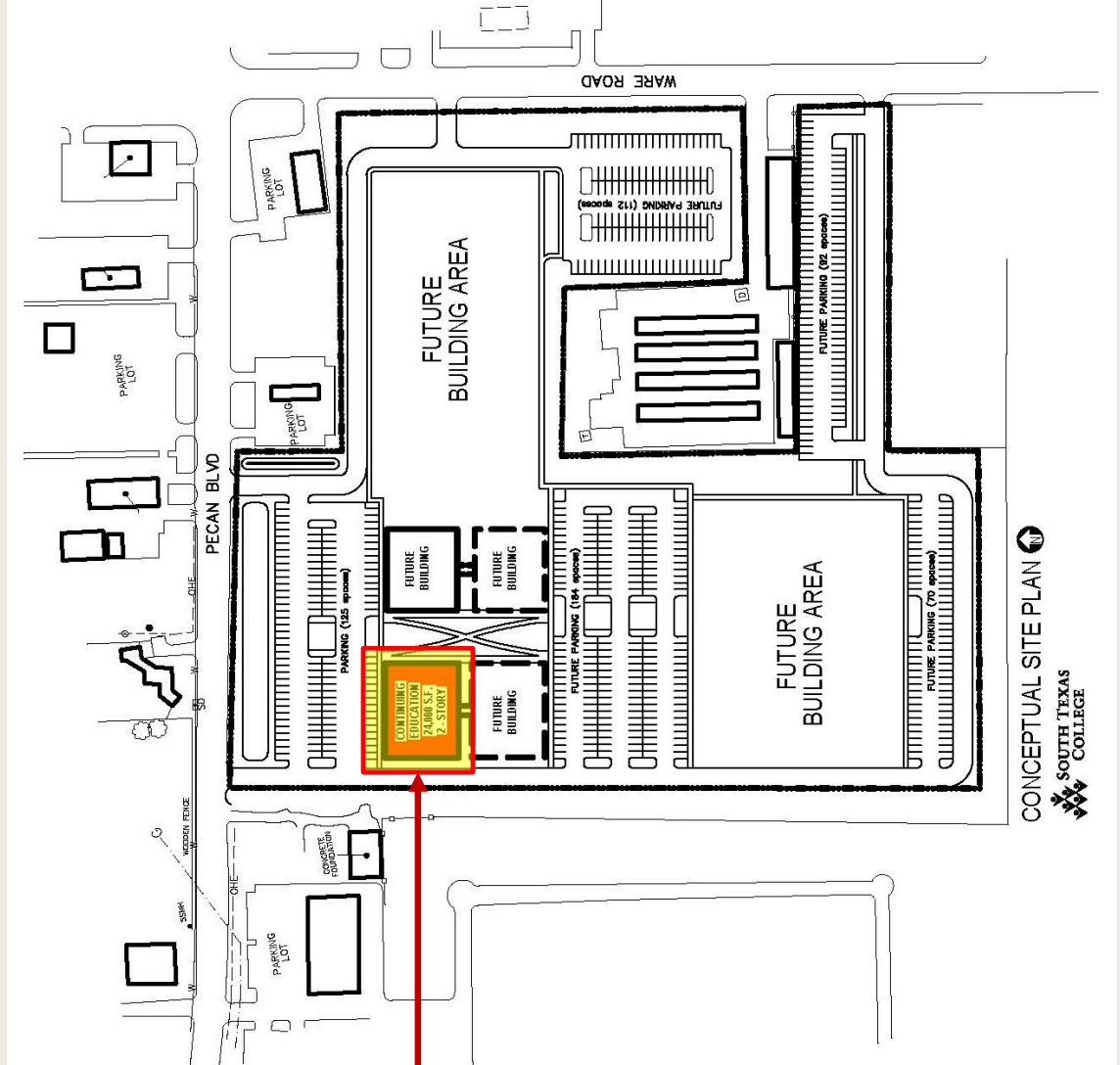
PROJECT  
LOCATION



# Project Site



# Project Site



PROJECT  
LOCATION

# Proposed Scope and Budget



## **Scope of Work**

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

Continuing Education Building Total Square Feet Area = 20,000 sq.ft.  
Estimated Construction Cost per Square Foot = \$300/sq.ft.

Testing Center Total Square Feet Area = 4,500 sq.ft.  
Estimated Construction Cost per Square Foot = \$255/sq.ft.

