



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

**Tuesday, February 27, 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, February 27, 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**
 - A. Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2023..... 6 - 10
- VIII. Consideration and Action on Consent Agenda**
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X. Consideration and Action on Committee Items

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 - a. Presentations on South Texas College Dual Credit Programs
 - A. Summit for Dual Credit Programs
 - B. Academic and Career Technical Pathways
 - C. Dual Enrollment Academy Programs

B. Finance, Audit, and Human Resources Committee Items

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 - a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement 50 - 60
 - A. Award of Proposals
 - 1) Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award)
 - 2) Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award)
 - 3) Starr County Campus Building E Auditorium Audio Visual Upgrade (Award)
 - B. Purchases and Renewals
 - a. Non-Instructional Items
 - 4) Food and Related Non-Food Products (Purchase)
 - 5) External Auditor Services (Renewal)
 - 6) Online Continuing Education Services (Renewal)
 - 7) Recruitment Advertising Services (Renewal)
 - 8) Vehicle Maintenance and Repair Services (Renewal)
 - b. Technology Items
 - 9) Computers, Laptops, Tablets, and Monitors (Purchase)
 - 10) Adobe License Subscription Agreement (Renewal/Purchase)
 - 11) Digital Signature Software Subscription Agreement (Renewal)
 - 12) Software License Agreement (Renewal)
 - C. Interlocal Agreement
 - 13) Facility Usage Agreement (Lease/Purchase)
 - b. Approval of Assignment of Current Contract for Electric Power Service with Cavallo Energy Texas LLC to Champion Energy Services LLC 61 - 63
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- e. Approval of Resolution 2024-010 on a Written Statement for Professional Legal Services Contract..... 75 - 77
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- g. Approval of Proposed Budget Amendment for FY 2023 – 2024 82 - 89
- h. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023..... 90 - 102
- i. Adoption New Community and Governmental Relations Policy 103 - 104
 - A-1. Adopt GE (Local) Advertising and Fundraising
- j. Adoption of New Business and Support Services Policies and Retirement of Current Policies 105 - 124
 - A-1. Adopt CDB(Local) Accounting – Inventories
 - B-1. Adopt CHA(Local) Site Management – Security
 - B-2. Retire Policy #6310: Campus Security Contracted or Employed by the College
 - B-3. Retire Policy #6311: Authority of Non-Commissioned Security Guards
 - B-4. Retire Policy #6312: College Employed and Commissioned Peace Officers
 - B-5. Retire Policy 6313: Vehicle and Body Cameras
 - C-1. Adopt CHE(Local) Site Management – Mail and Delivery
 - D-1. Adopt CMA(Local) Facilities Construction – Competitive Bidding
 - E-1. Adopt CMB(Local) Facilities Construction – Competitive Sealed Proposals
- k. Adoption of New Personnel Policies and Retirement of Current Policies 125 - 128
 - A-1. Adopt DK(Local) Professional Development
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6.	Review and Action on the Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Office Space	181 - 182
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A. Next Meetings:		
•	<u>Tuesday, March 5, 2024</u>	
➤	4:00 p.m. – Facilities Committee	
➤	5:00 p.m. – Finance, Audit, and Human Resources Committee	
•	<u>Tuesday, March 26, 2024</u>	
➤	5:30 p.m. – Regular Board Meeting	
B. Other Announcements:		
•	South Texas College will be closed Monday, March 11 – Sunday, March 17 for Spring Break.	
•	South Texas College will be closed Thursday, March 28 – Sunday, March 31 for Semester Break.	

Presentation

A. Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2023

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of September 1, 2022 through November 30, 2023.

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

No action is required from the Board of Trustees.



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report September 01, 2023 – November 30, 2023



Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest

February

- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

- **April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates

July

- **July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

September 01, 2023 – November 30, 2023

274 Lawsuits Filed—\$260,946

324 Lawsuits Disposed—\$295,698

834 Payoff Request

13,420 Incoming/Outgoing Calls

23 Property Inspections

192 Payment Agreements

1st Quarter
Linebarger collected
\$1,165,385
in base, penalty & interest
in Hidalgo County

3



Collection Activities - Starr County

September 01, 2023 – November 30, 2023

57 Lawsuits Filed - \$72,562

24 Lawsuits Disposed - \$22,942

13 Payoff Request

1,747 Incoming/Outgoing Calls

17 Property Inspections

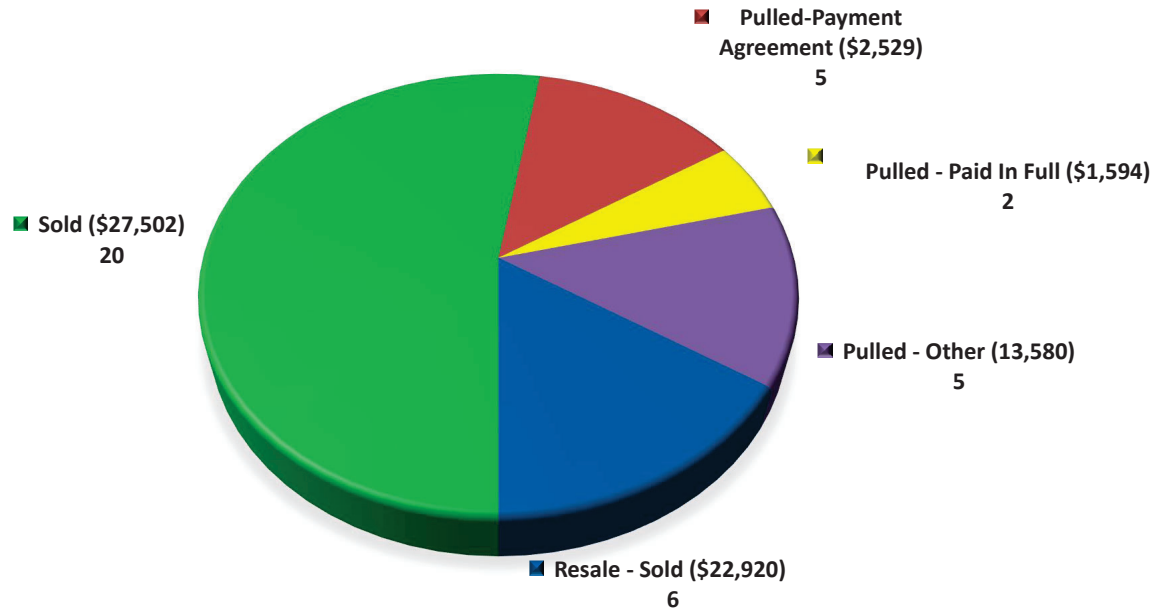
37 Payment Agreements

1st Quarter
Linebarger collected
\$158,728
in base, penalty & interest
in Starr County

4

Tax Sale Results - Hidalgo County

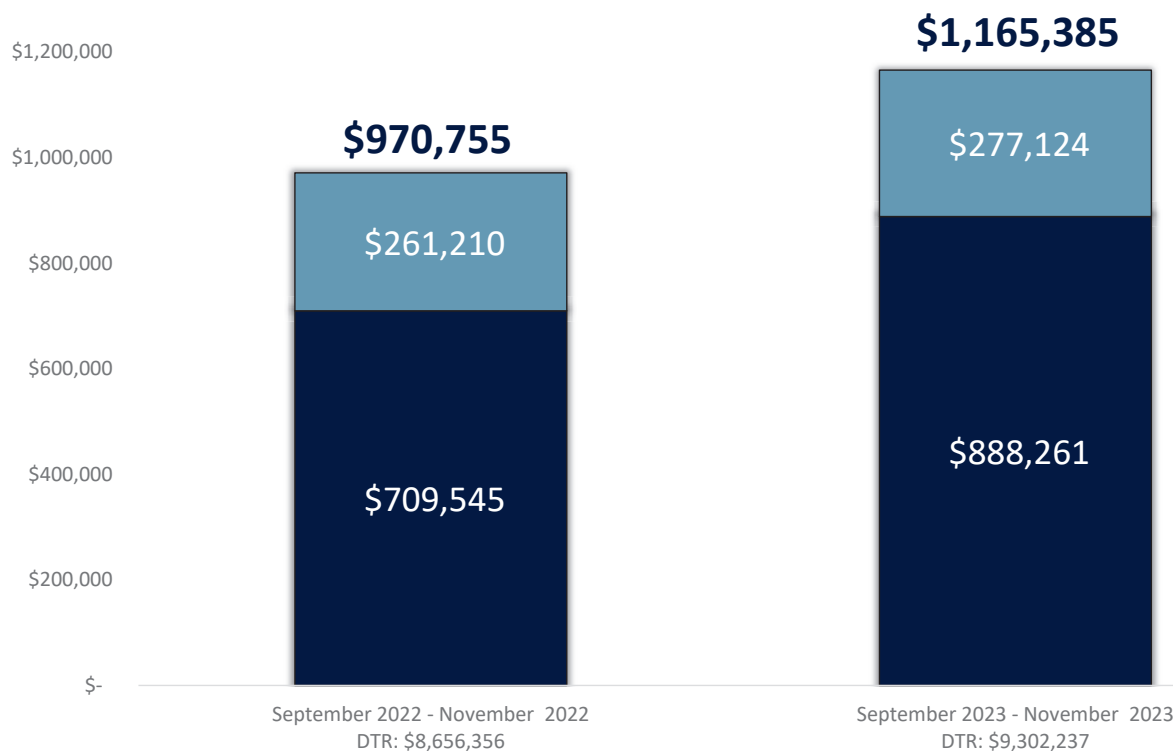
September 01, 2023 – November 30, 2023



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Collection Comparison – Hidalgo County

1st Quarter: September 01, 2023 – November 30, 2023

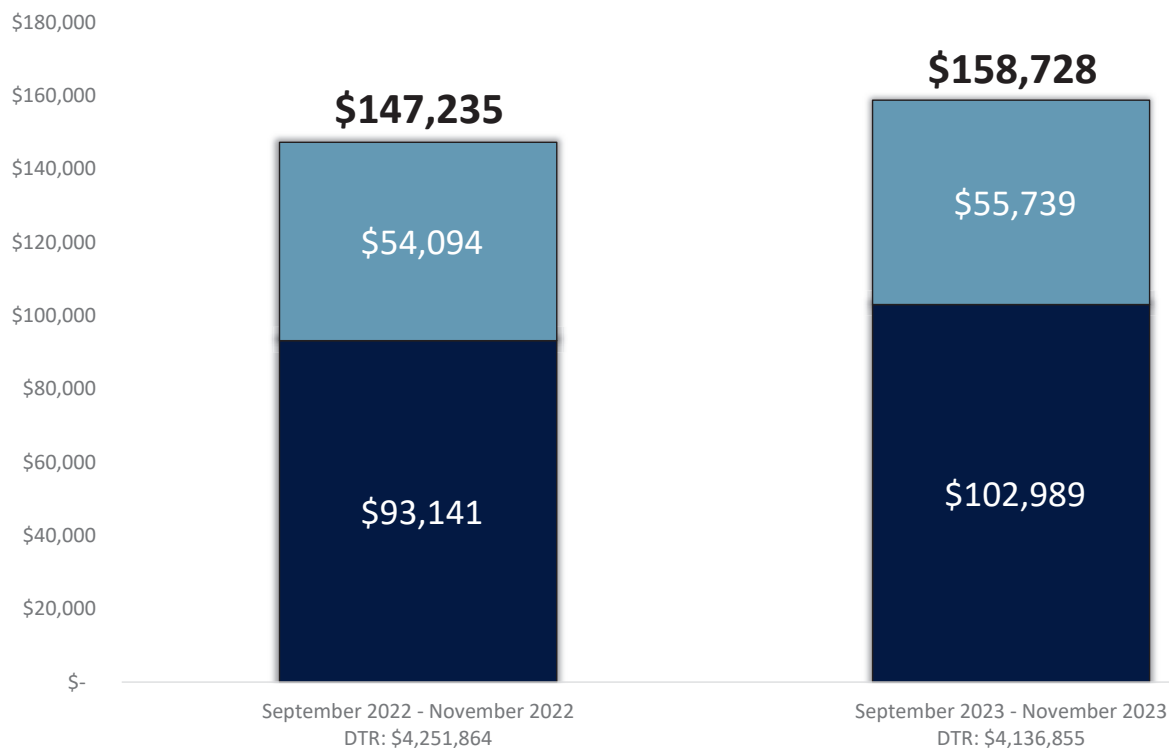


Source: Hidalgo County Tax Office Data

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Collection Comparison – Starr County

1st Quarter: September 01, 2023 – November 30, 2023



Source: Starr County Tax Office Data

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**SOUTH TEXAS
COLLEGE**

THANK YOU!



LINEBARGER
ATTORNEYS AT LAW

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 30, 2024 Regular Board Meeting
- 2) February 13, 2024 Special Board Meeting

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the January 30, 2024 Regular Board Meeting and the February 13, 2024 Special Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, January 30, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Jesus Campos, Dr. Brett Millan, Mr. George McCaleb, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Mrs. Sara Lozano, Dr. Rachel Sale, Mr. Billy Langle, Dr. Zachary Suarez, Ms. Alicia Correa, Mrs. Lynda Lopez, Ms. Amanda Sotelo, Dr. Marie Evans, Ms. Yolanda Martinez, Mrs. Carla Rodriguez, Mr. Daniel Montez, Ms. Norma Jimenez, Ms. Dalinda Gamboa, Ms. Alma Church, Ms. Nicole Perez, Ms. Maritza Adame, Ms. Maricarmen Ramirez, Ms. Vanessa Balderrama, Ms. Maria Trevino, Mr. Javier Villalobos, Mr. Andres Vela, Ms. Esmeralda Yniguez, Ms. Aashna Khatwani, Mr. Randy Jarvis, and Mr. Andrew Fish

Determination of a Quorum

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

Invocation

Ms. Carla Rodriguez, Interim Executive Director for Resource Development, Management, and Compliance, said the invocation.

Public Comments

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

Mission Moment

Mrs. Mary Elizondo, Vice President for Financial and Administrative Services, presented on the College's 20th consecutive year receiving the Certificate of Achievement for Excellence in Reporting from the Government Finance Officers Association (GFOA).

The GFOA represents public finance officers, and outlines strict requirements for this certification, which outlines best practices in ensuring that the College's complex financial documents are presented in a way that fairly, accurately, and transparently makes them available and accessible to the community. This allows the College's stakeholders to understand the College's stewardship of the public resources invested in South Texas College.

VP Elizondo introduced the leadership team from the Business Office who guide this extensive effort and ensure that the public trust in South Texas College is well placed.

Update by the College President

Dr. Ricardo J. Solis, College President, provided an update including the following items:

- Dr. Solis acknowledged the retirement of:
 - Mrs. Rebecca Cavazos, Director of Purchasing
 - Dr. Marie Evans, Director of Educational Technologies, and
 - Ms. Lisa Walters, Associate Dean of Library Services
- Dr. Solis also acknowledged the resignation of Dr. David Plummer, Vice President for Information Services, Planning, Performance, & Strategic Initiatives
- Dr. Solis announced the signing of an articulation agreement between South Texas College and National University
- Dr. Solis reported on the January 2024 School District Partnership Reception, which was well attended by superintendents and elected officials from our partnering school districts.
- Dr. Solis reported on a \$30,000 scholarship grant to the Foundation, as well as \$1M in additional long-term support for the Valley Promise.

Presentations

A. Presentation on Status of Fiscal Year 2023 Financial Audit

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC were on hand to review the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2023 and 2022 with the Board and were available to 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 was required by Policy 5330.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2023 and 2022 was provided under separate cover.

No action was taken.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

1) December 6, 2023 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the December 6, 2023 Regular Board Meeting as written. The motion carried.

Report of New Grants Awards

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

These grants were approved and accepted by the College President, in compliance with Board Policy 5510: Grants, and were 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 was taken.

Review of Presentation Delivered to Education and Workforce Development Committee

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, January 16, 2024, and reported to the Board on January 30, 2024:

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.

01/30/2024

Regular Board Meeting Minutes

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 was presented for the Board's information. No action was 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 believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

- a. Approval of Award of Proposals, Purchases, 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

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

Consent Agenda:

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

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

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

The Committee recommended Board approval of 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

01/30/2024

Year	Description/Period	Amount
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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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. would 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, attended 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 requested formal Board approval to proceed as recommended.

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

Consent Agenda:

c. Approval to Revise Policy #5210: Purchasing

Purpose and Justification – Administration requested 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 were recommended 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.

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Enclosed Documents – The revised Policy #5210 was provided in the packet for the Board’s information and review.

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

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

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

Consent Agenda:

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

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

These changes would 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 were currently in place and would continue to be enhanced.

The adoption of the new policy was 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 was 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 was reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new policy was 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 attended 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

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

Consent Agenda:

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

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

Reviewers – The new and retired policies were reviewed by 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 were included 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 attended 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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 would 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 were currently in place and would continue to be enhanced.

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

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

Enclosed Documents - The new and or retired policies were included 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.

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

Consent Agenda:

g. Retirement of Fourteen (14) Current Policies

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

The retired policies were 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

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

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

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

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

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

Purpose and Justification – Administration recommended 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, attended 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 requested formal Board approval to proceed as recommended.

This item was approved by the Board of Trustees during the previous consent agenda action, and no further action was taken.

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

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

This would 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 were currently in place and would 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the 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 included this language, as provided in the packet for the Board's review.

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 adoption of proposed new local personnel policy DEA as presented, and superseding any previously adopted Board policy. The motion carried.

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

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

Scheduling Priority

This project was requested by the Continuing Education Department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council.

This project was 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 was not required at this time. The "Preliminary Design" scope of work in the architect's contract was 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 was not 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 would 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 agreed to reduce the fees for the preliminary design services to \$22,500 from the original proposed fees of \$25,000. Administration believed it was reasonable for this project based upon other recent design projects.

Proposed Fee Percentage

ERO Architects 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 was within the College's approved fee schedule for architectural services.

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 total project budget was \$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 was 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 were included for the Board's review and information.

This item was presented for the Board's information only. No action was taken.

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 believed that all questions raised during the Committee discussion of Consent Agenda item were resolved to the Committee's satisfaction at the meeting, and

the item was presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

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 was requested.

Project		Completion Recommended	Date Received
1.	RCPSE Canopy for Safety Training Vehicles Project 2019-016C Architect: Gignac & Associates, LLP Contractor: 5 Star GC Construction, LLC.	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.

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Regular Board Meeting Minutes

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 was 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 were 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.

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:13 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;

Facilities Committee Items:

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

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:39 p.m. No action was taken in Executive Session.

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 was requested.

Purpose

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

Background

The project consisted 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 was \$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 were budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

Estimated Project Timeline

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

Enclosed Documents

The packet included 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.

On January 30, 2024, Dr. Ricardo J. Solis, College President, recommended that the Board of Trustees invite the top three ranked architectural firms for a Round 3 evaluation. Based upon that recommendation, the Board asked that Dr. Solis coordinate the development of an evaluation rubric that the Board could use to determine the most highly-qualified architectural firm during this Round 3 process.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approves and authorizes Dr. Solis to invite the three (3) top-ranked architectural firms to present their vision and concept of the proposed District Offices Building Renovation project to the Board. The motion carried.

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

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

No action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release 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, was available to respond to questions posed by the Board.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of December 2023 and the financial reports for the month of November 2023. The motion carried.

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 would 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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:49 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 30, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Special Board Meeting
Tuesday, February 13, 2024 @ 4:45 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 13, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:49 p.m. with Ms. Rose Benavidez presiding.

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mrs. Victoria Cantu, and Mr. Rene Guajardo, with Mr. Paul R. Rodriguez attending via teleconference.

Members absent: Mrs. Dalinda Gonzalez-Alcantar and Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Jesus Campos, Dr. Brett Millan, Dr. Chris Nelson, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Myriam Lopez, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. Martin Villarreal, Mr. David Valdez, Ms. Deyadira Leal, Mr. Daniel Montez, and Mr. Andrew Fish.

Determination of a Quorum

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

Public Comments

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:01 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultation with Attorney;
- 3. Approval of Order Calling for May 4, 2024 Election of STC Trustees for Single-Member Trustee District #1, Single-Member Trustee District #2, and Single-Member Trustee District #6

Open Session:

The South Texas College Board of Trustees returned to Open Session at 5:24 p.m. No action was taken in Executive Session.

Approval of Order Calling for May 4, 2024 Election of STC Trustees for Single-Member Trustee District #1, Single-Member Trustee District #2, and Single-Member Trustee District #6

Approval of the Order #2024-011 Calling for the May 4, 2024 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 was requested.

The Order Calling for the General Election of Board members for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 was provided in the packet for the Board's review. The election must be called by February 16, 2024 in order to proceed with the Saturday, May 4, 2024 election.

Engagement of County Election Departments

The proposed order authorized Dr. Ricardo J. Solis as College President to act as necessary to contract with Hidalgo County and Starr County for the administration of this election. This would allow the College to formally engage the Hidalgo County and Starr County Elections Department to approve polling places for early voting and election day and to undertake other logistic activities as included in their engagement contracts.

Proposed Polling Locations

Starr County

Polling locations for Early Voting and Election Day were coordinated with the Starr County Elections Administrator, and were included within the Election Order as presented.

This includes the use of the South Texas College Starr County Campus throughout Early Voting; however, because voters in Starr County are required to vote in a precinct-based polling place, the campus would not be used on Election Day.

Hidalgo County

The proposed Order references Exhibits A and B, which were still being developed by the Hidalgo County Elections Department. These would identify the times, dates, and locations of Early Voting Polling Places and Election Day Polling Places.

Because Hidalgo County has state authorization for county-wide polling places on Election Day, voters who live within single-member districts #2 or #6 would be able to vote at any polling location administered by the Hidalgo County Elections Department throughout the county on Election Day, similar to the Early Voting process.

The College's proposed polling place locations, which would be submitted as a request to the Hidalgo County Elections Department, were included in the packet following the

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Special Board Meeting Minutes

order. This request included the use of the Regional Center for Public Safety Excellent and the Mid Valley Campus, as those locations fall within single-member trustee District #6.

Other Entities for Joint Polling Locations

Other entities would have until February 16, 2024 to call any elections for May 4, 2024. Should this occur, the authorization of the College President to adjust polling locations, dates, and times would help the College coordinate as needed with these entities.

The College would have the opportunity to make further amendments to the Order as needed in response to concurrent elections and coordination with the Hidalgo County Elections Department and the Starr County Elections Department.

Election Order #2024-011 Calling for the May 4, 2024 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 was presented to legal counsel for review and feedback.

Enclosed Documents:

Election Order #2024-011 Calling for the May 4, 2024 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 was included in the packet.

The packet also included a list of proposed polling places for use in single-member trustee District #2 and single-member trustee District #6, which would be added to the list of county wide polling places used throughout Hidalgo County.

Trustees raised concerns about the proposed use of the Penitas Public Library as a polling place, citing potential ADA and public safety issues.

Staff advised that in discussion with the Hidalgo County Elections Department after the publication of the Board packet, the College had been advised that the County would likely use an alternative location to serve the community of Penitas, and it would likely be at JFK Elementary.

Trustees raised concerns about the proposed use of an elementary school building, citing potential safety concerns that could impact students at the school.

The Board instructed staff to communicate these concerns with the Hidalgo County Elections Department to determine whether an alternative location could be identified for the voters of Penitas.

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 authorizes Election Order #2024-011 Calling for the May 4, 2024 Election of an STC Trustee for single-member trustee District #1, single-member trustee District #2, and single-member trustee District #6 as presented, and recognizing that the College President is authorized to approve changes as necessary to the polling locations. The motion carried.

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Special Board Meeting Minutes

Announcements

A. Next Meetings:

- Tuesday, February 27, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- 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.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:26 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 13, 2024 Special Board Meeting of the South Texas College Board of Trustees.

X_____

Mrs. Victoria Cantú

Board Secretary

Report of New Grants Awards

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

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

1. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$99,704

Through this sponsored award, the Department of Continuing Education and Workforce Development (CEWD) will provide training, leading to high demand occupations for up to 80 participants interested in becoming tractor-trailer truck drivers. Participants will receive Commercial Driver License (CDL) training, placing them on a pathway to a Diesel Technology certificate or Associate of Applied Science (AAS) degree. Sponsored funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of January 15, 2024 to December 15, 2024. This initiative aligns to Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

2. Texas Workforce Commission, Self Sufficiency Fund in the amount of \$134,907

Through this award, the Center for Advanced Training & Apprenticeships (CATA) at South Texas College will provide training, leading to high demand occupations for up to 100 participants interested in becoming Construction Craft Laborers, Industrial Truck Operators, and Scaffolding Technicians. Select participants will receive training in the Occupational Safety and Health Administration (OSHA), OSHA 10 General Industry, Construction, Forklift, and Scaffolding. Funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of February 26, 2024 through February 28, 2025. This initiative aligns to Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

3. Texas Workforce Commission, Skills Development Fund (SDF) in the amount of \$50,000

This sponsored initiative is awarded to the Center for Advanced Training & Apprenticeships (CATA) to provide customized training in the areas of Advanced Technologies, Manufacturing, IT, Healthcare and Construction. CATA will partner with the Lower Rio Grande Valley Workforce Board to identify skilled workers in need of training. The contract period is from February 28, 2024 through February 28, 2025. The initiative aligns with Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

4. Texas Workforce Commission, Governor's Summer Merit Program in the amount of \$65,447

Through this sponsored award, the Department of Continuing Education and Workforce Development (CEWD) will cover administrative, tuition, supplies and travel costs for the

2024 STEM Camp Program designed for high school students in the fields of Welding, Biology, and Robotics. The duration of each camp will be five days and they will be held at four college campuses: Pecan, Technology, Mid-Valley and Starr County. The contract period will begin February 2024 and extend through August 31, 2024. This initiative aligns with Strategic Direction #3, Create Educational Opportunities for Students, by providing accessible educational opportunities that strengthen college readiness for all students in our region.

