



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

**Tuesday, January 30, 2024
5:30 p.m.**

**Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas**

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 30, 2024 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

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

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Mission Moment**
- V. Public Comments**
- VI. Update by the College President**
- VII. Presentations**
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X. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Item

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 - a. Presentation on South Texas College Cosmetology Program

B. Finance, Audit, and Human Resources Committee Items

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 - a. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreement, and Contract Modification..... 26 - 36
 - A. Award of Proposals
 - 1) Audio Visual Equipment (Award)
 - 2) Audio Visual Equipment and Installation (Award)
 - 3) Carpet and Flooring Services (Award)
 - 4) One Ton Dually Diesel Pickup Truck (Award)
 - 5) Printing of Stationery (Award)
 - B. Purchases and Renewals
 - a. Instructional Items
 - 6) Comprehensive Online Database Subscription (Purchase)
 - 7) Online Prep Study Guide and Questions (Purchase) – **Grant Funded**
 - b. Non-Instructional Items
 - 8) Investment Advisory Services (Renewal)
 - 9) Moving Services (Renewal)
 - 10) Network Cabling Services for Building Projects (Renewal)
 - c. Technology Items
 - 11) Internet Services Agreement – Tyler Junior College (Renewal)
 - 12) Red Hat Licenses Maintenance and Support Agreement (Renewal)
 - C. Interlocal Agreement
 - 13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental)
 - D. Contract Modification
 - 14) Campus Dining and Food Truck Agreement (Contract Modification)
 - b. Approval of Request for Qualifications (RFQ) Evaluation Process for Financial Advisor Services and Continuing Disclosure Services 37
 - c. Approval to Revise Policy #5210: Purchasing 38 - 42
 - d. Adoption of New Local Governance Policy BBI (Local) Board Members: Technology Resources and Electronic Communications 43 - 45
 - e. Adoption of New Personnel Policies and Retirement of Current Policies 46 - 56
 - A-1. Adopt DGC (Local) Employee Rights and Privileges: Employee Expression and Use of College Facilities
 - A-2. Retire Policy #3030: Academic Freedom and Responsibility

Policy Retired with No New Policy Adopted:

- B-1. Retire Policy #6330: Use of College Property/Removal of College Property from College Premises

- f. Adoption of New Instruction and Student Policies and Retirement of Current Policies 57 - 93
- A-1. Adopt EFCD (Local) Special Programs High School Equivalency Testing Centers
 - A-2. Retire Policy #3400: Mandatory Assessment
 - A-3. Retire Policy #3420: Testing Program
 - B-1. Adopt EGA (Local) Academic Achievement Grading and Credit
 - B-2. Retire Policy #3310: Grading System: Credit Programs
 - B-3. Retire Policy #3311: Reporting Grades and Transcript Maintenance
 - B-4. Retire Policy #3320: Academic Progress Standards
 - B-5. Retire Policy #3346: Awarding Academic Credit for Experiential Learning and Non-Credit Coursework
 - C-1. Adopt EGB (Local) Academic Achievement Class Rank and Honors
 - C-2. Retire Policy #3315: Scholastic Achievement Awards
 - D-1. Adopt EGC (Local) Academic Achievement Graduation
 - D-2. Retire Policy #3341: Certification for Graduation
 - D-3. Retire Policy #3342: Graduation Requirements for the B.A. S., B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
 - D-4. Retire Policy #3345: Certificate of Completion, Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee
 - E-1. Adopt FB (Local) Admissions
 - E-2. Retire Policy #3200: Student Admissions
 - F-1. Adopt FDA (Local) Tuition and Fees Residency
 - F-2. Retire Policy #3210: Resident Status for Students
 - G-1. Adopt FJ (Local) Student Records
 - G-2. Retire Policy #3204: Student Records
 - G-3. Retire Policy #3206: Confidentiality of Student Educational Records
 - G-4. Retire Policy #3639: Use of Student Photographs and Signatures for Publication
 - G-5. Retire Policy #3611: Special Student Populations Reporting
 - G-6. Retire Policy #3311: Reporting Grades and Transcript Maintenance
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 - 4. Policy #5211 Vendor Information File
 - 5. Policy #5212 Relationship Between Vendors and Employees
 - 6. Policy #5214 Disclosure of Business Relationships with Vendors
 - 7. Policy #5537 Collection of Delinquent Accounts
 - 8. Policy #5538 Withdrawal of Students with Delinquent Accounts
 - 9. Policy #5545 Student Activities Fee
 - 10. Policy #5920 Political Advertising
 - 11. Policy #5930 Long Distance Telephone System
 - 12. Policy #6130 Arrangement for Providing Education Services and Facilities
 - 13. Policy #6140 Room Utilization System
 - 14. Policy #6330 Use of College Property/Removal of College Property from College Premises
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2. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee..... 120
 - a. Approval of Final Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area 121 - 130
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XII. Announcements 165

A. Next Meetings:

- Tuesday, February 13, 2024
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 4:45 p.m. – Special Board Meeting
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, February 27, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Friday, February 9, 2024 to hold College-Wide Professional Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 3rd annual Summit for Dual Credit Programs from February 18 – 20, 2024 at the South Padre Island Convention Center.

Presentations

A. Presentation on Status of Fiscal Year 2023 Financial Audit

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC will review the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2023 and 2022 with the Board and will respond to any questions the trustees may have on the audit.

Presentation of the final Fiscal Year 2023 Financial Audit for review by the Board of Trustees is required by Policy 5330.

Included under separate cover is a draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2023 and 2022.

No action is required from the Board of Trustees.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) December 6, 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 December 6, 2023 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Wednesday, December 6, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:38 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Rebecca Cavazos, Mr. Rick De La Garza, Mrs. Myriam Lopez, Ms. Olivia De La Rosa, Dr. Rachel Sale, Mr. Robert Cuellar, Mr. David Valdez, Chief Ruben Suarez, Ms. Alina Cantu, Ms. Luisa Rodriguez, Mr. Daniel Montez, Dr. Sylvia Flores, Mr. Alejandro Cantu, Mr. Javier Villalobos, and Mr. Andrew Fish.

Determination of a Quorum

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

Invocation

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

Public Comments

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

Approval of Board Meeting Minutes

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the November 28, 2023 Regular Board Meeting as presented. The motion carried.

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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 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, 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 wind power renewable energy company.

Background – Board of Trustees approvals were 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 3rd quarter of 2025, and it is currently anticipated that construction will be completed by the 4th 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.

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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 had 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, were 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 attended the meeting to address any questions.

Upon acceptance or denial of the proposed renegotiation, a new application and exhibits would 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.

No action was taken at the December 6, 2023 Regular Board Meeting.

Discuss and Action as Necessary on Purchase of Furniture

Administration recommended 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:

Gateway Printing and Office Supply, Inc. (Edinburg, TX)	
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 were 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, attended 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 was presented to the Board without a Committee recommendation.

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

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

Purpose and Justification – Administration recommended 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

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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 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 was included 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, attended the Board Meeting to address any questions.

This item was presented to the Board without a Committee recommendation.

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

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

Purpose and Justification – Administration requested 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 were budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2023-2024.

Enclosed Documents – The 2024 allocation payments for Tax Year 2023 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 Board Meeting to address any questions.

This item was presented to the Board without a Committee recommendation.

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 authorized the appraisal district

allocated cost payments for Hidalgo County of \$901,789.00 as presented. The motion carried.

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

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

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

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

Adopt New Policies	Retired Policy(ies)
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">• Replaced by FD (Local) A-3. Policy #5535: Payment of Tuition and Fees by Installments <ul style="list-style-type: none">• Replaced by FD (Local) A-4. Policy #5536: Refund of Tuition and Fees <ul style="list-style-type: none">• Replaced by FD (Local)

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 were 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 were 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 were included 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 Board Meeting to address questions.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized adoption of new policy and retirement of current policies as listed, presented, and which supersedes any previously adopted Board policy. The motion carried.

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

Purpose and Justification – Administration recommended 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 was 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 was included 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, attended the Board Meeting to address questions.

Upon a motion by Mrs. Victoria Cantu and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized adoption of new Policy

#3216: Discrimination Against Pregnant and Parenting Students Prohibited as presented, and which supersedes any previously adopted Board policy. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:49 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney
- 1. Review and Recommend Action on Contracting Architectural Services for the Pecan West Continuing Education Building A

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:24 p.m. No action was taken in Executive Session.

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

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

Architectural services were necessary for design and construction administration services for this project. The design scope of work included, but was 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 was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

Background

The project consisted of the construction of a new 24,500 square foot Continuing Education Building including the Testing Center space at the Pecan West Property, which was 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 was \$9,087,683 which included costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

The construction of the building would require new sitework which would 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 were budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

The associated sitework package would 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 was 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 was included in the packet. The evaluation team members completed evaluations for the firms and provided a scoring and ranking summary.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized contracting architectural

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services with goERO International, LLC./dba ERO Architects for the Pecan West Continuing Education Building A project, subject to a negotiations of the percentage fee and project timeline scheduling and a report made to the Board of Trustees. The motion carried.

Consideration and Approval of Checks

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

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

The checks submitted for approval were included in the Board packet under separate cover.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of November 2023. The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:28 p.m.

I certify the foregoing are the true and correct minutes of the Wednesday, December 6, 2023 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Report of New Grants Awards

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

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

- **Texas Higher Education Coordinating Board (THECB), Texas Reskilling and Upskilling through Education (TRUE) Grant, in the amount of \$250,000**

THECB awarded the Texas Reskilling and Upskilling through Education (TRUE) Grant to the Advanced Manufacturing Technology department under Business, Public Safety & Technology (BPST). The \$250,000 project will provide a new postsecondary credit-bearing Mechatronics Occupational Skills Award (OSA) that articulates to and stacks onto the credit-bearing Mechatronics Technology Specialist (MTS) Certificate or Advanced Mechatronic Technology (AMT) certificate. Artificial Intelligence (AI) will also be embedded into both the Mechatronics OSA and MTS Certificate. The term of the grant is December 2023 through December 2024.

- **Supplemental discretionary funds provided by grantor agency :**

- **Child Care Provider Expansion Initiative in the amount of \$64,109**

Funds will allow the Mid-Valley Campus to provide additional childcare slots for students, faculty/staff and community members. Funds will also be used towards staffing costs, indoor and outdoor equipment, office furnishings and equipment, kitchen supplies, and safety supplies. The grant is managed by Civitas Strategies Early Start. The funding period is upon signature through March 2024.

- **Child Development Associates Credential Program in the amount of \$37,450 (including an extension)**

This grant from Workforce Solutions provides funding for Child Development Associates Credential courses to be taken by up to 25 employees of Child Care Service vendors in Starr, Hidalgo and Willacy Counties.

- **Apprenticeship Texas Expansion (ApprenTX 8) in the amount of \$19,170**

The Texas Workforce Commission (TWC) was awarded an Apprenticeship Building America Grant from the U.S. Department of Labor Employment and Training Administration (DOLETA) to expand, diversify, and strengthen Registered Apprenticeship Programs (RAPs) throughout Texas. The funds will build on TWC's previous and ongoing efforts to expand and modernize RAPs through expanding the number of programs and apprentices, diversifying the industries that utilize

Registered Apprenticeship, and increasing access to and completion of RAPs for Underrepresented Populations and Underserved Communities.

- **TWC Transitioning Veterans to Apprenticeship (ApprenTX 9) in the amount of \$25,056**

In partnership with the Lower Rio Grande Valley Workforce Development Board, three computer network employers, and three construction employers, South Texas College's Department of Industry Training and Economic Development (ITED) will recruit, orient, assess, select, and enroll 36 Military Veterans and/or Transitioning Military Service Members (TSMs) into ITED's one-year Computer Network Specialist Registered Apprenticeship Program, and the one-year Construction Superintendent RAP. ITED commits to case manage and mentor program participants, and achieve an 86% RAP completion rate, in which at least 31 apprentices will receive a Certificate of Completion of Apprenticeship from the U.S. Department of Labor's Office of Apprenticeship and other industry-recognized certifications.

No action is requested.

Review of Presentation Delivered to Education and Workforce Development Committee

a. Presentation on South Texas College Cosmetology Program

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, introduced Mrs. Sara Lozano, Dean for Business, Public Safety, and Technology. Dean Lozano presented an update on the South Texas College Cosmetology Program.

With the Board's support, South Texas College developed its Cosmetology Program to offer a high-quality and cost-effective opportunity for students seeking entry into cosmetology career pathways. This 31-credit hour program prepares students for state licensure examinations necessary to excel in a variety of occupations, including hair stylist, makeup artist, nail technician, and skin care specialist/esthetics. The program also helps prepare graduates to run their own salons or develop into instructors and educators.

Phase I - PSJA - Ballew Center

South Texas College began offering its Cosmetology Program at the PSJA – Ballew Center in March 2023, under the leadership of Ms. Carla Balleza, Department Chair.

Due to the site scheduling limitations, this first cohort was limited to sixteen students, taking evening classes Monday – Friday. This cohort was able to complete their studies and practical hours, including hands-on services provided to clients. Of this cohort, 15 students graduated in Fall 2023, and Dean Lozano has shared testimonials of these proud graduates who are now prepared to begin their careers in cosmetology.

Phase II – South Texas College Cosmetology Center in Mission

Administration is excited to expand into the recently leased South Texas College Cosmetology Center at 1506 E. Griffin Parkway in Mission. This 5,100 square foot facility provides the College with greater flexibility in scheduling and the ability to serve a larger number of cohorts, beginning in March 2024.

This location will accommodate up to 20 students per cohort at the new location, and permitting scheduling of three concurrent cohorts. The College has a five-year lease for this location, allowing for long term planning and construction of an on-campus Cosmetology Center.

For the next two years, administration anticipates maintaining full enrollment at PSJA – Ballew as well as in Mission, serving 76 students across four cohorts per year.

Phase III – South Texas College Pecan Plaza Cosmetology Center

South Texas College is also planning a renovation project at the existing STC Pecan Plaza, to convert existing spaces into a nearly 10,000 square foot Cosmetology Program facility, allowing the College to serve greater numbers of students, and to expand the instructional programs offered under the Cosmetology Program.

This item is presented for the Board's information. No action is requested.

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

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

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

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

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

- a. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreement, and Contract Modification
 - A. Award of Proposals
 - 1) Audio Visual Equipment (Award)
 - 2) Audio Visual Equipment and Installation (Award)
 - 3) Carpet and Flooring Services (Award)
 - 4) One Ton Dually Diesel Pickup Truck (Award)
 - 5) Printing of Stationery (Award)
 - B. Purchases and Renewals
 - a. Instructional Items
 - 6) Comprehensive Online Database Subscription (Purchase)
 - 7) Online Prep Study Guide and Questions (Purchase) – Grant Funded
 - b. Non-Instructional Items
 - 8) Investment Advisory Services (Renewal)
 - 9) Moving Services (Renewal)
 - 10) Network Cabling Services for Building Projects (Renewal)
 - c. Technology Items
 - 11) Internet Services Agreement – Tyler Junior College (Renewal)
 - 12) Red Hat Licenses Maintenance and Support Agreement (Renewal)
 - C. Interlocal Agreement
 - 13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental)
 - D. Contract Modification
 - 14) Campus Dining and Food Truck Agreement (Contract Modification)
- b. Approval of Request for Qualifications (RFQ) Evaluation Process for Financial Advisor Services and Continuing Disclosure Services
- c. Approval to Revise Policy #5210: Purchasing
- d. Adoption of New Local Governance Policy BBI (Local) Board Members: Technology Resources and Electronic Communications

e. Adoption of New Personnel Policies and Retirement of Current Policies

- A-1. Adopt DGC (Local) Employee Rights and Privileges: Employee Expression and Use of College Facilities
- A-2. Retire Policy #3030: Academic Freedom and Responsibility

Policy Retired with No New Policy Adopted:

- B-1. Retire Policy #6330: Use of College Property/Removal of College Property from College Premises

f. Adoption of New Instruction and Student Policies and Retirement of Current Policies

- A-1. Adopt EFCD (Local) Special Programs High School Equivalency Testing Centers
- A-2. Retire Policy #3400: Mandatory Assessment
- A-3. Retire Policy #3420: Testing Program
- B-1. Adopt EGA (Local) Academic Achievement Grading and Credit
- B-2. Retire Policy #3310: Grading System: Credit Programs
- B-3. Retire Policy #3311: Reporting Grades and Transcript Maintenance
- B-4. Retire Policy #3320: Academic Progress Standards
- B-5. Retire Policy #3346: Awarding Academic Credit for Experiential Learning and Non-Credit Coursework
- C-1. Adopt EGB (Local) Academic Achievement Class Rank and Honors
- C-2. Retire Policy #3315: Scholastic Achievement Awards
- D-1. Adopt EGC (Local) Academic Achievement Graduation
- D-2. Retire Policy #3341: Certification for Graduation
- D-3. Retire Policy #3342: Graduation Requirements for the B.A. S., B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
- D-4. Retire Policy #3345: Certificate of Completion, Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee
- E-1. Adopt FB (Local) Admissions
- E-2. Retire Policy #3200: Student Admissions
- F-1. Adopt FDA (Local) Tuition and Fees Residency
- F-2. Retire Policy #3210: Resident Status for Students
- G-1. Adopt FJ (Local) Student Records
- G-2. Retire Policy #3204: Student Records
- G-3. Retire Policy #3206: Confidentiality of Student Educational Records
- G-4. Retire Policy #3639: Use of Student Photographs and Signatures for Publication
- G-5. Retire Policy #3611: Special Student Populations Reporting
- G-6. Retire Policy #3311: Reporting Grades and Transcript Maintenance

g. Retirement of Fourteen (14) Current Policies

- 1. Policy #2400 Public Relations
- 2. Policy #2700 Approval of Solicitation of External Organizations
- 3. Policy #3410 Texas Success Initiative (TSI) Implementation
- 4. Policy #5211 Vendor Information File
- 5. Policy #5212 Relationship Between Vendors and Employees
- 6. Policy #5214 Disclosure of Business Relationships with Vendors
- 7. Policy #5537 Collection of Delinquent Accounts
- 8. Policy #5538 Withdrawal of Students with Delinquent Accounts
- 9. Policy #5545 Student Activities Fee
- 10. Policy #5920 Political Advertising
- 11. Policy #5930 Long Distance Telephone System
- 12. Policy #6130 Arrangement for Providing Education Services and Facilities
- 13. Policy #6140 Room Utilization System
- 14. Policy #6330 Use of College Property/Removal of College Property from College Premises

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

The Board of Trustees of South Texas College approve and authorize items a – g of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Award of Proposals, Purchases, Renewals, Interlocal Agreement, and Contract Modification

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

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

A. Award of Proposals

1) Audio Visual Equipment (Award)

Award the proposal for audio visual equipment to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$31,824.29.

Purpose and Justification – Educational Technologies is requesting to purchase audio visual equipment to upgrade various classrooms, including a proof of concept room, and a cyber-lounge at the Pecan campus. This upgrade will improve faculty instruction and student success by enabling expanded use and testing/piloting of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of outdated audio visual equipment.

The following is a list of the Pecan Campus rooms being upgraded:

#	Buildings and Room Numbers
1	South Academic Building J Room 1.702 (Cyber Lounge)
2	Social Sciences Building T Room 2.504 (Proof of Concept Room)
3	Information Technology Building M Rooms 134, 139, 152, and 156 (Classroom Audio Visual Accessories)

The audio visual equipment for upgrades will provide state-of-the-art resources that will enhance learning experiences for students, faculty, staff, and the community. The purchase of the document cameras, displays, switchers, cables, and hardware is needed to update or replace outdated/obsolete equipment that will provide better services to our faculty, staff, students, and the community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – The project timeline and information are as follows:

Advertised RFP	November 29, 2023 and December 6, 2023
RFP Responses Due	December 14, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Audio Visual Aids

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2023 – 2024.