**Total Square Feet = 24,500**

## **Estimated Total Project Budget**

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



SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING  
PROJECT NO. 23-24-1024

<b>VENDOR</b>	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	Nassri - Warren Group Architects, Inc./ dba The Warren Group Architects, Inc.	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, Inc.
<b>ADDRESS</b>	200 S 10th St Ste 907	3301 N McColl Rd	3535 Travis St Ste 250	220 S Bridge St	135 Paseo Del Prado Ste 33	3700 N 10th St	608 S 12th St	804 S Main St	11720 N IH-35	6316 N 10th St Ste A101	1007 Walnut Ave
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78501	Dallas, TX 75204	Hidalgo, TX 78557	Edinburg, TX 78539	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78504	McAllen, TX 78501
<b>PHONE</b>	956-790-0442	956-630-9494	214-528-8704	956-843-2987	956-655-4655	956-686-0100	956-688-5656	956-994-1900	512-461-8810	210-829-0578	956-686-7771
<b>CONTACT</b>	Claudio Leon	Danny Boultinghouse	Craig Reynolds	Eduardo G. Vela	Eli R. Ochoa	Raymond Gignac	Rodolfo R. Molina, Jr.	Laura Nassri Warren	David Negrete	Cliff Whittingstall	Luis A. Figueroa
<b>2.1 Statement of Interest</b>											
<b>2.1.1 Statement of Interest for Project</b>	Stated they have worked continuously in partnership with Texas Higher Ed facilities and ISDs for over 22 years.	Stated their 19-year history working with South Texas College which includes familiarity with requirements and expectations.	Stated that re-envisioning Collegiate facilities is their focus. The firm has collegiate project experience.	Stated that they pride themselves on going the extra mile when it comes to investing time and effort in their projects.	Stated they have designed and provided professional services for several STC projects throughout the years. Their availability has sufficient staff and resources to support the requirements of the potential workload, even with our core team involved with other projects.	Pointed out their expertise with state-of-the-art spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in public safety projects, coupled with an extensive knowledge of Texas Architecture.	The firm stated they have over 23 years working with clients through design and construction on various education projects.	Stated they have over 38 years of experience delivering successful projects under the most challenging scenarios. We are confident in our abilities in providing you with immediate needs that meet your market and established budget while still providing flexibility to grow.	Indicated their qualifications demonstrates a long resume of conversion, repurpose and renovation of facilities.	Pointed out they have completed numerous projects with the exact same program elements as this project.	Pointed to the recent work the firm provided to STC and their extensive experience that they've gathered through the years. Stated they are confident in their ability to continue providing excellent service to STC.
<b>2.1.2 History and Statistics of Firm</b>	- Established in 2017 - Over 30 years experience with schools in Texas - They have a staff of 27 specialized in a wide range of disciplines. - Seven licensed architects	- Firm established in 1990 - 600+ successful projects - Over 30 years of experience - Three registered architects	- 150 person architectural and planning firm - Extensive experience with Higher Education clients - Pointed out recognition for the high level of service and quality of work by the American Institute of Architects, the Association of General Contractors.	- Established in 1994 - Specializes in educational facilities - Completed over 130 Educational Facilities	- Created in 2001 - Headquartered in McAllen, TX - Has completed more than 310 projects - Staff of 23 employees	- Offices in McAllen, Harlingen, and Corpus Christi - Established in 1988 - Over 400 successful projects for educational clients	- Established in 2000 - Pointed out experience in educational design. - Pointed out the 38 years experience of principal	- Established in 2004 - Office in McAllen - The firm's profile reflects our commitment to providing personalized service to our growing customer base worldwide. - Their increased number of repeat and referred customers seeking services for all their planning needs.	- Offices in Austin and Edinburg - Principal has 40+ years experience - Established in 2003	- Established in 2006 - Full- service office providing architectural, interior design, engineering (MEP and Civil) planning, graphics/visualization, programming, planning and facility consulting.	- Established in 1947 - Office located in McAllen - Experience in educational architecture.
<b>2.1.3 Narrative describing the design team's unique qualifications and specialize design experience as it relates to the project</b>	Stated they have experience exceeding expectations on projects with similar scope for other higher education clients.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Stated that they are focused on what matters, executing the vision and mission of South Texas College.	Stated their commitment to clients, attention to detail, budget, and quality of service is what set them apart from other architectural firms in the region.	Stated their holistic approach to each project is what sets them apart in their industry. Their clients are strategic partners during each phase of a project, whether feasibility, assessment, programming, design or construction.	Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley.	Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.	Indicated that the firm is known state-wide for educational and research facility design.	Stated that with DBR and Chanin Engineering as our design team members, we collectively have decades of experience completing successful educational setting projects throughout Texas.	Pointed out they have an extensive background in small to large renovation projects. Worked on over 2,200 renovation projects, which represents over 70% of their project experience.	Stated that for 75 years they have been dedicated to excellence in architectural services throughout the RGV. They have also provided a list of Performing Art Center experience.
