



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, March 26, 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, March 26, 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>.

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A. Next Meetings:	
• <u>Tuesday, April 9, 2024</u>	
➤ 3:00 p.m. – Education and Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:00 p.m. – Finance, Audit, and Human Resources Committee	
• <u>Tuesday, April 23, 2024</u>	
➤ 5:30 p.m. – Regular Board Meeting	
B. Other Announcements:	
• South Texas College will be closed Thursday, March 28 – Sunday, March 31 for Semester Break.	
• South Texas College will celebrate over 4,000 Bachelor Program Graduates on Thursday, April 25, 2024 from 6:00 – 8:30 p.m. at the Student Union Building, 2 <sup>nd</sup> Floor.	
• The Spring 2024 Commencement Ceremonies will be held on Friday and Saturday, May 3 – 4, 2024 at Bert Ogden Arena in Edinburg, TX	

## **Presentations**

### **A. Presentation on Creative Services Team Recognition by the American Advertising Federation**

The creative services team had a second successful year at the American Advertising Federation awards bringing home 14 Addies, two more than last year. Addies include two Gold and a Best of Show with the College's rebranding and the new logo taking top honors. The AAF judges are made up of a team of state and national advertising leaders.

Mrs. Lynda Lopez, Executive Director for Public Relations & Marketing, will provide details on these wins.

### **B. Presentation on the Valley Promise Program**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, will present on the Valley Promise Program.

This presentation will outline the program details, which will provide last-dollar support to provide students with a tuition-free pathway towards an associate degree.

Leadership is looking forward to the Valley Promise Kickoff, scheduled for Thursday, April 4, 2024 @ 1:30 p.m. at the Pecan Campus Student Union Building, where South Texas College will be joined by philanthropic supporters and other partners to formally announce this transformational program.

### **C. Report on ACCT Parliamentary Procedures Webinar**

On Tuesday, March 19, 2024, Dr. Alejo Salinas, Jr., Vice Chair, attended a webinar presented by the Association of Community College Trustees and focused on parliamentary procedures for community college governing board.

Dr. Salinas is invited to share a report on this webinar for his fellow trustees.

No action is required from the Board of Trustees.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) February 27, 2024 Regular Board Meeting

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the February 27, 2024 Regular Board Meeting as presented.

**Approval Recommended:**

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

**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**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 27, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 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, Dr. Rebecca De Leon, Mr. Rick De La Garza, Mr. George McCaleb, Chief Ruben Suarez, Mrs. Myriam Lopez, Ms. Deyadira Leal, Mr. Billy Langley, Dr. Zachary Suarez, Ms. Carla Rodriguez, Ms. Amanda Sotelo, Ms. Olivia De La Rosa, Mr. Joel Jason Rodriguez, Mr. Antonio De La Cruz, Mr. Aaron Guajardo, Mr. Daniel Cather, Mr. Robert Cuellar, Mr. David Valdez, Mr. Martin Villarreal, Ms. Yolanda Martinez, Mr. Javier Villalobos, Mr. Andres Vela, Mr. Daniel Montez, Mr. Randy Jarvis, Mrs. Kelly Salazar, Mrs. Gladys Villarreal, Mr. Kristoffer Villarreal, Mr. Corey Villarreal, and Mr. Andrew Fish

**Determination of a Quorum**

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

**Invocation**

Ms. Deyadira Leal, Interim Director of Purchasing, said the invocation.

**Mission Moment**

Dr. Rodney Rodriguez introduced the family of Mr. Jesse Villarreal, who served 18 years on the South Texas College Board of Trustees representing single-member district #6. Mr Villarreal was a community leader and servant, and spent his life building up leadership among his family, friends, and neighbors. He passed away peacefully at home on October 19, 2023.

On February 27, 2024, the College welcomed his wife, Gladys, and his sons Kristoffer and Corey, while his son Jason attended by video conference call. The Villarreal family announced an initial \$10,000 contribution to the South Texas College Foundation to establish the *Jesse Villarreal STC Spirit of Leadership Scholarship*, which will help his legacy live on by supporting STC students who show strong leadership skills and demonstrate their ability to lead and inspire their fellow students while serving the communities of the Mid Valley and Delta regions.