2) Audio Visual Equipment and Installation (Award)

Award the proposal for audio visual equipment and installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$242,403.99.

Purpose and Justification - Educational Technologies is requesting to purchase audio visual equipment and installation for standard classroom upgrades as year one of a three-year plan for the active learning classroom located at the Starr County, Mid Valley, Nursing and Allied Health, and Pecan campuses.

This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of outdated audio visual equipment.

The following is a list of the classrooms being upgraded:

#	Campus	Standard Classrooms
1	Pecan	Information Technology Building M Room 146
2	Starr County	North Academic Building C Room 319
3	Starr County	Workforce Center Building D Room 132
		Active Learning Classrooms
4	Pecan	Business and Science Building G Room 101
5	Pecan	Social Sciences Building T Room 1.506
6	Mid Valley	North Academic Building G Room 121
7	Nursing and Allied Health	East Building A Room 3.422
8	Starr County	South Academic Building E Room 1.204

The audio visual equipment for upgrades will provide state-of-the-art resources that will enhance (enrich, elevate) learning experiences for students, faculty, staff, and the community. The purchase of the document cameras, displays, switchers, cables, and hardware is needed to update or replace outdated/obsolete equipment that will provide better services to our faculty, staff, and the community by enhancing communication, collaboration, and knowledge sharing across all environments.

Background – The project timeline and information are as follows:

Advertised RFP	November 29, 2023 and December 6, 2023
RFP Responses Due	December 14, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Audio Visual Aids

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2023 – 2024.

3) Carpet and Flooring Services (Award)

Award the proposal for carpet and flooring services to **Diaz Floors & Interiors, Inc.** (Pharr, TX) and **Ontiveros Floor Covering, LLC.** (Alamo, TX), for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$100,000.00.

Purpose and Justification – Facilities Operations and Maintenance is requesting carpet and flooring services to complete new and replacement requests throughout the College district as needed. These services are necessary due to space modification projects, renovation projects or replacement of carpet that is worn due to high traffic areas.

When services are needed for a specific project, the selected vendors will be required to provide quotes depending on the type of carpet and flooring services needed. The vendor providing the best offer will be determined based on the price proposal, their service timeline, and product availability.

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	Ten (10) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department

Funds for this expenditure are budgeted in the Renewals and Replacements and Facilities Maintenance budgets for FY 2023 – 2024.

4) One Ton Dually Diesel Pickup Truck (Award)

Award the proposal for a one ton dually diesel pickup truck to **Sames McAllen Ford** (McAllen, TX), at a total amount of \$64,000.00.

Purpose and Justification – The Regional Center for Public Safety Excellence is requesting the purchase of a one ton dually diesel pickup truck. This truck will be used for the transportation of the center's utility trailers transporting various fire training props and equipment. It will also be used by the programs housed at the center that include professional continuing education, law enforcement, and fire science onsite and offsite college events throughout the district.

Background – The project timeline and information are as follows:

Advertised RFP	December 6, 2023 and December 13, 2023
RFP Responses Due	January 9, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Public Safety Programs and the Purchasing Department
Highest Ranked Vendor	Sames McAllen Ford

Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2023 – 2024.

5) Printing of Stationery (Award)

Award the proposal for printing of stationery for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$125,000.00. The vendors are as follows:

Primary	UBEO, LLC./ dba Copy Zone (McAllen, TX)
Secondary	Slate Group (Lubbock, TX)

The Secondary vendor will be used in cases where the Primary vendor is not able to provide the services.

Purpose and Justification – Public Relations and Marketing is requesting the printing of stationery for all South Texas College administration, instructional programs, and support services, as well as business cards for faculty and staff, as needed. These items are necessary for the day-to-day internal and external communications of the College.

Background – The project timeline and information are as follows:

Advertised RFP	November 29, 2023 and December 6, 2023
RFP Responses Due	December 14, 2023
RFP Issued To	Nine (9) Vendors
Responses Received From	Three (3) Vendors, One (1) vendor submitted an incomplete proposal, therefore not evaluated.
Responses Reviewed By	Public Relations and Marketing and the Purchasing Department

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2023 – 2024.

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

6) Comprehensive Online Database Subscription (Purchase)

Purchase a comprehensive online database subscription from **GlobalData Publications, Inc.** (New York, NY), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2028, at a total amount of \$76,363.50. The annual payments are as follows:

Year	Description/Period	Amount
1	Academic License Web Subscription / 10/1/23 – 9/30/24	\$15,000.00
2	Academic License Web Subscription / 10/1/24 – 9/30/25	\$15,000.00
3	Academic License Web Subscription / 10/1/25 – 9/30/26	\$15,000.00
4	Academic License Web Subscription / 10/1/26 – 9/30/27	\$15,450.00
5	Academic License Web Subscription / 10/1/27 – 9/30/28	\$15,913.50

Purpose and Justification – Library Services is requesting to purchase a comprehensive online database subscription to support the business administration, design and architecture, healthcare, medicine, arts, and engineering program courses. The subscription includes over 800,000 company profiles, industry research for 22 sectors, macroeconomic data for over 200 countries, news, social media analytics, job analytics, company filing analytics, product launch analytics, and webinars.

Funds for this expenditure are budgeted in the Library Services budget for FY 2023 – 2024, FY 2024 – 2025, FY 2025 – 2026, FY 2026 – 2027, FY 2027 - 2028, pending Board approval of the budget.

7) Online Prep Study Guides and Questions (Purchase) – Grant Funded

Purchase online prep study guides and questions from **UWorld, LLC.** (Coppell, TX) (New), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$70,000.00.

Purpose and Justification – The Division of Nursing and Allied Health is requesting to purchase online prep study guides and questions for students in the Vocational Nursing and Associate Degree Nursing programs. These online prep study guides and questions prepare the capstone students to pass the National Council Licensure Examination (NCLEX) on their first attempt.

Funds for this expenditure are budgeted in the Nursing Shortage Reduction Program grant budget for FY 2023 – 2024.

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

8) Investment Advisory Services (Renewal)

Renew the investment advisory services contract with **Valley View Consulting, LLC.** (Huddleston, VA), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total amount of \$75,000.00.

Purpose and Justification – The Business Office is requesting to renew the investment advisory services that provide the College with professional advice related to investments, yield rate, risks, accuracy and completeness of the College's investment policy, and other important information on an as-needed basis. The firm will act as a strategic investment

planner for the College and develop an investment portfolio plan that is diversified and consistent with the College's Investment Policy, objectives and guidelines, and Texas State Law.

Background – The Board awarded the contract as follows:

Term: February 14, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/14/23	4/1/23 – 3/31/24	
1 st Renewal	1/30/24		4/1/24 – 3/31/25

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

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

9) Moving Services (Renewal)

Renew the moving services contracts for the period beginning March 1, 2024 through February 29, 2025, at an estimated total amount of \$200,000.00. The vendors are as follows:

- **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
- **Groves Moving & Storage** (McAllen, TX)

Purpose and Justification – Facilities Planning and Construction and Central Receiving are requesting to renew the moving services for the various moves needed by departments, instructional programs, faculty, and staff. The services will include relocation of furniture, equipment, and other items as needed throughout the College district.

Background – The Board awarded the contract as follows:

Term: February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/1/22 – 2/28/23	
1 st Renewal	1/31/23		3/1/23 – 2/29/24
2 nd Renewal	1/30/24		3/1/24 – 2/28/25 Last Renewal

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

Funds for this expenditure are budgeted in the Facilities Planning and Construction and Central Receiving budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

10) Network Cabling Services for Building Projects (Renewal)

Renew the network cabling services for building projects contracts for the period beginning March 27, 2024 through March 26, 2025, at an estimated total amount of \$443,300.00. The vendors are as follows:

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

Purpose and Justification – Information Technology and Facilities Planning and Construction are requesting to renew the network cabling services for the district-wide building projects as listed below:

Campus	Projects	Amount
Pecan	Cooper Center Performing Arts Dance Expansion / Renovation	\$5,000.00
Pecan	Business and Science Engineering Lab Renovation	\$7,000.00
Pecan	Additional Parking Lot 19	\$1,000.00
Pecan	Student Services Building K Renovation	\$10,000.00
Pecan	North Academic Accounts Receivable and Grants Accounting Departments	\$7,000.00
Pecan Plaza	Building A Renovations (Human Resources)	\$15,000.00
Mid Valley	Welding Lab Expansion	\$5,000.00
Mid Valley	Heating Ventilation Air Conditioning – Refrigeration Lab Expansion	\$5,000.00
Mid Valley	Portable Building L2 Expansion	\$5,000.00
Mid Valley	Student Union Financial Aid Renovation	\$10,000.00
Nursing and Allied Health	East Building A Radiology Lab Expansion	\$1,000.00
Nursing and Allied Health	East Building A Breakroom	\$1,000.00
Nursing and Allied Health	System Office Renovation	\$20,000.00
Starr County	North Academic Building Heating Ventilation Air Conditioning – Refrigeration	\$5,000.00
Campus	Renewals and Replacements Projects	Amount
Pecan	South Academic Building Generator Replacement	\$800.00
Pecan	Art Building A Analog to Digital Replacement	\$187,000.00
Pecan	Cooper Center Analog to Digital Replacement	\$70,500.00
Nursing and Allied Health	East Building A Generator Replacement	\$1,500.00
Starr County	General Academic Building E Analog to Digital Replacement	\$86,500.00

Background – The Board awarded the contract as follows:

Term: February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/27/22 – 3/26/23	
1 st Renewal	1/31/23		3/27/23 – 3/26/24
2 nd Renewal	1/30/24		3/27/24 – 3/26/25 Last Renewal

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

Funds for this expenditure are budgeted in the Unexpended Plant Fund and Renewal and Replacement budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

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

11) Internet Services Agreement – Tyler Junior College (Renewal)

Renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources** (DIR) (Austin, TX), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total monthly amount of \$3,696.00 and an estimated total annual amount of \$44,352.00.

Purpose and Justification – Information Technology is requesting to renew the point-to-point internet services to and from Tyler Junior College (TJC). These services will support the College's assets at the disaster recovery location and the Pecan Campus data center services.

If the Pecan Campus data center becomes inaccessible due to an unforeseen event, such as fire, power outage, or inclement weather, the TJC location will support various services. This connection will provide access to Banner data, backups, and other applications that are critical to providing business continuity and support to students, faculty, and staff.

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

12) Red Hat Licenses Maintenance and Support Agreement (Renewal)

Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2024 through February 9, 2025, at a total amount of \$71,746.15.

Purpose and Justification – Information Technology is requesting to renew the College-wide server operating system licenses maintenance and support agreement for one thousand seven hundred ninety-five (1,795) licenses. The servers running on the Red Hat operating system support applications such as Banner and Jagnet that serve students, faculty, and staff district-wide. This support provides critical updates and

patches to mitigate security risks, along with support for the servers running the Red Hat software.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 – 2024.

C. Interlocal Agreement

13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental)
Ratify the extension of the city vehicle usage interlocal agreement with the **City of McAllen** (McAllen, TX), for the period beginning August 1, 2023 through August 31, 2024, at no cost to the College.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to extend the city vehicle usage interlocal agreement for an additional period for the bus driving training program, which is available to the public.

The interlocal agreement will allow South Texas College to use a city vehicle so students in the two (2) week bus driving program can practice their maneuvers and driving skills in preparation for the skills test to obtain their Class A commercial driver's license, which will include the passenger endorsement. The borrowed bus will eliminate the need for the College to purchase a bus, thus keeping the program cost low. Classes are scheduled to start every month with a maximum enrollment of four (4) students per class.

D. Contract Modification

14) Campus Dining and Food Truck Agreement (Contract Modification)
Contract modification of the campus dining and food truck agreement with **Laredo Comidas, LLC./ dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, with a 0% commission. This modification would include a second operating location at the Starr County Campus Cafeteria.

Purpose and Justification – The services are necessary Monday through Thursday for the faculty, students, and students at the Starr County Campus.

Recommendation:

The Committee recommended for Board approval the award of proposals, purchases, renewals, interlocal agreement, and contract modification at a total cost of \$1,543,989.93, as listed below:

A. Award of Proposals

- 1) Audio Visual Equipment (Award):** award the proposal for audio visual equipment to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$31,824.29;
- 2) Audio Visual Equipment and Installation (Award):** award the proposal for audio visual equipment and installation to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$242,403.99;

- 3) **Carpet and Flooring Services (Award):** award the proposal for carpet and flooring services to **Diaz Floors & Interiors, Inc.** (Pharr, TX) and **Ontiveros Floor Covering, LLC.** (Alamo, TX), for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year period options to renew, at an estimated total amount of \$100,000.00;
- 4) **One Ton Dually Diesel Pickup Truck (Award):** award the proposal for a one ton dually diesel pickup truck to **Sames McAllen Ford** (McAllen, TX), at a total amount of \$64,000.00;
- 5) **Printing of Stationery (Award):** award the proposal for printing of stationery for the period beginning February 1, 2024 through January 31, 2025 with two (2) one-year options to renew, at an estimated total amount of \$125,000.00. The vendors are as follows:

Primary	UBEO, LLC./ dba Copy Zone (McAllen, TX)
Secondary	Slate Group (Lubbock, TX)

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

- 6) **Comprehensive Online Database Subscription (Purchase):** purchase a comprehensive online database subscription from **GlobalData Publications, Inc.** (New York, NY), a sole source vendor, for the period beginning October 1, 2023 through September 30, 2028, at a total amount of \$76,363.50. The annual payments are as follows:

Year	Description/Period	Amount
1	Academic License Web Subscription / 10/1/23 – 9/30/24	\$15,000.00
2	Academic License Web Subscription / 10/1/24 – 9/30/25	\$15,000.00
3	Academic License Web Subscription / 10/1/25 – 9/30/26	\$15,000.00
4	Academic License Web Subscription / 10/1/26 – 9/30/27	\$15,450.00
5	Academic License Web Subscription / 10/1/27 – 9/30/28	\$15,913.50

- 7) **Online Prep Study Guides and Questions (Purchase) – Grant Funded:** purchase online prep study guides and questions from **UWorld, LLC.** (Coppell, TX) (New), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$70,000.00;

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

- 8) **Investment Advisory Services (Renewal):** renew the investment advisory services contract with **Valley View Consulting, LLC.** (Huddleston, VA), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total amount of \$75,000.00;
- 9) **Moving Services (Renewal):** renew the moving services contracts for the period beginning March 1, 2024 through February 29, 2025, at an estimated total amount of \$200,000.00. The vendors are as follows:
 - **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
 - **Groves Moving & Storage** (McAllen, TX)
- 10) **Network Cabling Services for Building Projects (Renewal):** renew the network cabling services for building projects for the period beginning March 27, 2024 through March 26, 2025, at an estimated total amount of \$443,300.00. The vendors are as follows:

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

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

- 11) Internet Services Agreement – Tyler Junior College (Renewal):** renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources** (DIR) (Austin, TX), for the period beginning April 1, 2024 through March 31, 2025, at an estimated total monthly amount of \$3,696.00 and estimated total annual amount of \$44,352.00;
- 12) Red Hat Licenses Maintenance and Support Agreement (Renewal):** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Resources (DIR) approved vendor, for the period beginning February 10, 2024 through February 9, 2025, at a total amount of \$71,746.15;

C. Interlocal Agreement

- 13) City Vehicle Usage Interlocal Agreement Extension Ratification (Lease/Rental):** ratify the extension of the city vehicle usage interlocal agreement with the **City of McAllen** (McAllen, TX), for the period beginning August 1, 2023 through August 31, 2024, at no cost to the College;

D. Contract Modification

- 14) Campus Dining and Food Truck Agreement (Contract Modification):** contract modification of the campus dining and food truck agreement with **Laredo Comidas, LLC./ dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2023 through August 31, 2024, with a 0% commission. This modification would include a second operating location at the Starr County Campus Cafeteria.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, purchases, renewals, interlocal agreement, and contract modification at a total cost of \$1,543,989.93 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Request for Qualifications (RFQ) Evaluation Process for Financial Advisor Services and Continuing Disclosure Services

Purpose and Justification – Administration recommends Board approval of the Request for Qualifications (RFQ) evaluation process for the financial advisor services and continuing disclosure services.

Background - The current contract for financial advisor services and continuing disclosure services with Estrada Hinojosa & Company, Inc. will expire on February 28, 2024. A Request for Qualifications (RFQ) was solicited on December 20 and 27, 2023, and qualifications were due to the College on January 18, 2024.

The Board awarded the previous contract as follows:

Term: February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	
1 st Renewal	2/22/22		3/1/22 – 2/28/23
2 nd Renewal	1/31/23		3/1/23 – 2/28/24 Last Renewal

Purchasing and Business Office request further feedback or direction regarding the evaluation team for the qualifications received. The previous solicitation responses for the agreement, starting on March 1, 2021 and ending on February 28, 2024, were evaluated by the Finance, Audit, and Human Resources Committee. Purchasing received the qualifications, conducted the reference checks, and provided the information to the committee.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Myriam Lopez, Comptroller, will be present at the Meeting to address any questions.

At the January 16, 2024 Finance, Audit, and Human Resources Committee meeting, the Committee recommended that staff undertake the evaluation and present their recommendation for the Board's consideration and approval. Administration now requests formal Board approval to proceed as recommended.

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 staff to evaluate the qualifications for financial advisor services and continuing disclosure services as recommended, and to present a recommendation to the Finance, Audit, and Human Resources Committee.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

c. Approval to Revise Policy #5210: Purchasing

Purpose and Justification – Administration requests Board approval to revise Policy #5210: Purchasing to modify the values for the level I and II purchases.

Background – The last revisions to Policy 5210: Purchasing were approved by the Board of Trustees on February 6, 2018, which included updates to the general objectives and professional services. On June 28, 2016, the three (3) procurement levels were increased.

The revisions recommended are in an effort to expedite the selection and procurement of products and services and to align policy with the increases in prices over the years, as follows:

- **Level I (Purchases Valued Less than ~~\$10,000~~ \$25,000)** - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than ~~\$10,000~~ \$25,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.
- **Level II (Purchases Valued at ~~\$10,000~~ \$25,000 to less than \$50,000)** - When the College seeks to purchase personal property or services of a value of ~~\$10,000~~ \$25,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

The number of purchases requiring three written quotes would decrease by approximately 69%, from 203 to 64, based on FY 2023 data.

The procurement of products and services starts with a requisition prior to issuing a purchase order. The requisition process internal controls require the following reviews and approvals:

#	Process	Internal Controls
1	Requisition	Reviewed and approved by Purchasing, Budget Control, and Financial Manager.
2	Requisition	The Director of Purchasing receives, reviews, and assigns the requisition to a Buyer.
3	Requisition	The Buyer reviews the requisition and follows the procurement policies and procedures prior to issuing a purchase order.
4	Purchase Order	The Director of Purchasing reviews and signs the purchase order.
5	Contract	If a contract is required, the Vice President for Finance and Administrative Services (VPFAS) reviews.
6	Contract	After the VPFAS review, the President reviews and approves.

Enclosed Documents – The revised Policy #5210 follows in the packet for the Board's information and review.

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

The Committee recommended Board approval to revise Policy #5210: Purchasing as presented, and which supersedes any previously adopted Board Policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revision of Policy #5210: Purchasing as presented, and which supersedes any previously adopted Board Policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated June 28, 2016 As Amended by Board Minute Order dated February 6, 2018 As Amended by Board Minute Order dated January 30, 2024	

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.
4. To identify and describe exceptions to competitive procurement of certain professional services.

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies.

Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.