<b>2.1.4 Statement of Availability and Commitment</b>	Stated all members of the team are available to participate throughout the duration of the project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Indicated that they will not change team members during the life of a higher education project.	Stated they are available for any planning and design work for South Texas College.	Stated their team has been carefully assembled to exceed our expectations. Each of them have worked together multiple times. They will collaborative from start to finish, first seeking and then solving problems as they progress through the project.	Confirmed the availability of their team members for the duration of any project that may come available through STC.	Stated they do not pursue projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.	Indicated their commitment to allocate the best members of the staff to STC projects.	Indicated the firm will commit to having staff available according to the schedules determined.	Indicated their team fully commits the necessary time and resources for the successful completion of the project.	Stated they are available to immediately implement design and construction document procedures.
<b>2.2 Prime Firm</b>											
<b>2.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following: - Mario A. Peña, Project Director - Ricardo Solis, Project Manager - Claudio Leon, Project Architect/QA/QC Manager - Frank Rotnofsky, Higher Education Facility Architect - Viviana Frank, Higher Education Facility Specialist - Victor Montes, Production Lead - Angelo Gomez, Architectural Staff	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Principal Architect	Included resumes for the following: - Craig Reynolds, Executive Principal - Andrew Everton, Project Principal - Chris Sano, Project Designer - Carmen Madden, Project Manager - Andres Vela, Project Architect - Lenda Sturdivant, Interior Designer	Included resumes for the following: - Eduardo G. Vela, Principal/ Registered Architect - Alejandra Mina, Senior Project Manager - Rebecca Acuña, Project Manager/Administrative Assistant - Ramiro E. Ramos, Project Manager - Yahaira N. Davila, Project Manager/Aspiring Architect	Included resumes for the following staff: - Eli R. Ochoa, Project Architect - Yesenia Suchil, Project Manager - Octavio Cantu, Jr., Design Lead - Juan J. Cantu, QA/QC Lead - Joey Yzaguirre, Production Manager - Roberto Pruneda, Interior Design - Albert Chronis, Construction Administrator	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Senior Project Architect - Carolyn James, Senior Interior Designer/Space Planner - Ivan Perez - Rossello, Project Architect - Nicholas Gignac, Architectural Designer - Juan Mujica, Project Manager - Ana Salas-Luksa, Assistant Project Manager - Hector Guevara - Production Support/Architectural Intern	Included resumes for the following staff: - Rodolfo R. Molina, Jr, President - Mirtha Rocha Uranga, Project Manager - Crystal Chavez, Sr. Project Manager - Ruben Hernandez, Project Manager - Gerardo Zumiga - Project Coordinator	Included resumes for the following staff: - Laura Nassri Warren, President/Principal - Nataanael Perez, Senior Project Manager - Crystal Chavez, Sr. Project Manager - Samantha Quiros-Sifuentes, Architectural Intern/Junior Project Manager - Erika Garza, Office Administrator	Included resumes for the following staff: - David N. Negrete, Principal Partner - Andres L. Mata, Jr., Project Manager - Esteban Zamora, Project Architect - Bruce W. Menke, Project Manager - Jason T. George, Architect/ Project Manager	Included resumes for the following staff: - Cliff Whittingstall - Partner-in-Charge - David Iglesias, Associate Principal - Elissa Villarreal, Project Manager - Kent Brittain, Senior Associate, Project Architect - Juan Dominguez, Architectural Production - Scott Adams, Principal/ Design Lead - Erica Trevino, Interior Designer - Angie Cortez, FF & E Specialist	Included resumes for the following staff: - Luis Figueroa, Principal/Owner - Michael E. Allex, Principal Owner - Humberto Rodriguez, Principal/Owner - Miguel Martinez, Project Manager - Cesar A. Roque, Principal/Owner
<b>2.2.2 Project Assignments and Lines of Authority</b>	Lines of authority and project assignments were shown in organization chart.	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Proposed project and time assignments were included for 6 staff members.	Listed key personnel for projects in order of authority and their titles. Indicated they will adjust staff to different lines of duty depending on specific project needs.	Lines of authority and assignments within firm are shown in an organization chart.	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Lines of authority are indicated in an organization chart.	Lines of authority, project assignments and estimated percent of time of involvement of (3) team members is shown in organizational chart.
<b>2.2.3 Prime Firm meeting availability</b>	Indicated they are located in McAllen, TX and are 3 away miles from the Pecan Campus.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Headquarters are located in Dallas. Stated their use of remote video conferencing: Their design team though will attend scheduled meetings in-person; When unscheduled/unexpected times, Project Architect in McAllen will represent BRW and the design team.	Indicated that their proximity has allowed them in the past to commute back and forth immediately to meet or resolve any unforeseen circumstances.	Stated they a few miles away from the STC Pecan Campus.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Firm is located 2 miles from STC main campus.	Firm is located in McAllen and is about 8 minutes from STC Pecan Campus.	Firm is located within 15 miles from the Pecan Campus.	Firm is located within 3 miles away from the STC and able to respond at a moments notice to any items that may arise.	Firm is located within 2 miles away from the STC Pecan Campus; stated that they are able to respond immediately to owner meetings during all phases of the project with (3) on site architects in McAllen.
<b>2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation that could affect the firm's ability to provide professional services.	Indicated that they are not involved in any litigation.	Provided information regarding litigation.	Indicated that the firm is not involved in any litigation.	Provided information regarding litigation.	Indicated that the firm is not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.

SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN WEST - NEW CONTINUING EDUCATION BUILDING  
PROJECT NO. 23-24-1024

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	goERO International, LLC./ dba ERO Architects	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	Nasri - Warren Group Architects, Inc./ dba The Warren Group Architects, Inc.	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, Inc.
2.3 Project Team											
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart which showed the following consultants: - Chanin Engineering - Structural Engineering - DBR - MEP	Included organizational chart which showed the following consultants: - Halff Associates - MEP - Chanin Engineering - Structural	Included organizational chart which showed the following consultants: - JQ Engineering, Structural & Engineering - SMR Landscapes Architects, Landscape Architecture - Halford Busby, Cost Estimating - DBR Engineering - MEP - DataCom - AV,IT, Security	Included organizational chart showing prime firm and the following consultants: - Chanin Engineering - Structural - DBR Engineering - MEP	Included organizational chart showing prime firm and the following sub- consultants: - DBR - MEP/IT/F - Chanin Engineering - Structural - Perez Consulting Engineers - Civil Engineering - WJHW - Theatre, Acoustics, A/V, Lighting and Media - M2L - Landscape Architecture	Included organization chart showing prime firm and the following consultants: - Melden & Hunt - Civil Engineering - DBR Engineering - MEP Engineering - Green, Rubiano, and Associates - Structural Engineering	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - To be Determined as Required Upon Review of Project Scope - Structural	Included organizational chart showing prime firm and included information for the following consultants: - Solorio, Inc. - Structural - Halff Associates - MEP	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - Chanin Engineering - Structural - Halff Associates - Civil Engineering	Included organizational chart showing prime firm and the following consultant: - BEAM, A PBK Company - Facilities/Building Envelope Engineering - LEAF, A PBK Company - MEPT Engineering - Kubala, A PBK Company - Structural Engineering - Edgeland, A PBK Company - Landscape	Included organizational chart showing prime firm and the following consultant: - Chanin Engineering - Structural Engineering - Trinity Engineering- MEP Engineering - M. Garcia Engineering - Civil Engineering
2.4 Representative Projects											
2.4.1 Minimum of three (3) projects firm has worked on	- Laredo College Cigarroa Science Complex (\$17,000,000) - Laredo ISD - Dennis E. Nixon Performing Arts Center (\$17,000,000) - UISD Lyndon B Johnson Career Technology Addition (\$3,900,000)	- UTRGV Bus Canopy Projects - UTRGV - School Of Medicine (\$4,610,972) - UTRGV Annex Building Renovation (\$2,727,000)	- Dallas College Mountain View Early College Center (\$21,500,000) - Dallas College - El Centro West Campus (\$8,670,000) - Texas A&M University - Liberal Arts & Humanities Building (\$34,500,000)	- Mission CISD - Mission Collegiate High School (\$12,647,855.50) - Rio Grande Valley Border Security and Technology Training Center (1,866,903.00) - PSJA ISD - LBJ Middle School Phase II Additional & Renovation (11,654,075.00)	- Houston ISD - E.L. Furr HS (\$40,500,152) - South Texas College - Nursing and Allied Health Professions School Expansion (\$40,500,152) - Texas State Technical College - University Center at Harlingen (\$7,363,772)	- Del Mar College Emerging Technology Expansion (\$8,000,000) - Del Mar College Memorial Classroom Building Expansion (\$5,575,000) - Del Mar College Center for Mexican- American Studies at Harvin Student Center (\$13,500,000 Million)	- Brooks County ISD - New Falfurrias Junior High School (\$8,427,245) - Pharr ISD - Daniel Ramirez Elementary School (\$12,747,800) - Texas State Technical College Engineering Center Phase II (\$3,400,000)	- South Texas College Pecan Campus Student Activities & Cafeteria Bldg. (\$6,897,227) - Pharr Northside Community Center (\$4,725,942) - CEED - Center for Education and Economic Development (\$3,602,638)	- University of Texas-Pan American Health Science Center (\$1,600,000) - Edinburg CISD Brewster Country School Cafeteria (\$10,400,000) - Mission CISD Veterans Memorial High School Science Lab & Classroom Addition (\$3,257,000)	- Texas A&M University Higher Education Center (\$32,424,850) - South Texas College Pecan Campus North Academic Building & Regional Center for Public Safety (\$10,900,000) - Lone Star College System Creekside Center (\$19,762,000)	- Edinburg CISD Career and Technical Education Center (\$16,500,500) - Vanguard Academy Early Childhood Campus (\$5,500,000) - Vanguard Academy Beethoven Secondary Campus (\$27,454,000) - Harlingen ISD School of Health Professions (\$15,319,400) - Treasure Hills Elementary Classroom Additions and Renovations Phase I (\$8,195,000) and Phase II (\$6,798,000) - PSJA ISD Zeferino Farias Elementary (\$10,358,911)