The family shared their memories of the importance that South Texas College held for Mr. Villarreal, and his confidence in the College and its mission to provide opportunities for the betterment of the Rio Grande Valley.

Mr. Villarreal's colleagues on the Board of Trustees shared their memories of his commitment, service, and unwavering focus on the needs and welfare of students.

South Texas College and the South Texas College Foundation thank the Villarreal family for their generous contribution, and will help ensure their support reaches students who will honor Mr. Villarreal's memory and contributions to the College and the region.

### **Public Comments**

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

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

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

- Dr. Solis introduced the following newly hired administrators:
  - Mrs. Carla Rodriguez, Executive Director for Resource Development, Management, and Compliance
  - Mr. Antonio De La Cruz, Associate Dean for Dual Credit Programs
  - Mr. Aaron Guajardo, Director of Dual Credit Academic Pathways
- The Summit for Dual Credit Programs was held February 18 – 20, 2024 at South Padre Island in partnership with NACEP, and was an outstanding success, with approximately 300 attendees from across the state and nation.
- Dr. Solis and Dr. Rodney Rodriguez attended the convening of the 2024 Regional Talent Network to raise support for the Valley Promise Program. South Texas College was recognized as the *Regional Leader in Education to Expand Opportunities and Produce Impact*.
- Dr. Solis recognized Lynda Lopez, Executive Director for Public Relations & Marketing, and her team for an outstanding performance at the national advertising awards from the American Advertising Federation, where the College received 14 total awards, including Gold awards for the new logo and the College's rebranding.

## **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, was invited to 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 was provided in the packet for the Board's review.

There were no questions, and there was no need for the presentation of the report.

No action was required from the Board of Trustees.

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

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

Upon a motion by Mrs. Victoria Cantu and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and adopted the Minutes for the January 30, 2024 Regular Board Meeting and the February 13, 2024 Special Board Meeting as written. The motion carried.

## **Report of New Grants Awards**

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

These grants 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.

### **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

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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 was requested.

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

At the February 13, 2024 Education and Workforce Development Committee meeting, 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 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, 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

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized items a – l 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, and Interlocal Agreement**

Purpose and Justification – Administration recommended 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 recommended approval as follows:

The Committee recommended Board approval of 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;

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- 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
<b>Apple, Inc.</b> (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.

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

**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 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.

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.

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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:

<b>Term:</b> 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 were provided 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.

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

#### **Consent Agenda:**

##### **c. Approval of Financial Advisor Services and Continuing Disclosure Services**

Purpose and Justification – Administration 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 option to renew.

The Financial Advisor Services were 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 consisted 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 were 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 were provided 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.

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

#### **Consent Agenda:**

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

Purpose and Justification – Administration 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.

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 <sup>st</sup> Renewal	02/27/24		05/01/24 – 04/30/25
2 <sup>nd</sup> Renewal			<b>Last Renewal</b>

The notice of public meeting was 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 was provided 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.

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

#### **Consent Agenda:**

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

Purpose and Justification – Administration recommended 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 was recommended to meet the requirements of Texas Government Code 2254.1036, and was provided 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.

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

**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 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.

The resolution authorizing the College to levy an additional percent penalty and additional fees to the delinquent was 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 would 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 was provided 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.

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

**Consent Agenda:**

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

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

Background - The proposed budget amendment was necessary for the following 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 would increase as follows:

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

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

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

The budget amendment was proposed as follows:

**1. Budget Amendment – Increase the Unrestricted Fund Revenues**

A budget amendment was 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**

<b>Revenue Source</b>	<b>Proposed Amendment</b>
Total Carryover Allocations	\$79,520
<b>Total Revenue Increase</b>	<b>\$79,520</b>

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

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

Carryover Allocations revenue was 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 were proposed to increase by \$79,520.

**2. Budget Amendment – Increase Unrestricted Fund Expenditures**

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

**Fiscal Year 2023 - 2024**  
**Summary of Unrestricted Fund Expenditures Increase**

<b>Expenditures</b>	<b>Proposed Amendment</b>
Total Operating	\$79,520
<b>Total Expenditure Increase</b>	<b>\$79,520</b>

**Fiscal Year 2023 - 2024**  
**Unrestricted Fund Expenditures Increase**

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

The Operating expenditure budget was 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 were proposed to increase by \$79,520.