No action is requested.

Review of Presentations Delivered to Education and Workforce Development Committee

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, introduced Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships, to begin a series of presentations on Dual Credit Programs at South Texas College.

Summit for Dual Credit Programs

Dr. De Leon began the presentations with an overview of the upcoming Summit for Dual Credit Programs, hosted in collaboration with the National Alliance of Concurrent Enrollment Partnerships. The Summit was held at the South Padre Island Convention Center on February 18 – 20, 2024.

This is the premier national conference tailored to bring institutions of higher education, K-12 school districts, and stakeholders at the state and national level to the table to discuss policies and best practices for high quality dual credit and college readiness programs.

Dr. De Leon reviewed the Summit program, anticipated participation with guests attending from across the nation, and a post conference session focused on South Texas College's practices that have established STC as a national leader in the delivery of Dual Credit opportunities to students in our region.

Academic and Career Technical Pathways

Dr. De Leon introduced Mr. Antonio De La Cruz, Associate Dean for Dual Credit Programs, and Mr. Leonardo Castañeda, Director of Academies and Career Technical Pathways, to review the academic and career technical pathways that South Texas College provides to partnering school districts.

This presentation would include an overview of the four paths STC has established for high school students to pursue dual credit opportunities:

- Dual Credit Courses
- Career & Technical Education Programs
- Designated High Schools
- Academy Programs

Each of these paths provides school districts and students with opportunities to meet their specific needs, and each gives them access to the rigorous quality of South Texas College curriculum, extensive student support services, and full tuition and fee waivers that make access to higher education a real option for all families across Hidalgo and Starr County.

The presentation reviewed the College's unique approach to ensuring its team fosters and maintains great working relationships with the school districts, campuses, and students, providing engagement, support, and opportunities to help students succeed in a higher education environment.

Dual Enrollment Academy Programs

Mr. Leonardo Castañeda then provided a thorough review of the Academy Programs at South Texas College, which foster collaboration among cohorts of students from partnering districts who share a focused goal on a specific STEM or high-demand field.

Academies at South Texas College each have a specific focus, including:

- Biology (DEMSA – Dual Enrollment Medical Sciences Academy)
- Engineering (DEEA - Dual Enrollment Engineering Academy)
- Business Administration (DEBAA - Dual Enrollment Business Administration Academy)
- Criminal Justice (DECJA - Dual Enrollment Criminal Justice Academy)

Students from participating districts apply for selective admission into the highly competitive academy program that aligns with their field of study. Accepted students begin the academy as they start their junior year of high school.

For the next two years, classes are held on South Texas College campuses, at Pecan, Mid Valley, and Starr County, and the students receive challenging curriculum and intensive support to make the most of these fantastic opportunities.

Mr. Castañeda reviewed the special opportunities afforded to academy participants, as well as their success rates and examples of matriculation into four-year institutions across the nation, before finishing his presentation with profiles of three outstanding academy graduates.

Dr. De Leon, Mr. De La Cruz, and Mr. Castañeda were eager to share the story of South Texas College's outstanding dual credit programs, and their presentations and dialogue with the Education and Workforce Development Committee.

This information is presented as an overview of the dual credit programs, to help trustees make the most out of the upcoming Summit for Dual Credit Programs, and to further empower the Board to advocate for South Texas College's partnerships and value among area school districts and other stakeholders.

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, and Interlocal Agreement
 - A. Award of Proposals
 - 1) Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award)
 - 2) Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award)
 - 3) Starr County Campus Building E Auditorium Audio Visual Upgrade (Award)
 - B. Purchases and Renewals
 - a. Non-Instructional Items
 - 4) Food and Related Non-Food Products (Purchase)
 - 5) External Auditor Services (Renewal)
 - 6) Online Continuing Education Services (Renewal)
 - 7) Recruitment Advertising Services (Renewal)
 - 8) Vehicle Maintenance and Repair Services (Renewal)
 - b. Technology Items
 - 9) Computers, Laptops, Tablets, and Monitors (Purchase)
 - 10) Adobe License Subscription Agreement (Renewal/Purchase)
 - 11) Digital Signature Software Subscription Agreement (Renewal)
 - 12) Software License Agreement (Renewal)
 - C. Interlocal Agreement
 - 13) Facility Usage Agreement (Lease/Purchase)
- b. Approval of Assignment of Current Contract for Electric Power Service with Cavallo Energy Texas LLC to Champion Energy Services LLC
- c. Approval of Financial Advisor Services and Continuing Disclosure Services
- d. Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- e. Approval of Resolution 2024-010 on a Written Statement for Professional Legal Services Contract

- f. Approval of Resolution 2024-011 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation
- g. Approval of Proposed Budget Amendment for FY 2023 - 2024
- h. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023
- i. Adoption New Community and Governmental Relations Policy
 - A-1. Adopt GE (Local) Advertising and Fundraising
- j. Adoption of New Business and Support Services Policies and Retirement of Current Policies
 - A-1. Adopt CDB(Local) Accounting – Inventories
 - B-1. Adopt CHA(Local) Site Management – Security
 - B-2. Retire Policy #6310: Campus Security Contracted or Employed by the College
 - B-3. Retire Policy #6311: Authority of Non-Commissioned Security Guards
 - B-4. Retire Policy #6312: College Employed and Commissioned Peace Officers
 - B-5. Retire Policy 6313: Vehicle and Body Cameras
 - C-1. Adopt CHE(Local) Site Management – Mail and Delivery
 - D-1. Adopt CMA(Local) Facilities Construction – Competitive Bidding
 - E-1. Adopt CMB(Local) Facilities Construction – Competitive Sealed Proposals
- k. Adoption of New Personnel Policies and Retirement of Current Policies
 - A-1. Adopt DK(Local) Professional Development
 - A-2. Retire Policy #4330: Professional Development Plan for Eligible Regular Full-Time Faculty and Staff
- l. Retirement of Three (3) Current Policies
 - 1. Policy #4214: Campus and Workplace Violence Prevention
 - 2. Policy #5130: Fixed Assets
 - 3. Policy #5213: Voluntary Participation in the State of Texas Purchasing Program

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:
a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement

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

The Interim 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) Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award)

Award the proposal for the Pecan Campus building B analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,151.70.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog audio visual equipment. This project will upgrade eight (8) classroom spaces at the Pecan Campus Art Building B to the College's digital audio visual standard that supports the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instructor and student presentations. 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 analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) 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 Pecan Campus Art Building B Analog to Digital Replacement budget for FY 2023 – 2024.

2) Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award)

Award the proposal for the Pecan Campus building L analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$52,190.11.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog equipment. This project will upgrade two (2) classroom spaces and one (1) Blackbox theater at the Pecan Campus Cooper Center for Performing Arts

Building L to the College's digital audio visual standard that supports the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and improved sound quality for instructor and student presentations. This upgrade will improve faculty instruction and student success by enabling 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 analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) 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 Pecan Campus Cooper Center Performing Arts Building L Analog to Digital Replacement budget for FY 2023 – 2024.

3) Starr County Campus Building E Auditorium Audio Visual Upgrade (Award)

Award the proposal for the Starr County Campus building E auditorium audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$71,029.30.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audio visual equipment for the ongoing yearly initiative to upgrade outdated analog audio visual equipment. This project will upgrade the Starr County Campus General Academic Auditorium Building E to the College's digital audio visual standard. The equipment upgrade will allow the audio visual system to support the digital video signals provided by modern computing and presentation devices that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling expanded use of podiums, projectors, laptops, tablets, Teams/Zoom support, and other digital equipment. It will include a sharper and higher resolution projected image and improved sound quality for instruction, student presentations, and meetings/events. The project does not require any new construction or renovation of the existing building, only the replacement of outdated analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	January 10, 2024 and January 17, 2024
RFP Responses Due	January 25, 2024
RFP Issued To	Twenty-One (21) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department

Highest Ranked Vendor	Audio Visual Aids
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Funds for this expenditure are budgeted in the Starr County Campus General Academic Building E Analog to Digital Replacement budget for FY 2023 – 2024.

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

4) Food and Related Non-Food Products (Purchase)

Purchase food and related non-food products for the period beginning April 27, 2024 through April 26, 2025, at an estimated total amount of \$74,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	Labatt Food Service (San Antonio, TX)	Choice Partners Cooperative	\$27,950.00
2	Sysco Corporation (Houston, TX)	Omnia Partners Cooperative	\$46,050.00

Purpose and Justification – The Culinary Arts Program and Mid Valley Campus Child Development Center are requesting to purchase food and related non-food products for student instruction and for the preparation of meals for the center’s enrolled children.

Funds for this expenditure are budgeted in the Culinary Arts and Child Development budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

5) External Auditor Services (Renewal)

Renew the external auditor services contract with **Carr Riggs & Ingram, LLC** (McAllen, TX), for the fiscal year ending August 31, 2024, at an estimated total amount of \$135,000.00.

Purpose and Justification – The external auditors perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Annual Comprehensive Financial Report (ACFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

The external auditors start the interim audit work related to the financial audit prior to the fiscal year-end, therefore the College is requesting to renew the contract at this time.

Background – The Board awarded the contract as follows:

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	Fiscal Year Ending 8/31/22	
1 st Renewal	2/14/23		Fiscal Year Ending 8/31/23
2 nd Renewal	2/27/24		Fiscal Year Ending 8/31/24 Second Renewal

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 Audit Services budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

6) Online Continuing Education Services (Renewal)

Renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2024 through April 30, 2025, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to the students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the online continuing education services, which will include some of the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, languages and arts, law and legal, personal development, teaching and education, technology, writing, and publishing, etc.

The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – The Board awarded the contract as follows:

Term: April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/1/22 – 4/30/23	
1 st Renewal	2/14/23		5/1/23 – 4/30/24
2 nd Renewal	2/27/24		5/1/24 – 4/30/25 Last Renewal

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 Continuing Education – State and Continuing Education – Non-State budgets in FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

7) Recruitment Advertising Services (Renewal)

Renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2024 through May 30, 2025, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in media, such as Indeed, LinkedIn, and Chronicle of Higher Ed, are at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose and Justification – The Office of Human Resources is requesting recruitment advertising services to advertise the College’s vacant positions publicly. These services provide access to online job boards where potential applicants are able to view available

positions for various employers. The services include ad experts to help fill open positions by publishing ads in appropriate virtual employment websites, trade journals, and newspapers.

Background – The Board awarded the contract as follows:

Term: April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/31/22 – 5/30/23	
1 st Renewal	3/28/23		5/31/23 – 5/30/24
2 nd Renewal	2/27/24		5/31/24 – 5/30/25 Last Renewal

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 Human Resources budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

8) Vehicle Maintenance and Repair Services (Renewal)

Renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2024 through May 28, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Hoboken Enterprises, LLC./dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart LLC (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Trancasa USA, Inc. (Pharr, TX)	Truckers Sales & Service, LLC. (Corpus Christi, TX)

Purpose and Justification – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Police Academy, Fire Science Program, Emergency Medical Services Program, Educational Technologies, and Information Technology are requesting to renew the vehicle maintenance and repair services for the College-owned vehicles.

It is necessary to have multiple vendors due to the various types and sizes of vehicles the College must maintain and service. The vendor availability is also considered in order to reduce the service/wait time of having the vehicle available and on the road.

The maintenance and repair services will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes for one hundred four (104) vehicles. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

The number of College-owned vehicles is as follows:

Department	Vehicles	Department	Vehicles
Central Receiving	13	Mail Services	3
Facilities Operations and Maintenance	27	Department of Public Safety (Police/Security/Shuttle Buses)	48
Policy Academy	5	Fire Science Program	2
Emergency Medical Services Program	3	Educational Technologies	2
Information Technology	1		

Background – The Board awarded the contract as follows:

Term: April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/29/22 – 5/28/23	
1 st Renewal	3/28/23		5/29/23 – 5/28/24
2 nd Renewal	2/27/24		5/29/24 – 5/28/25 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 Central Receiving, Mail Services, Facilities Maintenance, Department of Public Safety, Security, Police Academy, Fire Science, Emergency Medical Services, Educational Technologies, and Information Technology budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.
B. Purchases and Renewals (B-b. Technology Items)

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

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

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$55,864.52
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$5,924.00
	Total Amount	\$61,788.52

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

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

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

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

The purchases can be summarized as follows:

Student Tablets	
2	Business Office - Cashiers
Staff Computers	
6	Library Services
1	Division of Social and Behavioral Sciences
1	Education Program
Staff Laptops	
1	Office of Sponsored Initiatives
1	Occupational Therapy Program
2	Center for Advanced Training and Apprenticeships
2	Regional Center for Public Safety Excellence
1	Human Resources
4	Business Office
2	Research and Analytical Services
2	Public Relations and Marketing
4	Purchasing
1	Computer Science Program
Faculty Laptops	
4	Criminal Justice Program
Staff Tablets	
4	Continuing, Professional, and Workforce Education
Staff Monitors	
44	Library Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Cashier's Office, Library Acquisition, Division of Social and Behavioral Sciences, Education, Office of Sponsored Initiatives, Occupational Therapy, Center for Advanced Training and Apprenticeships, Regional Center for Public Safety Excellence Non-State, Human Resources, Business Office, Research and Analytical Services, Public Relations and Marketing, Purchasing, Computer Science, Criminal Justice, and Continuing, Professional, and Workforce Education-Carryover.

10) Adobe License Subscription Agreement (Renewal/Purchase)

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2024 through April 5, 2025, at an estimated total amount of \$95,563.93.

Purpose and Justification – Information Technology is requesting to renew the four hundred eighty (480) existing licenses and to purchase new licenses as needed. The licenses are non-perpetual with a one (1) year software assurance and include upgrades.

These licenses are used by faculty, staff, and students throughout the district for the day-to-day operation and student instruction. Some instructional programs and labs include Art, Architectural and Engineering Design, Technology, Centers for Learning Excellence, and Open Labs. The support services include Public Relations and Marketing, Client Services, Purchasing, Student Financial Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Institute for Advanced Manufacturing, and various other departments.

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

11) Digital Signature Software Subscription Agreement (Renewal)

Renew the digital signature software subscription agreement with **Carahsoft Technology, Corp. / DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 7, 2023 through August 31, 2024, at an estimated total amount of \$139,629.44

Purpose and Justification – Information Technology is requesting to renew the digital signature software subscription agreement for departments to continue creating forms that allow digital signatures. This subscription is a fast, reliable way to electronically sign documents and agreements on practically any device from almost anywhere.

Funds for this expenditure are budgeted in the Information Technology, Project Management, Risk and Security budget for FY 2023 – 2024.

12) Software License Agreement (Renewal)

Renew the software license agreement with **Economic Modeling, LLC./dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$20,250.00.

Purpose and Justification - Career and Employer Services in the Division of Student Affairs and Enrollment Management is requesting to renew the online Career Coach license agreement for students to complete career assessments, browse career opportunities, browse programs, and discover a major related to in-demand careers and education based on their interest.

Funds for this expenditure are budgeted in the Student Affairs and Enrollment Management budget for FY 2023 – 2024.

C. Interlocal Agreement

13) Facility Usage Agreement (Lease/Purchase)

Lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement, for August 18, 2024, at an estimated total amount of \$6,175.00.

Purpose and Justification – The Division of Academic Affairs will be hosting an Academic Affairs Assembly, an annual event designed for all faculty members within the division. This significant gathering is anticipated to be attended by approximately 600 faculty members and is scheduled for August 19, 2024. The Academic Affairs Assembly serves as a valuable platform for leadership to engage with faculty members who have demonstrated a dedication to innovative teaching methods that contribute to improved student learning outcomes and overall student success.

Funds for this expenditure are budgeted in the Teaching and Learning budget for FY 2023 -2024.

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$930,773.56, as listed below:

A. Award of Proposals

- 1) **Pecan Campus Building B Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Pecan Campus building b analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,151.70;
- 2) **Pecan Campus Building L Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Pecan Campus building L analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$52,190.11;
- 3) **Starr County Campus Building E Auditorium Audio Visual Upgrade (Award):** award the proposal for the Starr County Campus building E auditorium audio visual upgrade to **Audio Visual Aid** (San Antonio, TX), at a total amount of \$71,029.30;

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

4) **Food and Related Non-Food Products (Purchase):** purchase food and related non-food products, for the period beginning April 27, 2024, through April 26, 2025, at an estimated total amount of \$74,000.00. The purchasing cooperative vendors are as follows:

#	Vendor	Cooperative	Amount
1	Labatt Food Service (San Antonio, TX)	Choice Partners Cooperative	\$27,950.00
2	Sysco Corporation (Houston, TX)	Omnia Partners Cooperative	\$46,050.00

5) External Auditor Services (Renewal): renew the external auditor services contract with **Carr Riggs & Ingram, LLC.** (McAllen, TX), for the fiscal year ending August 31, 2024, at an estimated total amount of \$135,000.00;

6)Online Continuing Education Services (Renewal): renew the online continuing education services contract with **ed2go, Cengage Learning** (Temecula, CA), for the period beginning May 1, 2024 through April 30, 2025, at an estimated cost of each class between \$34.00 and \$4,595.00, which is charged to the students registered for the class. There are no deposits required, no minimum orders, or any initial inventory to purchase. A percentage ranging from 10% to 25% of the tuition is paid to South Texas College, which is based on the total cost;

7) Recruitment Advertising Services (Renewal): renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2024 through May 30, 2025, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in media such as Indeed, LinkedIn, and Chronicle of Higher Ed are at an estimated total amount of \$50,000.00, which is based on prior year expenditures;

8) Vehicle Maintenance and Repair Services (Renewal): renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2024, through May 28, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Hoboken Enterprises, LLC./dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart LLC (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Trancasa USA, Inc. (Pharr, TX)	Truckers Sales & Service, LLC. (Corpus Christi, TX)

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

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

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$55,864.52
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$5,924.00
	Total Amount	\$61,788.52

10)Adobe License Subscription Agreement (Renewal/Purchase): renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2024 through April 5, 2025, at an estimated total amount of \$95,563.93;

11)Digital Signature Software Subscription Agreement (Renewal): renew the digital signature software subscription agreement with **Carahsoft Technology, Corp.** /

DocuSign Government at Carahsoft (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 7, 2023 through August 31, 2024, at an estimated total amount of \$139,629.44;

12)Software License Agreement (Renewal): renew the software license agreement with **Economic Modeling, LLC./dba Lightcast** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$20,250.00;

C. Interlocal Agreement

13)Facility Usage Agreement (Lease/Purchase): lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement, for August 18, 2024, at an estimated total amount of \$6,175.00.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$930,773.56, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Assignment of Current Contract for Electric Power Service with Cavallo Energy Texas LLC to Champion Energy Services LLC

Purpose and Justification – Administration recommends Board approval on the assignment of the current contract for electric power service with Cavallo Energy Texas LLC to Champion Energy Services LLC for the period ending May 31, 2024.

The College was notified that effective January 1, 2024, Cavallo Energy Texas, LLC has recently assigned its right under the Energy Supply and Service Agreement with The GLO to one of its affiliates, Champion Energy Services. The ongoing conversion of accounts and services to Champion Energy Services begins on January 1, 2024.

This assignment is seamless with no changes to the contract price, contract term, or any other contract components, and everything remains the same for the duration of the term. The vendor's name changed to Champion Energy Services LLC.

Continuation of the current electric power services contract is vital to ensure uninterrupted power for the College-Wide District, enabling seamless everyday operations.

Background – The current contract for electric power service with Cavallo Energy Texas LLC will expire on May 31, 2024. The Board awarded the contract as follows:

Term: February 19, 2019, for 60 months			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/19/19	6/1/19 – 5/31/24	No Renewals

Reviewers – The notification was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and the Purchasing Department.

Enclosed Documents – The letters from Champion Energy Services, LLC and from the Texas General Land Office follow in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, attended the Committee meeting to address any questions.

The Committee recommended Board approval of the assignment of the current contract for electric power service with Cavallo Energy Texas LLC to Champion Energy Services LLC, for the period ending May 31, 2024, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the assignment of the current contract for electric power service with Cavallo Energy Texas LLC to Champion Energy Services LLC, for the period ending May 31, 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



January 11, 2024

South Texas College
George McCaleb
PO Box 9500
McAllen, TX 78501

Change in GLO Remittance Name and Address

Dear George McCaleb

In our previous communication dated December 7, 2023, you were informed that Cavallo Energy Texas LLC ("Cavallo") assigned its rights under its Energy Supply and Service Agreement with the Texas General Land Office ("GLO") to one of Cavallo's Affiliates, Champion Energy Services, LLC ("Champion"). Beginning this month, invoices will have updated remittance information regarding to whom and where payment should be sent. In order to help with this transition, we wanted to outline the upcoming changes.

Champion offers the same three payment options as Cavallo:

1) PAYMENT BY CHECK VIA MAIL:

Make checks payable to **Champion Energy Services**

Mail To:
Champion Energy Services
PO BOX 4336
Houston, TX 77210-4336

2) PAYMENT BY ELECTRONIC FUNDS TRANSFER (customer initiated):

Champion Energy Banking Information

Wells Fargo Bank
San Francisco, CA
Routing: 121000248
Account: 4121038418
Account Type: Checking

Payment backup should be sent to AR.AR@champion.energy

3) PAYMENT BY ACH WITHDRAWAL (Champion initiated):

Please email jattkisson@cavallotspp.com to request a Direct Payment Form

A copy of the Champion W9 was included with the letter from 12/4/2023.

If you have any questions or need any additional information, please contact Jeff Attkisson at 817.905.8428 or JAttkisson@cavallotspp.com.

Sincerely,

Jeff Attkisson, Director of Operations
Cavallo Energy Texas LLC
Champion Energy Services, LLC



December 7, 2023

South Texas College
George McCaleb
PO Box 9500
McAllen TX 78501

RE: Cessation of Electric Energy Sales by Texas General Land Office

Dear George McCaleb,

You are receiving this notice because you are currently receiving electricity service from the Texas General Land Office ("GLO") through the GLO's Energy Supply and Service Agreement with Cavallo Energy Texas, LLC (GLO Contract No. 10-182-000-4071). As you may already know, House Bill 2263 of the 86th Texas Legislature (2019) repealed the GLO's authority to operate its electric energy sales program and the final phase out date of the GLO's electric energy sales is January 1, 2024. This means that starting January 1, 2024, the GLO will cease operating its retail electricity service except for all customers on fixed-rate terms with contract terms that extend past December 31, 2023.

Recently, Cavallo Energy Texas, LLC assigned its rights under its Energy Supply and Service Agreement with the GLO to one of Cavallo's Affiliates, Champion Energy Services, LLC ("Champion"). This assignment is seamless – there will be no changes to your contract price, contract term, or any other contract components and everything will remain the same for the duration of your fixed-rate term. You will now see the Champion logo at the top of your invoice in place of Cavallo's logo and any affected remittance(es) will change to Champion. Champion's W9 is attached for your vendor records.

At the expiration of your current fixed-rate term with the GLO and Champion, if you have not already chosen to renew your electricity agreement with Champion or secure a new retail electricity provider (REP) of your choosing, your account(s) will continue to receive electricity through Champion on a month-to-month variable rate product. **If you are on an index rate product, please note that the volatility and fluctuation of wholesale energy pricing may cause your energy bills to be multiple times higher in a month in which wholesale energy prices are high, and you will be responsible for charges caused by fluctuations in wholesale energy.**

At any time before or after the conclusion of your current fixed-rate term, Champion encourages you to enter into a new fixed rate contract with Champion, a Cavallo affiliate, as your REP, in order to lock in a new fixed price for your electric energy services. If you would like to learn more about the available competitive electricity rates available through Champion, please contact Jeff Attkisson at 817.905.8428 or JAttkisson@cavallotspp.com.

Mr. Attkisson is also available to answer any additional questions you have regarding the end of the GLO energy sales program or the process for obtaining a new REP.

Sincerely,

Michael Sullivan, President and CEO
Cavallo Energy Texas LLC
Champion Energy Services, LLC

Consent Agenda:

c. Approval of Financial Advisor Services and Continuing Disclosure Services

Purpose and Justification – Administration recommends Board approval to award the proposal for financial advisor services and continuing disclosure services to Estrada Hinojosa & Company, Inc. for the period beginning March 01, 2024, through February 28, 2025, with two one-year option to renew.

The Financial Advisor Services is needed for providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness and other financial matters, such as credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments.

The Continuing Disclosure Services consists of important information about municipal bonds that arise after the initiative issuance. This information generally reflects the financial health and operating condition of the state or local government as it changes over time or the occurrence of specific events that can impact key features of the bonds. In addition, these disclosures are made available to investors and the public by the Municipal Securities Rulemaking Board (MSRB).

Background – At the January 30, 2024, Board Meeting, the Board approved and authorized staff to evaluate the qualifications for financial advisor services and continuing disclosure services as recommended and to present a recommendation to the Committee.

Proposal documents were advertised on December 20, 2023, and December 24, 2023, and issued to five (5) vendors. Two (2) responses were received on January 18, 2024.

Funding Sources - The rate for the financial advisor services, which is charged when a bond is issued or refunded and is usually based on the amount of the bond issuance or refunding, is netted against the bond proceeds received at the time of bond issuance. The funds for the continuing disclosure services expenditures are budgeted in the Unrestricted Fund budget for FY 2024-2025.