2.5 References											
2.5.1 References for three (3) projects	- Laredo ISD - United ISD - Laredo College	- UTRGV - UTRGV - City of McAllen	- Tarleton State University - Texas Tech University - University of Texas at Arlington	- PSJA ISD - Mission CISD - McAllen ISD - Edinburg CISD	-City of Edinburg - Brownsville PUB - City of San Juan	- Region One ESC - Del Mar College - PSJA ISD	- UT Health RGV - Edinburg CISD - PSJA ISD	- Capote Farms, LTD. - Ocotillo Capital Partners, LLC. - Cantu Construction & Development - Rio Grande City - City of Pharr	- City of Edinburg - Edinburg CISD - Washington Alliance Capital, LLC	- Texas State Technical College - Texas A&M University - Houston Community College	- Edinburg CISD - Harlingen ISD - Vanguard Academy Charter School - Donna ISD
2.6 Project Execution											
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Stated that their main objective is to design for STC the most flexible, functional, cost- effective, easy-to-maintain, and innovative interior renovation as possible. Provided a detailed design phase.	Provided a detailed project approach process. Stated that they currently utilize Building Information Modeling (BIM).	Stated that their design philosophy centers on the premise that design excellence is reflected in every aspect of a building; their process involves considering all the parameters of the project, addressing everything from aesthetics, material selection and user desires to code compliance, constructability and project schedule. Their mythology focuses on owner's objectives through collaborative process that encourages communication, understanding and consensus.	Stated their process of "architecture-by- team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project.	Indicated they follow an established management plan that has mutually agreed on milestones throughout the schedule. Formal meetings and reviews occur at those milestones. Informally for the Owner the Design Team meets weekly to discuss issues, advance concepts, test adherence to the plan and seek and solve problems. Provided details on their project delivery process.	Provided very detailed project approach process.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Stated they have a central filing system to keep all members and stakeholders involved and always informed. Clients have access to construction reports, videos and photo documentation through a secured access folder anytime.	Provided a project timeline that covers key events of entire project.	Stated that it is imperative to maximize client involvement during the design phases, as decisions made early in the design phase have the greatest impact. Included the frame work for their process.	Provided detailed project approach process.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated their team members are willing and able to expedite design services and construction administration for the project.	Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.	Indicated they are prepared to streamline and expedite their design services to the greatest extent possible to minimize the cost impact in an uncertain construction market.	Stated they understand the importance of these projects, and will commit our staff to input as many hours as necessary to meet project milestones and deadlines.	Stated they are willing and able to expedite design services and construction administration for the project.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Stated they will provide STC with expedited services and deliver the project on time or ahead of schedule with fewer interruptions in production and better communication regarding standards of design and construction.	Stated they are willing and able to expedite design services and construction administration for the project. Their work load is such that they have qualified staff available to assign to our project immediately.	Indicated that they are involved in a limited amount of major long-term project delivery programs and their staff is fully capable of undertaking the projects assigned.	Stated that the McAllen office will be our primary contact, but we will also utilize our 545+ company wide staff to meet your schedule demands and project needs.	Stated that they are eager and will to expediate Design and Construction Administration Services for any new or potential STC project.
TOTAL EVALUATION POINTS	543.71	551.29	565.29	540.21	571.93	550.36	548.29	540.29	547.64	566.07	540.93
RANKING	8	4	3	11	1	5	6	10	7	2	9