Purchases should be divided into levels based upon dollar value and method of procurement; the levels are:

Level I (Purchases Valued Less than ~~\$10,000~~ \$25,000) - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than ~~\$10,000~~ \$25,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

Level II (Purchases Valued at ~~\$10,000~~ \$25,000 to less than \$50,000) - When the College seeks to purchase personal property or services of a value of ~~\$10,000~~ \$25,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

Level III (Purchases Valued at or Above \$50,000) – All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

Notice of Publication:

All notices of bid solicitations shall be advertised in both Hidalgo and Starr Counties.

Authorization to Solicit and Award Bids:

Board of Trustees authorization is not required for solicitation of bids for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III requires Board of Trustees authorization to award the bid.

Special Provisions

Professional Services

- (a) “Professional services” are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the “most qualified” professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, but is not limited to, services provided by architects, engineers, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.
- (b) Exempt Personal/Professional Services.
The Chapter 2254 of Texas Local Government Code definition of “professionals” is finite and does not apply to the procurement and engagement of an engineer/professional selected solely as a forensic consultant, expert witness or in some other advisory or consultative capacity.
- (c) The procurement of an engineer/professional to be selected to perform services for the College solely as a forensic consultant, expert witness or in some other advisory or consultative role shall not be required to conform to the provisions of Chapter 2254 of the Local Government Code.
- (d) In circumstances in which the College shall have an emergency or immediate need for the engagement of a professional, including an architect or engineer, as a forensic consultant, expert witness or in some other advisory or consultative capacity and not in a design capacity for the purpose of construction of building or structure or its repair, the President is granted the reasonable discretion to engage the professional.

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

- (e) The determination that there exists an “emergency or immediate need for a professional service” shall be made by the President.
- (f) The engagement of the professional is to be made at the President’s sole, reasonable discretion, but with the advice of staff and legal counsel. Depending on the existing circumstances, a minimum of two, but preferably three, firms shall be evaluated and a firm recommended to the President for final approval.
- (g) The engagement of the professional shall be presented to the Board of Trustees for ratification as soon as reasonably practicable after the engagement.
- (h) The President is granted contracting authority not to exceed \$100,000 in connection with the matter giving rise to the emergency or the immediate need.

Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

Emergency and Immediate Need Procedure

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

Consent Agenda:

**d. Adoption of New Local Governance Policy BBI (Local) Board Members:
Technology Resources and Electronic Communications**

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

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

The adoption of the new policy is as follows:

Adopt New Policy
A-1. BBI (Local) Board Members: Technology Resources and Electronic Communications

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.

The Board Members Use of College Issued Technology Plan is as follows:

1. Limited Personal Use

Limited personal use shall be permitted if the use:

- ⇒ Imposes no tangible cost on the College District; and
- ⇒ Does not unduly burden the College District's technology resources.

2. Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District's technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

3. Monitored Use

Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

4. Disclaimer of Liability

The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for

ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

5. Records Retention

A Board member shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See BBE, CIA, and GCB]

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

Enclosed Documents – The new policy is included in 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 will be present at the Meeting to address questions.

The Committee recommended Board approval and adoption of new Local Governance Policy, as presented, and superseding any previously adopted Board policy

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

The Board of Trustees of South Texas College approves and authorizes adoption of new Local Governance Policy BBI, as presented, and superseding any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

Note: For employee, student, and community use of College District technology resources, see CR. For information security, see CS.

Technology Resources

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the College District’s technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

Records Retention

A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA, and GCB]

Consent Agenda:

e. Adoption of New Personnel Policies and Retirement of Current Policies

Purpose and Justification – Administration recommends Board approval to adopt the new Personnel policies 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 policy, internal procedures are currently in place and will continue to be enhanced.

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

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DGC (Local) Employee Rights and Privileges: Employee Expression and Use of College Facilities	A-2. Policy #3030: Academic Freedom and Responsibility	All of the content from the retired policy is included in the new local policy.
	B-1. Policy #6330: Use of College Property/ Removal of College Property from College Premises	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

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

Reviewers – The new and retired policies have been reviewed by faculty, staff, administrators, TASB staff, STC Legal Counsel, Vice President and Provost for Academic Affairs, 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, Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, Dr. Brett Millan, Associate VP Academic Success & Advancement, Daniel Montez, Faculty Senate President, George E. McCaleb, Director of Facilities Operations and Maintenance, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development will be present at the Board Meeting to address questions.

The Committee recommended Board approval of adoption of new policies and retirement of current policies as listed, presented, and superseding any previously adopted Board policy.

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

The College District, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty: shared participation in planning and revising curricula, selecting supplemental readings, selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board of Trustees and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.

7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

Entitle each faculty member freedom in the classroom in discussing the subject which they teach;

Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; and

Hold faculty responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

	<p>The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.</p> <p>Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).</p>
Distribution of Literature	<p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.</p>
Limitations on Content	<p>Materials shall not be distributed by an employee or employee organization on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene;2. The materials contain defamatory statements about public figures or others;3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;4. The materials are considered prohibited harassment [see DIA series and FFD series];5. The materials constitute nonpermissible solicitation [see DHC]; or6. The materials infringe upon intellectual property rights of the College District [see CT].
Time, Place, and Manner Restrictions	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">1. Is not disruptive to College District operations;2. Does not impede reasonable access to College District facilities;3. Does not result in damage to College District property;4. Does not interfere with the rights of others; and5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

The Campus Administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the Campus Administrator in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The Campus Administrator shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;

3. The proposed use includes nonpermissible solicitation [see DHC];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The Campus Administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

Violations

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

DATE ISSUED:

ADOPTED:

6 of 6

DGC(LOCAL)-X

MANUAL OF POLICY

Title	Academic Freedom and Responsibility	3030
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995	

South Texas College, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty: shared participation in planning and revising curricula, selecting supplemental readings, selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board of Trustees and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

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The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of South Texas College to (1) entitle each faculty member freedom in the classroom in discussing the subject which he or she teaches; (2) hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; (3) hold faculty responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

MANUAL OF POLICY

Title	Use of College Property/Removal of College Property from College Premises	6330
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

To avoid misuse or misapplication of the property, equipment or employees of the College, the administration, faculty, staff, and students shall be prohibited from:

1. Making personal use of any College-owned or leased vehicles, equipment, materials, or services;
2. Rendering services other than for or on behalf of the College during duty hours; and
3. Using College facilities for any work or business that may directly or indirectly lead to personal gain.

Consent Agenda:

f. Adoption of New Instruction and Student Policies and Retirement of Current Policies

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

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

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

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. EFCD(Local)Special Programs -High School Equivalency Testing Centers	A-2. Policy #3400: Mandatory Assessment A-3 Policy #3420: Testing Program	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
B-1. EGA (Local) Academic Achievement - Grading and Credit	B-2. Policy #3310: Grading System: Credit Programs B-3. Policy #3311: Reporting Grades and Transcript Maintenance B-4. Policy #3320: Academic Progress Standards B-5. Policy #3346: Awarding Academic Credit for Experiential Learning and Non-Credit Coursework	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. EGB (Local) Academic Achievement - Class Rank and Honors	C-2. Policy #3315: Scholastic Achievement Awards	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

D-1. EGC (Local) Academic Achievement - Graduation	D-2. Policy #3341: Certification for Graduation D-3. Policy #3342: Graduation Requirements for the B.A. S., B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion D-4. Policy #3345: Certificate of Completion, Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
E-1. FB (Local) Admissions	E-2. Policy #3200: Student Admissions	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
F-1. FDA (Local) Tuition and Fees - Residency	F-2. Policy #3210: Resident Status for Students	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
G-1. FJ (Local) Student Records	G-2. Policy #3204: Student Records G-3. Policy #3206: Confidentiality of Student Educational Records G-4. Policy #3639: Use of Student Photographs and Signatures for Publication G-5. Policy #3611: Special Student Populations Reporting G-6. Policy #3311: Reporting Grades and Transcript Maintenance	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

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

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Student Affairs and Enrollment Management.

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

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, attended the Committee Meeting to address questions.

The Committee recommended Board approval of adoption of new Instruction and Student Policies and retirement of current policies as presented, and which supersedes any previously adopted Board Policy.

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

The Board of Trustees of South Texas College approves and authorizes adoption of new Instruction and Student Policies and retirement of current policies as presented, and which supersedes any previously adopted Board Policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

	<p>An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.</p>
Procedures	<p>The College President or designee shall develop written procedures concerning the operation of the center and administration of the test. The procedures shall:</p> <ol style="list-style-type: none">1. Address the selection, requisition, and storage of test materials;2. Address the provision of a suitable place for administering the test;3. Address test security;4. Include a written emergency plan; and5. Address other operational matters as appropriate.
Testing Information	<p>The College President or designee shall publish information about the available testing opportunities on the College District's website and in appropriate College District publications.</p>
Fees	<p>If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.</p>
Annual Report	<p>The College President or designee shall report to the Board annually concerning the center, including the number of tests administered and the funds received for administering the test.</p>

MANUAL OF POLICY

Title	Mandatory Assessment	3400
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated April 28, 2005 As Amended by Board Minute Order dated August 23, 2007	

Mandatory assessment in the basic academic skills areas of writing, reading, and mathematics is required for all new students and test scores must be on file prior to advising and registering for any term. This assessment is necessary in order to ensure the maximum potential for students' success. Assessment results will not be used for general admissions purposes except as applicable to the completion of specialized requirements for selected programs.

Full-time students (students enrolled in 12 or more hours during a fall or spring semester) who are deficient in two or more areas of Texas Success Initiative (TSI) Alternative Exams; i.e., ACCUPLACER, ASSET, COMPASS, or THEA will be required to enroll in a minimum of two developmental courses, in addition to College Success, during the fall and spring terms. Part-time students (students who are enrolled in 11 or fewer hours during the fall or spring semesters) who are deficient in two or more areas of TSI will be required to enroll in a minimum of one developmental course, in addition to College Success, during the fall or spring semester. All TSI Non-College Ready and TSI Non-Exempt students will be required to enroll in one developmental course each summer term.

The College will prioritize the sequencing of Developmental disciplines, and College Success, to determine the courses required of each student and will be published in the College catalog.

The Vice-President for Instructional Services, with approval of the College President, may implement initiatives or pilot programs that vary from the aforementioned.

MANUAL OF POLICY

Title	Testing Program	3420
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 6, 2004	

A testing program which as a minimum makes use of the best known and more reliable instruments shall be made available to students. Testing services should include interpretation of score results and follow-up counseling & advising for appropriate course placement.

RETIRED

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]

MANUAL OF POLICY

Title	Grading System: Credit Programs	3310
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 30, 1999 As Amended by Board Minute Order dated January 20, 2000 As Amended by Board Minute Order dated January 16, 2003	

The following grading system is used at South Texas College:

Grade	Interpretation	Grade Points per Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdrew	Not Computed
AUD	Audit	Not Computed
CR	Credit Given for	Not Computed
N	Non-Credit	Not Computed
S	Passing	Not Computed
P	Passing	Not Computed
NP	Not Passing	Not Computed
IP	In Progress	Not Computed

Certain grades are utilized in particular courses. Each course syllabi will indicate the grades that may be issued in the course.

The grade of "I" (for Incomplete) may be given by an instructor in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted.

With the exception of the "I", all grades are considered final unless College error is involved. In the event of a grade dispute, an appeal process is provided.

South Texas College accepts the responsibility to establish and maintain standards of excellence in the courses taught and to subscribe to the following principles:

1. We recognize the need for consistency and fairness in the evaluation of student performance.
2. We fully recognize the need to maintain public confidence in the academic integrity of the College.

MANUAL OF POLICY

Title	Reporting Grades and Transcript Maintenance	3311
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order Dated October 29, 2019	

All grade reports for all students will be produced and disseminated no later than 72 hours (3 business days) following the end of the academic term according to the published schedule. Grades are due in the Office of Admissions by the published date and time Term and cumulative GPA's will be reflected on grade reports.

All transcript corrections due to major change or repeat course must be updated prior to the next grade reporting period.

The Registrar will provide appropriate security and confidentiality measures for the reporting and posting of grades and the maintenance of transcripts.

Transcript narrative statements may include:

1. Honors Messages - "PRESIDENT'S HONOR ROLL", "VICE PRESIDENT'S HONOR ROLL", "SCHOLASTIC HONOR ROLL", and "PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD RECIPIENT".
2. Explanation of grades with asterisks - "GRADES WITH ASTERISKS (*) ARE NOT INCLUDED IN THE CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (GPA)".
3. Disciplinary notation in the designated term(s) as mandated by State law – "DISCIPLINARY SUSPENSION, ELIGIBLE TO RETURN (DATE OR TERM)" or "DISCIPLINARY EXPULSION, INELIGIBLE TO RETURN"

MANUAL OF POLICY

Title	Academic Progress Standards	3320
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated May 17, 2007 As Amended by Board Minute Order dated December 13, 2016	

All students, including dual credit, are expected to meet academic standards for coursework completed at South Texas College. Students with a cumulative grade point average below 2.00 (C average) will be placed on academic probation, continued academic probation or academic suspension as appropriate.

Semester and Cumulative GPA Calculation

All grade points earned by a student, including developmental courses and the College Success course, will be included in the computation of the semester grade point average and cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The academic progress standards for students attending the College are as follows:

Level of Academic Status GPA Criteria

Good Standing	Cumulative GPA is 2.00 or above
Academic Probation	Cumulative GPA has dropped below 2.00
Continued Academic Probation	Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00, but current semester GPA is 2.00 or above
Academic Suspension	Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

Academic Probation

Academic Probation is a system of monitoring student grades in all South Texas College courses in order to identify students who are experiencing difficulty in making satisfactory progress. Academic Probation occurs at the end of any semester when a student's cumulative GPA drops below 2.00.

Continued Academic Probation

Continued Academic Probation is a system of monitoring student grades in all South Texas College courses for students placed on Academic Probation in order to identify students who continue to experience difficulty in making satisfactory progress. Continued Academic Probation occurs at the end of the semester following Academic Probation when a student's cumulative GPA remains below 2.00.

Academic Suspension

Academic Suspension is a system of forced interruption in attendance at the College in those instances where a student is unable to maintain satisfactory academic progress. Academic

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Title	Academic Progress Standards	3320
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Suspension occurs when the student who has previously been on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00. Academic suspension may last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

Readmission after a Period of Suspension

After a period of Academic Suspension, a student may be readmitted on academic probation. Before readmission under probationary status, the suspended student must report to Counseling and Student Disability Services for an academic counseling session to develop an Academic Improvement Plan.

Students on Academic Suspension who raise their cumulative GPA to 2.00 or higher can be reinstated in good standing following application to the Office of Admissions and Records. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a failing grade.

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Academic Appeals Committee in care of the Counseling and Student Disability Services.

MANUAL OF POLICY

Title	Awarding Academic Credit for Experiential Learning and Non-Credit Coursework	3346
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated February 22, 2010 As Amended by Board Minute Order dated September 19, 2011	

South Texas College awards academic credit for experiential learning when the experiential learning is consistent with the comprehensive mission of the College, at the collegiate level, and comparable to coursework in a degree or certificate program.

Academic credit is awarded for experiential learning via military services for all physical education courses required for an undergraduate degree in accordance with Texas Statute, Subchapter F, Chapter 51, Education Code, Section 51.3042, and other eligible courses as per the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services.

South Texas College awards academic credit for non-credit coursework when there is documentation that the non-credit coursework is equivalent to a designated credit experience.

The Board shall determine the method by which academic honors is bestowed on College District students. This provision shall be published in the College District catalog. [For grade calculations and the awarding of credit, see EGA]

MANUAL OF POLICY

Title	Scholastic Achievement Awards	3315
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated June 24, 2004	

Scholastic achievement will be recognized by the College at the completion of each Fall and Spring semester by placement of deserving students in one of the following categories:

President's Honor Roll

A student, who is TSI College Ready or exempt, who has completed 12 or more semester credit hours of college credit course work for that semester at the College and has achieved a grade point average (GPA) of 4.00 for that semester will be recognized on the President's Honor Roll.

Vice President's Honor Roll

A student, who is TSI College Ready or exempt, who has completed 12 or more semester credit hours of college credit course work for that semester at the College and has achieved a GPA of 3.75 or above for that semester will be recognized on the Vice President's Honor Roll.

Scholastic Honor Roll

A student who has completed 12 or more semester credit hours of course work for that semester at the College and has achieved a GPA of 3.50 or above for that semester will be recognized on the Scholastic Honor Roll.

The Board shall establish graduation requirements in a manner consistent with applicable law. The College District catalog shall address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each degree or certificate awarded by the College District.

No graduation application is required.

MANUAL OF POLICY

Title	Certification for Graduation	3341
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated May 6, 2004	

All students considered for graduation shall be certified within 30 working days following the end of term.

Students considered for graduation who fail to be certified should be notified by letter of reason(s) within 30 working days after the end of the term.

Graduation status update with the student information system shall be completed within 5 working days after certification of students for graduation.

RETIRED

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order Dated October 29, 2019	

South Texas College awards the Bachelor of Applied Science, Bachelor of Applied Technology, Bachelor of Science in Nursing, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion. A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation.

Commencement exercises are held in May and December or at such other times determined by the Board based upon the needs of the College. Participation in Commencement exercises is limited only to those students who are enrolled in and complete all program requirements in the semester in which they plan to graduate. Students who want to participate in Commencement exercises must participate in the ceremony for the semester in which they are expected to graduate. Students who complete program requirements in the Summer are eligible to participate in the December Commencement exercises. The College Registrar is the Graduation Certifying Official and has the authority to determine eligibility for participation in Commencement exercises.

Bachelor Degrees

To be awarded the Bachelor of Applied Science, Bachelor of Applied Technology, or Bachelor of Science in Nursing, students must satisfy the following requirements:

1. Complete a minimum of 120 total credit hours in the appropriate course of study for the declared program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor degree granted by the College. Specific upper level (3000 level or higher) coursework transfer requirements are outlined in the College Catalog.
3. Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the core curriculum, area of specialization, and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses). Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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4. Pay all debts to the College prior to graduation.

Associate of Art

To be awarded the Associate of Art degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Art program as listed in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Art granted by the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

Associate of Science

To be awarded the Associate of Science degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Science program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Science granted by the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

Associate of Applied Science

To be awarded the Associate of Applied Science degree, students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Applied Science program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an Associate of Applied Science granted by the College.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses. Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog.
4. Pay all debts to the College prior to graduation.

Additional Associate Degrees

Students who have earned an Associate Degree may earn an additional Associate Degree provided that the additional degree is a different degree type. Students who are Core Complete may use the Core Curriculum to satisfy degree requirements for the additional degree. Students must meet graduation residency requirements for any additional degree. Students who wish to pursue an additional degree should seek appropriate academic advising prior to declaring an additional degree and enrolling in coursework.

Certificate of Completion

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College requires that at least 25% of the required semester credits be completed through the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses. Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog.
4. Pay all debts to the College prior to graduation.

MANUAL OF POLICY

Title	Certificate of Completion, and Associate of Applied Science Degree, and Bachelor of Applied Technology Graduate Guarantee	3345
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Legal Authority **Approval of the Board of Trustees** **Page 1 of 2**

Date Approved by Board **Board Minute Order dated July 27, 1995**
As Amended by Board Minute Order dated February 13, 1997
As Amended by Board Minute Order dated June 24, 2004

Subject to the conditions listed below, South Texas College guarantees that students earning the Certificate of Completion, Associate of Applied Science Degree, or Bachelor of Applied Technology, will have the job skills necessary for entry level employment in the technical field for which they have been trained. If an employer judges the graduate as lacking in skills identified as exit competencies for the program of study, the graduate will be provided up to 12 tuition free credit hours of additional training. Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the degree or certificate program with the College (with 75% of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.

remedy against the College and its employees for skills deficiency. The College may award up to 12 hours of tuition-free course work under conditions described in the "Graduate Guarantee Program" may be initiated by the graduate administrator within 90 days of the graduate's initial employment.