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Deyadira Leal, Interim Director of Purchasing, attended the Committee meeting to address any questions.

Enclosed Documents – A Summary of the Proposals, the Evaluation Results, and the Evaluation Criteria follow in the packet for the Board's information and review.

The Committee recommended Board approval to award the proposal for financial advisor services and continuing disclosure services to Estrada Hinojosa & Company, Inc. for the period beginning March 01, 2024, through February 28, 2025, with two one-year options to renew 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 awarding the proposal for financial advisor services and continuing disclosure services to Estrada Hinojosa & Company, Inc. for the period beginning March 01, 2024, through February 28, 2025, with two one-year options to renew as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
ADDRESS	600 N. Pearl Street Suite 2100	609 Main Street Suite 3600
CITY/STATE/ZIP	Dallas, TX 75201	Houston, TX 77002
PHONE	214-658-1670	713-651-3338
FAX	214-292-8849	713-651-3347
CONTACT	Miguel De los Santos	Chris W. Allen
7.1 Company Profile		
A. Provide a brief history of the firm and its operations.	The Firm was founded in January of 1992 and has been in business for 32 years. The Firm, which is structured as a corporation and domiciled in Dallas, Texas, specializes in public finance with particular strength in finance advisory and municipal underwriting services, and has grown considerably over the last several years. The Firm has become one of the most successful investment banks in the nation, with a concentrated focus on municipal clients. Local Representatives: Dr. Miguel De Los Santos and Mr. Roberto Villarreal.	The firm is the corporate and investment banking division of the Royal Bank of Canada ("RBC"), one of the world's largest banks. The firm has been providing Texas public and private sector entities with high-quality advisory and investment services for more than 90 years. Over the past ten years, the firm has served as municipal advisor on 698 bond sales in Texas totaling over \$26 billion in par amount.
B. Respondent Name	Estrada Hinojosa & Company, Inc. 600 N Pearl Street, Suite 2100 Dallas, TX 75201 Year established: 1992	RBC Capital Markets, LLC. 200 Vesey St 9th Floor New York NY 10281 Year established: 1929
C. Provide any other names under which Respondent has operated within the last 10 years and length of time under for each.	N/A	N/A
D. Explain Changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you may expect to occur.	No recent material changes in controlling ownership, management, or staffing.	No changes have occurred in RBCCM in the last six months, and they do not expect any future changes.
E. Does respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?	In August 2023 Texas State Bankshares the registered bank holding company for Texas Regional Bank and Estrada Hinojosa announced that the firms have entered into an agreement where TRB will acquire Estrada Hinojosa & Company, Inc., pending receipt of all required regulatory and shareholder approvals. The acquisition is expected to close early Spring 2024.	No
7.2 Financial Advisor Experience and Availability		
A. Identify the Financial Advisor who would serve in potential engagements with STC and provide contact information:	Name: Noe Hinojosa, Jr. Address: 1717 Main Street, Suite 4700 City: Dallas State: Texas Zip Code: 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Email Address: nhinojosa@ehmuni.com Name: Dr. Miguel de los Santos Address: 1508 South Lone Star Way Ste 1 City: Edinburg State: Texas Telephone Number: 956-821-5419 Fax Number: 214-292-8849 Email Address: mdellosantos@ehmuni.com Name: Bobby Villarreal Address: 1508 South Lone Star Way Ste 1 City: Edinburg State: Texas Telephone Number: 956-821-5419 Fax Number: 214-292-8849 Email Address: bvillarreal@ehmuni.com	Name: Chris Allen Address: 609 Main Street Suite 3600 City: Houston State: Texas Zip Code: 77002 Telephone Number: 713-651-3338 Fax Number: 713-651-3347 Email Address: chris.allen@rbccm.com
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa will provide services to the college via teams of financial advisors and technical and quantitative experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The financial advisory team members are Mr. De Los Santos has 27 years of experience as a financial advisor. Mr. Villarreal has been with the firm for over six (6) years. As a municipal advisor and investment banker, he has experience developing tax abatement/tax increment reinvestment zone policies and procedures and economic development agreements. He has helped cities, counties, school districts, and higher education.	Worked in the industry over 30 years, 10 with Hilltop Securities and 13 years as financial advisor. Primary focus is financial advisory and underwriting services for state agencies, school districts, utility districts, special districts, higher education, cities, and counties.

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
C. Provide a brief summary describing a complex transaction or combination of transactions in which the Financial Advisor provided expertise which could be utilized and applied to STC's potential future transactions.	<p>Case Study: Del Mar College, the Firm has helped the College complete 17 general obligation debt and revenue bond transactions for a combined par value of \$505.6 million.</p> <p>Case Study: Alvin Community College and Del Mar College the firm completed refunding as private placements and helped both colleges prepare requests for proposals for each offering, resulting in lower rates and savings.</p>	<p>Case Study: Texas Public Finance Authority (Texas Southern University) issued Revenue Financing System Bonds Series 2023, which were issued to pay for the construction of new buildings and other campus upgrades. Mr. Allen worked to secure bond insurance on the transaction as well as a surety policy, allowing them to liquidate the current reserve and saving the University the added cost of tying up millions of dollars of bond proceeds for the added reserve fund, which would be held for the life of the bonds</p> <p>Case Study: Kilgore Junior College in 2023, Mr. Allen assisted in their first bond issuance in history for \$5 million of Maintenance Tax Notes.</p>
D. Provide a statement of availability to South Texas College.	As Account Supervisor, Mr. Hinojosa is fully available and committed to helping the College meet its financing objectives and complete and contemplated transactions. As President and CEO, he pledges the total resources of the Firm to the College. Dr. De Los Santos and Mr. Villarreal are in Edinburg Office, less than 30 from STC, and will always be available via phone, email, or in person.	Mr. Allen will be available daily via email and make himself available by cell phone when not in the office.
E. Include transactions in the past three (3) years in which this individual served as Financial Advisor. Specify if the experience was not with the current firm.	<p>The vendor submitted a total of forty-four (44) transactions.</p> <p>--For 2021, a total of twenty-three (23) transactions were completed.</p> <p>--For 2022, a total of twenty-one (21) transactions were completed.</p> <p>The following eleven (11) transactions have been completed in 2023:</p> <p>-- Starr County, Texas Certificates of Obligation, Series 2023</p> <p>-- Hidalgo County, Texas Certificates of Obligation, Series 2023</p> <p>-- City of Brownsville, Texas Combination Tax and Revenue Certificates of Obligation, Series 2023</p> <p>-- City of San Juan, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2023</p> <p>-- Donna ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--City of South Padre Island, Texas Tax Notes, Series 2023</p> <p>--City of Edinburg, Texas Combination Tax and Limited Pledge Revenue Certificate of Obligation, Series 2023</p> <p>--Point Isabel ISD Unlimited Tax School Building Bonds, Series 2023</p> <p>--Sharyland ISD Cash Defeasance of Unlimited Tax Refunding Bonds, Series 2017</p> <p>--City of Edinburg, TX Utility System Revenue Improvement Bonds, Series 2023</p> <p>--City of Edinburg, TX Principal Forgiveness</p>	<p>The vendor submitted a total of thirty-one (31) transactions.</p> <p>--For 2021, a total of nine (9) transaction was completed.</p> <p>--For 2022, a total of fourteen (14) transactions were completed.</p> <p>The following eight (8) transactions have been completed in 2023:</p> <p>--Deer Park ISD, Tax School Building Bond Series 2023</p> <p>--Texas Public Finance Authority, Ref Bonds Taxable Series 2023A</p> <p>--Kilgore JCD, Tax Notes Series 2023</p> <p>--Texas Public Finance Auth - Ref Bonds Taxable Series 2023</p> <p>--Texas Public Finance Auth - Texas Southern University Rev Fin Sys Bonds Series 2023</p> <p>--Klein ISD, U/L Tax Bonds Series 2023</p> <p>--Klein ISD, U/L Tax Ref Bonds Series 2023B (Non-PSF)</p> <p>--Austin ISD, U/L Tax Sch Building Bonds Series 2023 (Non-PSF)</p>
7.3 Technical and Quantitative Expertise and Availability		
A. Identify the Quantitative Analyst who would serve in potential engagements with STC and provide contact information:	<p>Name: Dave Gordon</p> <p>Address: 600 N. Pearl Street Suite 2100</p> <p>City: Dallas State: Texas Zip Code: 75201</p> <p>Telephone Number: 214-658-1670</p> <p>Fax Number: 214-292-8849</p> <p>Email Address: dgordon@ehmuni.com</p>	<p>Name: Julie MacMillan</p> <p>Address: 200 Crescent Court, Suite 1500</p> <p>City: Dallas State: Texas Zip Code: 75201</p> <p>Telephone Number: 214-989-1629</p> <p>Fax Number: 713-651-3347</p> <p>Email Address: julie.macmillan@rbccm.com</p>

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Estrada Hinojosa will provide services to the college via teams of financial advisors and technical and quantitative experts. Also, a support team of registered financial advisors will address Continuing Disclosure and other pertinent matters to support the college. The economic advisory team, led by Mr. Gordon, has experience serving as a financial advisor to many entities throughout Texas, including community colleges and school districts. Mr. Magallanes has been with the firm since 2021. He provides support analysis for investment bankers regarding the financing needs of various public issuers, including cities, counties, and school districts. Ms. Hinojosa Kelly has experience in transactional support, underwriting transactions, and developing financing plans.	Ms. MacMillan has worked with RBCCM for over 16 years. Provides financial advisory and underwriting services to the firm's client, mainly providing technical, analytical, and quantitative analysis for various municipal issuers, including public schools and higher education issuers throughout the state.
C. Provide a statement of availability to South Texas College.	Mr. Gordon is fully available and committed to helping the College meet its financing objectives and complete any contemplated transaction. Mr. Magallanes is located in the Edinburg Office. Ms. Hinojosa Kelly is committed to providing the College with the highest possible level of value-added service.	Ms. MacMillan will be available daily via phone or email. She will also be available to be at in-person meetings as needed.
D. List Financial Advisor transactions in the past three (3) years in which this individual served as Quantitative Analyst (primary numbers runner on transaction). Specify if the experience was not with the current firm.	The vendor submitted a total of forty-four (44) transactions. --For 2021, a total of twenty-three (23) transactions were completed. --For 2022, a total of twenty-one (21) transactions were completed. The following eleven (11) transactions have been completed in 2023: -- Starr County, Texas Certificates of Obligation, Series 2023 -- Hidalgo County, Texas Certificates of Obligation, Series 2023 -- City of Brownsville, Texas Combination Tax and Revenue Certificates of Obligation, Series 2023 -- City of San Juan, Texas Combination Tax and Limited Pledge Revenue Certificates of Obligation, Series 2023 -- Donna ISD Unlimited Tax School Building Bonds, Series 2023 --City of South Padre Island, Texas Tax Notes, Series 2023 --City of Edinburg, Texas Combination Tax and Limited Pledge Revenue Certificate of Obligation, Series 2023 --Point Isabel ISD Unlimited Tax School Building Bonds, Series 2023 --Sharyland ISD Cash Defeasance of Unlimited Tax Refunding Bonds, Series 2017 --City of Edinburg, TX Utility System Revenue Improvement Bonds, Series 2023 --City of Edinburg, TX Principal Forgiveness	The vendor submitted a total of thirty-eight (38) transactions. --For 2021, a total of fourteen (14) transactions was completed. --For 2022 a total of seven (7) transactions were completed. The following seventeen (17) transactions have been completed in 2023: -- City of Lubbock, Tax Notes Series 2023A -- City Lubbock, Elec Light & Power Sys Rev Ref Bonds Series 2023 -- Deer Park ISD, U/L Tax Sch Bldg. Bond Series 2023 -- Texas Public Finance Auth, GO & Ref Bonds Taxable Series 2023A -- Kilgore JCD, Mtc Tax Notes Series 2023 -- Texas Public Finance Auth, GO & Ref Bonds Taxable Series 2023 -- Denison ISD, U/L Tax Sch Bldg. & Ref Bonds Series 2023 -- Texas Public Finance Auth – Texas Southern University, Rev Fin Sys Bonds Series 2023 -- Klein ISD, U/L Tax Schhse Bonds Series 2023 -- Klein ISD, U/L Tax Ref Bonds Series 2023B (Non-PSF) -- City of Lubbock, Tax Notes Series 2023 -- Argyle ISD, U/L Tax Sch Bldg. Bonds Series 2023 -- City of Lubbock, GO Bonds Series 2023 -- City of Lubbock, Comb Tax & Rev C/O Series 2023 -- City of Lubbock, W & Wastewater Sys Rev Bonds Series 2023 -- Austin ISD, U/L Tax Sch Bldg. Bonds Series 2023 (Non-PSF) -- Fort Worth ISD - U/L Tax Sch Bldg. Bonds Series 2023
E. Include a description of any quantitative capabilities, including type of financial software utilized and other technical tools utilized.	The Firm prepares financial models in Excel, including tax rate impact statements, revenue bond coverage calculations, feasibility analyses, and many other modeling exercises. The quantitative team also uses DBC, the bond sizing software package, to complete numbers for bond sales.	RBCCM has a dedicated team of professional bankers in its Municipal Quantitative Group with the experience to handle the most complex issues in structuring and pricing municipal bond, derivative, and credit transactions. Continually develop and implement sophisticated computer programs, in addition to DBC Finance, to analyze and determine the most efficient financing plans for clients. RBCCM strives to be an active participant in all financing and underwriter pools in which we serve.
7.4 Other Financial Advisory and Continuing Disclosure Services and Availability		
A. Identify the individual who will coordinate official statement, continuing disclosure, and rating agency presentation preparation, in addition to providing research and support to STC as necessary. Provide contact information in the following format:	Name: Tony Jaso Address: 14414 Blanco Road Suite 320 City: San Antonio State: Texas Zip Code: 78216 Telephone Number: 210-223-4888 Email Address: tjaso@ehmuni.com	Name: Reuben White Address: 609 Main Street, Suite 3600 City: Houston State: Texas Zip Code: 77002 Telephone Number: 713-853-0808 Fax Number: 713-651-3347 Email Address: reuben.white@rbccm.com

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
B. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Mr. Jaso Executive Vice President in the San Antonio office. He has worked with Texas School Districts, Higher Education, Cities, Counties, and Special Districts	Mr. White has been with RBCCM since 2023. Has experience in analytical, transaction, and execution support for advisory and underwriting work for school districts, cities, counties, junior colleges, and special districts across Texas.
C. Provide a statement of availability to South Texas College.	Mr. Jaso will be available to serve the College from the Firm's San Antonio office and is committed to providing the College with the highest possible level of value-added service.	Mr. White will be available daily via phone or email. She will also be available to be at in-person meetings as needed.
D. Include a description of the computer software utilized in addition to Microsoft Office.	Mr. Jaso is knowledge of Microsoft Office, Adobe Acrobat which is used for the Electronic Municipal Market Access (EMMA) and DBC Finance.	Mr. White is proficient in Microsoft Office tools such as Excel, Word, and PowerPoint, has experience modeling debt cashflows in DBC Finance, and is well versed in utilizing Bloomberg, the Texas Municipal Advisory Council, and EMMA, which will provide current market data and debt-related information.
E. List transactions in which the individual(s) listed above prepared and were solely responsible for in-house compilation of official statements and other related documents in the past three (3) years. Specify if the experience was not with the current firm.	The vendor submitted a total of thirty-nine (39) transactions.	The vendor submitted a total of fourteen (14) transactions. In 2023, seven (7) transactions with RBCCM In 2022, three (3) transactions with Piper Sandler & Co. In 2021, four (4) transactions with Piper Sandler & Co.
7.5 References		
A. Provide at least five (5) recent references/clients that you have worked with	Texas Southmost College Del Mar College Alvin Community College Brazosport College Dallas College	Kilgore Junior College Texas Public Finance Authority (Texas Southern University) Texas Women's University Klein Independent School District Deer Park Independent School District
7.6 Experience with Public Entities, including, but not limited to Community Colleges		
A. Overall public finance experience and track record of the firm.	Established in 1992, serving 2,628 financial transactions totaling \$199.7 billion in par value. Have 5 offices in the state of Texas with 54 employees, including 30 Registered Financial Advisors. Serve clients in 44 states as well as the District of Columbia in a financial advisory or underwriting role.	For the past five (5) years RBCCM has served as a municipal advisor on 25 bond issuances for Texas institutions of higher education totaling over \$892 million in par. The firm has served as underwriter for 65 bond issuances for Texas institutions of higher education totaling over \$6.5 billion in par. The firm has 14 offices in the State of Texas with 434 total employees including, 22 banking professionals, 3 underwriters/traders, and 240 institutional/retail sales representatives.
B. Does your firm have experience with public entities? If yes, please provide a list	Yes, Estrada Hinojosa has extensive experience with public entities. A list was provided.	Yes, RBCCM has served as municipal advisor on 43 transactions for Texas issuers totaling over \$4.7 billion in par amount. A list was provided.
C. Does your firm have experience as an underwriter for Texas bonds?	Yes, Estrada Hinojosa has senior managed 564 transactions for Texas totaling \$7.8 billion.	Yes, RBCCM has senior managed 479 transactions for Texas issuers totaling over \$19.7 billion in par amount.
D. Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.	The Firm continually adapt to changing market conditions, laws, ideas, and other forces that impact public finance as well as specific business objectives to not treat every financing the same. The use of early call features, taxable refunding's, senior/subordinate lien structures, federal/state loan programs, tender offers and other innovative techniques. The main strength is the ability to be proactive and use our market intelligence and knowledge of other municipal clients to offer suggestions and reasoned analyses to the college.	RBCCM maintains a conservative approach to establishing the assumptions it uses in its debt planning models. The firm uses reasonable expectations based on historical data and current economic and financial conditions, which is critical to providing the client with appropriate models that allow for informed and effective financing decisions. RBCCM works diligently with its clients to understand their operating and financial position and goals.
E. Describe the firm's experience in assisting public entities with the selection of underwriters for negotiated bond sales.	The selection process is tailored to the specific needs and desires of the issuer client. Believe in several factors that favor a negotiated sale: the ratings are lower than "A" Category, Bond insurance/creid enhancement not available, include variable rate debt or CAB's, Issuer target participation from Disadvantaged business enterprises (DBEs) or local firms.	RBCCM has extensive experience with market participants and the process by which a diverse list of clients selects them, allowing the expertise to advise the client in the selection of the best service providers, be it underwriters, issuing and paying agents, liquidity providers, or rating agencies.

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR	Estrada Hinojosa & Company, Inc.	RBC Capital Markets, LLC.
F. Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.	Estrada Hinojosa has 32 years of experience assisting cities and entities with the rating process. Helped City of McKinney, Texas receive and upgrade on their water and sewer system from Moody's Investors. Believe that an effective presentation to the rating agencies is crucial as a prudent financial management measure.	RBCCM uses a research-based approach to identify factors considered critical by the rating agencies. The firm assist clients in developing comprehensive rating presentations and look at their practices to identify potential strengths and weaknesses in the perspective of the rating agencies.
G. Describe the firm's relevant innovative financing experience, including innovations previously developed, related to tax-exempt securities, including the results and success of such innovations.	Estrada Hinojosa uses various methodologies to allow the refinancing of non-advance refundable debt including taxable refundings, forward calls and Cinderella structures. Development of new securities including the first vehicle registration fee revenue bonds in Texas that have been repeatedly copied. Utilize private partnerships in either a P3 or lease structure. Early adopter of combine BABs/tax-exempt structure.	- RBCCM employed a strategy of incorporating short calls into financings to create flexibility for issuers. -The firm, through its Direct Purchase Program, has been at The forefront of developing and executing Floating Rate Note transactions for municipal issuers throughout The US. -RBCCM has implemented numerous Variable Interest Rate Bond programs for Texas counties. -RBCCM has implemented numerous Soft-Put Multi-Modal Bond structures.
H. Describe the specific experience of the firm and staff with refunding bonds issued by public entities.	Extensive experience with refunding bonds, includes 742 transactions totaling \$67.2 billion in par value.	RBCCM assigned team members have vast experience with refinancing of issuer bonds. The firm served as a municipal advisor for Klein Independent School District. The 2023 refunding bonds generated a PV saving of \$486,479.00
I. Provide any other pertinent information that would be helpful in assessing the firm's ability to perform financial advisory and continuing disclosure services to South Texas College.	It has participated on 10 underwriting financings for South Texas College for a par amount of \$330 million. In 2021 they served the college as Financial Advisor on the \$58.16 million Limited Tax Refunding Bonds.	The firm offers a separate continuing disclosure service to assist issuers of municipal bonds with the required annual, and if applicable, quarterly financial filings and ongoing material event notices.
J. Describe the specific experience of the firm and staff with debt obligations issued by public entities.	Cover over 300 investors as part of over 125 institutional accounts that include trust departments and bank portfolios. Have extensive experience with municipal tax-exempt and taxable debt obligations. They have relationship with institutional investors that may sometimes be overlooked by other municipal finance underwriters.	Texas Public Finance Authority (Cancer Prevention and Research Institute of Texas) the firm has helped with the General Obligation and Refunding Taxable Bonds Series 2023 and Series 2023A. The bond proceeds were used to pay for grants. Austin Independent School District, the firm has helped the AISD with six (6) bond elections and issuance of \$4 billion in par
7.7 Regulatory Matters		
Identify and describe any disciplinary actions, regardless of how resolved (including current status), which have been taken by any self-regulatory entity or governmental entity against the firm or current or former staff member of the firm for violations of entity rules, or federal securities, laws, rules and regulations and rules of the Municipal Securities Rulemaking Board.	No litigation, arbitration or regulatory action has been filed neither the Firm nor any individual shareholders or employees. In 2012 without admitting or denying the findings, voluntarily executed a letter of acceptance, waiver, or consent ("AWC") with the Financial Industry Regulatory Authority in which it settled alleged rule violations of concerning late submission of primary offering documents to the Municipal Securities Rulemaking Board. The rule violation are solely related to missing the deadline for filing documents electronically. This was not considered wrongful conduct.	In 2021 the SEC approved an investigation into the Firm municipal bond practices. RBCCM confirms that they have a standing letter related to compliance with Texas SB 13 and 19 on file with the Texas Attorney General, and the Office of the Attorney General can continue to rely on RBCCM's standing letter.
TOTAL EVALUATION POINTS	94.25	90.25
RANKING	1	2

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

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
PROJECT NO. 23-24-1033**

VENDOR		Estrada Hinojosa & Company, Inc.		RBC Capital Markets, LLC.	
ADDRESS		600 N. Pearl Street Suite 2100		609 Main Street Suite 3600	
CITY/STATE/ZIP		Dallas, TX 75201		Houston, TX 77002	
PHONE		214-658-1670		713-651-3338	
FAX		214-292-8849		713-651-3347	
CONTACT		Miguel De los Santos		Chris W. Allen	
1	Qualifications of staff to be assigned to the College (up to 45 points) a. The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc. b. Reference	43	41.5	44	43.75
		40		45	
		42		42	
		41		44	
2	Experience with public entities, including, but not limited to community colleges. (up to 45 points) a. Overall public finance experience and track record of the firm. b. Specific experience of the firm and staff with the obligations issued by public entities.	44	43	35	36.75
		45		35	
		41		37	
		42		40	
3	Regulatory Matters (up to 10 points) a. Investigations and litigation information provided.	10	9.75	10	9.75
		10		10	
		10		10	
		9		9	
TOTAL EVALUATION POINTS		94.25		90.25	
RANKING		1		2	

**SOUTH TEXAS COLLEGE
FINANCIAL ADVISOR AND CONTINUING DISCLOSURE SERVICES
REQUEST FOR QUALIFICATIONS - EVALUATION CRITERIA**

		Financial Advisor and Continuing Disclosure Services		
		Points	Score Key	
1	Qualifications of staff to be assigned to the College (up to 45 points) 1.1 The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc. 1.2 Reference	45	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor
2	Experience with public entities, including, but not limited to community colleges. (up to 45 points) 2.1 Overall public finance experience and track record of the firm. 2.2 Specific experience of the firm and staff with the obligations issued by public entities.	45	33-45 20-32 10-19 0-9	Excellent Acceptable Marginal Poor
3	Regulatory Matters (up to 10 points). 3.1 Investigations and litigation information provided.	10	7-10 4-6 1-3 0	Excellent Acceptable Marginal Poor
Total Points		100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

Poor- respondent provided inadequate responses to requirements or did not respond

Consent Agenda:

d. Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Purpose and Justification – Administration recommends Board approval of the renewal of delinquent tax collection services for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2024 to April 30, 2025.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney’s compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 for the previous tax year.

Background – On March 28, 2023, the Board awarded the current contract with Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection services as follows:

March 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/28/23	05/01/23 – 04/30/24	2 – one year options
1 st Renewal	02/27/24		05/01/24 – 04/30/25
2 nd Renewal			Last Renewal

The notice of public meeting has been published in accordance with the Texas Government Code 2254.1036 requirements on the South Texas College website with the Committee Meeting agenda.

Funding Source – The delinquent tax collection services fee approved by the Board and charged to the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - The Notice of Public Meeting follows in the packet for the Board’s information and review.

The Committee recommended Board approval of the renewal of delinquent tax collection services for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2024 to April 30, 2025 as presented..