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

SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR PECAN CAMPUS WEST - NEW CONTINUING EDUCATION BUILDING  
PROJECT NO. 23-24-1024  
EVALUATION SUMMARY

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	goERO International, LLC/ dba ERO Architects	Gignac & Associates, LLP.	Milnet Architectural Services, PLLC.	Nassri - Warren Group Architects, Inc./dba The Warren Group Architects, Inc.	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, Inc.									
ADDRESS	200 S 10th St Ste 907	3301 N McColl Rd	3535 Travis St Ste 250	220 S Bridge St	135 Paseo Del Prado Ste 33	3700 N 10th St	608 S 12th St	804 S Main St	11720 N IH-35	6316 N 10th St Ste A101	1007 Walnut Ave									
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Dallas, TX 75204	Hidalgo, TX 78557	Edinburg, TX 78539	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78504	McAllen, TX 78501									
PHONE	956-790-0442	956-630-9494	214-528-8704	956-843-2987	956-655-4655	956-686-0100	956-688-5656	956-994-1900	512-461-8810	210-829-0578	956-686-7771									
CONTACT	Claudio Leon	Danny Boultinghouse	Craig Reynolds	Eduardo G. Vela	Eli R. Ochoa	Raymond Gignac	Rodolfo R. Molina, Jr.	Laura Nassri Warren	David Negrete	Cliff Whittingstall	Luis A. Figueroa									
2.1 Statement of Interest (up to 100 points)																				
2.1.1 Statement of interest on project 2.1.2 Firm History including credentials 2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 2.1.4 Availability and commitment of firm and its principal(s) and key professionals	100	96.14	100	94.86	100	93.43	100	93.29	100	92.86	100	92.00	90	86.71	100	91.29	100	95.14	100	93.29
	95		96		96		94		93		94		93		92		96		93	
	93		95		95		95		93		93		94		94		96		95	
	92		92		92		91		92		90		91		90		92		91	
	94		93		83		91		88		85		80		80		95		85	
	100		100		100		95		95		95		80		100		100		100	
	99		88		88		87		91		87		79		83		87		89	
2.2 Prime Firm (up to 100 points)																				
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s). 2.2.3 Prime Firm meeting availability 2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	100	95.71	95	93.29	100	95.71	85	87.00	100	94.43	95	92.86	90	90.57	100	93.71	95	96.14	100	94.29
	95		94		95		90		91		92		90		93		96		92	
	95		96		94		91		94		91		94		94		96		94	
	92		92		92		92		90		90		91		90		92		91	
	88		96		90		81		93		90		85		80		95		85	
	100		90		100		90		95		95		85		100		100		100	
	100		90		99		80		98		97		99		99		99		98	
2.3 Project Team (up to 100 points)																				
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the projects(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the projects(s)	100	94.43	100	94.43	100	95.29	100	95.29	100	90.29	100	89.00	80	91.86	100	91.71	100	96.14	80	88.43
	94		92		95		92		94		91		92		94		97		95	
	92		94		95		96		95		92		96		95		96		95	
	92		92		91		91		90		90		90		90		92		91	
	90		100		90		100		90		80		90		85		95		85	
	100		95		100		100		95		90		95		95		100		95	
	93		88		96		88		88		80		100		83		93		78	
2.4 Representative Projects (up to 100 points)																				
2.4.1 Specific data on 3 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	85	91.00	85	85.29	100	97.14	100	93.57	95	91.71	100	91.14	95	88.00	100	91.71	100	94.86	90	89.86
	92		90		96		91		94		93		92		90		97		91	
	93		93		94		95		94		95		95		94		95		95	
	92		92		92		91		90		90		90		90		92		91	
	85		83		98		93		83		83		80		85		95		80	
	90		90		100		100		95		100		100		100		100		100	
	100		64		100		85		86		83		82		82		85		82	
2.5 Three References (up to 100 points)																				
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	67.5	68.71	87.5	89.29	87.5	89.29	75	76.79	87.5	87.50	87.5	89.29	87.5	89.29	75	83.93	87.5	87.50	75	80.36
	67.5		87.5		87.5		75		87.5		87.5		87.5		87.5		87.5		87.5	
	76		100		100		87.5		100		100		100		100		100		87.5	
	67.5		87.5		87.5		75		87.5		87.5		87.5		87.5		87.5		87.5	
	67.5		87.5		87.5		75		87.5		87.5		87.5		75		87.5		75	
	67.5		87.5		87.5		75		87.5		87.5		87.5		87.5		87.5		75	
	67.5		87.5		87.5		75		75		87.5		87.5		87.5		75		75	
2.6 Project Execution (up to 100 points)																				
2.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	100	97.71	100	94.14	100	94.43	100	94.29	100	93.57	100	94.00	100	93.86	100	95.29	100	96.29	100	94.71
	97		96		97		95		90		94		93		96		97		94	
	95		95		95		94		95		94		94		95		95		94	
	92		91		92		91		91		90		90		91		92		90	
	100		95		95		95		95		95		90		95		100		95	
	100		100		100		100		100		100		100		100		100		100	
	100		82		82		85		94		85		90		90		90		90	
TOTAL EVALUATION POINTS	543.71	551.29	565.29	540.21	571.93	550.36	548.29	540.29	547.64	566.07	540.93									
RANKING	8	4	3	11	1	5	6	10	7	2	9									

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

**Project Fact Sheet  
11/28/2023**

<b>Project Name:</b> Pecan Campus - Continuing Education Building and Testing Center Addition				<b>Project No.</b> 2021-002C				
<b>Funding Source(s):</b> Unexpended Plant Fund								
		<b>FY 21-22</b> <div style="display: flex; justify-content: space-between;"> <div> <b>FY 21-22</b>  <b>Project Budget</b>  <b>Actual Expenditures</b> </div> <div> <b>Variance of</b>  <b>Project Budget</b>  <b>vs. Actual</b>  <b>Expenditures</b> </div> </div>			<b>FY 22-23</b> <div style="display: flex; justify-content: space-between;"> <div> <b>FY 22-23</b>  <b>Project Budget</b>  <b>Actual Expenditures</b> </div> <div> <b>Variance of</b>  <b>Project Budget</b>  <b>vs. Actual</b>  <b>Expenditures</b> </div> </div>			
	<b>Total Project Budget</b>							
Construction:	\$ 7,150,325.00	\$ -	\$ -	\$ -	\$ 480,630.00	\$ -	\$ 480,630.00	
Design:	715,033.00	355,500.00	-	355,500.00	42,660.00	-	42,660.00	
Miscellaneous:	166,535.00	42,660.00	-	42,660.00	-	1,019.91	(1,019.91)	
FFE:	491,706.00	-	-	-	-	-	-	
Technology:	564,084.00	-	-	-	-	-	-	
<b>Total:</b>	<b>\$ 9,087,683.00</b>	<b>\$ 398,160.00</b>	<b>\$ -</b>	<b>\$ 398,160.00</b>	<b>\$ 523,290.00</b>	<b>\$ 1,019.91</b>	<b>\$ 522,270.09</b>	