Date Approved by Board **Board Minute Order dated July 27, 1995**
As Amended by Board Minute Order dated February 13, 1997
As Amended by Board Minute Order dated June 24, 2004

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The College President shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

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Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006 As Amended by Board Minute Order Dated March 29, 2016 As Amended by Board Minute Order Dated October 29, 2019	

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.

Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

Applicants who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Office of Admissions and Records as evidence of completion.

Individual Approval

Applicants who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931. For applicants who elect an "academic fresh start", the College will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The applicant may not receive any course credit for coursework 10 or more years prior to enrollment.

Dual Credit

Dual Credit allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Dual Enrollment Academy Programs are selective admission Dual Credit programs that have specific admission requirements. A list of Dual Enrollment Academy Programs and application requirements is available at the Dual Credit Programs Office and the Dual Credit Programs website.

International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

SELECTIVE ADMISSIONS

The following Programs have selective admissions requirements which are printed in the South Texas College Catalog. Meeting the specific application requirements is not a guarantee of program acceptance.

Changes to the application requirements for selective admissions programs at South Texas College are reviewed and approved by the program's Advisory Committee, the Division Curriculum Committee, Academic Council and the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Bachelor Degree Programs

Bachelor of Applied Technology

Bachelor of Applied Technology in Technology Management
 Bachelor of Applied Technology in Computer & Information Technologies
 Bachelor of Applied Technology in Medical and Health Administrative Services

Bachelor of Applied Science

Bachelor of Applied Science in Organizational Leadership

Bachelor of Science in Nursing

Bachelor of Science in Nursing (RN-to-BSN)

Public Safety Selective Admission Programs

Basic Peace Officer Certificate (Police Academy)
 Basic Firefighter Certificate (Fire Academy)

Nursing & Allied Health Selective Admission Programs

Emergency Medical Technology
 Health and Medical Administrative Services
 Medical Assisting Technology
 Patient Care Assistant
 Pharmacy Technology

The following programs have a competitive entry selection process based on a point system:

Bachelor of Science in Nursing (RN-to-BSN)
 Associate Degree Nursing
 Occupational Therapy Assistant
 Physical Therapy Assistant
 Radiologic Technology
 Diagnostic Medical Sonography
 Respiratory Therapy
 Vocational Nursing

The Board shall designate a residence determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence determination official in accordance with procedures adopted for that purpose to comply with state law.

MANUAL OF POLICY

Title	Resident Status for Students	3210
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order dated February 13, 1997 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated January 27, 2015	

It is the policy of South Texas College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have continuously lived in the state of Texas for a minimum of 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable State and Federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out of state as defined by the above-cited guidelines must pay non-resident tuition.

To be classified as a Texas resident, a student must prove Texas residency for the 12 months immediately prior to the date of enrollment for the given semester with one or more of the following documents:

- Texas high school transcript (showing attendance for the last 12 months);
- Texas college or university transcript (showing attendance for the last 12 months);
- Texas voter registration (at least one year old);
- Permanent Texas driver's license (at least one year old);
- Statement of employment from Texas employer for last 12 months;
- Texas lease agreement for the last 12 months;
- Canceled checks from a Texas bank for the last 12 months;
- Texas utility bills for the last 12 months;
- Other third party documentation

To claim dependent residence status, a student must provide a copy of the parents' IRS 1040 (federal income tax return) with the parents' residence listed.

Texas Resident Students have two classifications – those that live within the South Texas College District and those who live outside the district. The South Texas College District includes all of Hidalgo and Starr Counties and complies with waivers and exemption programs as allowed per Texas state statutes and regulations.

Persons, and their dependents, who do not live in the college district but who own property which is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo Counties. It must be submitted with the application for admission to the College and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

The student is responsible for registering under the proper residence classification and for providing appropriate documentation as required by the College.

When completing the oath of residency portion of an application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as

MANUAL OF POLICY

Title	Resident Status for Students	3210
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

required by the College. If there is any question as to right to classification as a resident of the South Texas College district, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

A student classified as a non-resident (out of state or international) is one who has not lived in Texas for the 12 months immediately prior to the date of enrollment. Aliens who live in this country under a visa permitting permanent residence or who have filed a declaration of intent to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

All documentation must show the student's name and address.

RETIRED

Comprehensive System

The College President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College District program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

Custodians of Records

The registrar is custodian of all student records for currently enrolled students and for all official academic records. The registrar is custodian of academic status records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

Types of Education Records

Each record custodian shall be responsible for the education records of the College District. These records may include:

1. Admissions data and personal and family data.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records, including scholastic disciplinary actions.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
9. Records pertaining to participation in student activities including academic awards or recognition by the College District.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Financial aid records.
13. Job placement records.
14. Scholarships or other financial awards.
15. Records pertaining to student complaints.

16. Other records that may contribute to understanding of the student.

Request Procedures

The College District shall make a student's records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall be restricted to use only in the College President's office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

Directory Information

Directory information shall be released to a qualified individual or organization that files a written request with the College President or designee.

The College District shall give public notice of the categories of information designated as directory information; whether the disclosure of directory information will be limited to specific parties, for specific purposes, or both; and the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the College District, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by the College District to perform institutional services.
2. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

Access by Parents

The College District may disclose educational records to a student's parent without the student's consent under circumstances specified in law. [See FJ(LEGAL)] A qualified parent shall be subject to the provisions of the REQUEST PROCEDURES, above.

Transcripts and Transfers of Records

The College District may request transcripts from previously attended schools for students transferring into the College District; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

For purposes of a student's enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

Procedure to Amend Records

Within 15 College District business days of the record custodian's receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District's decision.

MANUAL OF POLICY

Title	Student Records	3204
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order November 19, 1996 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order Dated October 29, 2019	

The College Registrar is designated as the agent in charge of all official student records except those specifically delegated to the Director of Financial Aid. The Director of Financial Aid is the agent in control of student records relating to financial aid and veteran affairs. "Student record" is defined as any information collected, assembled, and maintained by the College, including documents, writings, letters, memoranda, computer tapes, and other written, printed, typed, copied or developed materials which directly or indirectly contain the identity, or provide a method of determining the identity, of the student or students with which the record deals. Student records specifically include, but are not limited to, the following:

1. Applications for admission, financial aid, or veterans training;
2. Standard achievement test scores;
3. Attendance information;
4. Scores on standardized intelligence, placement, aptitude, and psychological tests;
5. Specialized testing results;
6. Family background information as per state reporting requirements;
7. Official reports, transcripts, grades;
8. Social security numbers
9. Proof of Residency
10. Drop/Add history
11. Student loan deferments
12. Request to Prevent Disclosure of Directory Information
13. Request for Transfer Credit Form
14. Credit by Exam Form
15. Application for Graduation
16. Student Supplemental Data Information
17. Class Rosters/Course Schedules
18. Disciplinary notations due to Student Code of Conduct violations

Any information contained within a file assigned to a particular student shall be considered a student record.

MANUAL OF POLICY

Title	Confidentiality of Student Educational Records	3206
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated February 13, 1997	

It is the policy of South Texas College to maintain confidentiality of all its student educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records. An outline of the College's procedures regarding compliance with the Family Educational Rights and Privacy Act (FERPA) and the Texas Open Records Act shall be published in the STC catalog.

RETIRED

MANUAL OF POLICY

Title	Use of Student Photographs and Signatures for Publication	3639
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 6, 2004	

It is the policy of South Texas College to use a photograph(s) or signature of a student for publication purposes unless the student expressly requests in writing that the photograph(s) or signature not be used.

Information or inquiries on the use of student photographs and signatures may be obtained or referred to the Public Information Office or the Office of Student Life.

RETIRED

MANUAL OF POLICY

Title	Special Student Populations Reporting	3611
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 6, 2004	

Special student populations are identified on a semester basis for input into the Student Information System. Identifying and accounting of these populations is necessary for yearly compliance reports and expenditure justification to the Texas Higher Education Coordinating Board.

Special student populations are defined by federal and state statute (Coordinating Board-August, 1992) and include individuals who are academically and economically disadvantaged, disabled, of limited English proficiency, or enrolled in programs designed to eliminate sex bias. Individual designations are defined as follows:

1. "Academically disadvantaged" refers to an individual who scores at or below the 25th percentile on a standardized achievement or aptitude test, whose secondary grades are below 2.0 on a 4.0 scale, or who fails to maintain minimum academic competencies once enrolled in an institution of higher education.
2. "Economically disadvantaged" refers to an individual classified as low-income by Department of Commerce guidelines and includes individuals who are eligible for benefits under AFDC, the Food Stamp Act of 1977, and the free or reduced-price meals program under the National School Lunch Act.
3. "Disabled" refers to any individual who has a physical or mental impairment that substantially limits one or more of the major life activities of that individual. This designation includes individuals who are blind, deaf, emotionally disturbed, learning disabled, physically impaired, orthopedically handicapped, paraplegic/mobility handicapped, hard of hearing, speech impaired, visually handicapped, and all other individuals considered disabled under Section 504 of the Rehabilitation Act of 1973.
4. "Limited English Proficiency" refers to those individuals who were not born in the United States or whose native language is a language other than English, or who come from environments where a language other than English is dominant, or who are American Indian or Alaska natives who come from environments where a language other than English has had a significant impact on their level of English language proficiency.
5. "Gender Equity" refers to individuals enrolled in non-traditional programs where 75 percent of either gender represents the majority enrollment. Measurement occurs after students are enrolled in a program.
6. "Single Parent" refers to an individual who is unmarried or legally separated from a spouse and has a minor child or children for which that parent has either custody or joint custody.
7. "Displaced Homemaker" refers to an adult who has worked without remuneration of care for the home and family, and for that reason has diminished marketable skills; has been dependent on public assistance or on the income of a relative but is no longer supported by that income, is a parent whose youngest child will become ineligible to receive assistance, and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment.

MANUAL OF POLICY

Title	Reporting Grades and Transcript Maintenance	3311
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order Dated October 29, 2019	

All grade reports for all students will be produced and disseminated no later than 72 hours (3 business days) following the end of the academic term according to the published schedule. Grades are due in the Office of Admissions by the published date and time Term and cumulative GPA's will be reflected on grade reports.

All transcript corrections due to major change or repeat course must be updated prior to the next grade reporting period.

The Registrar will provide appropriate security and confidentiality measures for the reporting and posting of grades and the maintenance of transcripts.

Transcript narrative statements may include:

1. Honors Messages - "PRESIDENT'S HONOR ROLL", "VICE PRESIDENT'S HONOR ROLL", "SCHOLASTIC HONOR ROLL", and "PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD RECIPIENT".
2. Explanation of grades with asterisks - "GRADES WITH ASTERISKS (*) ARE NOT INCLUDED IN THE CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (GPA)".
3. Disciplinary notation in the designated term(s) as mandated by State law – "DISCIPLINARY SUSPENSION, ELIGIBLE TO RETURN (DATE OR TERM)" or "DISCIPLINARY EXPULSION, INELIGIBLE TO RETURN"

Consent Agenda:

g. Retirement of Fourteen (14) Current Policies

Purpose and Justification – Administration recommends Board approval to retire fourteen (14) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	2400	Public Relations
2	Policy #	2700	Approval of Solicitation of External Organizations
3	Policy #	3410	Texas Success Initiative (TSI) Implementation
4	Policy #	5211	Vendor Information File
5	Policy #	5212	Relationship Between Vendors and Employees
6	Policy #	5214	Disclosure of Business Relationships with Vendors
7	Policy #	5537	Collection of Delinquent Accounts
8	Policy #	5538	Withdrawal of Students with Delinquent Accounts
9	Policy #	5545	Student Activities Fee
10	Policy #	5920	Political Advertising
11	Policy #	5930	Long Distance Telephone System
12	Policy #	6130	Arrangement for Providing Education Services and Facilities
13	Policy #	6140	Room Utilization System
14	Policy #	6330	Use of College Property/Removal of College Property from College Premises

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

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

Reviewers – The retired policies have been reviewed by staff and administrators.

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

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

The Committee recommended Board approval of retirement of fourteen (14) current policies as listed, presented, and that supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes retirement of fourteen (14) current policies as listed, presented, and that supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

MANUAL OF POLICY

Title	Public Relations	2400
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The Office of Public Relations and Marketing provides for:

1. Disseminating information about the College to the public through the press, radio, television, magazines, special interest publications, and community agencies;
2. Answering of queries from the news media;
3. Participating in legislative and public affairs affecting the College;
4. Coordinating, planning, and producing College publications and printed materials, and
5. Assisting in planning, promoting, and publicizing special events of the College.

MANUAL OF POLICY

Title	Approval of Solicitation of External Organizations	2700
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Any solicitation done by employees in the name of South Texas College or on behalf of the College shall be approved in advance by the President or designee.

Retire

MANUAL OF POLICY

Title	Texas Success Initiative (TSI) Implementation	3410
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Legal Authority	Approval of the Board of Trustees
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Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated April 28, 2005 As Amended by Board Minute Order dated August 23, 2007
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The Texas Success Initiative (TSI) was mandated in Fall 2003 by House Bill 2182 (HB2182) Subchapter 51.3062 to provide students entering public institutions of higher education in Texas with the skills in Reading, Writing, and Math necessary for success in college-level courses. The five components of the program are testing, placement, advisement, developmental studies, and evaluation. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative (TSI) testing requirements: All students enrolling in credit programs at South Texas College for the first time, unless specifically exempted from mandatory assessment in the College's Developmental Plan, must have scores from one of the following assessments instruments prior to advisement and registration: THEA, ACCUPLACER, ASSET, or COMPASS.

The College will implement the TSI rules in a manner that will provide benefits to the students by requiring advisory and support services related to the TSI rules as well as developing and implementing appropriate developmental activities for students who do not pass one or more sections (Reading, Mathematics, and Writing) of TSI Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, THEA.

In compliance with the law, students will be required to participate in continuous developmental activity until they master all sections of the TSI Alternative Exam (THEA). Full-time students (students who are enrolled in 12 or more hours during the fall or spring semesters) who are deficient in two or more areas of TSI Alternative Exam will be required to enroll in a minimum of two developmental courses, in addition to College Success, during the fall and spring semester. Part-time students (students who are enrolled in 11 or fewer hours during the fall or spring semesters) who are deficient in two or more areas of TSI Alternative Exam will be required to enroll in a minimum of one developmental course, in addition to College Success, during the fall or spring semester. All TSI Non-College Ready and TSI Non-Exempt students will be required to enroll in one developmental course each summer term.

The College will comply with the TSI Law by submitting reports to the Coordinating Board on the effectiveness of developmental education and advising programs.

The College will prioritize the sequencing of Developmental disciplines, and College Success, to determine the courses required of each student and will be published in the College catalog.

The Vice-President for Academic Affairs, with approval of the College President, may implement initiatives or pilot programs that vary from the aforementioned.

MANUAL OF POLICY

Title	Vendor Information File	5211
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998	

The Director of Purchasing shall maintain a vendor information file. Vendors wishing to be placed on the College's vendor information file must complete the vendor information form.

Retire

MANUAL OF POLICY

Title **Relationship Between Vendors
And Employees**

5212

Legal Authority Approval of the Board of Trustees

Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated November 17, 2005

Employees of South Texas College shall:

1. Work to maintain the good name of the College by developing and maintaining good relations between the College and its vendors;
2. Promote positive vendor relationships through courtesy and impartiality in all phases of the purchasing cycle.

Employees of South Texas College shall not:

1. Accept gifts, either in-kind or of money from a vendor;

Gifts include any items not obviously of an advertising nature. Items of an advertising nature are all those with the name of the firm affixed which do not have a unit value of more than \$50.
2. Accept meals with a value over \$50, transportation beyond district boundaries, and overnight accommodations.
3. Be involved in any transaction with a vendor in which there exists a conflict of interest;

A conflict of interest may exist when an employee has a relationship with a vendor that may render the employee partial toward the vendor or otherwise inhibits the impartiality of the employee's business judgment.

4. Take any action without authority that binds the College to a contractual obligation;

Any employee, who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.
5. Make any false statement about his/her authority to conduct business for the College or make any false statement with intent to deceive;

MANUAL OF POLICY

Title	Relationship Between Vendors And Employees	5212
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Legal Authority **Approval of the Board of Trustees** **Page 2 of 2**

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated November 17, 2005

6. Participate in transactions that take personal advantage of opportunities created by the employee's relationship with the College;
7. Disclose confidential information from a vendor's proposal to another vendor so as to give an advantage to one vendor over another in a potential contract with the College.

Retire

MANUAL OF POLICY

Title	Disclosure of Business Relationships with Vendors	5214
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated August 23, 2007	

This policy requires the written disclosure of certain information by College administrators regarding dealings with vendors.

For purposes of this policy “Administrator”, “Vendor” and “Family Member” are defined, as follows:

“Administrator” shall mean an employee holding an administrative or executive position according to the employee classification system set forth by the College.

“Vendor” shall mean a person who contracts or seeks to contract for the sale or purchase of property , goods, or services with South Texas College, including the person’s agent in the business under which the person contracts or seeks to contract with South Texas College.

“Family Member” shall mean a person’s parents, child, spouse, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

A South Texas College administrator shall file a written disclosure statement with respect to a vendor if:

- 1) The vendor has contracted with South Texas College or if South Texas College is considering doing business with the vendor, and
- 2) The vendor has an employment or other business relationship with the South Texas College administrator or with a family member of the administrator that results in the administrator or in a family member of the administrator receiving taxable income

The written disclosure statement required by this policy shall be filed with the Vice-President for Finance and Administrative Services of South Texas College not later than the 7th business day after the date that the administrator becomes aware of the facts listed above that require the filing of the disclosure statement.

The written disclosure statement required by this policy shall be made in a form prescribed by the College.

An administrator who fails to timely file or refuses to file the written disclosure statement required by this policy shall be subject to being reprimanded, suspended, or terminated for such failure or refusal.

MANUAL OF POLICY

Title	Collection of Delinquent Accounts	5537
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 17, 2000 As Amended by Board Minute Order dated November 17, 2005	

The Admissions Office will not release transcripts, diplomas, certificates of completion, degrees or any other student records until the student clears all financial obligations with the College. Students with delinquent accounts will be denied registration. A student with a delinquent account may enter into a payment arrangement with the College or the collection agency. A student on a payment arrangement must be current with the agreed upon payments in order to be allowed to register for classes and be entitled to receive official transcript, diploma, certificate of completion, degree, and records from the College. The College will notify students of their financial obligations.

The Business Office, after exhausting all alternatives to collect from the student, will refer all students with unliquidated College debts to a collection agency. The student will be responsible for collection costs including attorney's fees, court costs, and professional collection agency fees. Fees will be assessed regardless of payment method.

The Business Office will utilize the hold flag system to place a hold on the student's record in the computer system. When it is determined that a debt is uncollectible and the decision is made to charge off the account as a bad debt, action will be taken to write off the account as uncollectible. The President's approval shall be obtained prior to writing off any uncollectible accounts.

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

MANUAL OF POLICY

Title	Withdrawal of Students with Delinquent Accounts	5538
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 19, 1996 As Amended by Board Minute Order dated November 17, 2005	

South Texas College may withdraw any students from registered classes in the event the student has failed to make emergency loan or installment payments as agreed or has a delinquent account.

Students with delinquent accounts will be denied registration, official transcripts and clearance for graduation until the delinquent account has been paid.

A student with a delinquent account may enter into a payment arrangement with the College or the collection agency. A student on a payment arrangement must be current with the agreed upon payments in order to be allowed to register for classes and be entitled to receive official transcript, diploma, certificate of completion, degree, and records from the College.