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

The Board of Trustees of South Texas College approves and authorizes the renewal of delinquent tax collection services for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2024 to April 30, 2025 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of Board of Trustees will be held on February 27, 2024 at Ann Richards Administration Building Board Room for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

The agreement to be considered is necessary for the delinquent taxes owed to South Texas College to be collected in the most effective manner. South Texas College desires that such delinquent tax, penalties and interest be collected as provided in the Texas Tax Code.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest delinquent tax collection law firm in the State of Texas, as well as the United States and having been engaged in this specialized legal service for more than 40 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that the South Texas College does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented South Texas College for the past twenty-six (26) years with competence and professionalism, in the collection of delinquent property taxes, beginning on May 1, 1997.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the South Texas College due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48. These Texas Tax Code sections specifically provide for an additional penalty on delinquent taxes to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the South Texas College.

Entering into the proposed agreement is in the best interests of the residents of South Texas College because the delinquent taxes will be professionally and competently collected without the additional costs to the South Texas College of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis which would otherwise be required.

Consent Agenda:

e. Approval of Resolution 2024-010 on a Written Statement for Professional Legal Services Contract

Purpose and Justification – Administration recommends Board approval of Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036. This applies to the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2024 through April 30, 2025.

A written statement is required by Texas Government Code 2254.1036, when a political subdivision enters and approves a contingency fee contract for delinquent tax collection legal service.

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 28, 2023 Board meeting for the contract period beginning May 1, 2023 through April 30, 2024, with two (2) one-year renewal options.

Enclosed Documents – The Resolution for Approving a Contract with Linebarger Goggan Blair & Sampson, LLP is recommended to meet the requirements of Texas Government Code 2254.1036, and follows in the packet for the Board's information and review.

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

The Committee recommended Board approval of the Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Resolution 2024-010 on a written statement for professional legal services contract, under Texas Government Code 2254.1036 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION 2024-010 TO APPROVE LEGAL SERVICES CONTRACT WITH
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

WHEREAS, after having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP is approved and the President is authorized to execute this Agreement.

After exercising its due diligence, The South Texas College finds that:

1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the South Texas College at a reasonable cost;
3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48 and because South Texas College does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
5. Linebarger Goggan Blair & Sampson, LLP provides specialized legal services to South Texas College and the College is well satisfied with the quality and outcome of the legal services since the inception of the agreement.
6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between South Texas College and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of May 1, 2024 through April 30, 2025.

PASSED, APPROVED and ADOPTED this ____ day of _____, 2024.

South Texas College

ATTEST:

BY: _____
Rose Benavidez
Chair

ATTEST:

BY: _____
Victoria Cantú
Secretary

Consent Agenda:

f. Approval of Resolution 2024-011 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation

Purpose and Justification – Administration recommends Board approval of Resolution 2024-011 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

The resolution authorizing the College to levy an additional percent penalty and additional fees to the delinquent is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2024.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional percent penalty and additional fees for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

Background – According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

The relevant Texas Property Tax Codes are Texas Property Tax Code 33.07, Additional Penalty For Collection Costs For Taxes Due Before June 1, Texas Property Tax Code 33.08, Additional Penalty For Collection Costs For Taxes Due On Or After June 1, and Texas Property Tax Code 33.48, Recovery Of Costs And Expense.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Kelly Salazar, Linebarger Goggan Blair & Sampson, LLP, attended the Committee Meeting to address questions.

The Committee recommended Board approval of Resolution 2024-011 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation as presented.

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

The Board of Trustees of South Texas College approves and authorizes Resolution 2024-011 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

RESOLUTION NO. 2024-011

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% AND ADDITIONAL FEES TO THE DELINQUENT 2022 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS **§**

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2023; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2023 taxes which remain delinquent on July 1, 2024; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2022 taxes which remain delinquent on June 1, 2023 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

WHEREAS, pursuant to Section 33.48 of the Texas Property Code, the Board of Trustees is authorized to recover other costs and expenses in a suit to collect a delinquent tax and,

WHEREAS, the College has contracted _____ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of _____ percent of collections.

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

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2023 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2024, and thereafter for taxes

levied for the tax year 2023. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2023 at least thirty (30) and not more than sixty (60) days before July 1, 2024.
4. A tax lien shall attach to the property on which the 2023 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2024 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Consent Agenda:

g. Approval of Proposed Budget Amendment for FY 2023 - 2024

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

Background - The proposed budget amendment is necessary for the following reason:

1. Unrestricted Fund Center for Advanced Training & Apprenticeships (CATA) - To increase the Unrestricted Fund revenue and expenditure budgets for the purpose of funding office space modifications, equipment, and trainings.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2023 – 2024 will increase as follows:

**Fiscal Year 2023 - 2024
Budgeted Revenues and Expenditures**

Fund	Exh.	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$214,722,437	\$79,520	\$214,801,957

The budget amendment details and presentation follow in the packet for the Committee's information and review.

The budget amendment is proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$79,520 as follows:

**Fiscal Year 2023 – 2024
Summary of Unrestricted Fund Revenue and Carryover Allocations Increase**

Revenue Source	Proposed Amendment
Total Carryover Allocations	\$79,520
Total Revenue Increase	\$79,520

**Fiscal Year 2023 - 2024
Unrestricted Fund Revenue and Carryover Allocations Increase**

Revenue Source	Amended Budget	Proposed Amendment	Amended Budget
Total Carryover Allocations	\$25,113,989	\$79,520	\$25,193,509
Total Unrestricted Fund Revenue and Carryover Allocations Increase	\$25,113,989	\$79,520	\$25,193,509

Carryover Allocations revenue is proposed to increase \$79,520 as follows:

- \$79,520 for the purpose of funding office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA).

In total, the Unrestricted Fund Revenues and Carryover Allocations are proposed to increase by \$79,520.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$79,520.

Fiscal Year 2023 - 2024 Summary of Unrestricted Fund Expenditures Increase

Expenditures	Proposed Amendment
Total Operating	\$79,520
Total Expenditure Increase	\$79,520

Fiscal Year 2023 - 2024 Unrestricted Fund Expenditures Increase

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Operating	\$46,532,896	\$79,520	\$46,612,416
Total Unrestricted Fund Expenditures Increase	\$46,532,896	\$79,520	\$46,612,416

The Operating expenditure budget is proposed to increase as follows:

- \$79,520 due to the additional funds for office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA).

In total, the Unrestricted Fund Expenditures are proposed to increase by \$79,520.

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

Ms. Mary Elizondo, Vice President for Finance and Administrative Services, present the Proposed Budget Amendment for FY 2023 – 2024 to the Committee.

The Committee recommended Board approval of the proposed budget amendment for FY 2023 – 2024, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed budget amendment for FY 2023 – 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



SOUTH TEXAS
COLLEGE

Proposed Budget Amendment for FY 2023 - 2024

FEBRUARY 13, 2024

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Background

Proposed budget amendment is necessary for the following reason:

1. Unrestricted Fund Center for Advanced Training & Apprenticeships (CATA) - To increase the Unrestricted Fund revenue and expenditure budgets for the purpose of funding office space modifications, equipment, and trainings.

2

Summary of Proposed Budget Amendment

Fund	Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$214,722,437	\$79,520	\$214,801,957

3

Proposed Budget Amendment Summary Unrestricted Fund

Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	25,113,989	79,520	25,193,509
Total Revenues and Carryover Allocations	\$ 214,722,437	\$ 79,520	\$ 214,801,957

4

Proposed Budget Amendment Summary Unrestricted Fund

Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 118,899,054	\$ -	\$ 118,899,054
Total Benefits	28,453,649	-	28,453,649
Total Operating	46,532,896	79,520	46,612,416
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
Total Expenditures	\$ 202,722,437	\$ 79,520	\$ 202,801,957
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	-	12,000,000
Total Expenditures/Transfers & Reserves	\$ 214,722,437	\$ 79,520	\$ 214,801,957

5

Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$79,520	To fund the proposed: \$79,520 for the purpose of funding office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA)
Total Revenue Increase	\$79,520	

6

Summary of Budget Changes
Unrestricted Fund – Expenditures and Reserves

Revenue Source	Increase/ (Decrease)	Description
Total Operating	\$79,520	To fund the proposed: \$79,520 due to the additional funds for the office space modifications, equipment, and trainings for the Center for Advanced Training & Apprenticeships (CATA)
Total Expenditures Increase	\$79,520	

7

Questions?



8

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2024

AMENDED

Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	25,113,989	79,520	25,193,509
Total Revenues and Carryover Allocations	\$ 214,722,437	\$ 79,520	\$ 214,801,957

Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 118,899,054	\$ -	\$ 118,899,054
Total Benefits	28,453,649	-	28,453,649
Total Operating	46,532,896	79,520	46,612,416
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
Total Expenditures	\$ 202,722,437	\$ 79,520	\$ 202,801,957
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	-	12,000,000
Total Expenditures/Transfers & Reserves	\$ 214,722,437	\$ 79,520	\$ 214,801,957

Consent Agenda:

h. Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023

Purpose and Justification – Administration requests Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023.

The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

During calendar year 2023, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line

with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- **Search Conducted:**

There was no searches conducted during any traffic stops for the calendar year 2023.

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	35	17
Stops conducted on entering/ leaving campuses - driving infractions on college property	22	9
Stops conducted on public roadways where violations posted a liable danger to public safety	25	15
Total	82	41

Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
Red Light	15	12
Speeding	16	8
Turned Where Prohibited	8	4
Failure to Stop/ Stop at Sign	1	1
Unsafe Lane Change	2	2
No Turn Signal	1	-
Failure to Yield	6	2
Driving w/o Lights when Lights are Required	3	2
No License Plate Displayed	3	-

Description	Year 2022 Stops Conducted	Year 2023 Stops Conducted
Stopping, Standing, Parking Prohibited in Certain Places	3	-
Expired License Plates	8	-
Unsafe Speed	1	1
Failure to Stop at Designated Point	4	-
Investigative Stop/ Crime	1	1
Parked in Handicap	7	2
Parked in Fire Lane	2	1
Deflective Equipment	1	-
Improper Left Turn	-	4
Exhibition of Acceleration	-	1
Total	82	41

Reviewers - The Vice President for Finance and Administrative Services and the Chief of Police for the Department of Public Safety have reviewed the information being presented.

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2023 and the Comparative Analysis follow in the packet for the Board's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, attended the Committee Meeting to respond to questions.

The Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023 as presented.

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

The Board of Trustees of South Texas College approves and accepts the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2023 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College Department of Public Safety

2023 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
Alaska/Native American/Indian	0	0.00%	Alaska/Native American/Indian	25	0.10%
Asian/Pacific Islander	0	0.00%	Asian/Pacific Islander	170	0.60%
Black	1	2.50%	Black	108	0.40%
White	6	15.00%	White	553	2.10%
Hispanic/Latino	34	82.50%	Hispanic/Latino	25,513	95.60%
Other	0	0.00%	Other	313	1.20%
Total	41	100.00%	Total	26,682	100.00%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Chief of Police for the South Texas College Department of Public Safety

Racial Profiling Report | Full

Agency Name: South Texas College Department of Public Safety
Reporting Date: 01/25/2024
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:
Phone: (956) 872-2589
Email: rsuarez8@southtexascollege.edu

Mailing Address:
2509 PECAN BLVD
MCALLEN, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the South Texas College Department of Public Safety from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the South Texas College Department of Public Safety if the individual believes that a peace officer employed by the South Texas College Department of Public Safety has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Department of Public Safety who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Department of Public Safety policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed

in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: RAY N. GUTIERREZ
Police Compliance Coordinator

Date: 01/25/2024

Total stops: 41

Street address or approximate location of the stop

City street	36
US highway	0
County road	0
State highway	1
Private property or other	4

Was race or ethnicity known prior to stop?

Yes	0
No	41

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34

Gender

Female	13
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	10
Male	28
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	24

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	38
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	31
Vehicle traffic violation	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	3
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	41
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0				
Contraband	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Probable	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Inventory	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Incident to arrest	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Was Contraband discovered?					
Yes	0				
		Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	0	Yes	0	No	0
Asian / Pacific Islander	0	Yes	0	No	0
Black	0	Yes	0	No	0
White	0	Yes	0	No	0
Hispanic / Latino	0	Yes	0	No	0
No	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	3

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	3
Written warning	30
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	23
Citation	8
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	8
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	41
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6
Hispanic / Latino	34

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

Consent Agenda:

i. Adoption New Community and Governmental Relations Policy

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

This will align the policy with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and to transition policy 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. GE (Local) Advertising and Fundraising

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Executive Director of Public Relations and Marketing.

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

The Committee recommended Board approval to adopt new Community and Governmental Relations policy, as presented, and supersede 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 the new Community and Governmental Relations policy, as presented, and supersede any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Promotional
Activities**

College District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-College District-related purpose without prior approval of the College President.

[For information relating to community use of College District facilities, see GD.]

Advertising

For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or college community and communicated through means under the control of the College District in exchange for consideration to the College District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the College District or College District support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the College District and not for the purpose of establishing a forum for communication. The College District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The College District shall retain the authority to determine the size and location of any advertising. The College District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, College District or campus regulations, or curriculum, as well as any content the College District determines has a reasonable likelihood of exposing the College District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District’s formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

**Sponsorships and
Donations**

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

Consent Agenda:

j. Adoption of New Business and Support Services Policies and Retirement of Current Policies

Purpose and Justification – Administration recommends Board approval to adopt new Business and Support Services 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 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. CDB (Local) Accounting Inventories -	N/A	
B-1. CHA (Local) Site Management-Security	B-2. Policy #6310: Campus Security Contracted or Employed by the College B-3. Policy #6311: Authority of Non-Commissioned Security Guards B-4. Policy #6312: College Employed and Commissioned Peace Officers B-5. Policy 6313: Vehicle and Body Cameras	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. CHE (Local) Site Management – Mail and Delivery	N/A	
D-1. CMA (Local) Facilities Construction – Competitive Bidding	N/A	
E-1. CMB (Local) Facilities Construction – Competitive Sealed Proposals	N/A	

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

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

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police, and Deyadira Leal, Interim Director of Purchasing, attended the Committee Meeting to address questions.

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

Approval Recommended:

Dr. Ricardo J. Solis
President

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President, or designee, shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President or designee and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Limitations on Outside Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police or designee. The Office of Human Resources will be notified through completion of the Outside Employment Notification Form.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Video Monitoring	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Officer Training	All College District officers shall receive at least the minimum amount of education and training required by law.
Peace Officer Leave	For provisions regarding mental health leave and quarantine leave for peace officers, see DEC.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police or designee shall review the manual annually and make any appropriate revisions.

Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
Complaints	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
Campus Security Employed by the College District	<p>The College District may hire employees as security guards to provide security services on any property which is owned, leased, rented or otherwise under the control of the College District.</p> <p>The College District may contract with individual off-duty commissioned peace officers for the provisions of security services on any property which is owned, leased, rented or otherwise under the control of the College District. Off-duty, commissioned peace officers who are contracted to serve as security personnel may wear the uniform of the political subdivision or state agency employing them and may carry their weapon on the College District campus and grounds.</p>
Non-Commissioned Security Guards	General authority for non-commissioned security guards contracted or employed includes prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College District's leased or owned property; issue administrative citations and warnings for parking violations on college leased or owned property; and control, regulate, and direct the movement of pedestrian and vehicular traffic on college owned or leased property.

MANUAL OF POLICY

Title	Campus Security Contracted or Employed by the College	6310
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Legal Authority Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board	Board Minute Order dated November 9, 1995 Board Minute Order dated October 30, 2012
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The College may contract with guard companies to provide security services on any property owned or leased by the College. Contracted security guards, except commissioned peace officers, must be licensed by the Texas Private Security Board.

The college may also hire employees as security guards to provide security services on any property owned or leased by the College. Since South Texas College is a political subdivision of the State of Texas, security guards employed by the college are exempt from the licensing requirements of the Texas Private Security Board.

All security personnel who are not commissioned peace officers shall be prohibited from carrying any firearm or weapon on any College campus or grounds.

The College may contract with individual off-duty commissioned peace officers for the provision of security services on any property owned or leased by the College. Off-duty, commissioned peace officers who are contracted to serve as security personnel, may wear the uniform of the political subdivision or state agency employing them, and may carry their weapon on College campus and grounds.

MANUAL OF POLICY

Title	Authority of Non -Commissioned Security Guards	6311
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated November 9, 1995 Board Minute Order Dated October 30, 2012	

All campus security personnel who are non-commissioned security guards contracted or employed by the College shall have the following general authority:

- a. Prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College's leased or owed property;
- b. issue administrative citations and warnings for parking violations on College leased or owed property; and
- c. control, regulate, and direct the movement of pedestrian and vehicular traffic on College owned or leased property.

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated October 30, 2012 As Amended by Board Minute Order Dated November 20, 2014	

The President of the College, or the President's designee(s), is authorized to employ and commission peace officers for the purpose of carrying out the provisions of Subchapter E of Chapter 51 of the Texas Education Code. In employing and commissioning peace officers, the College shall comply with all requirements of Chapter 1701 of the Texas Occupations Code and the rules and regulations promulgated by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), except to the extent that the TCLEOSE minimum standards are exceeded by provisions of this policy, as authorized by §1701.003 of the Texas Occupations Code.

The following are requirements for applicants to be employed and commissioned as college peace officers.

Licensing and Oath

A person may not be employed and commissioned as a peace officer by the College unless the person holds a current license issued by TCLEOSE. Section 1701.551 of the Texas Occupations Code establishes a criminal penalty for appointment of a person as peace officer if the person is not licensed by TCLEOSE. Any peace officer assigned to duty and commissioned shall take and file the oath required of peace officers.

Polygraph Examination

As a condition of employment, applicants for peace officer positions will be required to submit to a pre-employment polygraph examination by a licensed polygraph examiner selected by the College to answer questions regarding the truthfulness of any information provided by the applicant in his/her employment application. The polygraph examination shall comply with all requirements of Chapter 1703 of the Texas Occupations Code. The applicant shall consent to the polygraph examiner disclosing any information acquired from the polygraph examination to the College. An examinee shall:

- (A) be permitted to terminate the examination, at any time;
- (B) not be asked questions in a manner designed to degrade, ridicule, or embarrass the examinee;
- (C) not be asked questions that unreasonably intrude on the privacy of such examinee, such as, but not limited to, questions concerning:
 - (i) the examinee's religious or political beliefs;
 - (ii) physical impairments or disabilities which the examinee may have;

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 2 of 4

- (iii) memberships in any employee, political, or social organizations;
- (iv) personal affiliations or associations;
- (v) beliefs or opinions regarding racial matters;
- (vi) any matter relating to sexual behavior or preferences; or
- (vii) beliefs, affiliations, opinions, or lawful activities regarding unions or labor organizations.

Psychological Examination

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a psychologist, selected by the College, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by TCLEOSE, to be in satisfactory psychological and emotional health to serve as a peace officer. The examination is to be conducted pursuant to professionally recognized standards and methods. The examination process will consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored.

Medical Examination

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a physician, selected by the College, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:

- (A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;
- (B) show no trace of drug dependency or illegal drug use after a blood test or other medical test.

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 3 of 4

Physical Fitness and Capacity Test

As a condition of employment, applicants for peace officer positions will be required to pass a physical fitness test that measures the applicant's strength, agility, and stamina necessary and related to specific skills and physical requirements of the position of peace officer. The office of the Director of Security shall develop and administer the physical fitness and capacity to peace officer applicants.

Peace officers employed and commissioned by the college have the following jurisdiction and authority.

Primary Jurisdiction and Authority of Peace Officer

The primary jurisdiction of a peace officer employed and commissioned by the College includes all counties in which property is owned, leased, rented, or otherwise under the control of South Texas College. Within a peace officer's primary jurisdiction, a peace officer commissioned under this section:

- (1) is vested with all the powers, privileges, and immunities of peace officers;
- (2) may, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state;
- (3) may enforce all traffic laws on streets and highways; and
- (4) may enforce all rules and regulations promulgated by the College's Board of Trustees.

Outside a peace officer's primary jurisdiction a peace officer commissioned is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer:

- (1) is summoned by another law enforcement agency to provide assistance;
- (2) is assisting another law enforcement agency; or
- (3) is otherwise performing his duties as a peace officer for the institution of higher education or public technical institute that employs the peace officer.

In connection with traffic and parking violations, the peace officers have the authority to issue and use traffic tickets and summons of the type used by the Texas Highway Patrol. On the issuance of any parking or traffic ticket or summons, the same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. The peace officers shall have the authority to apply for and execute arrest warrants.

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 4 of 4

Rules of Conduct

Peace officers employed and commissioned by the College shall, in addition to being subject to rules and standards of conduct applicable to all College employees, be subject to College's police department's internal rules and procedures promulgated by the Director of Security.

Police Department Procedures

South Texas College police officers must adhere to the police department procedures that include, but are not limited to the following:

1. STC Police Procedures
2. STC Police Procedure for Use of Force
3. STC Police Procedure to Prevent Racial Profiling
4. STC Police Requirement for Professional Conduct
5. STC Police Procedure for Eyewitness Identification
6. STC Police Procedure for Supervision of Part Time Officers
7. STC Police Domestic Abuse Protocols
8. STC Police Procedure for Vehicle Pursuits
9. STC Police Procedure for Impartial Policing
10. STC Police Procedure for Response to Missing Persons

The procedures are maintained and updated by Director of Security

Carrying of Firearms off Duty

Carrying of a handgun and ammunition off duty by a commissioned police officer is authorized by the Federal Law Enforcement Officer Safety Act (Public Law 108-277). South Texas College assumes no liability for any officer using a handgun off duty.

Outside Employment

Police officers contemplating outside employment or providing services for compensation during off duty hours must receive written authorization from the South Texas College Director of Security prior to engaging in such work. The use of college police uniforms, weapons, and ammunition is prohibited in employment outside the college.

MANUAL OF POLICY

Title	Vehicle and Body Cameras	6313
Legal Authority	Approval of the Board of Trustees	Page 1 of 5
Date Approved by Board	Board Minute Order Dated April 26, 2016 As Amended by Board Minute Order dated November 26, 2019	

South Texas College complies with the Texas Occupations Code, Title 10, Chapter 1701, Subchapter N (the “Code”). The Code requires that a law enforcement agency that operates a body worn camera program adopt a policy for the use of body worn cameras. The Texas Commission on Law Enforcement (TCOLE) in consultation with the Texas Department of Public Safety, the Bill Blackwood Law Enforcement Management Institute of Texas, the W.W. Caruth Jr. Police Institute at Dallas, and the Texas Police Chiefs Association has developed a training curriculum for the use of body cameras pursuant to the Texas Occupation Code. South Texas College Police Officers are trained using this curriculum.

I. Purpose

South Texas College is committed to providing a safe and secure educational environment for students, faculty, staff, and visitors. The College’s Department of Public Safety patrols campuses, responds to incidents, rejoins calls for service and enforces Texas law. During these activities, the Department of Public Safety uses vehicle and body worn cameras for the following purposes:

1. Documenting police officer interaction with the public, including arrests and critical incidents, enhancing the accuracy of officer reports and testimony in court and
2. Facilitating determination of probable cause, evidence gathering for investigative and prosecutorial purposes, and officer evaluation and training.

II. Policy

South Texas College police officers shall, in the performance of their official duties, use vehicle and body worn cameras as appropriate as required by this policy and Texas Occupations Code, Chapter 1701, Subchapter N. This policy does not govern the use of concealed recording devices used in undercover operations.

III. Requirements of the Texas Occupation Code

1. Activation and Discontinuance of Recordings
 - A. A peace officer should activate a camera for all enforcement encounters where there is at least reasonable suspicion the person has committed, is committing, or may be involved in criminal activity including:
 - (1) Detentions
 - (2) Vehicle stops
 - (3) Pedestrian stops
 - (4) Consensual encounters
 - a. Taking or attempting to take a person into custody
 - b. Any incident involving use of force
 - c. Service of search or arrest warrants
 - d. Suspect statements

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- e. Witness/Victim statements
- f. Pursuits
- g. Response to complaints or calls for service
- h. When non-enforcement contacts with the public become confrontational, assaultive, or enforcement-oriented.
- i. When the officer feels the use is appropriate and beneficial in documenting an incident.

B. Discontinuance of Recordings

- (1) Cameras shall not be deactivated until an encounter has concluded, except for tactical or safety reasons, the encounter no longer holds investigative or evidentiary value, or for privacy in certain situations and at certain locations.
- (2) An officer who has commenced a video recording, and terminated the recording prior to conclusion of encounter, shall, to the extent reasonably possible, record in the video the reason(s) for the termination of the recording, and note those reasons in a contemporaneous writing.
- (3) Reactivation may be necessary depending on circumstances.
- (4) A peace officer equipped with a body worn camera may choose not to activate a camera or may choose to discontinue a recording currently in progress for any nonconfrontational encounter with a person, including an interview of a witness or victim.

C. Exercise of Reasonable Discretion

This policy acknowledges that there may be occasions when it is neither practical or possible for the officer to activate the recording device.

The safety of the officer and of the public is the foremost priority and the recording should not be made if it is an impediment of safety. An officer should not activate or deactivate the recording device based solely upon the request or demand of a citizen; but rather rely on TCOLE certified training, experience, and policy to determine the necessity of activation.