		<b>FY 23-24</b> <div style="display: flex; justify-content: space-between;"> <div> <b>FY 23-24</b>  <b>Project Budget</b>  <b>Actual Expenditures</b> </div> <div> <b>Variance of</b>  <b>Project Budget</b>  <b>vs. Actual</b>  <b>Expenditures</b> </div> </div>			<b>FY 24-25</b> <div style="display: flex; justify-content: space-between;"> <div> <b>FY 24-25</b>  <b>Project Budget</b>  <b>Actual Expenditures</b> </div> <div> <b>Variance of</b>  <b>Project Budget</b>  <b>vs. Actual</b>  <b>Expenditures</b> </div> </div>			
							<b>Total Actual Expenditures To Date</b>	
Construction:	\$ 1,138,100.00	\$ -	\$ 1,138,100.00	\$ 1,962,652.00	\$ -	\$ 1,962,652.00	\$ -	
Design:	157,550.00	-	157,550.00	254,219.00	-	254,219.00	-	
Miscellaneous:	75,500.00	206.01	75,293.99	74,750.20	-	74,750.20	1,225.92	
FFE:	-	-	-	216,126.00	-	216,126.00	-	
Technology:	-	-	-	226,251.40	-	226,251.40	-	
<b>Total:</b>	<b>\$ 1,371,150.00</b>	<b>\$ 206.01</b>	<b>\$ 1,370,943.99</b>	<b>\$ 2,733,998.60</b>	<b>\$ -</b>	<b>\$ 2,733,998.60</b>	<b>\$ 1,225.92</b>	

<b>Project Team</b>		<b>Board Status</b>					
<b>Approval to Solicit Architect/Engineer:</b>	7/25/2023	<b>Board Approval of Schematic Design</b>  <b>Substantial Completion</b>  <b>Final Completion</b>	TBD	<b>Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>
<b>Architect/Engineer:</b>	TBD			TBD	\$ -	\$ -	\$ -
<b>Contractor:</b>	TBD			TBD	\$ -	\$ -	\$ -
<b>STC FPC Project Manager:</b> David Valdez				<b>Board Acceptance</b>		TBD	
				<b>Board Acceptance</b>		TBD	

<b>Project Description</b>				<b>Project Scope</b>			
Design and construction of a new facility for Continuing Education.				Design and construction of a new 24,500 square foot facility to provide classrooms, a testing center, and office space for the programs serviced by Continuing Education.			

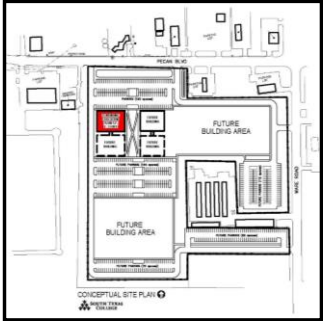
  

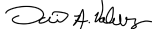
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/25/2023	12/6/2023	5/28/2024	4/22/2025	5/25/2025	03/2026	04/2026	9/1/2025

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	-	-	-	-	-	\$ -
2022-23	-	-	1,019.91	-	-	\$ 1,019.91
2023-24	-	-	206.01	-	-	\$ 206.01
2024-25	-	-	-	-	-	\$ -
<b>Project Total</b>	\$ -	\$ -	\$ 1,225.92	\$ -	\$ -	\$ 1,225.92

Current Agenda Item
<b>12/06/2023 Board Meeting</b> - Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building A <div style="text-align: center; margin-top: 20px;">  </div>

FPC Project Manager 

FPC Asst. Director 

FPC Director 

### **Consideration and Approval of Checks**

Board action is requested to approve the checks for release for the month of November 2023.

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

The checks submitted for approval are included in the following pages.

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

The Board of Trustees of South Texas College approves and authorizes the submitted checks for the month of November 2023.

**Approval Recommended:**

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

### **Consideration and Approval of Checks**

The Checks 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 October 2023.
- 2) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for October 2023.
- 3) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for October 2023.
- 4) Release of Construction Fund Checks for October 2023.

**Release of Checks: Checks for \$25,000 - \$125,000**  
**Released Prior To Board Approval**  
**Approved by STC President and Vice President - FAS**  
**Period of November 01, 2023 to November 30, 2023**

Check Date	Check No.	Vendor Name/Description	Amount
11/2/2023	!0024566	Linebarger Goggan Blair & Sampson LLP Attorney fees for delinquent taxes collected for September 2023	63,260.98
11/9/2023	!0024671	Gateway Printing & Office Supply Inc Office supplies and equipment district wide	33,066.48
11/9/2023	!0024673	Key 2 Recovery Inc Return of funds sent twice by Key 2 Recovery Inc to South Texas College (STC) for four student account insufficient fund chargebacks and two overpayments	28,351.77
11/21/2023	!0024884	Triun General Contractors Construction - Expansion of the Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) outdoor covered area building C at the Starr campus	28,174.31
11/2/2023	01168166	Metro Electric Inc Construction - Construction services to replace the existing diesel generator to a natural generator at the Nursing and Allied Health (NAH) campus building A	85,172.25
11/16/2023	01168323	City of McAllen Sponsorship for a South Texas College (STC) float in the McAllen holiday parade	25,000.00
11/16/2023	01168328	Dell Marketing LP Computer supplies and equipment district wide	79,629.31
11/16/2023	01168378	Metro Electric Inc Construction - Construction services to replace the existing diesel generator to a natural generator at the Nursing and Allied Health (NAH) campus building A	65,059.80
11/16/2023	01168410	Viper Arena LLC Payment for the rental of the Viper Arena to hold the Fall 2023 commencement ceremonies	35,000.00
11/21/2023	01168416	Anthology Inc Renewal of Radius by Campus Management and Application software which is used to send out mass messages to students on important news and deadlines	48,742.00
11/30/2023	01168493	Dell Marketing LP Computer supplies and equipment district wide	56,141.70
11/30/2023	01168508	Holchemont Ltd Construction - Construction services to fix the damaged roof and interior areas of building H at the Mid-Valley (MV) campus	56,584.09
11/21/2023	17004612	GST Construction Inc Construction - Construction services for the new parking lot #19 at the Ann Richards Administration building A at the Pecan (PCN) campus and the expansion of the existing truck driving rang concrete slab at the Technology (TECH) campus	75,263.75