MANUAL OF POLICY

Title	Student Activities Fee	5545
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated August 27, 2019	

I. Purpose

The purpose of the policy is to establish guidelines for the expenditures funded by the South Texas College Student Activities Fee. The Student Activities Fee Policy is adopted by South Texas College in accordance with Section 54.503, Texas Education Code, Student Services Fees and shall be interpreted at all times to comply with the statute.

II. Policy

It is the policy of South Texas College to comply with and account for Student Activities Fee revenues and expenditures in a manner consistent with the Texas Education Code 54.503, Student Services Fee.

1. Authorized Use of Student Activities Fee Revenue
 - a. Revenue generated by the Student Activities Fee shall be used to support services and activities that directly involve and benefit current students at the College.
 - b. The Student Activities Fee may be used to fund expenses that are designated as allowable in the Student Activities and Services Guidelines.
2. Unauthorized Uses
 - a. The Student Activities Fee may not be used to fund courses or activities for which academic credit is offered within a department where credit is the primary focus of the course or activity.
 - b. The Student Activities Fee may not be used to fund expenses that are designated as unallowable in the Student Activities and Services Guidelines.
3. Delegation of Authority
 - a. The Board of Trustees shall approve the expenditure budget funded by the Student Activities Fee.

III. Guidelines

The Business Office maintains the Student Activities Fee Guidelines.

IV. Definitions

Student Activities Fee – the mandatory fee approved by the Board of Trustees assessed to all students per credit hour to provide funding for student programs, activities, and services.

MANUAL OF POLICY

Title	Political Advertising	5920
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

No officer or employee of the College shall expend or authorize the expenditure of College funds for the purpose of political advertising. Funds may be expended for advertising which describes the factual reasons for a measure and which does not advocate the passage or defeat of such measure.

Retire

MANUAL OF POLICY

Title	Long Distance Telephone System	5930
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Employees of South Texas College, or any other persons, shall not use or access the long distance telephone system for personal purposes and charge such use or access to the College.

Appropriate procedures will be developed to assure internal control of the College telephone system.

Retire

MANUAL OF POLICY

Title	Arrangements for Providing Education Services and Facilities	6130
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The College President is authorized to enter into agreements and contracts to provide educational services and facilities on behalf of the College with local, state, and federal government agencies and institutions as well as with businesses, industries and associations, provided that all such contracts and agreements are in accordance with applicable statutes.

Retire

MANUAL OF POLICY

Title	Room Utilization System	6140
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The President is authorized to develop a system for room utilization which includes instructional, student activities and community services uses.

Retire

MANUAL OF POLICY

Title	Use of College Property/Removal of College Property from College Premises	6330
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

To avoid misuse or misapplication of the property, equipment or employees of the College, the administration, faculty, staff, and students shall be prohibited from:

1. Making personal use of any College-owned or leased vehicles, equipment, materials, or services;
2. Rendering services other than for or on behalf of the College during duty hours; and
3. Using College facilities for any work or business that may directly or indirectly lead to personal gain.

Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Financial Advisor Services and Continuing Disclosure Services

Purpose and Justification – Administration recommends Board approval of the Request for Qualifications (RFQ) evaluation process for the financial advisor services and continuing disclosure services.

Background - The current contract for financial advisor services and continuing disclosure services with Estrada Hinojosa & Company, Inc. will expire on February 28, 2024. A Request for Qualifications (RFQ) was solicited on December 20 and 27, 2023, and qualifications were due to the College on January 18, 2024.

The Board awarded the previous contract as follows:

Term: February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	
1 st Renewal	2/22/22		3/1/22 – 2/28/23
2 nd Renewal	1/31/23		3/1/23 – 2/28/24 Last Renewal

Purchasing and Business Office request further feedback or direction regarding the evaluation team for the qualifications received. The previous solicitation responses for the agreement, starting on March 1, 2021 and ending on February 28, 2024, were evaluated by the Finance, Audit, and Human Resources Committee. Purchasing received the qualifications, conducted the reference checks, and provided the information to the committee.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Becky Cavazos, Director of Purchasing, and Myriam Lopez, Comptroller, will be present at the Meeting to address any questions.

At the January 16, 2024 Finance, Audit, and Human Resources Committee meeting, the Committee recommended that staff undertake the evaluation and present their recommendation for the Board's consideration and approval. Administration now requests formal Board approval to proceed as recommended.

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 staff to evaluate the qualifications for financial advisor services and continuing disclosure services as recommended, and to present a recommendation to the Finance, Audit, and Human Resources Committee.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Adoption of New Personnel Policy DEA (Local) Compensation and Benefits: Compensation Plan

Purpose and Justification – Administration recommends Board approval to adopt proposed new personnel policy DEA (Local) to align with the Texas Association of School Boards (TASB) policy manual.

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

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, will be present at the Board Meeting to address questions.

At the January 16, 2024 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted that the proposed policy prohibited the acceptance of gifts, grants, donations, or other considerations designated for use as salary supplements. Dr. Salinas asked whether this would conflict with recent funds from the City of McAllen and Hidalgo County that provided salary stipend funding for certain nursing and allied health faculty.

Upon discussion with TASB, this language was revised to specifically allow for use of such funding, in compliance with Government Code 659.0201. Proposed new local personnel policy DEA now includes this language, as provided in the following pages for the Board's review.

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

The Board of Trustees of South Texas College approves and authorizes adoption of proposed new local personnel policy DEA as presented, and superseding any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The College President shall recommend an annual compensation plan for all College District employees. [See also DEAA] The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College President. [See BF series]

Pay Administration

The College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Pay Increases

The College President shall recommend to the Board an amount for employee pay increases as part of the annual budget. The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract
Employees

The College President or designee may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment that warrants additional compensation or to address pay parity. The College President shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

The Board delegates to the College President the authority to close the worksite at any College District campus due to conditions that make travel to or habitation of the worksite a risk to employee health and safety, and to pay employees during this emergency closure whether or not the workdays are scheduled to be made up at a later date. An emergency closure is a closure induced by conditions such as, but is not limited to, inclement weather or natural disasters. During an emergency closure, employees who have the ability to work or who are working remotely will be required to do so.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

**Gifts, Grants, and
Donations for Salary
Supplements**

The College District may accept gifts, grants, donations, or other considerations designated to be used as a salary supplement for an employee in accordance with Government Code 659.0201.

Review and Update on Architectural Design Fee Proposal from ERO Architects for the Pecan West Continuing Education Building A

An update on the architectural design fee proposal from ERO Architects for the Pecan West Continuing Education Building A project will be provided.

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

On December 6, 2023, the Board approved contracting architectural services with ERO Architects, and requested that a report be provided of the architect's proposed fee percentage and project time schedule. Staff has been in contract and fee negotiations with ERO Architects to finalize the design fees based on the College's previously approved architectural fee schedule.

Update on Preliminary Design Scope of Work

At the January 16, 2024 Facilities Committee meeting, the Committee members questioned the need for a full master plan project at the new project site, Pecan West. This question was in response to the proposed scope of Preliminary Design work that was included within the architect's contract. The following background is provided to help clarify the questions at that meeting:

- August 9, 2022 – Administration requested feedback from the Facilities Committee on the selection of a location at Pecan West for the proposed new Continuing Education Building.
- The Facilities Committee recommended the architect selected for the first building also undertake an assessment of the site and potential future buildings and to propose the location for the current project.
- On August 23, 2022, the Board approved this recommendation.

As per the discussion at the meeting, a full master plan is not required at this time. The "Preliminary Design" scope of work in the architect's contract is limited exclusively to examination of current site conditions, and ensuring engineering and site work completed as part of the current building incorporated growth opportunities that the College may need at that site in the future. The architect has not been asked to undertake the full detailed analysis that accompanies master planning, such as demographic study, economic impact study, and district-wide facilities needs.

The architect's Preliminary Design scope of work will include:

- Site planning
- Continuing Education Building test fit
- Verify building program, space layouts, and square footages
- Verify cost estimates and project schedule
- Produce exterior renders

The Architect has agreed to reduce the fees for the preliminary design services to \$22,500 from the original proposed fees of \$25,000. Administration believes it is reasonable for this project based upon other recent design projects.

Proposed Fee Percentage

ERO Architects has proposed the following fees which include Preliminary Design services and basic architectural services. The basic architectural services include consulting services for Mechanical, Electrical & Plumbing (MEP) Engineering, Telecommunications, Fire, and Structural Engineering.

Pecan West Continuing Education Building A Fee Totals and Percentage	
Preliminary Design	\$22,500.00
Basic Services (5.89% of Construction Budget)	421,154.14
Total of Fees	\$443,654.14

The proposed fee percentage is 5.89% of the construction budget of \$7,150,325, which is within the College's approved fee schedule for architectural services.

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

Pecan West Continuing Education Building A Total Project Budget	
Budget Item	Budget Amount
Construction	\$7,150,325
Design	715,033
Miscellaneous	166,535
FFE	491,706
Technology	564,084
Total Project Budget	\$9,087,683

Estimated Project Timeline

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

Enclosed Documents

The College's fee schedule and a project timeline from ERO Architects are included for the Board's review and information.

This item is presented for the Board's information only. No action is requested.

**South Texas College
Architect/Engineering Fee Schedule**

Range of Construction Cost	Classroom, Office and Other Buildings	Health Facilities /Science/ Thermal Energy Plants	Parking/Site Improvements/ Infrastructure - Civil
New Construction			
Over \$15,000,000	5.25%	5.75%	7.75%
Over \$10,000,000	5.75%	6.25%	8.25%
Over \$8,000,000	5.85%	6.35%	8.35%
Over \$6,000,000	5.95%	6.45%	8.45%
Over \$4,000,000	6.05%	6.55%	8.55%
Over \$2,000,000	6.15%	6.65%	8.65%
Over \$1,000,000	6.25%	6.75%	8.75%
Over \$800,000	6.50%	7.00%	9.00%
Over \$600,000	6.75%	7.25%	9.25%
Over \$400,000	7.00%	7.50%	9.50%
Over \$200,000	7.25%	7.75%	9.75%
Up to \$200,000	Negotiated		
Remodeling & Renovation			
Over \$5,000,000	7.25%	7.75%	8.50%
Over \$1,000,000	8.25%	8.75%	8.75%
Over \$800,000	8.50%	9.00%	9.00%
Over \$600,000	8.75%	9.25%	9.25%
Over \$400,000	9.00%	9.50%	9.50%
Over \$200,000	9.25%	9.75%	9.75%
Up to \$200,000	Negotiated		
NOTE: When construction cost falls between the tabular limits the fee will be interpolated			

Revised 1-9-2015 AM

PROPOSED PROJECT SCHEDULE PECAN WEST - CONTINUING EDUCATION BUILDING		
No.	Project Phase	Task Month and Year
1	Begin Schematic Design Phase	Feb-24
2	Board approval of Schematic Design / Master Plan	Mar-24
3	Begin Design Development Phase	Apr-24
4	Finish Construction Documents Phase	Oct-24
5	Solicit Proposals	Nov-24
6	Recommend Board Approval of Contractor	Dec-24
7	Issue Notice to Proceed	Jan-25
8	Substantial Completion	Dec-25
9	Final Completion	Jan-26

Project Fact Sheet
1/5/2024

Project Name: Pecan Campus - Continuing Education Building and Testing Center Addition				Project No. 2021-002C			
Funding Source(s): Unexpended Plant Fund							
		FY 21-22	FY 22-23				
		FY 21-22	FY 22-23				
	Total	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
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	-	-	-	-	-	-
Total:	\$ 9,087,683.00	\$ 398,160.00	\$ -	\$ 398,160.00	\$ 523,290.00	\$ 1,019.91	\$ 522,270.09

		FY 23-24	FY 24-25				
		FY 23-24	FY 24-25				
		Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
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	498.51	75,001.49	-	74,750.20	-	74,750.20
FFE:	-	-	-	-	216,126.00	-	216,126.00
Technology:	-	-	-	-	226,251.40	-	226,251.40
Total:	\$ 1,371,150.00	\$ 498.51	\$ 1,370,651.49	\$ -	\$ 2,733,998.60	\$ -	\$ 2,733,998.60

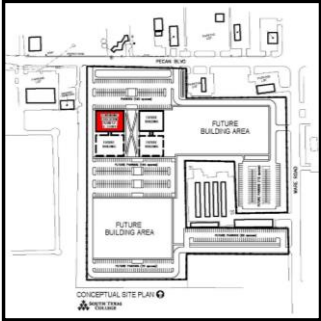
Project Team		Board Status						
Approval to Solicit Architect/Engineer:	7/25/2023	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance	
Architect/Engineer:	TBD			TBD	\$ -	\$ -	\$ -	\$ -
Contractor:	TBD			TBD	\$ -	\$ -	\$ -	\$ -
STC FPC Project Manager:	David Valdez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

Project Description	Project Scope
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	1/30/2024	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	-	-	498.51	-	-	\$ 498.51
2024-25	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ 1,518.42	\$ -	\$ -	\$ 1,518.42

Current Agenda Item
N/A



CONCEPTUAL SITE PLAN

FPC Project Manager David Valdez

FPC Asst. Director Rita Geller

FPC Director RMA

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

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

Administration believes 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 is presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

- a. Approval of Final Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Final Completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

Approval of final completion and release of final payment for the Regional Center for Public Safety Excellence (RCPSE) Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects is requested.

Project		Completion Recommended	Date Received
1.	RCPSE Canopy for Safety Training Vehicles Project 2019-016C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Final Completion Recommended	January 10, 2024
2.	RCPSE Canopies for Students and Instructors Project 2019-017C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Final Completion Recommended	January 10, 2024
3.	F.L.A.G. Fire Training Area Project 2019-020C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	Final Completion Recommended	January 10, 2024

These projects were requested by administrative staff at the RCPSE. The projects have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. The canopies for students & instructors and the F.L.A.G. fire training area were scheduled as educational space improvements projects. The canopy to provide protection from the elements and security for safety training vehicles was scheduled as a non-educational space improvement project.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by 5 Star GC Construction, LLC. The original total cost approved for this project was \$1,659,250.00, which included necessary site infrastructure work.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and F.L.A.G. Fire Training Area					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$833,173.00	\$ 1,659,250.00	\$42,673.50	\$1,701,923.50	\$1,605,911.82	\$96,011.68

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$96,011.68 to 5 Star GC Construction, LLC for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$96,011.68 to 5 Star GC Construction, LLC for the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Regional Center for Public Safety Excellence Canopy for Students and Instructors



Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles



Regional Center for Public Safety Excellence Flammable Liquid and Gas (FLAG) Fire Training Area



November 28, 2023

South Texas College
Attn: Ricardo de la Garza
Director of Facilities, Planning and Construction
3200 W. Pecan Blvd.
McAllen, TX 78501

DRAFT

Re: Regional Center for Public Excellence FLAG & Canopies for Students and Emergency Vehicles

Mr. De la Garza:

5 Star GC Construction, LLC has substantially completed the scope of work and addressed all punch list items as of November 16, 2023.

The Contractor has performed the work in general accordance with our contract documents and we recommend STC accepts procuring close out documents including record drawings, O&M manuals, Consent of Surety, and Affidavit for the Release of Liens prior to releasing final payment to 5 Star GC Construction, LLC.

Thank You

Raymond Gignac
Gignac | Architects

Architect:

Raymond Gignac, AIA Firm Principal

January 15, 2024

South Texas College
Attn: Ricardo de la Garza
Director of Facilities, Planning and Construction
3200 W. Pecan Blvd.
McAllen, TX 78501

DRAFT

Re: Regional Center for Public Excellence FLAG & Canopies for Students and Emergency Vehicles

Mr. De la Garza:

5 Star GC Construction, LLC has substantially completed the scope of work and addressed all punch list items as of November 16, 2023.

The Contractor has performed the work in general accordance with our contract documents and we recommend STC accepts procuring close out documents including record drawings, O&M manuals, Consent of Surety, and Affidavit for the Release of Liens prior to releasing final payment to 5 Star GC Construction, LLC.

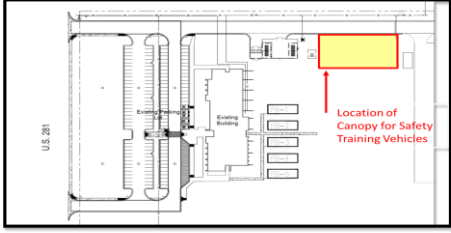

Thank You

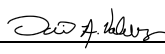
Raymond Gignac
Gignac | Architects

Architect:

Raymond Gignac, AIA Firm Principal

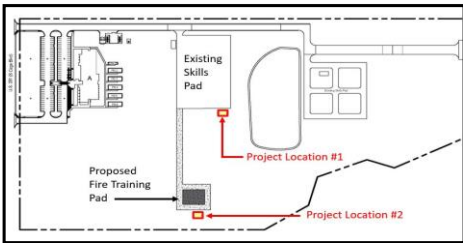

Project Fact Sheet
1/5/2024

Project Name: Regional Center for Public Safety Excellence - Canopy for Safety Training Vehicles										Project No.: 2019-016C	
Funding Source(s): Unexpended Plant Fund											
	Original Total Project Budget	*Revised Total Project Budget	FY 20-21			FY 21-22			FY 22-23		
			Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 245,000.00	\$ 760,560.20	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 245,000.00	\$ -	\$ 245,000.00	\$ 405,000.00	\$ 719,368.69	\$ (314,368.69)
Design	24,500.00	24,500.00	8,500.00	-	8,500.00	24,500.00	31,359.72	(6,859.72)	7,887.00	11,634.16	(3,747.16)
Miscellaneous:	10,000.00	10,000.00	4,000.00	159.67	3,840.33	10,000.00	1,918.74	8,081.26	8,164.00	5,230.26	2,933.74
FFE:	-	-	-	-	-	-	-	-	-	-	-
Technology:	6,000.00	6,000.00	6,000.00	-	6,000.00	6,000.00	-	6,000.00	-	-	-
Total:	\$ 285,500.00	\$ 801,060.20	\$ 103,500.00	\$ 159.67	\$ 103,340.33	\$ 285,500.00	\$ 33,278.46	\$ 252,221.54	\$ 421,051.00	\$ 736,233.11	\$ (315,182.11)
*Revised Project Budget based on the Construction cost amount.											
			FY 23-24								
			Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures						
Construction:			\$ 38,100.00	\$ -	\$ 38,100.00						
Design			3,810.00	-	3,810.00						
Miscellaneous:			4,000.00	-	4,000.00						
FFE:			-	-	-						
Technology:			-	-	-						
Total:			\$ 45,910.00	\$ -	\$ 45,910.00				\$ 769,671.24		
Project Team						Board Status					
Approval to Solicit	4/27/2021 Gignac Associates 5 Star GC Construction, LLC David Valdez					Board Approval of Schematic Design	1/25/2022	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:						Substantial Completion	TBD	Board Acceptance	TBD		
Contractor:						Final Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:											
Project Description						Project Scope					
Design and construction of a canopy for the safety training vehicles.						Design and construction of a canopy for the safety training vehicles such as the fire truck, public safety vehicles, and fire trainers. The canopy will provide covered protection from the elements and an enclosure for security protection.					
Projected Timeline											
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In				
4/27/2021	7/27/2021	1/25/2022	9/27/2022	11/18/2022	9/26/2023	1/30/2024	N/A				
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67					
2021-22	-	31,359.72	1,918.74	-	-	\$ 33,278.46					
2022-23	719,368.69	11,634.16	5,230.26	-	-	\$ 736,233.11					
2023-24	-	-	-	-	-	-					
Project Total	\$ 719,368.69	\$ 42,993.88	\$ 7,308.67	\$ -	\$ -	\$ 769,671.24					
Current Agenda Item											
01/16/2023 Facilities Committee Meeting: Review and Recommend Action on Final Completion for Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles.											
											