2. Data Retention

- A. Files shall be securely stored in accordance with Texas record retention laws shown below and no longer than useful for purposes of training or for use in an investigation or prosecution.
 - (1) Class C Misdemeanors – 6 months
 - (2) Class A and B Misdemeanors – 2 years

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- (3) Second and Third Degree Felonies – 10 years
- (4) First Degree and Capital Felonies – 50 years
- (5) Driving While Intoxicated Offences – 10 years
- (6) Any Classification Offense – Date of Death
- (7) Video recordings will be maintained for a minimum of 90 days

3. Storage of Recordings

- A. All recordings shall be securely downloaded no later than the end of each shift. Each file shall contain information identifying the date, vehicle, and body worn camera number, and the assigned officer.
- B. All images and sounds recorded by the vehicle and body worn cameras are the exclusive property of the South Texas College Department of Public Safety. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
- C. Access to vehicle and body worn camera data (images, sounds, and metadata) must be specifically authorized by the College Chief of Police. Such access will be audited to ensure that only authorized users are viewing the data for legitimate and approved purposes.
- D. Weekly backups of the server will be conducted and stored offsite for safekeeping.
- E. Only authorized personnel will have access to the recorded data.

4. Recording of Evidence

- A. Recordings as evidence shall comply with Occupation Code, Chapter 1701.660, Recordings as Evidence.

5. Public Access

- A. A member of the public requesting information concerning a camera recording is required to provide the following information in writing:
 - (1) Date and approximate time of recording.
 - (2) Specific location where the recording occurred.
 - (3) The name of one or more persons known to be a subject of the recording.
- B. Pursuant to Article 2.139 of the Texas Code of Criminal Procedure, pertaining to video recordings of arrests for intoxication offenses, a person stopped or arrested on suspicion of an offense under Section 49.04, 49.045, 49.07, or 49.08, Penal Code, is entitled to receive from a law enforcement agency employing the peace officer who made the stop or arrest, a copy of any video made by or at the direction of the officer that contains footage of:
 - (1) The stop

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Vehicle and Body Cameras

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- (2) The arrest
 - (3) The conduct of the person stopped during any interaction with the officer
 - (4) The procedure in which a specimen of the person's breath or blood is taken
- C. A law enforcement recording made in a private space or involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in an arrest will not be released without written authorization from the person who is the subject of that portion of the recording, or if the person is deceased, from the person's authorized representative.
- D. A recording is confidential and excepted (exempt) from requirements of Chapter 552 Public Information, Government Code, if the recording:
 - (1) It was not required to be made by law or under a policy adopted by South Texas College, and
 - (2) Does not relate to a law enforcement purpose
- E. A response to a written request for camera recordings shall be made within 20 business days after the date of the receipt of the written request.
- F. Response to Voluminous Requests for Camera Recordings.
 - (1) A voluminous request is defined as follows:
 - a. A request involving more than five (5) separate incidents, -
 - b. More than five (5) separate requests from the same person in a 24-hour period, regardless of the number of incidents included in each request, or
 - c. Multiple requests from the same person within a 24-hour period, that if taken together, constitute more than five (5) total hours of video footage.
 - (2) Actions needed to respond to a voluminous request for video recordings must be undertaken within 21 business days after the date of receipt of the written request.
- G. The South Texas College Department of Public Safety may release a recorded video to the public to further a law enforcement purpose.
- H. The South Texas College Department of Public Safety may withhold a recorded video from the public that is related to a closed criminal investigation that did not result in a criminal conviction or a grant of deferred adjudication community supervision.
- I. A request for a decision by the Attorney General concerning exceptions to public disclosure must be made by the South Texas College Department of Public Safety not later than the 20th business day after the date that a written request for disclosure was received.

6. Police Officer Access

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- A. A police officer will be provided access to any recording of an incident involving the officer before the officer is required to make a statement about the incident.

7. Supervisory Responsibilities

- A. Supervisory personnel shall ensure that officers are using vehicle and body worn cameras in accordance with policy and procedures defined herein.
- B. On a monthly basis, supervisors will randomly review vehicle and body worn camera recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

8. Handling and Documenting of Equipment

- A. Vehicle and body worn cameras will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible, so that a replacement unit may be procured.
- B. Officers shall inspect and test vehicle and body worn cameras prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- C. Malfunctions of equipment will be documented in the ARMS database.

The requirements of the Texas Occupation Code are incorporated in the Department of Public Safety Procedures Handbook.

IV. History

Origination Date Approved by Board	April 26, 2016
Date Reviewed and Approved by Board	November 26, 2019

**Use of Internal Mail
System**

The College District mail system for delivering items between College District buildings shall not be available for use other than for official College District business. With the permission of the College President or designee, internal mailboxes at an individual campus may be used by campus employees and College District-sponsored or College District-support groups affiliated with the College District. [See also GD]

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CMA
(LOCAL)

Specifications	The College President or designee shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.
Bid Process	All bids shall be submitted in accordance with administrative regulations. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.
Safety Record	If the College District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be determined based on a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

Specifications	The College President or designee, shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.
Process	All proposals shall be submitted in accordance with administrative regulations. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.
Withdrawal and Late Proposals	Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.
Proposal Acceptance	The College District may reject any and all proposals.
Safety Record	If the safety record of offerors is considered in selecting a proposal, the record shall be determined by evaluating an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

Consent Agenda:

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

Purpose and Justification – Administration recommends Board approval to adopt new Business and Support Services 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 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. DK(Local) Professional Development	A-2. Policy #4330: Professional Development Plan for Eligible Regular Full-Time Faculty and Staff	All of the content from the retired policy is included in a procedure, handbook, and/or manual, etc.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

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

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

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

The Committee recommended Board approval to adopt new Personnel Policy and retire current policy 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 the new Personnel Policy and retirement of the current policy as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

PROFESSIONAL DEVELOPMENT

DK
(LOCAL)

**Cybersecurity
Training**

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The College President may remove access to the College District's technology resources for noncompliance with training requirements as appropriate.

The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

MANUAL OF POLICY

Title	Professional Development Plan for Eligible Regular Full-Time Faculty and Staff	4330
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated February 9, 1995 As Amended by Board Minute Order dated August 14, 1997 As Amended by Board Minute Order dated April 28, 2005	

South Texas College offers a comprehensive Professional Development Plan which provides the opportunity for regular full-time faculty and staff to participate in meaningful professional development activities in keeping with the mission and goals for South Texas College.

The Professional Development Plan is offered subject to availability of funds. The President or designee has the authority and responsibility, with the appropriate participation of the faculty and staff, to develop and administer guidelines for the plan, which is maintained by the Office of Human Resources.

Consent Agenda:

I. Retirement of Three (3) Current Policies

Purpose and Justification – Administration recommendd Board approval to retire three (3) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	4214	Campus and Workplace Violence Prevention
2	Policy #	5130	Fixed Assets
3	Policy #	5213	Voluntary Participation in the State of Texas Purchasing Program

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 follow in the packet for the Board's information and review.

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

It is requested that the Committee recommend Board approval to retire three (3) current policies as listed, presented, and that supersedes any previously adopted Board policy.

The Committee recommended Board approval to retire three (3) 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 the three (3) current policies as listed, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

MANUAL OF POLICY

Title	Campus and Workplace Violence Prevention	4214
Legal Authority	Approval by Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Ordered dated June 11, 1998 As Amended by Board Minute Order dated May 26, 2015	

South Texas College does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on/in College facilities or on College grounds or during any College related or sponsored activity.

College employees and students are responsible for reporting either to the Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department instances of violent behavior. A person reporting such behavior shall be protected from any acts of retaliation for reporting such behavior.

“Prohibited Conduct,” for purposes of this policy, is any Violent Act committed by a student or employee whether on College grounds or at a College-related, sponsored or sanctioned event. A “Violent Act,” includes, regardless of the medium used which could be telephonic or through any form of transmission, any physical assault, including any unwanted touching, or threatening or intimidating physical or abusive verbal behavior, engaging in unwanted pursuit or attention, or intentional damage to or destruction of property.

“Prohibited Conduct” shall subject the student or employee to disciplinary action, including, termination from employment for an employee and suspension, for a student. Any disciplinary action shall be separate and apart from any criminal penalty.

“Prohibited Conduct” also includes the use of any method of communication such as email, comments posted on websites, or other paper or electronic media. Use of any College automated systems for these purposes may violate other policies, laws, and regulations regarding the use of computers and the internet.

A violation of this policy shall be considered unacceptable conduct and subject to disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal or expulsion.

Individuals who violate this policy may also be subject to arrest for trespassing and violation of the appropriate state criminal statute and be barred from the campus.

The College Behavioral Intervention Team shall evaluate threats of violence and assess a threat level for those individuals who display behaviors of concern.

MANUAL OF POLICY

Title	Fixed Assets	5130
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated July 10, 1997 As Amended by Board Minute Order dated May 24, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated November 17, 2005 As Amended by Board Minute Order dated April 26, 2010 As Amended by Board Minute Order dated October 27, 2011 As Amended by Board Minute Order dated October 27, 2016 As Amended by Board Minute Order dated September 19, 2017	

The following guidelines will be utilized in determining procedures and regulations with regard to fixed assets:

It will be the policy of South Texas College to enter into a fixed asset ledger items costing \$1,000 or more having a useful life in excess of one year. The items valued less than \$1,000 will not be tagged or entered into a fixed asset ledger.

The capitalization threshold for real and personal property includes items with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. Renovations of \$100,000 and above to buildings and infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. Library books and materials are capitalized regardless of cost. Component items or a group of items that form one working equipment system or unit type may be combined for capitalization purposes, regardless of cost. For College purposes, donated capital assets are recorded at their estimated fair value at the date of donation. Fair value may be determined by a written appraisal, qualified outside source (e.g., blue book, appraisal district), internal qualified expert on the faculty or staff, or documentation from a vendor regarding the cost of the item.

Capital assets will be depreciated using the straight-line method of depreciation over their estimated useful lives as follows: Buildings and Building Improvements – 50 years, Other Real Estate Improvements – 20 years, Furniture, Machinery, Vehicles, and Other Equipment – 10 years, Telecommunications and Peripheral Equipment – 5 years, and Library Books and Materials – 15 years. Residual values will be maintained for land improvements – 10% and Buildings – 10%.

Work of art, historical treasures, and similar assets are capitalized at their historical cost or fair value at date of donation or purchase (estimated if necessary) whether they are held as an individual item or in a collection. Collections, which are a) held for public exhibition, education, or research in furtherance of public service, rather than financial gain, b) protected, kept unencumbered, cared for, and preserved, c) require the proceeds from sales of collection items to be used to acquire other items for collections, may be charged to operations at time of purchase rather than capitalized.

Financial Managers who are responsible for budget accounts must determine what items are capital outlay prior to purchase so that proper accounting may be done. Supplies and materials must not be charged to capital outlay accounts. Capital outlay items must not be charged to supply and material accounts.

Financial Managers are responsible for the control of all fixed asset items for their areas and should know where all items are located.

Title	Fixed Assets	5130
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

Financial Managers are responsible for completing a physical inventory of the fixed assets under their control on an annual basis and for making corrections in the fixed asset module. Financial Managers are responsible for annually verifying the accuracy of the fixed assets recorded in the fixed assets module. During the year all fixed assets, which have been damaged, stolen, destroyed, not located, or disposed of per Board Policy No. 5135, Disposal of Surplus Property or transferred, will be updated in the fixed asset module by the financial manager or reported immediately to Receiving/Fixed Asset Department.

Fixed assets purchased with funds received from federal grants shall be controlled and accounted for in accordance with federal guidelines.

Write-Off of Assets

Write-off involves removing both the fixed asset and associated accumulated depreciation from the fixed asset ledger and recognizing a gain or loss, if any.

The following approvals shall be required for the write-off of assets which are obsolete, damaged, stolen, destroyed, not located, or disposed of per Board Policy No. 5135, Disposal of Surplus Property.

- Fixed assets with a unit cost of \$5,000 or more must be approved by the President and Board of Trustees.
- Fixed assets with a unit cost of \$1,000 and \$4,999 must be approved by the President.

A recommendation for write-off shall be made by the Receiving/Fixed Asset Department immediately after an asset has been disposed of in accordance with Board Policy No. 5135, Disposal of Surplus Property. A recommendation for write-off shall also be made by the Receiving/Fixed Asset Department when an asset has been reported as not located for two consecutive years by the appropriate Financial Manager and confirmed by the Receiving/Fixed Asset Department.

MANUAL OF POLICY

Title	Voluntary Participation in the State of Texas Purchasing Program	5213
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated August 11, 1994	

South Texas College voluntarily participates in the state of Texas purchasing program. Such participation allows the College to purchase and/or acquire services via state contracts and the state's catalog purchasing program.

Retire

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

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

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

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

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

- a. Approval to Contract Civil Engineering Services for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces
- b. Approval to Contract Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the District Wide HVAC Replacements Phase I at Mid Valley Campus
- c. Approval of Change Order for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I

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

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Contract Civil Engineering Services for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces

Administration requests approval to contract civil engineering services for the Regional Center for Public Safety Excellence (RCPSE) Parking Lot 1 Additional Spaces project.

Purpose

Civil engineering 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 increase the number of parking spaces at the RCPSE.

Background

The existing parking lot contains one hundred thirty-six (136) spaces. The project consists of constructing an additional seventy-six (76) parking spaces to the existing parking lot for students and visitors.

The proposed scope of work is summarized as follows:

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

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

Advertised RFQ	November 29, 2023 and December 6, 2023
RFQ Responses Due	December 14, 2023
RFQ Issued To	Thirty (30) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Division of Business, Public Safety, & Technology, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

The total project budget is \$330,700 which includes costs for construction, design, and miscellaneous.

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

Funding Source

Funds for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces Project 2024-008C are budgeted in the Unexpended Plant Fund for available use in FY 2023-2024.

Estimated Project Timeline

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

Enclosed Documents

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

The Committee recommended Board approval to contract civil engineering services with Perez Consulting Engineers, LLC. for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting civil engineering services with Perez Consulting Engineers, LLC. for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



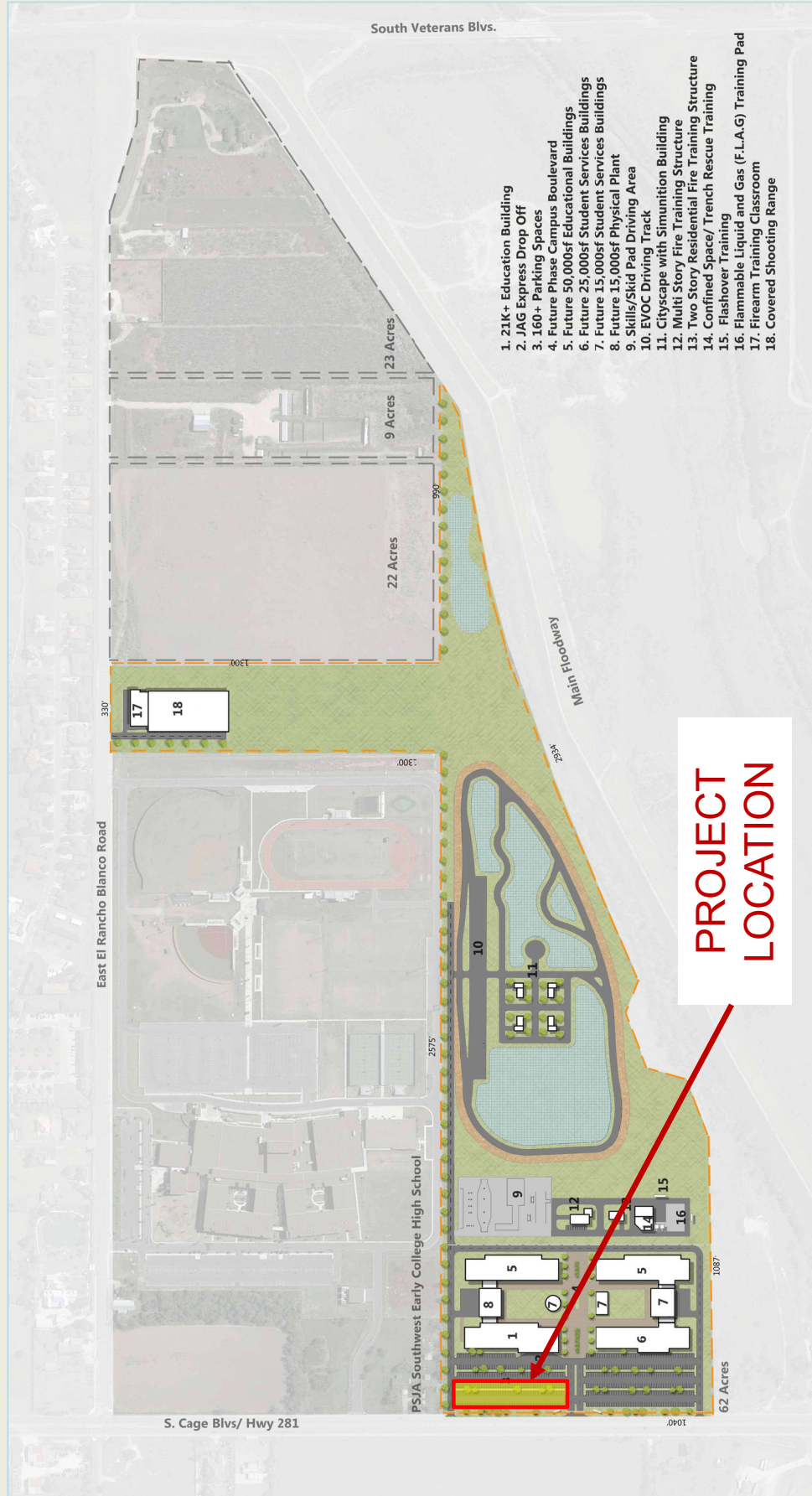
**SOUTH TEXAS
COLLEGE**

Regional Center for Public Safety Excellence Additional Parking Lot

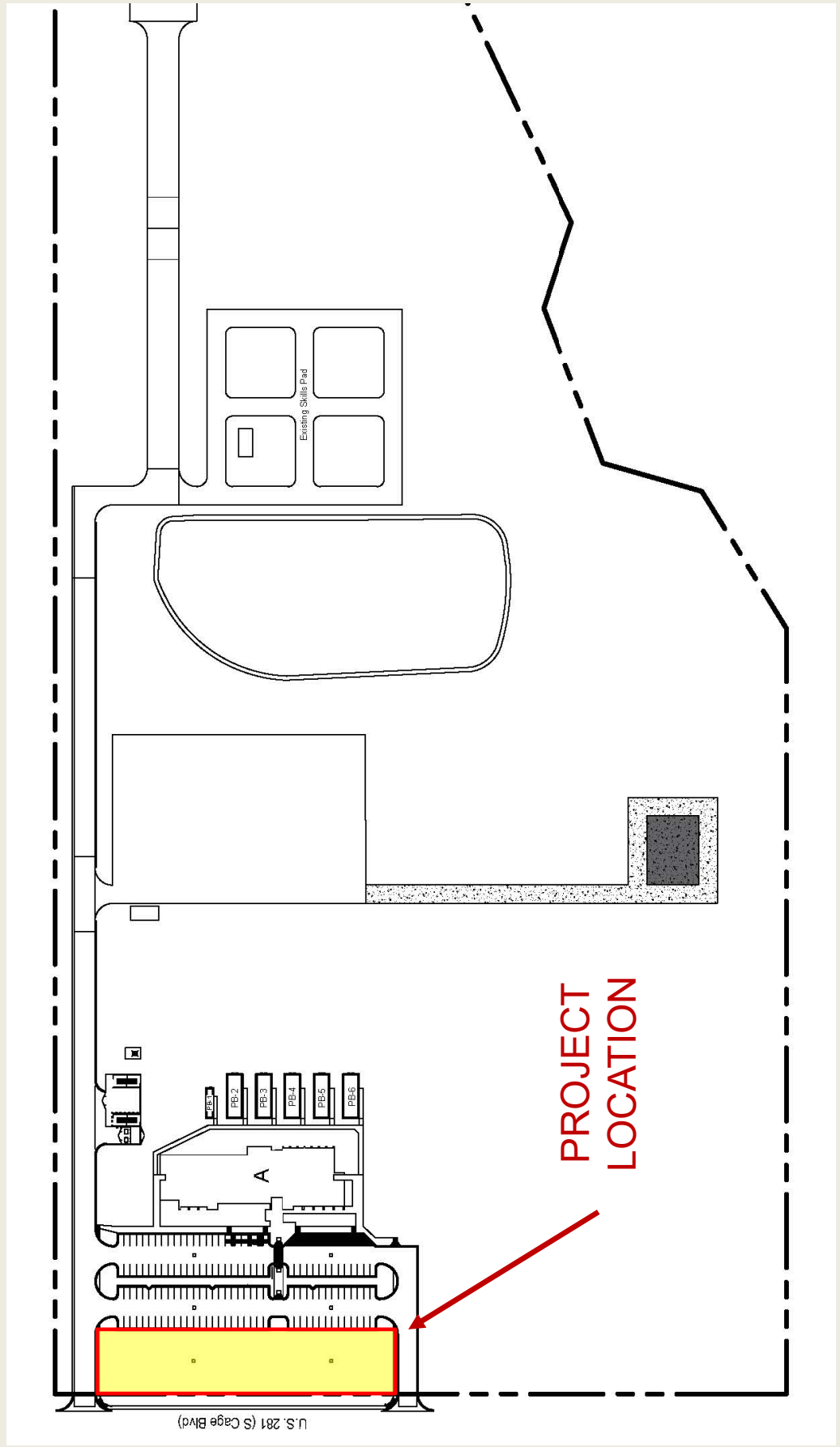


**SOUTH TEXAS
COLLEGE**

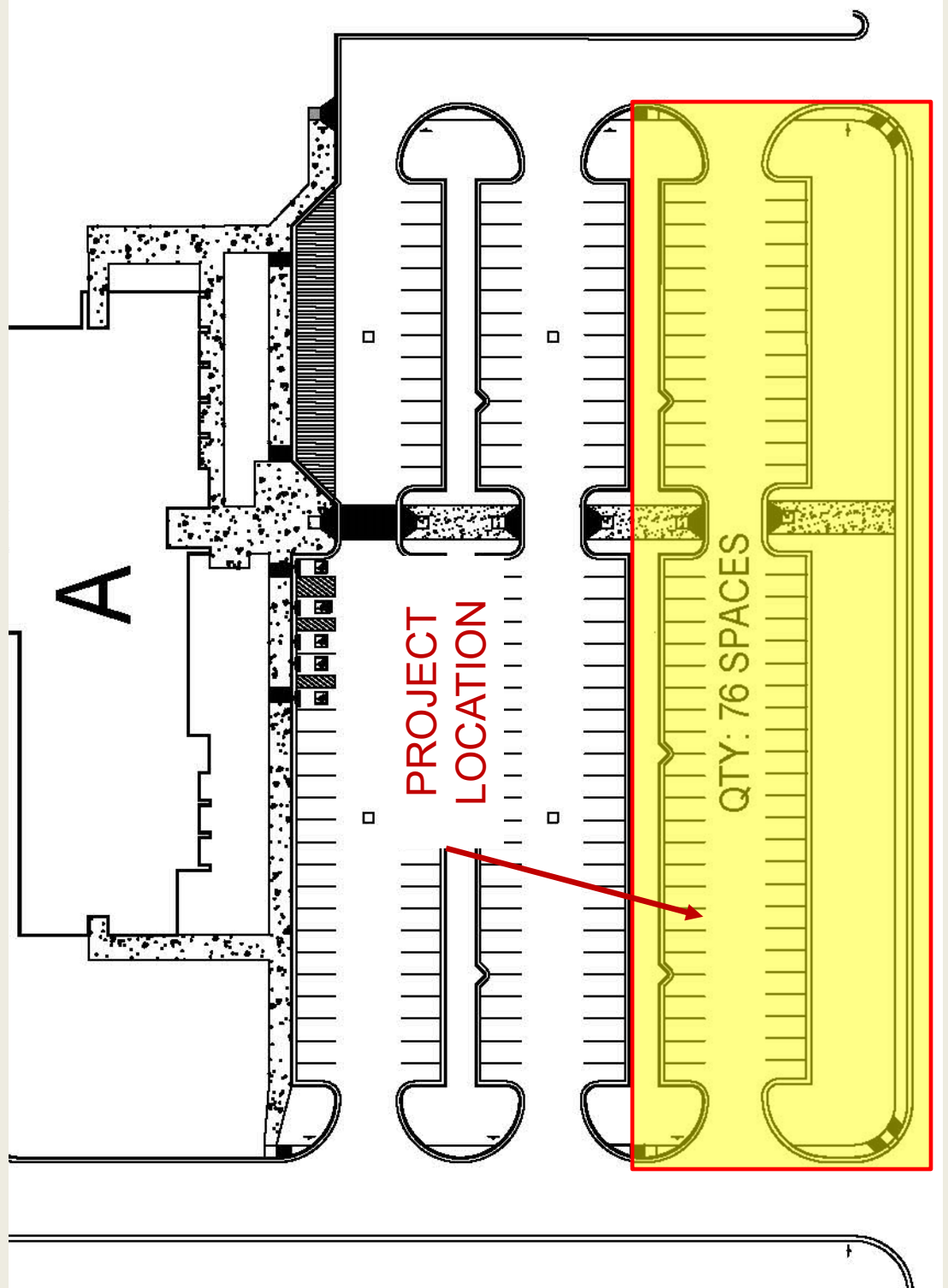
Project Site



Project Site



Project Site



Proposed Scope and Budget



Scope of Work

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

Estimated Total Project Budget

Construction	\$ 287,000
Design*	28,700
Miscellaneous	15,000
Total Project Budget	\$ 330,700

* Civil engineering, surveys, TDLR reviews & inspections, landscape & irrigation services

SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - CIVIL ENGINEERING SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 23-24-1028