**Release of Checks: Checks for \$25,000 - \$125,000**  
**Released Prior To Board Approval**  
**Approved by STC President and Vice President - FAS**  
**Period of November 01, 2023 to November 30, 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor Name/Description</b>	<b>Amount</b>
11/30/2023	17004615	GST Construction Inc Construction - Construction services for the new parking lot #19 at the Ann Richards Administration building A at the Pecan (PCN) campus and the expansion of the existing truck driving rang concrete slab at the Technology (TECH) campus	56,023.40
11/2/2023	31021437	EBSCO Information Services Access fees for electronic materials to support the undergraduate programs, renewal of subscription for online books, and renewal of serial subscriptions that will be used by the libraries to support the instructional programs	30,430.48
11/2/2023	31021455	ReachLocal Inc Cost of advertising and branding for South Texas College (STC) for the month of October 2023	27,500.00
11/9/2023	31021537	EBSCO Information Services Renewal of database subscriptions to support the undergraduate programs accessed by students, staff, and faculty	26,353.00
11/16/2023	31021648	ReachLocal Inc Cost of advertising and branding for South Texas College (STC) for the month of November 2023	27,500.00
11/28/2023	31021695	Assessment Technologies Institute LLC Purchase of eBooks and text books for the Continuing Education Technology (CTE) students at the Technology (TECH) campus to aid with student educational financial needs	81,643.71

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**Rose Benavidez, South Texas College Board of Trustees - Chair Approval**

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**Date**



**Release of Checks: Checks For \$125,000 and Above**  
**Board of Trustees Approval Required**  
**Board Meeting December 06, 2023**

<b>Vendor Name/Description</b>	<b>Check Amount</b>	<b>Financial Manager</b>
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2015 - 5th payment	140,750.00	Maria G. Elizondo
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2020 - 7th payment	831,050.00	Maria G. Elizondo
Bank of Texas (BOKF, NA) Limited Tax Bond Series 2021 - 5th payment	1,043,736.65	Maria G. Elizondo
Hidalgo County Appraisal District 4th Quarter October 2023 - December 2023	225,447.25	Myriam Lopez

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**Rose Benavidez, South Texas College Board of Trustees - Chair Approval**

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**Date**

**Release of Checks: Checks for \$125,000 and Above  
Released Prior To Board Approval  
Period of November 01, 2023 to November 30, 2023**

<b>Check Date</b>	<b>Check No.</b>	<b>Vendor Name/Description</b>	<b>Amount</b>
11/30/2023	!0024947	TSA Consulting Group Inc Payroll Liabilities	153,650.07
11/2/2023	01168133	Cavallo Energy Texas LLC Utilities - Electricity	248,025.04
11/16/2023	01168401	Texas Assn of School Boards Risk Workers' compensation coverage, school liability, auto liability, and auto physical damage	135,201.25
11/30/2023	01168481	Cavallo Energy Texas LLC Utilities - Electricity	248,946.92

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**Rose Benavidez, South Texas College Board of Trustees - Chair Approval**

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**Date**

**Release of Construction Fund Checks: Checks For \$125,000 and Above**  
**Board of Trustees Approval Required**  
**Board Meeting December 06, 2023**

<b>Vendor Name/Description</b>	<b>Check Amount</b>	<b>Financial Manager</b>
5 Star GC Construction LLC Construction services for the two story residential fire training structure building K at the Regional Center for Public Safety Excellence (RCPSE)	174,788.12	Maria G. Elizondo
Holchemont Ltd Construction services for the Workforce Center welding expansion building D, automotive lab expansion building M, Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) classroom, outdoor covered area expansion for building D, and services for the damaged roof and interior areas of building H at the Mid Valley (MV) campus. Also, the renovation/conversion of 4 classrooms to office spaces on the 3rd floor of building P at the Pecan (PCN) campus	465,169.46	Maria G. Elizondo

*Ricardo De La Garza*

*12/6/2023*

Ricardo De La Garza, Dir. of Facilities Planning and Construction

Date

*Mary G. Elizondo*

*12/6/2023*

Maria G. Elizondo, Vice President for Finance and Administrative Services

Date

Rose Benavidez, South Texas College Board of Trustees - Chair Approval

Date

## **Announcements**

### **A. Next Meetings:**

- *Tuesday, January 16, 2024*
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- *Tuesday, January 30, 2024*
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- 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
- South Texas College will be closed Wednesday, December 20, 2023 – Thursday, January 4, 2024 in observance of Winter Break.