FPC Project Manager XC Project Manager 

FPC Asst. Director  FPC Director 

Project Fact Sheet
1/5/2024

Project Name: Regional Center for Public Safety Excellence - Canopies for Students and Instructors						Project No. 2019-017C						
Funding Source(s): Unexpended Plant Fund												
			FY 20-21			FY 21-22			FY 22-23			
			Variance of			Variance of			Variance of			
			FY 20-21			FY 21-22			FY 22-23			
			Actual			Actual			Actual			
			Project Budget			Project Budget			Project Budget			
			Expenditures			Expenditures			Expenditures			
			vs. Actual			vs. Actual			vs. Actual			
			Expenditures			Expenditures			Expenditures			
Construction:	\$ 205,000.00	\$ 553,048.02	\$ 205,000.00	\$ -	\$ 205,000.00	\$ 41,000.00	\$ -	\$ 41,000.00	\$ 144,000.00	\$ 517,940.49	\$ (373,940.49)	
Design	20,500.00	20,500.00	20,500.00	-	20,500.00	16,500.00	18,625.09	(2,125.09)	4,583.00	9,174.66	(4,591.66)	
Miscellaneous:	10,000.00	10,000.00	10,000.00	159.67	9,840.33	9,833.00	3,587.54	6,245.46	6,495.00	3,565.97	2,929.03	
FFE:	5,500.00	5,500.00	5,500.00	-	5,500.00	-	-	-	-	-	-	
Technology:	6,000.00	6,000.00	6,000.00	-	6,000.00	-	-	-	-	-	-	
Total:	\$ 247,000.00	\$ 595,048.02	\$ 247,000.00	\$ 159.67	\$ 246,840.33	\$ 67,333.00	\$ 22,212.63	\$ 45,120.37	\$ 155,078.00	\$ 530,681.12	\$ (375,603.12)	
*Revised Project Budget based on the Construction cost amount.												
			FY 23-24									
			FY 23-24			Variance of						
			Actual			Project Budget						
			vs. Actual			Expenditures						
			Expenditures			Expenditures						
Construction:			\$ 27,700.00	\$ -	\$ 27,700.00							Total Actual
Design			2,770.00	-	2,770.00							Expenditures To
Miscellaneous:			-	-	-							Date
FFE:			-	-	-							\$ 517,940.49
Technology:			-	-	-							27,799.75
Total:			\$ 30,470.00	\$ -	\$ 30,470.00							7,313.18
												-
												-
												\$ 553,053.42
Project Team						Board Status						
Approval to Solicit Architect/Engineer:	4/27/2021					Board Approval of Schematic Design	1/25/2022	Vendor	Contract Amount	Actual Expenditures	Variance	
Architect/Engineer:	Gignac Associates					Substantial Completion	TBD	Gignac	\$ 14,862.50	\$ 27,799.75	\$ (12,937.25)	
Contractor:	5 Star GC Construction, LLC							Board Acceptance	TBD			
STC FPC Project Manager:	David Valdez					Final Completion	TBD	Board Acceptance	TBD			
Project Description						Project Scope						
Design and construction of canopies for students and instructors.						Design and construction of two (2) open canopies for students and instructors to conduct class instructions for the EVOC and Fire Training Areas and provide protection from weather conditions.						
Projected Timeline												
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In					
4/27/2021	7/27/2021	1/25/2022	9/27/2022	11/18/2022	9/26/2023	1/30/2024	N/A					
Project Calendar of Expenditures by Fiscal Year												
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total						
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67						
2021-22	-	18,625.09	3,587.54	-	-	\$ 22,212.63						
2022-23	517,940.49	9,174.66	3,565.97	-	-	\$ 530,681.12						
2023-24	-	-	-	-	-	\$ -						
Project Total	\$ 517,940.49	\$ 27,799.75	\$ 7,313.18	\$ -	\$ -	\$ 553,053.42						
Current Agenda Item												
01/16/2023 Facilities Committee Meeting: Review and Recommend Action on Final Completion for Regional Center for Public Safety Excellence Canopies for Students and Instructors.												
												

FPC Project Manager

YC Project Manager *David Valdez*

FPC Asst. Director

Rita C. Gignac

FPC Director

Rita C. Gignac

Project Fact Sheet
1/5/2024

Project Name: Regional Center for Public Safety Excellence - Flammable Liquid and Gas (FLAG) Fire Training Area										Project No. 2019-020C		
Funding Source(s): Unexpended Plant Fund												
			FY 20-21			FY 21-22			FY 22-23			Total Actual Expenditures To Date
	Original Project Budget	*Revised Project Budget	Project Budget	FY 20-21 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 300,000.00	\$ 345,641.78	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 284,173.00	\$ 368,542.64	\$ (84,369.64)	
Design	30,000.00	30,000.00	30,000.00	-	30,000.00	24,000.00	42,843.28	(18,843.28)	10,418.00	8,857.25	1,560.75	
Miscellaneous:	13,600.00	13,600.00	13,600.00	159.67	13,440.33	13,433.00	3,587.54	9,845.46	1,095.00	10,087.44	(8,992.44)	
FFE:	100,000.00	100,000.00	100,000.00	-	100,000.00	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	-	-	-	-	
Total:	\$ 443,600.00	\$ 489,241.78	\$ 443,600.00	\$ 159.67	\$ 443,440.33	\$ 97,433.00	\$ 46,430.82	\$ 51,002.18	\$ 295,686.00	\$ 387,487.33	\$ (91,801.33)	
*Revised Project Budget based on the Construction cost amount.												
			FY 23-24									Total Actual Expenditures To Date
			Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures							
Construction:			\$ 17,300.00	\$ -	\$ 17,300.00							\$ 368,542.64
Design			1,730.00	-	1,730.00							51,700.53
Miscellaneous:			-	-	-							13,834.65
FFE:			-	-	-							-
Technology:			-	-	-							-
Total:			\$ 19,030.00	\$ -	\$ 19,030.00							\$ 434,077.82

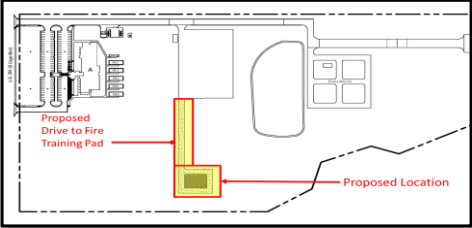
Project Team				Board Status			
Approval to Solicit Architect/Engineer:	4/27/2021	Board Approval of Schematic Design	1/25/2022	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Gignac Associates	Substantial Completion	TBD	Gignac	\$ 21,750.00	\$ 51,700.53	\$ (29,950.53)
Contractor:	5 Star GC Construction, LLC	Final Completion	TBD	5 Star GC Construction, LLC	\$ 388,255.28	\$ 368,542.64	\$ 19,712.64
STC FPC Project Manager:	David Valdez	Board Acceptance	TBD				
		Board Acceptance	TBD				

Project Description				Project Scope			
Design and construction of a fire training area for the fire science program.				Design and construction of a concrete pad, associated fire line, and access drive for a new fire training area for the fire science program and to conduct fire training exercises.			

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
4/27/2021	7/27/2021	1/25/2022	9/27/2022	11/18/2022	9/26/2023	1/30/2024	N/A


Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2020-21	\$ -	\$ -	\$ 159.67	\$ -	\$ -	\$ 159.67
2021-22	-	42,843.28	3,587.54	-	-	\$ 46,430.82
2022-23	368,542.64	8,857.25	10,087.44	-	-	\$ 387,487.33
2023-24	-	-	-	-	-	\$ -
Project Total	\$ 368,542.64	\$ 51,700.53	\$ 13,834.65	\$ -	\$ -	\$ 434,077.82

Current Agenda Item
01/16/2023 Facilities Committee Meeting: Review and Recommend Action on Final Completion of the Regional Center for Public Safety Excellence for Flammable Liquid and Gas (F.L.A.G.) Fire Training Area.



Proposed Drive to Fire Training Pad

Proposed Location



Project Location

FPC Project Manager David Valdez

FPC Asst. Director Rita Geller

FPC Director RMA

Review and Action as Necessary on Contracting Architectural Services for the District Offices Building Renovation

Approval to contract architectural services for the District Offices Building Renovation project is requested.

Purpose

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 Administration. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project is scheduled as a non-educational improvement to renovate the new District Offices facility.

Background

The project consists of the renovation of the newly acquired facility on Vermont and McColl in McAllen, adjacent to the Nursing & Allied Health Campus. The proposed scope of work is summarized as follows:

- Design and renovation of the existing facility for use as a District Office including instructional spaces
- 22,950 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-one (51) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Institutional Research, Effectiveness, and Strategic Planning, Office of Sponsored Initiatives, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Highest Ranked Vendor

College staff applied Round 1 and Round 2 of the approved evaluation process to the submitted Statements of Qualifications. Based on the evaluations of the qualifications, **Brown Reynolds Watford Architects** was the highest ranked firm.

The Committee and/or the Board of Trustees may implement Round 3 of the evaluation process as necessary.

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

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

Funding Source

Funds for the District Offices Building Renovation Project 2023-020C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

Estimated Project Timeline

The project design phase is projected to last until October 2024, with construction to commence in December 2024 and Substantial Completion in November 2025.

Enclosed Documents

The packet includes the following supporting documentation:

- Presentation of the proposed project
- RFQ Criteria and Weighted Sub-Criteria
- Scoring and ranking summary.

On January 16, 2024, staff recommended Board approval to contract architectural services with Brown Reynolds Watford Architects for the District Offices Building Renovation project as presented.

The Facilities Committee deferred action on this item until it could be deliberated and voted upon by the full Board of Trustees. As per the published RFQ Criteria, the Committee and/or Board reserve the right to implement a Round Three review process as necessary to determine the most highly qualified respondent.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the engagement of architectural services for the District Offices Building Renovation project

Approval Recommended:

Dr. Ricardo J. Solis
President



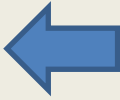
SOUTH TEXAS
COLLEGE

Nursing and Allied Health Campus

District Office Renovation

Project Site

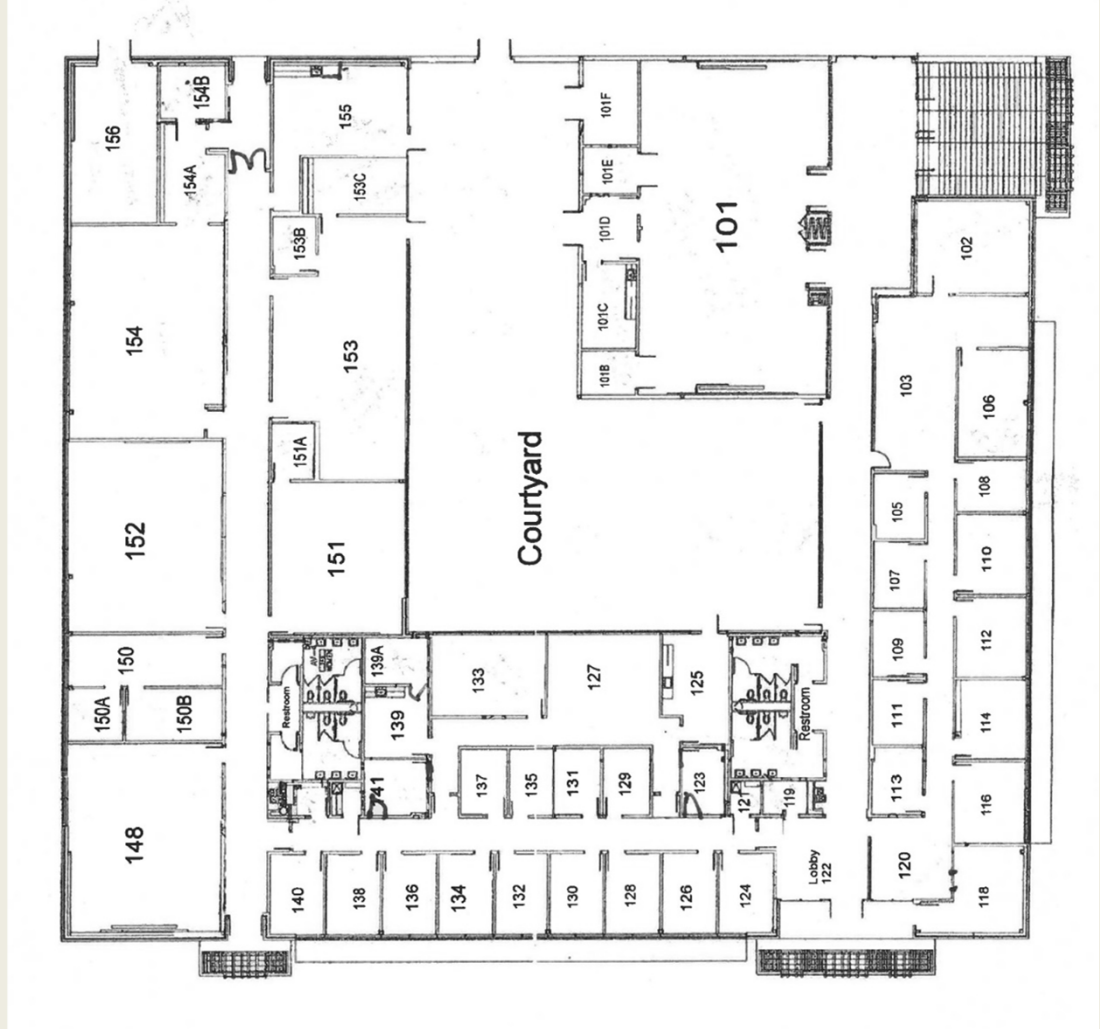


North 

Project Site




North
↑

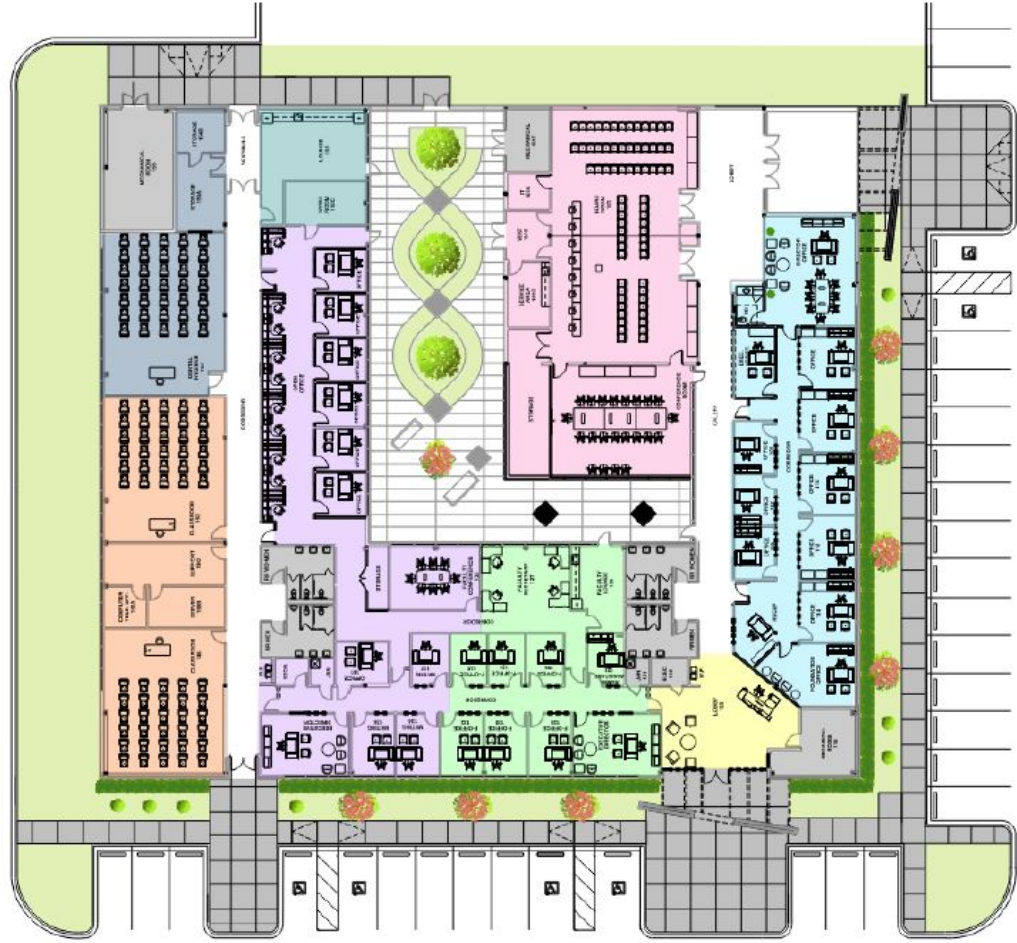


Existing Floor Plan

Conceptual Floor Plan



North




PROJECT SUMMARY

	PRESIDENTS OFFICE	3,329 S.F.
	BOARD ROOM AND EXECUTIVE CONFERENCE	4,133 S.F.
	FOUNDATION OFFICE	2,673 S.F.
	MARQUETING OFFICE	4,356 S.F.
	FUTURE CLASSROOM	2,741 S.F.
	DENTAL HYGIENE	1,550 S.F.
	FUTURE OFFICE	745 S.F.
	LOBBY	698 S.F.

Images provided by The Warren Group Architects

Conceptual Elevations



Images provided by The Warren Group Architects

Proposed Scope and Budget



Scope of Work

Renovation of the existing Nursing and Allied Health Systems Office Building which includes a program with classrooms, staff offices, and support spaces.

Estimated Total Project Budget

Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
Technology	240,000
Total Project Budget	\$5,000,000

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

Round 1		Evaluation Committee	
1	Execution of Offer	Pass/Fail	
2	Grant Forms (if required)	Pass/Fail	
3	References for Three (3) Projects	Pass/Fail	
Round 2		Points	Maximum Points
1	Statement of Interest		100
	<ul style="list-style-type: none"> •Provide a statement of interest for the project. 	10	
	<ul style="list-style-type: none"> •Provide a history, including credentials about the prime firm. 	25	
	<ul style="list-style-type: none"> •Provide a narrative describing the design team's unique qualifications and specialized design experience as it relates to the project. 	35	
	<ul style="list-style-type: none"> •Provide a statement about the availability and commitment of the prime firm, its principals, its consultants, and key professionals to undertake the proposed project. 	30	
2	Prime Firm		100
	<ul style="list-style-type: none"> •Provide resumes giving the experience and expertise of the principals and key professional members for the prime firm that will be involved in the project, including their experience with similar projects and the number of years with the prime firm. 	30	
	<ul style="list-style-type: none"> •Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of their time these individuals will commit to the project in order to meet the scheduled milestones. 	30	
	<ul style="list-style-type: none"> •Describe the prime firm's ability to respond to planned and/or unexpected meetings with STC representatives during the planning, design, and construction phases of the project. 	20	
	<ul style="list-style-type: none"> •If applicable, describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services as required for STC's construction program. 	20	

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

3	Project Team		100
	<p>Provide an organizational chart showing the roles of each firm or individual to be included.</p> <p>For each consultant firm or individual that the prime firm proposes:</p> <ul style="list-style-type: none"> Identify the consultant and provide a brief history about the consultant Describe the consultant's proposed role in the project List projects that the prime firm and the consultant have worked together on during the last five (5) years Provide a statement of the consultant's availability for the project Provide resumes giving the experience and expertise of principals and key professional members for the consultant on the project. 	<p>20</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>	
4	Representative Projects		100
	<p>List a maximum of three (3) projects the prime firm provided in an educational setting that is representative of the project contemplated under this solicitation.</p> <ul style="list-style-type: none"> Number of Projects Similar Scope & Size Educational Setting Time & Completion <p>Provide the following information for each project listed:</p> <ul style="list-style-type: none"> Project name and location Project Owner and contact information Project construction cost Project size in gross square feet Date project was started and completed Description of professional services prime firm provided for the project Project manager (individual responsible for coordinating the day-to-day work) Project architect (individual responsible for the overall success of the project) Project designer (individual responsible for design concepts) Names of consultant firms and their areas of expertise 	<p>20</p> <p>30</p> <p>20</p> <p>30</p>	

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

5	References		100
	<p>Provide references for three (3) projects, other than South Texas College. The references shall include the following current information:</p> <p>Owner's name, Owner's representative who served as the day-to-day liaison during the planning, design, and construction of the project, and the Owner representative's telephone number and email address.</p> <p>A. Vendor Listed Three (3) References – Twenty (25) Points will be received</p> <p>B. Number of References Responded - (3-25 / 2-17 / 1-8 / 0-0)</p> <p>C. Evaluation of Reference Responses – 3-(50-Excellent;37.5-Good;25-Fair;12.5-Poor) 2-(34-Excellent;25.5-Good;17-Fair;8.5-Poor) 1-(17-Excellent;12.75-Good;8.5-Fair;4.25-Poor) 0-(0)</p>	<p>25</p> <p>25</p> <p>50</p>	
6	Project Execution		100
	<p>•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.</p> <p>•Provide information as part of the submission response to assure that the Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.</p>	<p>50</p> <p>50</p>	
Round 2 Total			600

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

The Committee and/or the Board of Trustees may implement Round 3 of the evaluation process as necessary.