VENDOR	Cruz-Hogan Consultants, Inc.	International Consulting Engineers	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
ADDRESS	605 E Violet Ave Ste 1	261 Saratoga Blvd	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500
CITY/STATE/ZIP	McAllen, TX 78504	Corpus Christi, TX 78417	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-682-5022	361-826-5805	956-631-4482	956-782-2557	956-702-8880
FAX		361-826-5806	956-682-1545	956-782-2558	956-702-8883
CONTACT	Ronnie Cruz	Jesus J. Jimenez	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado
2.1 Statement of Interest					
2.1.1 Statement of Interest for Project	The Firm is very interested in the project and state that they are a local Hidalgo County firm with over 30 yrs. experience and have recently completed other school projects in the Rio Grande Valley. They have staff immediately available for our assignments.	Firm is pleased to present services to South Texas College.	Stated they are very interested in assisting STC with the Regional Center for Public Safety Excellence Parking Lot#1 Additional Spaces. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Firm stated their interest in the project. They summarized their firms capability in various aspects of services required for the project.	Firm stated they are fully committed and prepared to offer STC a solid team of experts with comprehensive engineering design.
2.1.2 History and Statistics of Firm	- 30 years experience - 12 employees, including associates - Principal has been providing services and completing 500 public works-type projects	- Limited Liability Company - Located in several cities in Texas - 111 Employees	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - 3 Professional Engineers, 1 engineer in training, and 1 Registered Professional Land Surveyor - Located in Pharr, Texas	- Established in 2008 - Located in McAllen, Texas - 103 Employees
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Described the firm's experience throughout the Rio Grande Valley area in various aspects of services. Gave an example of the type of work already provided to several cities in Texas.	Stated the firm's experience in many area and various aspects of services. Will have Project Manager Hugo P. Gonzalez, Jr with over 23 years of experience be the single point of contact for South Texas College	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.	Stated they provide turn-key options including complete project development, design, construction and completion.
2.1.4 Statement of Availability and Commitment	Indicate that they will provide a complete technical and personal service to the client and to complete projects on time and within the budgets. Will have principal present, whenever possible, at all major important meetings.	Indicate that the Edinburg office is 30 minute drive to McAllen which makes it available and immediately aware of local conditions and limitations that need to be considered.	Indicated that are involved in other work, but is approx. 75% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they are committed to providing STC with the attention it deserves. They are able to commence work on any STC project immediately.	Indicated that firm believes they can provide a quality product on-time and within budget.
2.2 Prime Firm					
2.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Orlando S. Cruz, PE, President - Ronnie Cruz, PE, CFM, Vice-President - Marcus Perez, PE, CFM, Project Manager - David Lopez, Jr., PE, Project Engineer	Included resumes for the following staff: - Jesus J. Jimenez, PE, CFM Principal-in-Charge - Greg Alfaro, RA, Registered Architect - Mitch Sanchez, Assoc. AIA, LEED BD+C, Designer - Hugo P. Gonzalez, Jr., PE, PMP Project Manager - Ajmer S. Kalar, PE, QA/QC - Juan Carlos Cardenas, PE, Civil Engineer - Luis Nava, PE, Water & Wastewater Engineering - Montalvo, PMP, Cost Estimator/Project Scheduler - Putap Kimura, PE - Structural Engineering - Julio Macias, PE - Hydrologic/Hydraulic Engineering - Candido Muñoz - Construction Inspection / Topographic Survey - Jaime Torres - CADD/GIS/Designer - Hector Flores - CADD/GIS/Designer	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President - Rosie Sanchez, E.I.T., Engineering in Training	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Herman A. Lugo, PE, CFM, Engineering Design & Quality Control - Pablo Soto, Jr. PE, RPLS, Survey Project Manager	Included resumes for the following staff: - Jessica M. Maldonado, PE, PMP, Principal-in-Charge - Mario A. Garcia, PE, Project Manager - Luis Mendez, Assistant Project Engineer - Samuel D. Maldonado, PE, RPLS, Survey Manager - Ezequiel Garcia, SIT, Project Surveyor - Justin Serna, EIT, Assistant Project Engineer
2.2.2 Project Assignments and Lines of Authority	Listed eight personnel and the titles of each with prospective roles they will fulfill.	Listed thirteen personnel and the titles of each with current availability to project.	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.	Listed six personnel and a summary of their expertise, and named the main person who would be responsible for providing services as well as the time commitment.
2.2.3 Prime Firm proximity and meeting availability	Firm is located in McAllen, Texas can easily have principal whenever humanly possible.	Firm is located in Edinburg about 13 miles from South Texas College allows them to be ready to respond.	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office within 15 minutes of departure from our base of operations.	Firm is located in McAllen, Texas and is 7 minutes from STC.
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	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are currently not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.
2.3 Project Team					
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm and the following consultant: - R. Robles & Associates Proposed Surveyor	Included organizational chart showing prime firm and the following consultant: - Southpoint Texas Surveying Inc. - Terracon Consultants, Inc.	Included organizational chart showing prime firm and the following consultant: - CVQ Land Surveyors - Sigma HN - MEP	Included organizational chart showing prime firm. They did not include any sub consultants for this project.	Included organizational chart showing prime firm. They did not include any sub consultants.

SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - CIVIL ENGINEERING SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 23-24-1028

VENDOR	Cruz-Hogan Consultants, Inc.	International Consulting Engineers	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
2.4 Representative Projects					
2.4.1 Minimum of three (3) projects firm has worked on	<ul style="list-style-type: none"> - PSJA High School on Bear's Trail - Regional Linear Park - Parking Lot & Amenities Project (\$400,000) - Dr. William Long Elementary Campus / Sorensen Elementary School Campus - Dr. Long Elementary Driveway Addition & Parking Lot Improvements and Sorensen Elementary Parking Lot Addition (\$700,000) - Pharr-San Juan-Alamo ISD - Short Shot Golf Parking Lot Additions (\$100,000) - Edinburg CISD - Economides High School Paving Improvements Project (\$96,227) 	<ul style="list-style-type: none"> - New Ice Office Building - Corpus Christi, TX (\$1.3M) - B1717 Fort Bliss Soldier Readiness Processing Center (SRPC) - Fort Bliss, TX (\$11M) - Edcouch-Elsa ISD High School Gym Roof Repair (\$1,616,807) - City of Robstown - New City Hall, Robstown Tx. (\$1.6M) 	<ul style="list-style-type: none"> -South Texas College - North Pecan Campus Infrastructure Project (Multiple Phases) (\$3 Million) - UTRGV Lamar and ITT Parking Lot (\$1.965 Million) - UTRGV School of Medicine Team Based Learning Center (\$1.965 Million) 	<ul style="list-style-type: none"> - South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) - Edinburg CISD - New Administration Parking Lot (\$728,836.92) 	<ul style="list-style-type: none"> - Edinburg CISD - BL Garza Middle School New Parking Lot and Pavement Reconstruction (\$417,107) - Edinburg CISD - Norma Linda Trevino Elementary Student Drop Off Lane Improvements (\$200,000) - Edinburg CISD - Economides High School Paving Improvements Project (\$96,227.50)
2.5 References					
2.5.1 References for three (3) projects	<ul style="list-style-type: none"> - City of Alamo - City of McAllen Public Utility - City of Weslaco - Town of Indian Lake 	<ul style="list-style-type: none"> - U.S. Army Corp of Engineers - City of Del Rio - City of Kingsville 	<ul style="list-style-type: none"> - Seguin ISD - University of Texas Rio Grande Valley - South Texas College - PSJA ISD 	<ul style="list-style-type: none"> - PSJA ISD - City of Pharr - Edinburg Consolidated School District 	<ul style="list-style-type: none"> - Edinburg CISD - PSJA ISD - IDEA Academy Public Schools - Hidalgo County Urban County Program - Hidalgo County Housing Authority
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.	Provided a summary of the phases/stages they will follow on the project.	Provided taskings and milestones they will follow on the project.	Presented step-by-step approaches for project tasks and schedule.	Provided a brief summary of the phases/stages they will follow on the project.	Stated the initial preparation of the project to comprehensive planning documents through final design, strategy sessions and adoptions to perspective challenges as well as managing tasks through a scheduled phasing system, the firm can successfully manage this project from inception to completion.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that the team is available to commence services immediately upon issuance of a notice to proceed from the Owner. They maintain great working relationships with professionals from other engineering disciplines to provide additional services if your project requires.	Stated that they are willing but also fully equipped to expedite the design services and construction administration for the project.	Stated that firm is cognizant of deadline and schedules to begin the construction of the Truck Driving Range Expansion project.	Stated the firm's willingness and ability to commence work on the project. They do not foresee a need to supplement production capability.	Stated that they are willing and able to expedite services and construction administration and, if needed, they can increase their Professional Staff to meet schedule milestones and project demands.
Total Evaluation Points	508.1	528.2	571.2	538.1	517.6
Ranking	5	3	1	2	4

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

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 23-24-1028
EVALUATION SUMMARY**

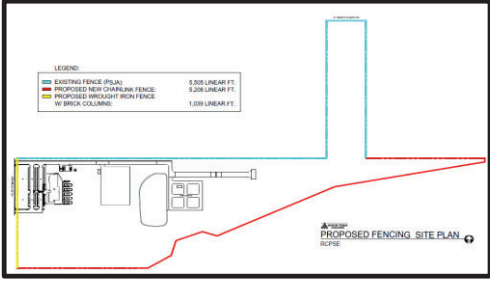
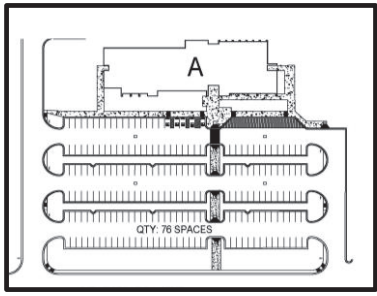
VENDOR	Cruz-Hogan Consultants, Inc.	International Consulting Engineers	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.					
ADDRESS	605 E Violet Ave Ste 1	261 Saratoga Blvd	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500					
CITY/STATE/ZIP	McAllen, TX 78504	Corpus Christi, TX 78417	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501					
PHONE	956-682-5022	361-826-5805	956-631-4482	956-782-2557	956-702-8880					
FAX		361-826-5806	956-682-1545	956-782-2558	956-702-8883					
CONTACT	Ronnie Cruz	Jesus J. Jimenez	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado					
2.1 Statement of Interest (up to 100 points)										
2.1.1 Statement of interest on project	90	92	90	92.8	90	94.2	90	95.4	90	95
2.1.2 Firm History including credentials	94		94		95		95		94	
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	93		87		91		97		97	
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	90		100		100		100		100	
	93		93		95		95		94	
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	90	89.8	95	96.2	90	94.8	90	94.2	90	93
	92		95		94		94		94	
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).	84		98		97		93		97	
2.2.3 Prime Firm meeting availability	90		100		99		100		90	
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	93		93		94		94		94	
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.	85	89.2	85	92.4	90	93.2	85	90.6	85	91
--Identify the consultant and provide a brief history about the consultant	92		94		94		92		92	
--Describe the consultant's proposed role in the project and its related project experience	86		90		90		85		84	
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	90		100		98		97		100	
--Provide a statement of the consultant's availability for the project(s)	93		93		94		94		94	
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)										
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	95	92.8	80	87.4	85	94.2	90	96	90	94
--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 engineer; Project designer; Names of consultant firms and their expertise.	94		92		95		98		98	
	90		85		96		97		97	
	90		95		100		100		100	
	95		85		95		95		85	

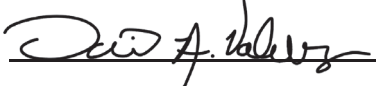


**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY
EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 23-24-1028
EVALUATION SUMMARY**

VENDOR	Cruz-Hogan Consultants, Inc.		International Consulting Engineers		Perez Consulting Engineers, LLC.		R. Gutierrez Engineering Corporation		SAMES, Inc.	
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	50	48.5	67.5	65.8	100	100	67.5	67.5	50	50
	50		67.5		100		67.5		50	
	50		67.5		100		67.5		50	
	42.5		59		100		67.5		50	
	50		67.5		100		67.5		50	
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. 2.6.2 Provide information as part of submission response to assure that Engineering firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Engineer is intending to supplement production capability in order to meet schedule demands.	95	95.8	85	93.6	90	94.8	90	94.4	90	94.6
	95		94		95		95		94	
	99		99		99		97		99	
	100		100		100		100		100	
	90		90		90		90		90	
TOTAL EVALUATION POINTS	508.10		528.20		571.20		538.10		517.60	
RANKING	5		3		1		2		4	

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

Project Fact Sheet
2/2/2024

Project Name: Regional Center for Public Safety Excellence - Parking Lot #1 for Additional Spaces				Project No. 2024-008C			
Funding Source(s): Unexpended Plant Fund							
		FY 23-24					
	Total	FY 23-24	Variance of				Total Actual
	Project Budget	Project Budget	Actual vs. Actual				Expenditures To
		Expenditures	Expenditures				Date
Construction:	\$ 287,000.00	\$ 287,000.00	\$ 287,000.00				\$ -
Design:	28,700.00	28,700.00	\$ 28,700.00				-
Miscellaneous:	15,000.00	15,000.00	\$ 15,000.00				-
FFE:	-	-	\$ -				-
Technology:	-	-	\$ -				-
Total:	\$ 330,700.00	\$ 330,700.00	\$ 330,700.00				\$ -
Project Team				Board Status			
Approval to Solicit		Board Approval of Schematic Design		Vendor		Contract Amount	Actual Expenditures
Architect/Engineer: 10/31/2023							
Architect/Engineer: TBD							
Contractor: TBD		Substantial Completion		Board Acceptance			
		TBD		TBD			
STC FPC Project Manager: David Valdez		Final Completion		Board Acceptance			
		TBD		TBD			
Project Description				Project Scope			
Design and construction of a parking lot extension to the existing Regional Center for Public Safety Excellence Parking Lot #1.				Additional extension of the existing parking lot at the Regional Center for Public Safety Excellence.			
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
10/31/2023	2/27/2024	4/23/2024	6/25/2024	7/25/2024	10/22/2024	11/26/2024	TBD
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total	
2023-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Current Agenda Item							
2/13/2024 Facilities Committee Meeting - Review and Recommend Action on Contracting Civil Engineering Services for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces							
							

FPC Project Manager 	FPC Asst. Director 	FPC Director 
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Consent Agenda:

b. Approval to Contract Mechanical, Electrical, and Plumbing (MEP) Engineering Services for the District Wide HVAC Replacements Phase I at Mid Valley Campus

Administration requests approval to contract mechanical, electrical, and plumbing (MEP) engineering services for the District Wide HVAC Replacements Phase I at Mid Valley Campus project.

Purpose

MEP engineering 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 replace air handlers district-wide.

Background

The existing heating, ventilation, and air conditioning (HVAC) units were installed in 2004 and 2005, and are nearing their end of life. The project consists of replacing a total of thirteen (13) HVAC units at Buildings E, F, and G at the Mid Valley Campus for Phase I of the district-wide replacement efforts. Future phases will be scheduled at a later date.

The proposed scope of work is summarized below:

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

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

Advertised RFQ	November 22, 2023 and November 29, 2023
RFQ Responses Due	December 7, 2023
RFQ Issued To	Thirty-nine (39) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Ethos Holistique Holdings, LLC./dba Ethos Engineering** was the highest ranked firm.

The total project budget is \$2,530,000, which includes costs for construction and design.

District Wide HVAC Replacements Phase I at Mid Valley Campus Total Project Budget	
Budget Item	Estimated Costs
Construction	\$2,300,000
Design (MEP engineering)	230,000
Total Estimated Project Budget	\$2,530,000

Funding Source

Funds for the District Wide HVAC Replacements Phase I at Mid Valley Campus Project 2023-013R are budgeted in the Renewals & Replacements Fund for available use in FY 2023-2024.

Estimated Project Timeline

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

Enclosed Documents

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

The Committee recommended Board approval to contract MEP engineering services with Ethos Holistique Holdings, LLC./dba Ethos Engineering for the District Wide HVAC Replacements Phase I at Mid Valley Campus project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting MEP engineering services with Ethos Holistique Holdings, LLC./dba Ethos Engineering for the District Wide HVAC Replacements Phase I at Mid Valley Campus project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Mid Valley Campus

District Wide Air Handler Replacements

R&R 2024-013R



**SOUTH TEXAS
COLLEGE**

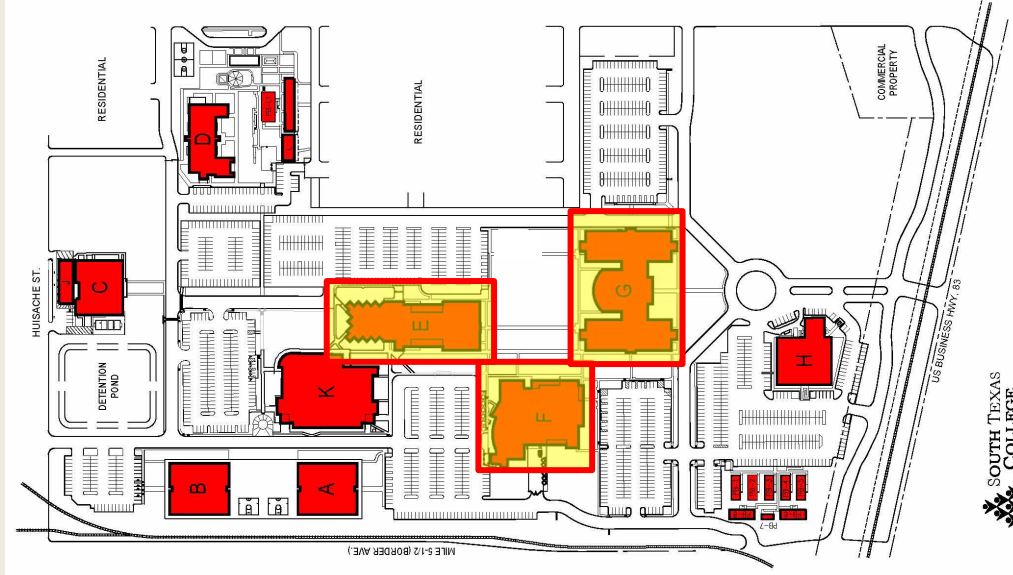
District Wide Air Handler Replacement

Mid Valley Campus

Project Site



PROJECT
LOCATIONS



Buildings:
E, F, and G

District Wide Air Handler Replacement Mid Valley Campus Existing Photos



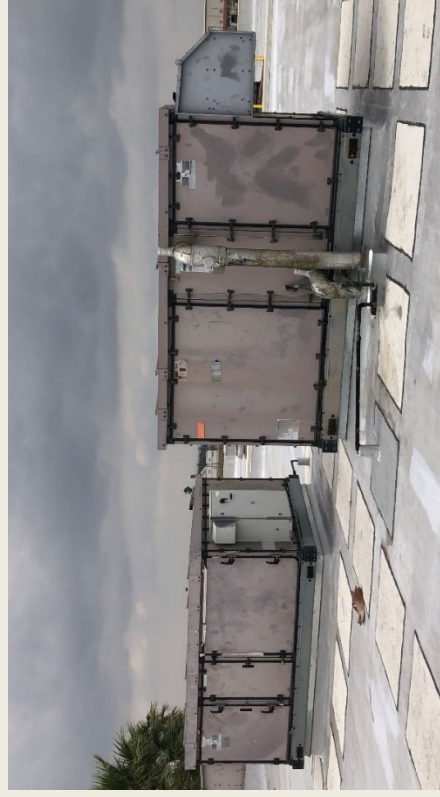
Building F



Building G



Building E



Building G

District Wide Air Handler Replacement

Mid Valley Campus



Requested By

Facilities Operations and Maintenance

Scope of Work

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

Estimated Total Project Budget

Construction	\$ 2,300,000
Design *	230,000
Total Project Budget	\$ 2,530,000

* MEP engineering

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
HVAC REPLACEMENT PHASE I - MID VALLEY CAMPUS
PROJECT NO. 23-24-1027**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Half Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC.
ADDRESS	5656 S Staples St Ste 110	200 S 10th St Ste 901	1126 S Commerce St	5000 W Military Ste 100	601 NW Loop 410 Ste 400	701 S 15th St
CITY/STATE/ZIP	Corpus Christi, TX 78411	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503	San Antonio, TX 78216	McAllen, TX 78501
PHONE	361-992-2284	956-683-1640	956-230-3435	956-445-5210	210-638-7200	956-332-3206
FAX	361-992-2287	956-683-1903	956-720-0830	956-664-0282	210-829-0578	956-687-5561
CONTACT	William B. Stark	Hugo Avila	Cesar Gonzalez	Menton J. Murray, III	Joe Daher	Jesus Gabriel Hinojosa
2.1 Statement of Interest						
2.1.1 Statement of Interest for Project	States they have considerable experience designing engineered systems for new and existing buildings. Provided MEP Professional services for the past 66 years to clients in various markets. Project Manager has over 30 years of experience.	Pointed out the work the firm has completed more than 10 projects over the last seven years for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	Due to history in the state of Texas, they have an intimate knowledge of all local codes, conditions, and policies that the facility use.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.
2.1.2 History and Statistics of Firm	- Providing services since 1957 - 50 staff members in Corpus Christi office - 1,000 year of combined experience	- Providing services since 1972 - 185+ staff member in 7 offices in Texas - Offices in Houston, San Antonio, Austin, McAllen, Dallas, El Paso, and Laredo	- Founded in 2014 - Headquarters Located in Harlingen, TX - 20 Full Time Employees, 2 Registered Engineers	- Founded in Dallas in 1950 - About 1,400 total staff - 32 offices offering services	- Established in 2002 - Over 20+ Years of combined experience - Designs include 2,500 projects, and 125+ clients	- Established in 2012 - Over 20 Years of combined experience - Completed over 300 projects, 65 of which were for Higher Education
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they provide design and consulting services for heating, ventilation and air conditioning systems for commercial, industrial, educational and government clients. Our engineers are professionally licensed in several states and are familiar with the federal, state and local codes and the standards of their profession.	Stated that are uniquely qualified for this project because of the following: Intimate knowledge of existing systems, Understanding of Existing Challenges, and Experience with STC.	Stated they have successful repeat business for over 20 years. Designed over \$50 million in HVAC replacement in the past 12 months.	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.	State that 80% of the projects they perform are renovations. The detailed field investigation of existing school facilities that allows them to ensure the designs are based on verified equipment inventories for all major mechanical, electrical, plumbing and technology systems.	Stated they have gained familiarity with STC over the course of their careers. 40 projects were completed for STC.
2.1.4 Statement of Availability and Commitment	Indicate that the major projects they have are at the end of their design phase and others are in the construction phase, freeing up engineering capacity and allowing them to take on additional projects.	Indicated that the firm's design team meets each week to discuss project schedules and coordinate the allocation of staff to meet needs of each client.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.	Indicate that the deep understanding of the Valley community will help them utilize their extensive resources and expertise to craft effective solutions tailored to the college's needs.	Indicated that firm has the resources to perform work immediately for STC. Listed a staff of eight, including the principals. Stated that they will ensure the projects are completed successfully on time and within budget.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
HVAC REPLACEMENT PHASE I - MID VALLEY CAMPUS
PROJECT NO. 23-24-1027**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Half Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC.
3.2 Prime Firm						
2.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - William B. Stark, PE, LEED AP, MBA, Principal/Sr. Electrical Engineer - Brian Mende, PE, CCP, Sr. Mechanical Engineer - Jeffrey D. Tabb, PE, CCP, LEED AP, Senior Mechanical Engineer - Brian S. Kelly, PE, LEED AP, Senior Mechanical Engineer - Joe B. Martinez, PE, Senior Electrical Designer - Brian Rudacil, Senior Mechanical Engineer /Designer, CX Technician	Included resumes for the following staff: - Edward Puentes, PE, CEM, LEED, Partner in Charge - Hugo H. Avila, PE, Associate / Principal - Robert Tijerina, PE, Project Manager - Maximo Antonio Leochico, Associate Senior Plumbing Designer - T. Joey Beltz, Senior Electrical Designer - Maritza Garza, EIT, Associate / Asst. Project Manager / Senior Mechanical Designer	Included resumes for the following staff: - Rajesh Kapilleshwari, PE, LEED AP, Principal - Guillermo Quintanilla, Principal - Cesar Gonzalez, PE, Principal - Mark Power Warren, Commissioning Director	Included resumes for the following staff: - Trey Murray III, PE, LEED AP, Principal in Charge - Jose Delgado, PE, RCDD, LEED AP, Electrical Engineer - Mark Sisen, PE, QA/QC Manager/HVAC Controls Task Lead - Greg McFarland, PE, Mechanical Engineer Task Lead - Dean Lizzotte, EIT, Mechanical Engineer - Leroy Martinez, PE Project Manager - Sam Garcia, EIT, Mechanical Engineering - Gabriel Benavides, PE, Electrical Engineering Task Lead - Ray Peynado, PE, Electrical Engineer - Luis Hernandez Nava, PE, WELL AP, Plumbing Task Lead	Included resumes for the following staff: - Don Richards, PE, CXA, Principal in Charge - Joe Daher, LEED, AP, BD+C, Project Manager - Mital Patel, PE, LEED, AP BD+C, CXA, Director of Mechanical Engineer - Pat Panuska, Director of Electrical Engineering - Matthew Trevino, Plumbing Engineer, Associate Director - John Arevalo, Construction Administration	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicanor, PE, LEED AP, Principal
2.2.2 Project Assignments and Lines of Authority	Showed percentage time assignments for six named staff members who would be involved in the project.	Listed the assignments for the above named staff and the time commitment each will devote to the project.	Listed the assignments of each staff member.	Showed key personnel assignments for six named staff members who would be involved in the project.	Indicated the percentage of time for all six staff members who would be involved in the project.	Indicated a 100% time commitment from both principles for the project and provided the time commitments from nine staff.
2.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Stated they are 2.5 hrs from STC. They can be here on a daily basis if needed.	Stated they are about 6 miles away and approximately 15 minutes away from the project site.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in Hidalgo County, one of the principals or engineers is always in the area.	Indicated their office is located in McAllen, 35-minutes away and they are available to begin service immediately.	States that all services are subject to schedule and delivery planning, regardless of scope. They develops an agreed upon schedule and they keep it, no exceptions.	Stated they are located in downtown McAllen, and only 3 miles away from the Facilities Planning and Construction Building.
2.2.4 Litigation that could affect firm's ability provide services	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.
2.3 Project Team						
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart with the staff who will be assigned to project. Indicated that no consultants will be used for this project.	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for this project.	Included organization chart that showed all firm staff and which included the following sub consultants: - Boultinghouse Simpson Gates Architects - Architect - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart that showed all firm staff and which included the following sub consultants: - Chanin Structural Engineer - Structural Services	Included organization chart with the staff who will be assigned to project.	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CHLH Engineering, Inc