Round 3	Facilities Committee or Board of Trustees
<p>1 When there are other responses evaluated within three (3) points ranking score of the most highly evaluated response, the Board of Trustees or a Board Committee may choose to identify additional steps to determine the most highly qualified response.</p> <p>These steps will be limited to those responses within three (3) points ranking score of the most highly evaluated response.</p> <p style="text-align: center;">and/or</p> <p>Facilities Committee or Board of Trustees - Interview/Presentation:</p> <p>The top two (2) or more of the highest-ranked firms may be subject to an interview/presentation by the Facilities Committee and/or Board of Trustees</p>	<p style="text-align: center;">100 points</p>

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR DISTRICT OFFICES RENOVATION
PROJECT NO. 23-24-1025

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	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.	Rike Ogden Figueroa Allex Architects, Inc.
ADDRESS	200 S 10th St Ste 907	3301 N McColl Rd	3535 Travis St Ste 250	135 Paseo Del Prado Ste 33	3700 N 10th St	608 S 12th St	804 South Main St	11720 North IH-35	1007 Walnut Ave
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Dallas, TX 75204	Edinburg, TX 78539	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501
PHONE	956-790-0442	956-630-9494	214-528-8704	956-655-4655	956-686-0100	956-688-5656	956-994-1900	512-461-8810	956-686-7771
CONTACT	Claudio Leon	Danny Boultinghouse	Craig Reynolds	Eli R. Ochoa	Raymond Gignac	Rodolfo R. Molina, Jr.	Laura Nassri Warren	David Negrete	Luis A. Figueroa
2.1 Statement of Interest									
2.1.1 Statement of Interest for Project	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 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 19 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 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.
2.1.2 History and Statistics of Firm	- Established in 2017 - Over 30 years of experience with schools in South Texas - They have a staff of 27 specialized in a wide range of disciplines. - Seven licensed architects	- Firm established in 1990 - 600+ successful projects - Merged two independent successful architectural practices in 1990	- 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.	- Created in 2001 - Headquartered in McAllen, TX - Has completed more than 300+ projects	- 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 President.	- 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 1947 - Office located in McAllen - Experience in educational architecture - Four (4) in house Architects
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they have experience exceeding expectations on projects with similar scope for other higher education clients.	Stated they are selective in the projects that they pursue which means that our project will get personal attention. Since STC is an established long term client it will get priority in their schedule.	Stated that they are focused on what matters, executing the vision and mission of South Texas College.	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-new build, additions, or renovations.	Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley, including administrative facilities and renovations.	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.	Stated that for 75 years they have been dedicated to excellence in designing educational specs for students in the RGV.
2.1.4 Statement of Availability and Commitment	Stated all members of the team are available to participate throughout the duration of the project.	Indicated the project architect and project manager, along with the required consultants are committed to stay with our project from beginning to end.	Indicated that they will not change team members during the life of a higher education project.	Stated their team has been carefully assembled to exceed our expectations. Each of them have worked together multiple projects. 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.	Stated they are available to immediately implement design and construction document procedures.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR DISTRICT OFFICES RENOVATION
PROJECT NO. 23-24-1025**

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	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.	Rike Ogden Figueroa Allex Architects, Inc.
2.2 Prime Firm									
2.2.1 Resumes of Principals and Key Members	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, Project Architect/Manager	Included resumes for the following: - Craig Reynolds, Executive Principal - Andrew Evertson, Project Principal - Chris Sano, Project Designer - Carmen Madden, Project Manager - Andres Vela, Project Architect - Lenda Sturdivant, Interior Designer	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 - Neftali E. Cruz - Project Manager - Ruben Hernandez, Project Manager - Gerardo Zuniga - Project Coordinator - 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 - Neftali E. Cruz - Project Manager - Ruben Hernandez, Project Manager - Gerardo Zuniga - Project Coordinator	Included resumes for the following staff: - Laura Nassri Warren, President/Principal - Natanael 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: - Luis Figueroa, Principal/Owner - Michael E. Allex, Principal Owner - Humberto Rodriguez, Principal/Owner - Miguel Martinez, Project Manager - Cesar A. Roque, Principal/Owner
2.2.2 Project Assignments and Lines of Authority	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.	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, project assignments and estimated percent of time of involvement of (3) team members is shown in organizational chart.
2.2.3 Prime Firm meeting availability	Indicated they are able to attend unexpected meetings with STC representatives at any time throughout the project duration.	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.	Stated they are a little more than a few miles away from the STC Facilities Planning and Construction office and minutes away from the site of the new building. STC will have direct access to any of our principles and the ream when required.	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 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 (4) on site architects in McAllen.
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	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.	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.
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 - Perez Consulting Engineers - Civil Engineers	Included organizational chart which showed the following consultants: - DBR - MEP - Chanin Engineering - Structural Engineering	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 sub-consultants: - DBR - MEP/IT/F - Perez Consulting Engineers - Civil Engineering - Chanin Engineering - Structural - WJHW - Theatre, Acoustics, A/V, Lighting and Media - M2L - Landscape Architecture	Included organization chart showing prime firm and the following consultants: - DBR Engineering - MEP Engineering - Green, Rubiano, and Associates - Structural Engineering - Melden & Hunt - Civil 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 Engineer	Included organizational chart showing prime firm and included information for the following consultants: - Chanin Engineering - Structural - Half Associates - MEP	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - Chanin Engineering - Structural - Half Associates - Civil	Included organizational chart showing prime firm and the following consultant: - Chanin Engineering - Structural Engineering - Trinity Engineering- MEP Engineering - M. Garcia Engineering - Civil Engineering

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR DISTRICT OFFICES RENOVATION
PROJECT NO. 23-24-1025

VENDOR	Able City, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	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.	Rike Ogden Figueroa Allex Architects, Inc.
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) - United ISD - 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)	- Texas Woman's University-Jones Hall Transformation (\$9,970,000) - Texas State University - Alkek Library Learning Commons (\$5,630,286) - Tarleton State University - Dick Smith Library Renovation & Expansion (\$9,500,000)	- South Texas College - Nursing and Allied Health Professions School Expansion (\$40,500,152) - Brownsville Public Utilities Board Administrative Annex Building (\$23,397,945) - City of Pharr City Hall Renovation (\$2,353,147)	- Region One - ESC Edinburg Administration Offices (\$10.7 Million) - Datalogic - Administrative Office Repurpose, Additions & Renovations (\$1.2 Million) - Susser Holdings - Stripes Administrative Headquarters & Service Center Renovation (\$6.5 Million)	- UT Health - Cosmetic Surgery Center (\$151,473) - Edinburg CISD - Robert Vela High School Science Wing Additions & Renovations (\$10,000,000) - Texas State Technical College Engineering Center Phase II (\$3,400,000)	- CEED - Center for Education and Economic Development (\$3,602,638) - Tropical Texas Behavioral Health (\$5,090,000.00) -Triumph Public High Schools, Mercedes Campus Renovation (STBD)	- University of Texas Rio Grande Valley - Marialice Shary Shivers (MASS) Administration Building Interior Renovations (\$2,345,000) - La Joya CISD - Nellie Schunior Central Administration Building (\$6,500,000) - Edinburg CISD - Edinburg CISD Central Administration Building and Network Operating & IT Training Center (\$10,2000,000)	- Edinburg CISD Career and Technical Education Center (\$16,500,500) - McAllen Memorial High School Cafeteria Renovations (\$1,352,589) - UTRGV HCEBL-Additional Office for SOM and Health Affairs (\$1,201,949.62) - Texas Tropical Behavioral Health Renovations I and II (\$6,305,000) -Treasure Hills Elementary Classroom Additions and Renovations Phase I (\$8,195,000) and Phase II (\$6,798,000)
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 - The University of Texas At Arlington	-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.	- McAllen ISD - Edinburg Consolidated ISD - Texas Tropical Behavioral - UTRGV
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.	Stated they currently utilize Building Information Modeling (BIM).	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.	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.	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 upon award of the contract to the contractor, based on our selected construction delivery method, the architectural team will schedule weekly meetings with the contractor, our representatives, and engineering consultants to review the construction schedule and payment application.
TOTAL EVALUATION POINTS	544.44	553.31	566.00	565.94	550.13	551.81	560.94	557.56	554.69
RANKING	9	6	1	2	8	7	3	4	5

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

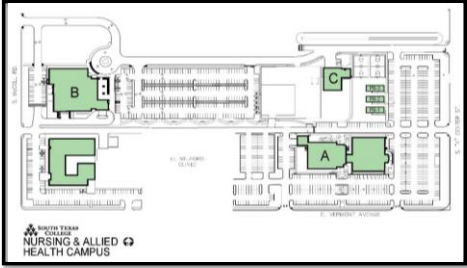

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR DISTRICT OFFICE RENOVATION
PROJECT NO. 23-24-1025
EVALUATION SUMMARY

VENDOR	Able City, LLC.		Boultinghouse Simpson Gates Architects		Brown Reynolds Watford Architects		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.		Rike Ogden Figueroa Alex Architects, Inc.	
ADDRESS	200 S 10th St Ste 907		3301 N McColl Rd		3535 Travis St Ste 250		135 Paseo Del Prado Ste 33		3700 N 10th St		608 S 12th St		804 S Main St		11720 N IH-35		1007 Walnut Ave	
CITY/STATE/ZIP	McAllen, TX 78501		McAllen, TX 78501		Dallas, TX 75204		Edinburg, TX 78539		McAllen, TX 78504		McAllen, TX 78501		McAllen, TX 78501		Austin, TX 78753		McAllen, TX 78501	
PHONE	956-790-0442		956-630-9494		214-528-8704		956-655-4655		956-686-0100		956-688-5656		956-994-1900		512-461-8810		956-686-7771	
CONTACT	Claudio Leon		Danny Boultinghouse		Craig Reynolds		Eli R. Ochoa		Raymond Gignac		Rodolfo R. Molina, Jr.		Laura Nassri Warren		David Negrete		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	94.38	100	94.38	100	93.88	100	94.75	100	93.75	100	92.88	100	93.13	100	92.38	100	93.63
	95		96		96		96		93		94		93		92		93	
	93		95		95		96		93		93		94		94		95	
	92		92		92		92		90		90		91		90		91	
	90		96		95		98		97		98		90		94		95	
	92		92		88		90		90		85		97		90		90	
	93		92		93		93		92		92		92		92		92	
	100		92		92		93		95		91		88		87		93	
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	95.63	95	93.88	100	96.13	100	95.25	100	93.38	95	93.00	90	93.75	95	94.25	100	93.25
	95		94		95		96		91		92		90		93		92	
	95		96		94		96		94		91		94		94		94	
	92		92		92		92		90		90		91		90		91	
	95		100		100		100		95		97		93		100		100	
	98		92		98		86		88		90		98		91		90	
	95		94		95		94		93		94		94		94		94	
	95		88		95		98		96		95		100		97		85	
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 member for the consultant who will be assigned to the projects(s)	95	95.13	100	95.00	100	96.13	100	95.50	80	92.38	100	94.25	100	96.25	100	93.63	100	94.13
	94		92		95		95		94		91		92		94		95	
	94		94		95		95		95		93		95		95		95	
	92		92		91		92		91		91		91		90		91	
	98		100		98		95		98		93		98		93		100	
	100		100		100		100		100		100		100		100		100	
	95		94		94		94		93		93		94		94		94	
	93		88		96		93		88		93		100		83		78	

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR DISTRICT OFFICE RENOVATION
PROJECT NO. 23-24-1025
EVALUATION SUMMARY

VENDOR	Able City, LLC.		Boultinghouse Simpson Gates Architects		Brown Reynolds Watford Architects		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.		Rike Ogden Figueroa Alex Architects, Inc.		
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	91.38	85	86.38	100	93.00	100	91.38	95	91.38	95	90.00	95	94.38	100	93.75	100	91.25	
	92		90		96		95		93		92		94		90		91		
	88		90		95		92		95		95		95		95		94		
	92		89		92		92		91		91		91		90		90		
	100		90		95		100		85		83		95		98		83		
	91		84		87		87		80		80		91		87		84		
	93		93		94		94		95		93		94		95		93		
	90		70		85		71		97		91		100		95		95		
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	70.69	87.5	89.06	87.5	90.63	87.5	92.19	87.5	87.50	87.5	89.06	87.5	89.06	87.5	89.06	87.5	89.06	
	67.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		
	76		100		100		100		100		100		100		100		100		
	67.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		
	67.5		87.5		100		100		87.5		87.5		87.5		87.5		87.5		
	76		87.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		
	76		87.5		87.5		87.5		87.5		87.5		87.5		87.5		87.5		
	67.5		87.5		87.5		100		75		87.5		87.5		87.5		87.5		
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	97.25	100	94.63	100	96.25	100	96.88	90	91.75	100	92.63	95	94.38	100	94.50	100	93.38	
	97		96		97		97		90		94		93		96		94		
	95		95		95		95		95		94		94		95		94		
	92		91		92		92		91		90		90		91		90		
	100		90		100		100		80		85		100		90		85		
	100		100		100		100		100		100		100		100		100		
	94		93		94		94		94		93		93		94		94		
	100		92		92		97		94		85		90		90		90		
TOTAL EVALUATION POINTS		544.44		553.31		566.00		565.94		550.13		551.81		560.94		557.56		554.69	
RANKING		9		6		1		2		8		7		3		4		5	

Project Fact Sheet
1/5/2024

Project Name: District Offices Building Renovation					Project No. 2023-020C				
Funding Source(s): Unexpended Plant Fund									
		FY 22-23			FY 23-24				
	* Total		FY 22-23	Variance of		FY 23-24	Variance of	Total Actual	
	Project Budget	Project Budget	Actual	Project Budget vs. Actual	Project Budget	Actual	Project Budget vs. Actual	Expenditures To	
			Expenditures	Expenditures		Expenditures	Expenditures	Date	
Construction:	\$ 4,000,000.00	\$ -	\$ -	\$ -	2,500,000.00			\$ -	
Design:	400,000.00				250,000.00			-	
Miscellaneous:	120,000.00				5,000.00	498.51		498.51	
FFE:	240,000.00				-	-	-	-	
Technology:	240,000.00				-	-	-	-	
Total:	\$ 5,000,000.00	\$ -	\$ -	\$ -	\$ 2,755,000.00	\$ 498.51	\$ -	\$ 498.51	
* Pending Architect's Probable Cost for Construction									
Project Team					Board Status				
Approval to Solicit Architect/Engineer:	TBD	Board Approval of Schematic Design			TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD					TBD	\$ -	\$ -	\$ -
Contractor:	TBD					TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: David Valdez					Substantial Completion	TBD	Board Acceptance	TBD	
					Final Completion	TBD	Board Acceptance	TBD	
Project Description					Project Scope				
Design and renovation of an existing facility for the District Offices.					Design and renovate the existing 22,950 square foot facility to provide administration office space to serve the entire district for South Texas College.				
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
7/25/2023	1/16/2024	5/28/2024	11/26/2024	12/16/2024	11/25/2025	12/15/2025	12/15/2025		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2022-23	-	-	-	-	-	-			
2023-24	-	-	498.51	-	-	498.51			
Project Total	\$ -	\$ -	\$ 498.51	\$ -	\$ -	\$ 498.51			
Current Agenda Item									
N/A									
<div style="display: flex; justify-content: space-around;">   </div>									

FPC Project Manager *David Valdez*

FPC Asst. Director *Rita G. [Signature]*

FPC Director *RMA*

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

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

FY 2023 - 2024 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Campus								
1	New Continuing Education Bldg and Testing Center	DV	12/6/2023	4/23/2024	10/22/2024	11/25/2024	9/23/2025	10/28/2025
2	Pecan West Parking & Site Improvements	DV	1/31/2023	N/A	6/25/2024	7/8/2024	4/22/2025	5/27/2025
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	1/31/2023	Holchemont LTD 6/27/2023	7/26/2023	2/27/2024	3/26/2024
4	Pecan Campus Kinesiology Bldg Q Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	6/27/2023	2/27/2024	3/15/2024	1/26/2025	2/10/2025
5	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	MV	Brown Reynolds Watford Architects 6/28/22	10/31/2023	6/27/2024	8/7/2024	9/9/2025	10/9/2025
6	Ann Richards Administration Bldg A Additional Parking Lot	DV	R. Gutierrez Engineering Corporation 11/29/2022	3/28/2023	GST Construcion 7/25/2023	9/10/2023	3/26/2024	4/23/2024
7	Business and Science Bldg G Engineering Lab Renovation	TBD	-	-	-	-	-	-
8	Student Services Building K Renovation	SS	-	-	-	-	-	-
9	Operations Support Center Building Z	RC	-	-	-	-	-	-

FY 2023 - 2024 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Plaza								
10	Human Resources Building A Renovation	DV	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	MV	-	-	-	-	-	-
Mid-Valley Campus								
12	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
13	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
14	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	1/30/2024	2/27/2024
15	Student Union Building F Financial Aid Renovation	TBD	-	-	-	-	-	-
Technology Campus								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	9/23/2024	10/27/2024
12	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	GST Construction 7/25/2023	9/10/2023	11/28/2023	4/23/2024
13	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	Rio United 2/14/2023	4/14/2023	8/22/2023	9/26/2023
14	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Nursing & Allied Health Campus								
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-
16	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
17	Systems Offices Building E Renovation	DV	1/30/2024	4/23/2024	TBD	TBD	TBD	TBD
Starr County Campus								
18	Workforce Center Bldg D Welding Expansion	MV	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	9/26/2023	1/30/2024
19	Workforce Bldg Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	5/28/2024	6/25/2024
20	North Academic Bldg CHVAC-R Classroom and Outdoor Area	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	5/28/2024	6/25/2024

FY 2023 - 2024 Capital Improvement Projects Project Milestone with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Regional Center for Public Safety Excellence								
21	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
22	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
23	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
24	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	1/30/2024	2/28/2024
25	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
26	Two-Story Residential Fire Training Structure	SS	Martinez Architects 1/25/22	6/28/2022	5 Star GC Construction 2/14/2023	4/26/2023	3/26/2024	4/27/2024
27	Parking Lot #1 for Additional Spaces	DV	1/30/2024	N/A	6/25/2024	7/15/2024	10/30/2024	11/30/2024