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
HVAC REPLACEMENT PHASE I - MID VALLEY CAMPUS
PROJECT NO. 23-24-1027**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Half Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC.
2.4 Representative Projects						
2.4.1 Minimum of three (3) projects firm has worked on	<ul style="list-style-type: none"> - Tuloso-Midway Intermediate School - HVAC Replacement (\$1,500,000) - Texas State University - Tower Hall HVAC Investigation & Upgrades (\$700,000) - Coastal Bend College - Master Planning & Various Projects (Project current ongoing) 	<ul style="list-style-type: none"> -South Texas College-Mid Valley Campus - Central Thermal Plant (\$4.4 Million) - Texas A&M University - Corps Dorms Quad - HVAC Upgrades (\$118,000,000) - Texas A&M University- Corpus Christi - Campus-Wide Hydronic Loop Replacement, AHU Replacement, and UV Lighting (\$148,000,000) 	<ul style="list-style-type: none"> - UTRGV - Harlingen CISD Early College High School (\$15,036,000) - UTRGV Campus Chiller Replacement at EITTB & EVABL (\$269,336) - UTRGV Visual Arts Building MEP Upgrades (\$660,700) 	<ul style="list-style-type: none"> - Texas A&M University Kingsville - Texas - Deferred Maintenance (\$40 M) - Texas A&M University Kingsville - Texas - Kleberg Hall HVAC Improvements (\$255,515) - South Texas College - Thermal Plant Expansion (\$4.25M) 	<ul style="list-style-type: none"> - University of Mary-Hardin Baylor - Special Needs Lab Building (\$5.0 Million) - Alamo Colleges - Palo Alto College (\$6.5M) - Lee College - Critical MEP Infrastructure Replacements 	<ul style="list-style-type: none"> - South Texas College - Starr County Campus Thermal Plant (\$5.3M) - South Texas College - Starr County Library (\$2.8 Million) - South Texas College - Starr County Health and Science Facility (\$8.5 Million)
2.5 References						
2.5.1 References for three (3) projects	<ul style="list-style-type: none"> - Tuloso Midway High School - Texas State University - Coastal Bend College 	<ul style="list-style-type: none"> - Texas A&M University - Corps Dorm Quad - United ISD - Harlingen CISD 	<ul style="list-style-type: none"> - UTRGV - Harlingen CISD - Brownsville ISD - Sharyland ISD - Edinburg CISD 	<ul style="list-style-type: none"> - UT-RGV - Texas A&M University -Kingsville - Hidalgo County Commissioner's Court 	<ul style="list-style-type: none"> - Weslaco ISD - Corpus Christi ISD - Alamo Colleges 	<ul style="list-style-type: none"> - La Joya ISD - Edinburg CISD - Harlingen CISD
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.	In order for the design to succeed, the design effort must be rooted in a thorough understanding of the goals of the project.	Stated they believe that their employees must collaborate in order to produce a well coordinated design. Included their detail design approach.	Included a detailed work plan and schedule.	Stated they provide accuracy by reviewing available data and successful project execution planning. Provided a very detailed project approach.	Stated that they believe one of the most important jobs is clear, concise, and frequent written communication. They also mention that the companies policy is that all projects must be subjected to a rigorous quality assurance / quality control check at each major milestone.	Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that the backlog of work will allow them to expedite the design. They will include an engineer on-site to assist the contractor and the College with getting the project commissioned, the facility managers trained, and maintenance schedules identified.	Indicated their willing and able to expedite design services. Stated that they do not foresee any need to supplement production capability, but can do so by utilizing staff from other offices.	Reiterated their commitment to the project, including commitment by their sub consultants.	Stated that the McAllen office has the advantage of being able to reach out for assistance from any of their offices, should they need to.	Indicate that they have expectational man power, resources, and availability to always be successful in completing any STC's proposed project(s).	Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.
Total Evaluation Points	568.30	526.15	570.50	552.90	545.50	544.80
Ranking	2	6	1	3	4	5

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




**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
HVAC REPLACEMENT PHASE I - MID VALLEY CAMPUS
PROJECT NO. 23-24-1027
EVALUATION SUMMARY**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Half Associates, Inc.	LEAF Engineers	Sigma HN Engineers, PLLC.
ADDRESS	5656 S Staples St Ste 110	200 S 10th St Ste 901	1126 S Commerce	5000 W Military Ste 100	601 N W Loop 410 Ste 400	701 S 15th St
CITY/STATE/ZIP	Corpus Christi, TX 78411	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503	San Antonio, TX 78216	McAllen, TX 78501
PHONE	361-992-2284	956-683-1640	956-230-3435	956-664-0286	210-638-7200	956-332-3206
FAX	361-992-2287	956-683-1903	956-720-0830	956-664-0282	210-829-0578	956-687-5561
CONTACT	William B. Stark	Hugo Avila	Guillermo Quintanilla	Menton J. Murray, III	Joe Daher	Jesus Gabriel Hinojosa
2.1 Statement of Interest (up to 100 points)						
2.1.1 Statement of interest on project	95	95	95	95	95	94
2.1.2 Firm History including credentials	93	93	93	93	93	93
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95	96	94	95	95	94
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	93	95	94	95	94	93
	92	97	97	98	98	96
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	94	96	94	96	94	92
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).	93	93	93	93	93	93
2.2.3 Prime Firm meeting availability	95	98	95	98	94	93
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	94	95	94	94	94	94
	97	97	97	98	97	97
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 project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	94	95	96	96	94	93
	92	93	93	93	93	92
	90	98	95	90	85	90
	92	93	93	92	92	93
	94	100	94	100	94	100
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 engineer; Project designer; Names of consultant firms and their expertise.	94	95	92	94	90	90
	92	92	93	93	93	92
	96	91	93	96	95	90
	93	94	93	94	94	92
	99	99	99	99	99	99
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	100	50	100	76	76	76
	100	50	100	76	76	76
	87.5	45.75	87.5	79.5	67.5	76
	100	50	100	76	76	76
	100	50	100	76	76	76
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.	94	96	96	95	96	92
	90	90	90	90	90	90
2.6.2 Provide information as part of submission response to assure that Engineering firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Engineer is intending to supplement production capability in order to meet schedule demands.	100	100	100	100	100	100
	94	95	94	95	95	94
	99	99	98	99	99	98
TOTAL EVALUATION POINTS	568.30	526.15	570.50	552.90	545.50	544.80
RANKING	2	6	1	3	4	5

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



Project Fact Sheet
2/2/2024

Project Name: DW - HVAC Replacements Phase I - Mid Valley Campus		Project No. 2023-013R	
Funding Source(s): Renewal and Replacement Fund			
	<div>Original Total Project Budget</div>	<div>FY23-24 FY 23-24 Project Budget</div>	<div>Variance of Project Budget vs. Actual Actual Expenditures</div>
Construction:	\$ 2,300,000.00	\$ 2,300,000.00	\$ 2,300,000.00
Design:	230,000.00	230,000.00	230,000.00
Miscellaneous:	5,000.00	5,000.00	302.25 4,697.75
FFE:	-	-	-
Technology:	-	-	-
Total:	\$ 2,535,000.00	\$ 2,535,000.00	\$ 302.25 2,534,697.75
Project Team		Board Status	
Approval to Solicit Architect/Engineer: 10/31/2023	Board Approval of Schematic Design		N/A
Architect/Engineer: TBD	Substantial Completion		TBD
Contractor: TBD	Final Completion		TBD
STC FPC Project Manager: Martin Villarreal	Board Acceptance		TBD
Project Description		Project Scope	
Replace existing aging air conditioning roof top units to reduce repairs.		Removal and replacement of multiple existing air conditioning units and UV lights in buildings E, F, & G at the Mid Valley Campus.	
Projected Timeline			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor
10/31/2023	3/26/2024	N/A	7/23/2024
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2023-24	\$ -	\$ -	\$ 302.25
Project Total	\$ -	\$ -	\$ 302.25
Current Agenda Item			
N/A			
<div></div>			

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

c. Approval of Change Order for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I

Administration requests approval of a proposed change order with Holchemont, Ltd. for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project.

Purpose and Justification.

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

Scheduling Priority

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project has been reviewed by the Facilities Planning & Construction department, Administration, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to restore the building to a fully operating condition.

Background

On June 27, 2023, the Board approved contracting construction services with Holchemont, Ltd. A change order to the construction contract is needed due to unforeseen conditions, which includes removing and replacing rotten decking that was discovered, and replacing the wooden nailers to retrofit and level the perimeter walls at the proper heights. The change order would also add days to the substantial completion schedule due to inclement weather delays.

Below is a description of the proposed change order item.

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I			
Proposed Change Order No.	Item Description and Justification	Cost	Days
1	• Remove and replace rotten decking and install nailers for retrofit	\$13,144.50	0 days
	• Rain days	0	34 days
Proposed Change Order No. 1 Total Amount		\$13,144.50	34 days

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

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I Construction Budget with Change Order Proposal	
Construction Contract Amount	\$666,000.00
Change Order No. 1 Amount	13,144.50
Revised Construction Contract Amount	\$679,144.50

Revised Substantial Completion Date

Below is the revised substantial completion schedule authorized by this change order.

Substantial Completion date November 14, 2023

Change Order #1 Extension	34 Days
---------------------------	---------

Revised Substantial Completion Date December 18, 2023

Funding Source

Funds for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R are budgeted in the Renewals & Replacements Fund for use in Fiscal Year 2023 – 2024.

Enclosed Documents

The proposed change order #1 is enclosed.

The Committee recommended Board approval of the proposed change order with Holchemont, Ltd. for scope modifications in the amount of \$13,144.50 and an additional thirty-four (34) days for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed change order with Holchemont, Ltd. for scope modifications in the amount of \$13,144.50 and an additional thirty-four (34) days for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

DRAFT

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> STC MVC Bldg H Phase 1 Roof Replacement 800 W. Railroad St., Bldg H, Weslaco, TX 78596	CONTRACT INFORMATION: Contract For: General Construction Date: July 05, 2023	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: January 30, 2024
OWNER: <i>(Name and address)</i> South Texas College 3200 W. Pecan Blvd McAllen, TX 78501	ARCHITECT: <i>(Name and address)</i> Milnet Architectural Services 608 S. 12th St. McAllen, TX 78501	CONTRACTOR: <i>(Name and address)</i> Holchemont, LTD. 900 N. Main St. McAllen, TX 78501

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Reason for Delay	Date	Total Days
Rain Delay Days	Weather/Rain days for November 2023	20 days
Rain Delay Days	Weather/Rain days for December 2023	11 days
Rain Delay Days	Weather/Rain days for January 2024	3 days
		TOTAL: 34 days

Change Request 01

Remove/Replace Rotten Decking/ Retrofit nailers to correct heights.....\$13,144.50

The original Contract Sum was	\$	666,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	666,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	13,144.50
The new Contract Sum including this Change Order will be	\$	679,144.50

The Contract Time will be increased by Thirty-four (34) days.

The new date of Substantial Completion will be December 18, 2023

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

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

Milnet Architectural Services ARCHITECT <i>(Firm name)</i>	Holchemont, LTD. CONTRACTOR <i>(Firm name)</i>	South Texas College OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
Rodolfo R. Molina, Jr, President	Michael C. Montalvo, Manager of Holchemont	Dr. Ricardo J. Solis, President
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE



Project Fact Sheet
2/2/2024

Project Name: MVC - South Academic Building H Repair and Renovations				Project No. 2022-038R				
Funding Source(s): Renewals and Replacement Fund								
			FY21-22			FY22-23		
			FY 21-22			FY 22-23		
			Actual			Actual		
			Expenditures			Expenditures		
			Variance of			Variance of		
			Project Budget			Project Budget		
			vs. Actual			vs. Actual		
			Expenditures			Expenditures		
			Expenditures			Expenditures		
Construction:*	\$ 600,000.00	\$ 630,000.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ 34,504.00	\$ 595,496.00
Design:*	60,000.00	60,000.00	-	-	-	40,163.00	39,796.06	366.94
Miscellaneous:	12,000.00	12,000.00	-	456.12	(456.12)	25,000.00	27,071.35	(2,071.35)
FFE:	158,700.00	158,700.00	-	-	-	-	-	-
Technology:	125,000.00	125,000.00	-	-	-	-	-	-
Total:	\$ 955,700.00	\$ 985,700.00	\$ -	\$ 456.12	\$ (456.12)	\$ 695,163.00	\$ 101,371.41	\$ 593,791.59
			Funds will be used from the insurance claim and savings from other projects.			*Amount for Phase I Roof Replacement only Construction Cost is \$666,000.		
			FY23-24					
			FY 23-24					
			Actual					
			Expenditures					
			Variance of					
			Project Budget					
			vs. Actual					
			Expenditures					
			Expenditures					
Construction:*			\$ 1,305,000.00	\$ 587,328.19	\$ 717,671.81			\$ 621,832.19
Design:*			130,000.00	-	130,000.00			39,796.06
Miscellaneous:			10,000.00	-	10,000.00			27,527.47
FFE:			160,000.00	-	160,000.00			-
Technology:			125,000.00	-	125,000.00			-
Total:			\$ 1,730,000.00	\$ 587,328.19	\$ 1,142,671.81			\$ 689,155.72
Project Team			Board Status					
Approval to Solicit Architect/Engineer: 10/26/2021			Vendor Contract Amount Actual Expenditures Variance					
Architect/Engineer: Milnet Architectural Services			Milnet Architectural Services \$56,332 39,796.06 \$16,535.94					
Contractor: Holchemont, Ltd.			Holchemont, Ltd. (Phase I - Roof Replacement) \$ 666,000 \$ 621,832.19 \$ 44,167.81					
STC FPC Project Manager: David Valdez			Board Acceptance TBD					
			Board Acceptance TBD					
Project Description			Project Scope					
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage. Renovate approximately 6,720 square feet of interior space.			Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.					
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	
10/26/2021	3/29/2022	TBD	6/27/2023	7/15/2023	12/12/2023	1/12/2024	12/12/2023	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12		
2022-23	34,504.00	39,796.06	27,071.35	-	-	\$ 101,371.41		
2023-24	587,328.19	-	-	-	-	\$ 587,328.19		
Project Total	\$ 621,832.19	\$ 39,796.06	\$ 27,527.47	\$ -	\$ -	\$ 689,155.72		
Current Agenda Item								
02/13/2024 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I								

FPC Project Manager

David A. Valdez

FPC Asst. Director

Rita G. Geller

FPC Director

RMA

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

The Board is asked to approve action as necessary to contract architectural services for the District Offices Building Renovation project.

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.

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.

Selection of Most Highly-Qualified Firm

The Board of Trustees approved soliciting architectural services for this project on July 25, 2023. College staff evaluated the submissions from the architectural firms in Rounds 1 and 2 of the evaluation process.

On January 30, 2024, Dr. Ricardo J. Solis, College President, recommended that the Board of Trustees invite the top three ranked architectural firms for a Round 3 evaluation. Based upon that recommendation, the Board approved proceeding to Round 3 of the evaluation process to allow the top three ranked architectural firms to present their vision and concept for the project to the Board.

Dr. Solis instructed administration to propose a Round 3 evaluation process to help the Board determine best value among the invited firms.

In a follow-up conversation with Dr. Alejo Salinas, Facilities Committee Chairman, further guidance was provided that the Board's evaluation would focus only on the Board Room / Meeting spaces portion of the overall project, as per the Board's discussion on January 30. The Board would not include the remainder of the project space in their Round 3 evaluation.

Proposed Round 3 Evaluation Process

Administration proposes the following Round 3 evaluation procedure for the Board's consideration:

- Invite each firm to present at a future date as determined by the Board of Trustees for presentations to the Board.
- Each firm will be provided the previously completed preliminary conceptual design as the basis for their understanding of the overall project.

- The presentation will be focused on the Board Room / Work Space and adjoining conference room.
- The Board will evaluate each presentation according to the following criteria:
 1. How will your design support the space programming needs to meet the usage of this space, including flow of traffic, dynamic furniture options, and storage? **(0 – 4 points)**
 2. What technological considerations will you undertake to support the needs of the Board, administration, staff, and public guests? **(0 – 4 points)**
 3. What design elements will ensure the space delivers a strong, positive impact on visitors? **(0 – 4 points)**
 4. What steps will your firm undertake to contain costs and deliver the project within the proposed budget? **(0 – 4 points)**
 5. What examples can you provide of comparable projects designed by your team? **(0 – 4 points)**
- Each trustee will score the presentations according to the following rubric:
 - a. 4 points: Excellent
 - b. 3 points: Good
 - c. 2 points: Fair
 - d. 1 point: Poor
 - e. 0 points: Not addressed

Items for Trustees' Consideration:

As per feedback from Dr. Alejo Salinas, Jr., Facilities Committee Chair, the proposed Round 3 Evaluation Process focuses the Board's evaluation on the scope of the Board Room /Meeting Space that would be significantly used by Board related activities. This space comprises approximately 1/6th of the total footprint of the District Offices Renovation project, and the proposed Round 3 evaluation process would yield up to 20 points to each firm as evaluated by the Board.

When combining the Board's evaluation with the Round 2 evaluation scores, the final evaluation score would be based on 120 total possible points, with 1/6th (20 / 120) of those points attributed specifically to the Board Room / Meeting Space evaluation by the Board. All evaluation documentation, including notes and evaluation sheets, will be archived with the Purchasing Department, and subject to Texas Public Information Act requests. The Committee deferred deliberation on this item for the Board's review and action.

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Amending the Contract with Brown Reynolds Watford Architects and Budget Increase for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

Administration requests approval of amending the contract with Brown Reynolds Watford Architects (BRW) to increase the project budget and include the design of an area for percussion instruction in the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project.

Purpose and Justification

A contract amendment is required to include a previously planned percussion area in the scope of work for the project. An increase to the project budget would be necessary for the cost of the additional scope.

Background

On June 28, 2022, the Board of Trustees approved contracting architectural services with BRW for the project, which initially included a percussion suite. College administration directed BRW to exclude the percussion area from the development of the schematic design to reduce the project cost, with plans to pursue it as a separate phase at a later date.

On October 31, 2023, the Board approved a schematic design of the project that did not include the percussion area.

Administration has identified available funds to cover the cost of the percussion area, and has requested that it be added to the scope of the project. Currently, the Pecan Campus Music program holds percussion courses in portable buildings. The portable buildings are not ideal for the acoustics and amount of space associated with percussion instruments.

Contract Amendment

The percussion suite was included in the initial solicitation for the project, but was removed from the scope for the development of the schematic design. To add the percussion area into the current project scope, an amendment to the contract with BRW is required.

Project Budget Increase

The additional scope would require an increase to the project budget. The current schematic design calls for an expansion of 8,600 sq. ft. The addition of the percussion area would increase the expansion by 4,770 sq. ft., for a new total of 13,370 sq. ft.

The architect's estimate of the probable construction cost for the current approved schematic design is \$4,800,000. Due to the increased scope of the Percussion Area, with an estimated construction cost of \$2,750,000, the total estimated construction cost for the project would increase to \$7,550,000.

The revised proposed total project budget is \$9,740,000 and itemized in the table below:

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Total Project Budget				
Budget Item	Original Project Budget	Revised Project Budget	Estimated Percussion Area Budget	Total
Construction	\$3,360,000	\$4,800,000	\$2,750,000	\$7,550,000
Design (acoustical, civil engineering, landscape)	336,000	480,000	275,000	755,000
Miscellaneous	100,800	144,000	68,750	212,750
FFE	285,600	408,000	203,125	611,125
Technology	285,600	408,000	203,125	611,125
Total Project Budget	\$4,368,000	6,240,000	\$3,500,000	\$9,740,000

Funding Source

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

Enclosed Documents

A site plan with the proposed location of the percussion area is enclosed for the Committee's review and information.

On February 13, 2024, Administration informed the Committee there were ongoing discussions regarding potential opportunities for further expansion to the Phase I portion of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project as well, and the Committee asked staff to provide more information for the project.

The Committee deferred from making any recommendation for Board action, pending an update on the overall project.

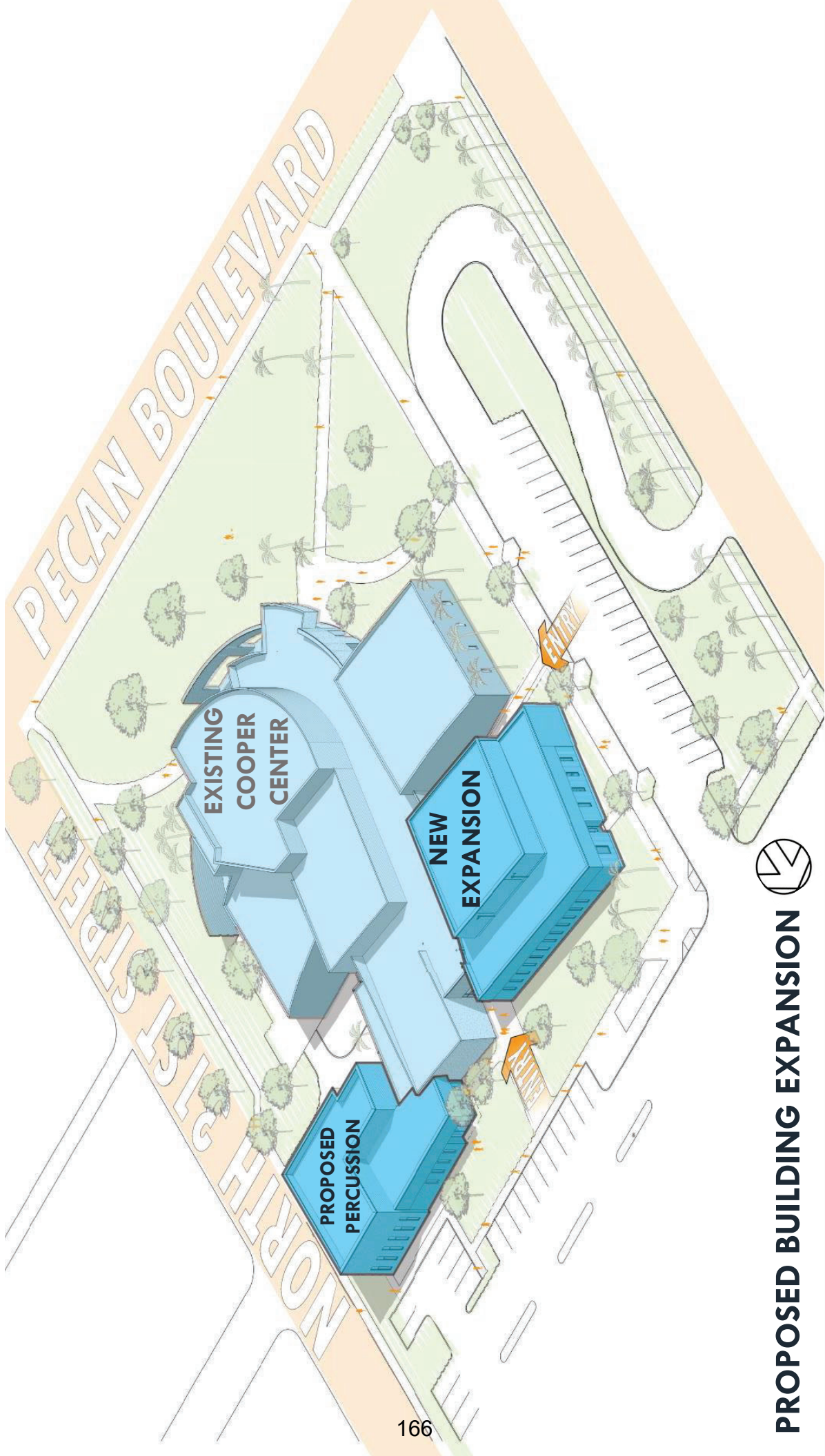
Administration will provide an update at the Board meeting.