Red text signifies projected dates

South Texas College
Monthly Construction Report
Fiscal Year 2023-2024
As of November 30, 2023

Total Project Budget Summary	FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
Total Construction Project Budget	\$ 32,144,604.00	\$ 11,290,040.00
Budget Amendment		
Previously Approve Projects	8,782,399.65	698,311.17
Proposed Projects for the Month of November 2023	344,813.92	-
Total Project Budget Balance	\$ 23,017,390.43	\$ 10,591,728.83

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 26, 2023			
2022-006C	Substantial completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion	\$ 221,924.55	
2019-016C	Substantial completion of the Regional Center for Public Safety Excellence Canopy for Safety Training Vehicle	132,476.01	
2019-017C	Substantial completion of the Regional Center for Public Safety Excellence Canopies for Students and Instructors	39,994.07	
2019-020C	Substantial completion of the Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	102,305.02	
2022-008C	Substantial and Final Completion of the Technology Campus Exterior Solar Panel Structure	210,000.00	
2022-017R	Substantial Completion of the Pecan Resurfacing of East Drive Project		280,876.17
2023-019R	Substantial and Final Completion of the District Wide Flooring Replacement Phase II at Pecan Campus Student Services Building K		189,749.00
2023-019R	Substantial and Final Completion of the District Wide Flooring Replacement Phase II at Nursing and Allied Health Campus East Building A		227,686.00
Total Board Approval on September 26, 2023		\$ 706,699.65	\$ 698,311.17
Board Approved on October 31, 2023			
	Solicitation of Engineering Services for the following project		
	1- Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales	\$ 395,000.00	
	2- Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces	330,700.00	
	3- District Wide HVAC Replacements Phase 1 at Mid Valley Campus	2,550,000.00	
	Schematic Design and Solicitation of Construction Services for Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs	4,800,000.00	
	Change Order for the Starr County Campus Workforce Center Building D Automotive Lab Expansion - from contingency allowance (amount not included on month total)	61,825.84	
Total Board Approval on October 31, 2023		\$ 8,075,700.00	\$ -
Board Approved on November 28, 2023			
2023-001C	Substantial Completion of the Technology Campus Truck Driving Range Expansion	55,744.00	
2022-017R	Final Completion of the Pecan Campus Resurfacing of East Drive	289,069.92	
Total Board Approval on November 30, 2023		\$ 344,813.92	\$ -
Total FY 24 Board Approved Projects		\$ 9,127,213.57	\$ 698,311.17

* The amounts reported under the Total Project Budget/Actual column reflects the construction cost

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2023 - 2024																				
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Pecan Campus																				
1	Library Building F Space Modifications	DV					●					\$ 1,135,000	\$ 70,862	\$ 1,064,138	\$ 450,000	Low	N/A	N/A	N/A	N/A
2	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV					●					\$ 879,510	\$ 585,013	\$ 294,497	\$ 802,840	Low	February 2024	Approval of Substantial Completion	Able City, LLC	Holchemont
3	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 6,177,150	\$ 109,426	\$ 6,067,724	\$ 1,186,000	High	February 2024	Approval of Construction Services	Boultinghouse Simpson Gates Architects	TBD
4	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 5,698,000	\$ 51,156	\$ 5,646,844	\$ 1,405,000	High	June 2024	Approval of Construction Services	BRW Architects	TBD
5	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	TBD	TBD	TBD	TBD
6	Ann Richards Administration Building A Additional Parking Lot	DV					●					\$ 200,000	\$ 108,124	\$ 91,876	\$ 71,500	High	March 2024	Approval of Substantial Completion	R. Gutierrez Engineers	GST Construction
7	Student Services Building K Renovations	TBD	●									\$ 1,050,000	\$ -	\$ 1,050,000	\$ 26,200	Low	TBD	TBD	TBD	TBD
8	North Academic Humanities Building P Renovations for Accounts Receivable and Grant	TBD	●									\$ 94,500	\$ -	\$ 94,500	\$ 94,500	Low	TBD	TBD	TBD	TBD
9	Operations Support Center Building Z	TBD	●									\$ 5,000,000	\$ -	\$ 5,000,000	\$ 158,400	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 20,734,160	\$ 924,581	\$ 19,809,579	\$ 4,694,440					
Pecan West																				
10	Pecan West Continuing Education Building A & Testing Center Addition	DV		●								\$ 9,087,683	\$ 1,518	\$ 9,086,165	\$ 1,371,150	High	January 2024	Approval of Architectural Services Fee	TBD	TBD
11	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ 1,875,000	\$ 25,288	\$ 1,849,712	\$ 628,225	High	April 2024	Approval of Schematic Design	Perez Consulting Engineers	TBD
Pecan West Subtotal												\$ 10,962,683	\$ 26,806	\$ 10,935,877	\$ 1,999,375					
Pecan Plaza																				
12	Human Resources Building A Renovation	DV		●								\$ 550,000	\$ -	\$ 550,000	\$ 550,000	Low	TBD	TBD	TBD	TBD
13	East Building B Renovation for Cosmetology	TBD	●									\$ 6,664,135	\$ -	\$ 6,664,135	\$ 272,000	Low	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 7,214,135	\$ -	\$ 7,214,135	\$ 822,000					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2023 - 2024																				
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Mid-Valley Campus																				
14	Workforce Center Building D Welding Expansion	MV					●					\$ 1,539,755	\$ 692,563	\$ 847,192	\$ 898,700	High	January 2024	Approval of Substantial Completion	PBK Architects	Holchemont
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 1,067,662	\$ 1,580,613	\$ 1,451,500	High	January 2024	Approval of Substantial Completion	PBK Architects	Holchemont
16	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 1,235,430	\$ 536,288	\$ 699,142	\$ 691,200	High	January 2024	Approval of Substantial Completion	PBK Architects	Holchemont
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 45,044	\$ 259,956	\$ 305,000	High	TBD	TBD	Perez Consulting Engineers/MEP Solutions Engineers	Calidad Construction/ Terra Fuerte
18	Student Union Building F Financial Aid Renovation	TBD	●									\$ 89,000	\$ -	\$ 89,000	\$ 89,000	Low	TBD	TBD	TBD	TBD
Mid-Valley Subtotal												\$ 5,817,460	\$ 2,341,557	\$ 3,475,903	\$ 3,435,400					
Technology Campus																				
19	Exterior Solar Panels Structure	SS							●			\$ 224,900	\$ 235,995	\$ (11,095)	\$ 61,200	High	N/A	Complete	SAMES, Inc	Rio United Builders
20	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 412,873	\$ 2,695,127	\$ 2,576,680	High	July 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV						●				\$ 41,350	\$ 52,403	\$ (11,053)	\$ 37,500	High	March 2024	Approval of Final Completion	R. Gutierrez Engineers	GST Construction
22	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 3,659,250	\$ 701,271	\$ 2,957,979	\$ 2,960,380					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
23	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	TBD	TBD	TBD	O&M
24	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
25	Systems Offices Building E Dental Assistant Lab Renovation	TBD	●									\$ 561,500	\$ -	\$ 561,500	\$ 561,500	Low	TBD	TBD	TBD	TBD
26	Systems Offices Building E Renovation	TBD		●								\$ 5,000,000	\$ 499	\$ 4,999,501	\$ 2,755,000	High	January 2024	Approval of Architectural Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 5,872,746	\$ 499	\$ 5,872,247	\$ 3,620,590					

South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2023 - 2024																				
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Starr County Campus																				
27	Workforce Center Building D Welding Expansion	MV							●			\$ 1,295,520	\$ 1,050,335	\$ 245,185	\$ 54,500	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 435,933	\$ 2,115,367	\$ 1,856,800	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
29	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 514,628	\$ 116,474	\$ 398,154	\$ 390,000	High	May 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,602,742	\$ 2,758,706	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
30	Canopy for Safety Training Vehicles	DV							●			\$ 801,060	\$ 767,593	\$ 33,467	\$ 41,910	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
31	Canopy for Students/Instructors	DV							●			\$ 595,048	\$ 549,306	\$ 45,742	\$ 30,470	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
32	Fire Training Area	DV							●			\$ 489,242	\$ 430,391	\$ 58,851	\$ 19,030	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
33	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
34	Skills Pad and EVOC Lighting	SS					●					\$ 379,731	\$ 323,902	\$ 55,829	\$ 44,200	High	January 2024	Approval of Substantial Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 1,075,195	\$ 1,721,055	\$ 2,078,000	Medium	March 2024	Approval of Substantial Completion	Martinez Architects	5 Star Construction
36	Parking Lot #1 for Additional Spaces	DV		●								\$ 330,700	\$ -	\$ 330,700	\$ 330,700	High	February 2024	Approval of Engineering Services	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 5,585,031	\$ 3,146,386	\$ 2,438,645	\$ 2,737,310					
District Wide																				
32	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
33	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
34	Land	N/A										\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
35	Renovation and Contingencies	N/A										\$ 948,750	\$ 80,284	\$ 868,466	\$ 948,750	N/A	N/A		N/A	TBD
36	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD
36	Facility Signage	DV	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000	Low	N/A		N/A	TBD
37	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
38	Project Cost Control Reserve	N/A	●									\$ 5,014,159	\$ -	\$ 5,014,159	\$ 5,014,159	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,573,809	\$ 80,284	\$ 9,493,525	\$ 9,573,809					
Totals			12	3	6	0	8	1	0	0	0	\$ 73,780,722	\$ 8,824,127	\$ 64,956,595	\$ 32,144,604					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor
Pecan Campus																			
1	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	TBD	TBD	TBD
2	Resurfacing of East Drive	SS									●	\$ 187,000	\$ 330,224	\$ (143,224)	\$ 187,000	High	November 2023	Approval of Final Completion	Perez Consulting Engineers
3	South Academic Building J Generator Replacement	SS					●					\$ 344,100	\$ 100,336	\$ 243,764	\$ 344,100	High	May 2024	Approval of Substantial Completion	DBR
4	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD
5	Stucco Repainting Phase II	TBD			●							\$ 503,000	\$ -	\$ 503,000	\$ 503,000	Low	TBD	TBD	TBD
6	Art Building B Analog to Digital Replacement	TBD	●									\$ 197,000	\$ -	\$ 197,000	\$ 197,000	Low	TBD	TBD	TBD
7	Cooper Center for Performing Arts Building L Analog to Digital Replacement	TBD	●									\$ 84,500	\$ -	\$ 84,500	\$ 84,500	Low	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,490,600	\$ 430,559	\$ 1,060,041	\$ 1,490,600				
Mid Valley Campus																			
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV					●					\$ 1,730,000	\$ 689,156	\$ 1,040,844	\$ 1,730,000	Low	February 2024	Approval of Substantial Completion	Milnet Architectural Services
9	Stucco Repainting Phase II	TBD			●							\$ 203,000	\$ -	\$ 203,000	\$ 203,000	Low	TBD	TBD	TBD
Mid Valley Campus Subtotal												\$ 1,933,000	\$ 689,156	\$ 1,243,844	\$ 1,933,000				
Dr. Ramiro R. Casso Nursing & Allied Health Campus																			
10	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD
11	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A
12	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 187,782	\$ 234,218	\$ 218,600	Low	May 2024	Approval of Substantial Completion	DBR
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 187,782	\$ 574,218	\$ 558,600				
Technology Campus																			
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 59,999	Low	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	SS		●								\$ 395,000	\$ -	\$ 395,000	\$ 395,000	Low	February 2024	Approval of Engineering Services	TBD
Technology Campus Subtotal												\$ 455,000	\$ -	\$ 455,000	\$ 454,999				

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Starr County Campus																				
15	Stucco Repainting Phase II	SS			●							\$ 253,000	\$ -	\$ 253,000	\$ 253,000	High	TBD	TBD	TBD	TBD
16	General Academic Building E Data Cabling Infrastructure Replacement	RC	●									\$ 138,500	\$ -	\$ 138,500	\$ 138,500	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 391,500	\$ -	\$ 391,500	\$ 391,500					
District Wide																				
17	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
18	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A	TBD
19	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
20	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ 5,610	\$ 44,390	\$ 50,000	Low	N/A		N/A	TBD
21	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ 298	\$ 76,202	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	SS							●			\$ 504,000	\$ -	\$ 504,000	\$ 504,000	Medium	TBD		N/A	TBD
23	HVAC Replacements	MV		●								\$ 3,050,000	\$ -	\$ 3,050,000	\$ 3,050,000	Low	February 2024	Approval of Engineering Services	N/A	TBD
24	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
25	Signage Replacement	DV	●									\$ 250,000	\$ 1,085	\$ 248,915	\$ 250,000	N/A	TBD		N/A	TBD
26	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
27	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A	TBD
28	Project Cost Control Reserve	N/A	●									\$ 1,768,340	\$ -	\$ 1,768,340	\$ 1,768,340	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 6,446,340	\$ 6,993	\$ 6,439,347	\$ 6,446,340					
Totals		0	2	8	3	0	1	0	1	0	0	\$ 11,478,440	\$ 1,314,491	\$ 10,163,949	\$ 11,275,039					

Outstanding Issues - Action Plan
January 16, 2024 Facilities Committee Meeting
as of January 10, 2024

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus North Academic Humanities Building P - Water Infiltration (Warranty Item since 2018)	D. Wilson Construction	Pending	5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 11/17/2023 1/10/2024	<p>2/28/2018: First warranty request was issued to Contractor.</p> <p>5/8/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, and College staff to discuss the status of the water infiltration issues and request a Plan of Action from D. Wilson on how they plan to remediate the issues.</p> <p>5/15/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, Old Castle, and College staff to follow up with the status of Plan of Action from D. Wilson and path forward. D. Wilson stated that Plan of Action would be forwarded to College by 5/16/2023 but was not received by the College.</p> <p>5/18/2023: Report from Spring Break work and a proposed Plan of Action from D. Wilson has been received.</p> <p>6/5/2023: D. Wilson has been testing the windows and brick walls to verify locations of water infiltrations.</p> <p>7/5/2023: D. Wilson has continued the same testing.</p> <p>8/2/2023: D. Wilson has completed the testing of all windows and brick walls and have stated that all window leaks have been repaired and addressed.</p> <p>9/7/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>10/11/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>11/6/2023: Meeting held with project team on October 26, 2023 and it was discussed that D. Wilson would provide: 1) letter to the College that all items are completed, 2) D. Wilson to provide a mock-up of the repair regarding the brick ledge weep holes, 3) D. Wilson to provide a list of all remaining deficient items.</p> <p>1/10/2024: 1) D. Wilson has not provided Items 1 & 3 as noted on 11/6/2024. 2) D. Wilson has scheduled with the Design Team and the Owner to provide a mock-up of the repair for the brick ledge weep holes on January 12, 2024.</p>	<p>5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval.</p> <p>6/5/2023: D. Wilson to continue water testing of all windows and will remove brick at one window head to further inspect possible water infiltration.</p> <p>7/5/2023: D. Wilson to provide update on results of water testing of all window possible water infiltrations.</p> <p>8/2/2023: BEAM Professionals has requested that D. Wilson provide in writing that all window leaks and water infiltrations have been repaired and addressed. Still Pending.</p> <p>9/7/2023: The College has met with BEAM Professionals and were provided with a preliminary observation report of the existing conditions and pending issues. College staff will schedule a meeting to coordinate our next steps as required.</p> <p>10/11/2023: The College is coordinating a meeting to be held with the Contractor and Architect to discuss the next steps as required.</p> <p>11/6/2023: Pending confirmation from Contractor that all items have been completed; pending brick weep hole mock-up by Contractor; pending list of any pending deficient items from Contractor.</p> <p>1/10/2024: Pending confirmation from Contractor that all items are completed and pending list of deficient items; brick weep hole mock-up scheduled for Friday, January 12, 2024.</p>

Mid Valley Campus						
2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	<p>5/31/2023</p> <p>6/5/2023</p> <p>7/11/2023</p> <p>8/8/2023</p> <p>10/11/2023</p> <p>11/17/2023</p> <p>1/10/2024</p>	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Solicitation of Construction Services for the roof replacement are in progress.</p> <p>7/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction services for roof replacement awarded to contractor at June Board Meeting.</p> <p>8/2/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement will be issued a NTP upon finalization of contracts.</p> <p>9/7/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement has been issued a NTP to start construction. Architect is preparing construction documents for the repair work on the interior the building.</p> <p>10/11/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building.</p> <p>11/6/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building.</p> <p>1/10/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building.</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster.</p> <p>6/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Award of construction services for roof replacement scheduled for June Board Meeting.</p> <p>7/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in July.</p> <p>8/2/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in August.</p> <p>9/7/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement has begun.</p> <p>9/7/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is in progress.</p> <p>11/6/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is in progress.</p> <p>1/10/2024: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is in progress; construction documents for interior work by Architect in progress.</p>

Nursing and Allied Health Campus						
3	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	5/31/2023 7/11/2023 10/11/2023 11/17/2023 1/10/2024	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1sr floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>7/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor has determined the location of water intrusion above the 3rd Floor. The College will repair the irrigation leak on southwest corner of the building at grade. Wall cracks on interior gypsum board walls.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor will be conducting an additional moisture reading this week. Contractor has determined the location of water intrusion above 3rd Floor and will be conducting the repairs next week. College repaired the irrigation leak on southwest corner of the building at grade.</p> <p>11/6/2023: Contractor has provided moisture test results to the Architect; Architect has requested meeting with Owner and Contractor to review moisture test results and discuss next steps; Owner has not received formal notification from Contractor that water infiltration repairs on third have been completed.</p> <p>1/10/2024: Meeting with Owner, Architect and Contractor to review moisture test results and discuss next steps has not be scheduled by Architect; Owner has not received formal notification from Contractor that water infiltration repairs on third have been completed.</p>	<p>5/18/2023: Awaiting results from investigative moisture study and site observations. Pending direction from Architect to Contractor for resolving cracks and water infiltration.</p> <p>6/5/2023: Pending moisture study and removal of metal panels by Contractor.</p> <p>7/5/2023: Pending moisture study and removal of metal panels by Contractor.</p> <p>9/7/2023: Pending moisture study and repair of water intrusion on 3rd Floor by Contractor.</p> <p>10/11/2023: Pending moisture study from Contractor and will be forwarded to Architect to aid in resolving interior wall cracks of gypsum board walls.</p> <p>11/6/2023: Pending meeting with architect and contractor to discuss next steps.</p> <p>1/10/2024: Pending meeting with architect and contractor to discuss next steps.</p>

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release for the month of December 2023 and the financial reports 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 and financial reports submitted for approval are included in the Board packet under separate cover. Also included as information only, under separate cover, is the check register.

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consideration and Approval of Checks

The Checks and the Financial Reports presented for approval are included in the Board Packet as follows:

- 1) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for December 2023.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for December 2023.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for December 2023.
- 4) Release of Construction Fund Checks for December 2023.
- 5) Quarterly Investment Report and Money Market Accounts for November 2023.
- 6) Summary of Revenues for November 2023.
- 7) Summary of State Appropriations Revenue for November 2023.
- 8) Summary of Property Tax Revenue for November 2023.
- 9) Summary of Expenditures by Classification for November 2023.
- 10) Summary of Expenditures by Function for November 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for November 2023.
- 12) Summary of Grant Revenues and Expenditures for November 2023.
- 13) Summary of Bid Solicitations (Purchasing) for November and December 2023.
- 14) Summary of Purchase Orders (Purchasing) for November and December 2023.
- 15) Foundation Financial Activity for November 2023.

Announcements

A. Next Meetings:

- *Tuesday, February 13, 2024*
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 4:45 p.m. – Special Board Meeting
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- *Tuesday, February 27, 2024*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Friday, February 9, 2024 to hold College-Wide Professional Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 3rd annual Summit for Dual Credit Programs from February 18 – 20, 2024 at the South Padre Island Convention Center.