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

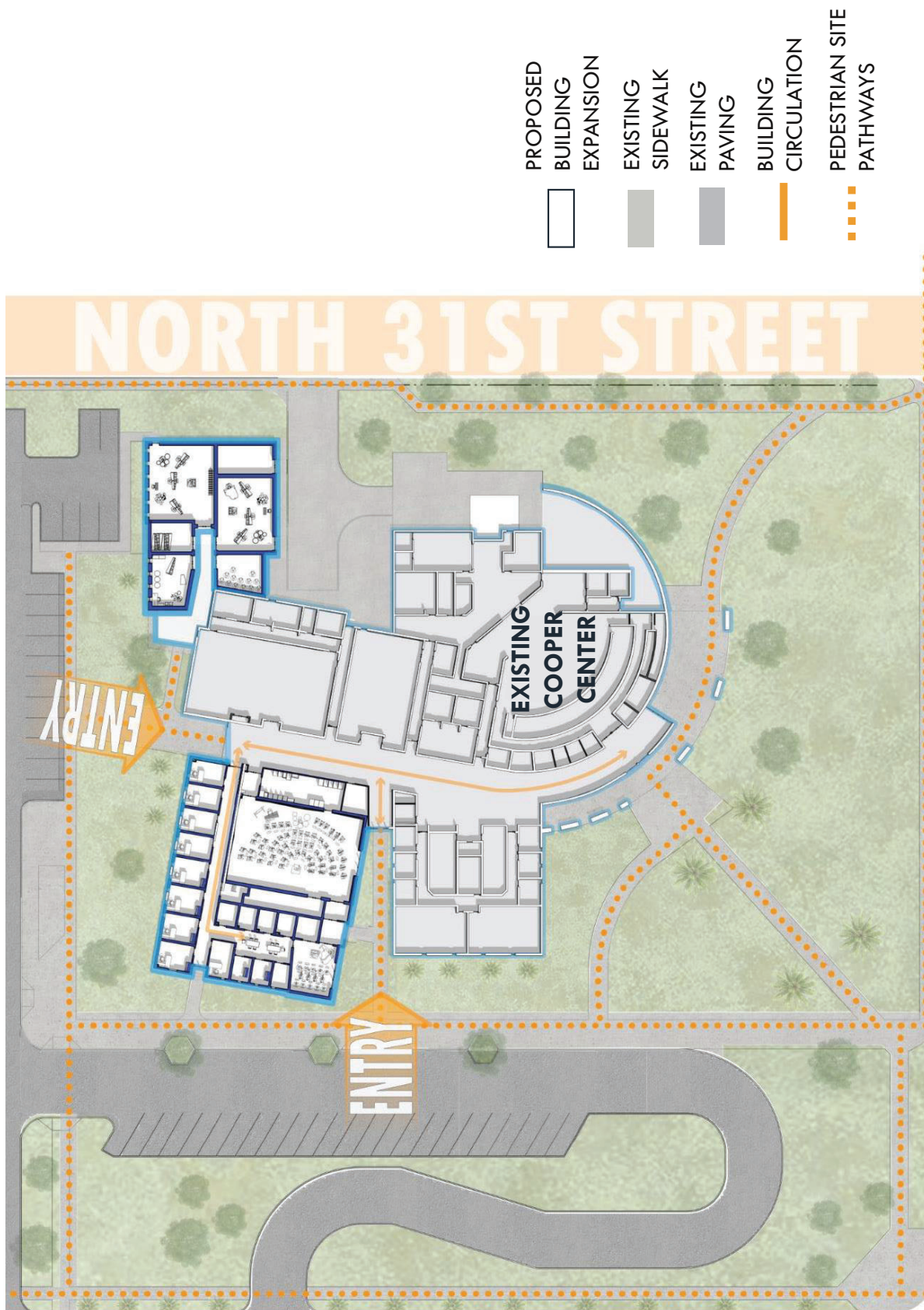
The Board of Trustees of South Texas College approves and authorizes amending the contract with BRW and a budget increase for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs project as presented.

Approval Recommended:

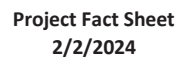
Dr. Ricardo J. Solis
President



PROPOSED BUILDING EXPANSION



SITE PLAN



FPC Project Manager

FPC Asst. Director

FPC Director

Review and Action on Substantial Completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices

Administration requested approval of substantial completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices project.

Project		Completion Recommended	Date Received
1.	Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices Project 2022-041C Architect: Able City, LLC. Contractor: Holchemont, Ltd.	Substantial Completion Recommended	January 26, 2024

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Pecan Campus North Academic Humanities Building P to convert classroom spaces to office spaces.

College staff and the Architect visited the site and developed a construction punch list on January 26, 2024. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$689,000.

The following table summarizes the current budget status:

Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$630,000.00	\$689,000.00	\$0	\$689,000.00	\$638,054.56	\$50,945.44

Enclosed Documents

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

On February 13, 2024, the Facilities Committee deferred any deliberation or action on this item to the regular Board Meeting. This item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes of substantial completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Pecan Campus North Academic Humanities Building P Administration and Support Services Renovation



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
South Texas College -
North Academic Humanities Building P
Renovations for Administrative and
Support Services

CONTRACT INFORMATION:
Contract For: General Construction

CERTIFICATE INFORMATION:
Certificate Number: 001

Date: July 5, 2023

Date: January 26, 2024

OWNER: *(name and address)*
South Texas College
3200 W. Pecan Blvd.
McAllen, TX 78501

ARCHITECT: *(name and address)*
Able City, LLC
200 South 10th Street, Box Suite 907
McAllen, TX
78501

CONTRACTOR: *(name and address)*
Holchemont, LTD
900 N. Main St.
McAllen, TX
78501

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Able City, LLC
ARCHITECT *(Firm Name)*


SIGNATURE

Claudio A Leon, AIA
PRINTED NAME AND TITLE

January 8, 2024
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

WORK TO BE COMPLETED AND CORRECTED WITHIN THIRTY DAYS FROM ISSUANCE OF THE PUNCH LIST REPORT, IN LIEU OF THE THIRTY DAYS AFTER SUBSTANTIAL COMPLETION AS STATED IN THE PARAGRAPH BELOW.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within THIRTY DAYS (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$34,273.00 (PROJECT RETAINAGE)

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

CONTRACTOR TO COMPLETE ARCHITECTURAL, MECHANICAL, ELECTRICAL AND PLUMBING PUNCH LIST IN THEIR ENTIRETY. FINAL ACCEPTANCE OF PROJECT WILL BE CONTINGENT ON INSTALLATION AND COMPLETION OF ALL PENDING ITEMS. THE OWNER HEREBY ACCEPTS CONTROL OF THE PROPERTY ON WORK THAT HAS BEEN FULLY COMPLETED. THE OWNER SHALL HAVE RELEVANT INSURANCE IN PLACE PRIOR TO OCCUPYING THE BUILDING. THE CONTRACTOR SHALL VERIFY THAT THE OWNER'S INSURANCE ARE IN EFFECT PRIOR TO CANCELLING THE CONTRACTOR'S INSURANCE WARRANTIES AND THEIR APPLICABLE PROVISIONS OF THE CONSTRUCTION CONTRACT SHALL TAKE EFFECT AS STATED ABOVE.

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User Notes:

(3B9ADA49)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>Holchemont, LTD</u>	<u>Michael Montalvo, Project</u>
CONTRACTOR (<i>Firm</i>	Manager
<i>Name</i>)	
<u>South Texas College</u>	
OWNER (<i>Firm Name</i>)	

<u>SIGNATURE</u>	<u>PRINTED NAME AND TITLE</u>	<u>DATE</u>
<u>SIGNATURE</u>	<u>PRINTED NAME AND TITLE</u>	<u>DATE</u>



Project Fact Sheet
2/2/2024

Project Name:		Pecan Campus - North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity				Project No.		2022-041C		
Funding Source(s):		Unexpended Plant Fund								
			FY 21-22			FY 22-23				
			Variance of Project			Variance of				
			FY 21-22			FY 22-23				
			Budget vs. Actual			Project Budget				
			Expenditures			Actual				
			Expenditures			Expenditures				
Construction:	\$ 790,100.00	\$ 689,000.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ 139,152.00	\$ 490,848.00		
Design	79,010.00	45,510.00	11,900.00	-	11,900.00	71,100.00	37,658.25	33,441.75		
Miscellaneous:	5,000.00	5,000.00	2,500.00	456.12	2,043.88	4,500.00	2,671.12	1,828.88		
FFE:	110,000.00	90,000.00	-	-	-	110,000.00	-	110,000.00		
Technology:	50,000.00	50,000.00	-	-	-	50,000.00	-	50,000.00		
Total:	\$ 1,034,110.00	\$ 879,510.00	\$ 14,400.00	\$ 456.12	\$ 13,943.88	\$ 865,600.00	\$ 179,481.37	\$ 686,118.63		
* Revised budget based on construction amount.										
			FY 23-24							
			Variance of Project							
			FY 23-24							
			Budget vs. Actual							
			Expenditures							
			Expenditures							
Construction:	\$ 630,000.00	\$ 498,902.56	\$ 131,097.44						Total Actual Expenditures To Date \$ 645,247.72	
Other Construction Costs:		\$ 7,193.16	\$ (7,193.16)							
Design	11,340.00	1,984.32	9,355.68						39,642.57	
Miscellaneous:	1,500.00	-	1,500.00						3,127.24	
FFE:	110,000.00	-	110,000.00						-	
Technology:	50,000.00	-	50,000.00						-	
Total:	\$ 802,840.00	\$ 508,080.04	\$ 294,759.96						\$ 688,017.53	
Project Team			Board Status							
Approval to Solicit Architect/Engineer: 3/29/2022			Board Approval of Schematic Design 1/31/2023				Contract Amount		Actual Expenditures	
Architect/Engineer: Able City Architects							Vendor		Variance	
Contractor: Holchemont, Ltd.			Substantial Completion TBD				Board Acceptance TBD			
STC FPC Project Manager: David Valdez			Final Completion TBD				Board Acceptance TBD			
Project Description			Project Scope							
Renovation of approximately 4,550 square feet of the Pecan Campus North Academic Humanities Building P for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity.			Renovate existing instructional spaces on the third floor of the Pecan Campus North Academic Humanities Building P for administrative offices.							
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			
3/29/2022	6/26/2022	1/31/2023	6/27/2023	7/25/2023	2/27/2024	3/26/2024	1/26/2024			
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total				
2021-22	-	-	456.12	-	-	\$ 456.12				
2022-23	139,152.00	37,658.25	2,671.12	-	-	\$ 179,481.37				
2023-24	506,095.72	1,984.32	-	-	-	\$ 508,080.04				
Project Total	\$ 645,247.72	\$ 39,642.57	\$ 3,127.24	\$ -	\$ -	\$ 688,017.53				
Current Agenda Item										
02/13/2024 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices										

FPC Project Manager

FPC Asst. Director

FPC Director

Review and Action on Substantial Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I

Administration requests approval of substantial completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project.

Project		Completion Recommend ed	Date Received
1.	Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R Architect: Milnet Architectural Services, PLLC. Contractor: Holchemont, Ltd.	Substantial Completion Recommended	January 18, 2024

This project was initiated in 2021 due to the building being damaged by a rainstorm. The project has been reviewed by the Facilities Planning & Construction department, Administration, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to restore the building to a fully operating condition.

College staff and the Architect visited the site and developed a construction punch list on January 18, 2024. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$666,000.

The following table summarizes the current budget status:

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$630,000.00	\$666,000.00	\$0	\$666,000.00	\$621,832.19	\$44,167.81

Enclosed Documents

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

On February 13, 2024, the Facilities Committee deferred any deliberation or action on this item to the regular Board Meeting. This item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I



Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I





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Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> STC Mid-Valley Campus Bldg H Phase 1 Roof Replacement 200 N Nebraska Weslaco, TX 78596	CONTRACT INFORMATION: Contract For: General Construction Date: July 05, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: January 18, 2024
OWNER: <i>(name and address)</i> South Texas College 3200 W Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> Milnet Architectural Services, PLLC. 608 S. 12th St. McAllen, TX. 78501	CONTRACTOR: <i>(name and address)</i> Holchemont, LTD. 900 N. Main St. McAllen, TX 78501

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

Milnet Architectural
Services, PLLC.

Rodolfo R. Molina, Jr.,
President

January 18, 2024

ARCHITECT *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Refer to attached punchlist.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$12,500.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Holchemont, LLC

CONTRACTOR *(Firm Name)*

SIGNATURE

Michael C. Montalvo,
Manager of Holchemont

PRINTED NAME AND TITLE

DATE

South Texas College

OWNER *(Firm Name)*

SIGNATURE

Dr. Ricardo J. Solis,
President

PRINTED NAME AND TITLE

DATE

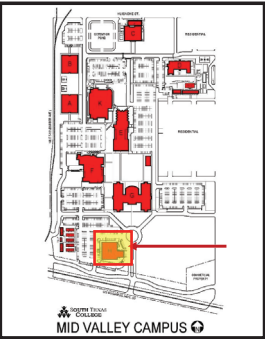
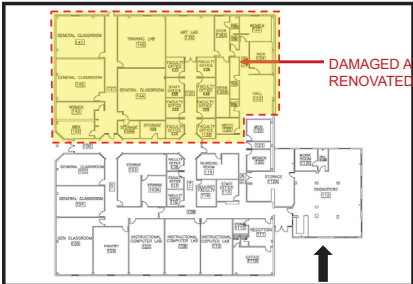

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User Notes:

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Project Fact Sheet
2/2/2024

Project Name: MVC - South Academic Building H Repair and Renovations				Project No. 2022-038R				
Funding Source(s): Renewals and Replacement Fund								
			FY21-22			FY22-23		
			FY 21-22			FY 22-23		
			Actual			Actual		
			Expenditures			Expenditures		
			Variance of			Variance of		
			Project Budget			Project Budget		
			vs. Actual			vs. Actual		
			Expenditures			Expenditures		
			Expenditures			Expenditures		
Construction:*	\$ 600,000.00	\$ 630,000.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ 34,504.00	\$ 595,496.00
Design:*	60,000.00	60,000.00	-	-	-	40,163.00	39,796.06	366.94
Miscellaneous:	12,000.00	12,000.00	-	456.12	(456.12)	25,000.00	27,071.35	(2,071.35)
FFE:	158,700.00	158,700.00	-	-	-	-	-	-
Technology:	125,000.00	125,000.00	-	-	-	-	-	-
Total:	\$ 955,700.00	\$ 985,700.00	\$ -	\$ 456.12	\$ (456.12)	\$ 695,163.00	\$ 101,371.41	\$ 593,791.59
			Funds will be used from the insurance claim and savings from other projects.			*Amount for Phase I Roof Replacement only Construction Cost is \$666,000.		
			FY23-24					
			FY 23-24					
			Actual					
			Expenditures					
			Variance of					
			Project Budget					
			vs. Actual					
			Expenditures					
			Expenditures					
Construction:*			\$ 1,305,000.00	\$ 587,328.19	\$ 717,671.81			\$ 621,832.19
Design:*			130,000.00	-	130,000.00			39,796.06
Miscellaneous:			10,000.00	-	10,000.00			27,527.47
FFE:			160,000.00	-	160,000.00			-
Technology:			125,000.00	-	125,000.00			-
Total:			\$ 1,730,000.00	\$ 587,328.19	\$ 1,142,671.81			\$ 689,155.72
Project Team			Board Status					
Approval to Solicit Architect/Engineer: 10/26/2021			Vendor Contract Amount Actual Expenditures Variance					
Architect/Engineer: Milnet Architectural Services			Milnet Architectural Services \$56,332 39,796.06 \$16,535.94					
Contractor: Holchemont, Ltd.			Holchemont, Ltd. (Phase I - Roof Replacement) \$ 666,000 \$ 621,832.19 \$ 44,167.81					
STC FPC Project Manager: David Valdez			Board Acceptance TBD					
			Board Acceptance TBD					
Project Description			Project Scope					
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage. Renovate approximately 6,720 square feet of interior space.			Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.					
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	
10/26/2021	3/29/2022	TBD	6/27/2023	7/15/2023	12/12/2023	1/12/2024	12/12/2023	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12		
2022-23	34,504.00	39,796.06	27,071.35	-	-	\$ 101,371.41		
2023-24	587,328.19	-	-	-	-	\$ 587,328.19		
Project Total	\$ 621,832.19	\$ 39,796.06	\$ 27,527.47	\$ -	\$ -	\$ 689,155.72		
Current Agenda Item								
02/13/2024 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I								
								
PROJECT LOCATION		DAMAGED AREA TO BE RENOVATED		North				

FPC Project Manager

David A. Valdez

FPC Asst. Director

Rita G. Geller

FPC Director

RMA

Review and Action on the Facilities Usage Agreement with Mission Economic Development Corporation for the Mission Center for Education and Economic Development Office Space

Administration requests approval of a Facilities Usage Agreement with the Mission Economic Development Corporation (MEDC) for use of the Mission Center for Education and Economic Development (CEED) Office Space.

Justification and Background

Additional space will allow offering various non-credit programs aligned with entrepreneurship and business development on an off-campus site, which enhances the College's presence in the business community. In addition, the College will be able to showcase and promote the South Texas College Apprenticeship Center (STCAC).

Term

The facility usage agreement allows for subsequent renewals as agreed upon by both parties. The term of the agreement would be from March 1, 2024 to February 28, 2025, at the same rate of \$950.00 per month at a total cost of \$11,400.00.

Facility	Term	Anticipated Lease Cost
MEDC CEED Office Space	3/1/24 – 2/28/25	\$11,400.00 per year

Funding Source

Funds for this agreement will be available in the budget for FY 2023 – 2024 and FY 2024-2025.

On February 13, 2024, the Facilities Committee deferred any deliberation or action on this item to the regular Board Meeting. This item is presented without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the facility usage agreement with the MEDC for use of the CEED Building Office Space for the period from March 1, 2024 through February 28, 2025, at a cost of \$11,400.00, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Proposal for Use of the Mission Center for Entrepreneurship and Economic Development

The Mission Center for Entrepreneurship and Economic Development presents the College with an opportunity to directly work within the community we serve by fostering local economic growth and empowering individuals through comprehensive training programs. Leveraging the resources and expertise of the CWED, CATA, and Law Enforcement departments, we propose diverse offerings aimed at enhancing essential skills vital for workplace success and entrepreneurial ventures.

Proposed Training Areas:

1. **Entrepreneurship and Small Business:** A sequence of courses/seminars will focus on providing aspiring entrepreneurs guidance on business ideation, planning, creating a business plan, and practical insights into starting a small business.
2. **Spanish for the Workplace:** In today's multicultural workplaces, proficiency in Spanish is invaluable for effective communication and collaboration. Our program will provide practical language skills tailored to workplace scenarios.
3. **ESL for the Workplace:** For non-native English speakers, proficiency in English is essential for career advancement. The ESL program will focus on workplace-specific language and skills to enhance professional opportunities and facilitate employer/employee communication.
4. **Leadership and Supervisory Skills:** These courses are envisioned to cover key principles, strategies, and best practices for effective supervision and leadership in different workplace environments.
5. **Business Writing:** This course will focus on developing effective written communication skills for various business contexts.
6. **Customer Service:** These workshops will focus on providing exceptional customer service to ensure customer satisfaction and loyalty.
7. **Promotion and marketing of the Apprenticeship Programs** to the business community.
8. **Providing continuing education units for law enforcement** that do not require specialized equipment.

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	12/6/2024	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	4/23/2024	6/15/2024	4/26/2025	5/10/2025
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	6/25/2024	8/7/2024	10/28/2025	11/25/2025
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	3/26/2024	4/23/2024
13	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	3/26/2024	4/23/2024
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	3/26/2024	4/23/2024
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	3/26/2024	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	3/26/2024
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	2/27/2024	3/26/2024
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	2/27/2024	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 January 31, 2024

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	9,127,213.57	698,311.17
Proposed Projects for the Month of January 2024	2,502,904.14	-
Total Project Budget Balance	\$ 20,514,486.29	\$ 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	\$ -
Board Approved on December 6, 2023			
No projects were presented			
Total Board Approval on December 6, 2023		\$ -	\$ -
Board Approved on January 30, 2024			
	Pecan West Continuing Education Building A - Architectural Design Fee Proposal for ERO Architects - Estimated Project Budget \$9,087,683	\$ 443,654.14	
	Final Completion of RCPSE Canopy for Safety Training Vehicles, Canopy for Students and Instructors, and Fammable Liquid and Gas (F.L.A.G.) Fire Training Area	\$ 1,659,250.00	
	Contracting Architectural Services for the District Offices Building Renovation. Estimated Project Budgeted \$ \$5,000,000	\$ 400,000.00	
Total Board Approval on January 30, 2024		\$ 2,502,904.14	\$ -
Total FY 24 Board Approved Projects		\$ 11,630,117.71	\$ 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	\$ 71,916	\$ 1,063,084	\$ 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	\$ 687,198	\$ 192,312	\$ 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	March 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	\$ 130,273	\$ 5,567,727	\$ 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	\$ 166,610	\$ 33,390	\$ 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	\$ 1,165,423	\$ 19,568,737	\$ 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	April 2024	Approval of Preliminary Design	TBD	TBD
11	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ 1,875,000	\$ 25,288	\$ 1,849,712	\$ 628,225	High	N/A	N/A	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	\$ 803,338	\$ 736,417	\$ 898,700	High	March 2024	Approval of Substantial Completion	PBK Architects	Holchemont
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 1,373,189	\$ 1,275,086	\$ 1,451,500	High	March 2024	Approval of Substantial Completion	PBK Architects	Holchemont
16	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 1,235,430	\$ 680,085	\$ 555,345	\$ 691,200	High	March 2024	Approval of Substantial Completion	PBK Architects	Holchemont
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 49,516	\$ 255,484	\$ 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	\$ 2,906,127	\$ 2,911,333	\$ 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	\$ 539,053	\$ 2,568,947	\$ 2,576,680	High	July 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV						●				\$ 41,350	\$ 55,989	\$ (14,639)	\$ 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	\$ 831,037	\$ 2,828,213	\$ 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	March 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	February 2024	Approval of Final Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 458,985	\$ 2,092,315	\$ 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	\$ 1,625,794	\$ 2,735,654	\$ 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	February 2024	Approval of Substantial Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 1,484,197	\$ 1,312,053	\$ 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	\$ 3,555,389	\$ 2,029,642	\$ 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	3	\$ 73,780,722	\$ 10,191,359	\$ 63,589,363	\$ 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	\$ 209,717	\$ 212,283	\$ 218,600	Low	May 2024	Approval of Substantial Completion	DBR
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 209,717	\$ 552,283	\$ 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	March 2024	Approval of Construction Services	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	\$ 1,336,425	\$ 10,142,015	\$ 11,275,039					

Outstanding Issues - Action Plan
February 13, 2024 Facilities Committee Meeting
as of February 6, 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 2/6/2024	<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>2/6/2024: D. Wilson performed a mock-up of their proposed brick ledge weep holes on January 12, 2024. The work was reviewed by the Design Team and they met with College staff to discuss results. College staff provided photos of water infiltration that was noted on November 13, 2023. BEAM Professionals is in the process of documenting the water intrusion versus previously noted leaks to see if water is still entering from previous repairs done by D. Wilson.</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> <p>2/6/2024: Pending report and letter from BEAM Professionals on recommendation on how to proceed forward.</p>

Mid Valley Campus						
2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024	<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>2/6/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is at Substantial Completion. 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> <p>2/6/2024: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is at Substantial Completion; construction documents for interior work by Architect in progress.</p>
3	Mid Valley Campus Workforce Center Building D - Automotive, Welding, and HVAC-R Labs	Holchemont, Ltd.	Pending	2/6//2024	<p>2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided Change Proposals for Contractor's General Conditions and are currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor coordination and delays in material. The project team is working to resolve the change order that is fair to the Contractor and Owner.</p>	<p>2/6/2024: The construction of the project is nearing Substantial Completion in possibly March with the exception of material delays. The Project Team is working on a change order that is fair to the Contractor and Owner.</p>

Nursing and Allied Health Campus						
4	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	<p>5/31/2023</p> <p>7/11/2023</p> <p>10/11/2023</p> <p>11/17/2023</p> <p>1/10/2024</p> <p>2/6/2024</p>	<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.</p> <p>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>2/6/2024: Meeting with Owner, Architect and Contractor to review moisture test results was done. A report from the Architect regarding recommendations and next steps is pending..</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> <p>2/6/2024: A report from the Architect regarding recommendations and next steps is pending</p>

Starr County Campus						
5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	Pending	2/6/2024	2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided a Change Proposal for Contractor's General Conditions and is currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor's coordination of product submittals and installation of construction materials. The project team is working to resolve the change order that is fair to the Contractor and Owner.	2/6/2024: The construction of the project is in progress and the Contractor's revised schedule has Substantial Completion scheduled for August. The Project Team is working on a change order that is fair to the Contractor and Owner.

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release for the month of January 2024 and the financial reports for the month of December 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 January 2024 and the financial reports for the month of December 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 January 2024.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for January 2024.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for January 2024.
- 4) Release of Construction Fund Checks for January 2024.
- 5) Quarterly Investment Report and Money Market Accounts for December 2023.
- 6) Summary of Revenues for December 2023.
- 7) Summary of State Appropriations Revenue for December 2023.
- 8) Summary of Property Tax Revenue for December 2023.
- 9) Summary of Expenditures by Classification for December 2023.
- 10) Summary of Expenditures by Function for December 2023.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for December 2023.
- 12) Summary of Grant Revenues and Expenditures for December 2023.
- 13) Summary of Bid Solicitations (Purchasing) for January 2024.
- 14) Summary of Purchase Orders (Purchasing) for January 2024.
- 15) Foundation Financial Activity for December 2023.

Announcements

A. Next Meetings:

- Tuesday, March 5, 2024
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, March 26, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Monday, March 11 – Sunday, March 17 for Spring Break.
- South Texas College will be closed Thursday, March 28 – Sunday, March 31 for Semester Break.