Enclosed Documents - The budget amendment details and presentation were provided 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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration requested 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:

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
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
<b>Total</b>	<b>82</b>	<b>41</b>

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:

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
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

<b>Description</b>	<b>Year 2022 Stops Conducted</b>	<b>Year 2023 Stops Conducted</b>
No Turn Signal	1	-
Failure to Yield	6	2
Driving w/o Lights when Lights are Required	3	2
No License Plate Displayed	3	-
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
<b>Total</b>	<b>82</b>	<b>41</b>

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

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2023 and the Comparative Analysis were provided 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.

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



**Consent Agenda:**

**i. Adoption New Community and Governmental Relations Policy**

Purpose and Justification – Administration recommended 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 was reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Executive Director of Public Relations and Marketing.

Enclosed Documents – The new policy was provided 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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommended 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 were 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 were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new and or retired policies were provided 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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommended 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 were 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 were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new and or retired policies were provided 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.

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

**Consent Agenda:**  
**I. Retirement of Three (3) Current Policies**

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

The retired policies were 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 were reviewed by staff and administrators.

Enclosed Documents – The retired policies were provided 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.

The Committee recommended Board approval to retire three (3) 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.

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

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

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

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

The Facilities Committee recommended Board action on the following 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

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

#### **Consent Agenda:**

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

Administration requested 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 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 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 was \$330,700, which included 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
<b>Total Project Budget</b>	<b>\$330,700</b>

### Funding Source

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

### Estimated Project Timeline

The project design phase was 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 was 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.

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

### **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 requested 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 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 replace air handlers district-wide.

#### **Background**

The existing heating, ventilation, and air conditioning (HVAC) units were installed in 2004 and 2005, and were nearing their end of life. The project consisted 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 would 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 was \$2,530,000, which included costs for construction and design.

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

### **Funding Source**

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

### **Estimated Project Timeline**

The project design phase was 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 was 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.

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

### **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 requested 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 was to request authorization to begin work on the proposed modifications to the construction scope. Modifications to the scope and the completion date were 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.

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## 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	<ul style="list-style-type: none"> <li>Remove and replace rotten decking and install nailers for retrofit</li> <li>Rain days</li> </ul>	\$13,144.50 0	0 days 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.

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

## 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 were budgeted in the Renewals & Replacements Fund for use in Fiscal Year 2023 – 2024.

## Enclosed Documents

The proposed change order #1 was provided in the packet.

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.

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

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

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

#### **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.

#### **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.

#### **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 proposed 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 1/6<sup>th</sup> 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 1/6<sup>th</sup> (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.

On February 27, 2024, the Board did not deliberate, and asked administration to take this item to the Facilities Committee for further review. No action was taken.

### **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 requested 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 was 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 identified available funds to cover the cost of the percussion area, and requested that it be added to the scope of the project. Currently, the Pecan Campus Music program held percussion courses in portable buildings. The portable buildings were 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 was 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.

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

<b>Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs</b> <b>Total Project Budget</b>				
<b>Budget Item</b>	<b>Original Project Budget</b>	<b>Revised Project Budget</b>	<b>Estimated Percussion Area Budget</b>	<b>Total</b>
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
<b>Total Project Budget</b>	<b>\$4,368,000</b>	<b>6,240,000</b>	<b>\$3,500,000</b>	<b>\$9,740,000</b>

### **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 were 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 was enclosed for the Board'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 notified the Board that action was requested on the amended contract and budget increase at this time. Further information regarding the proposed expansion to the Phase I scope of work would be presented to the Facilities Committee at a following meeting.

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

## **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.

<b>Project</b>		<b>Completion Recommended</b>	<b>Date Received</b>
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 was 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:

<b>Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices</b>					
<b>Construction Budget</b>	<b>Approved Proposal Amount</b>	<b>Net Total Change Orders</b>	<b>Current Project Cost</b>	<b>Previous Amount Paid</b>	<b>Remaining Balance</b>
\$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 were provided 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 was presented without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized of substantial completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices project as presented. The motion carried.

### **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 requested 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 Recommended	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 was 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 were provided 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 was presented without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized substantial completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented. The motion carried.

### **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 requested 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 would 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 would be able to showcase and promote the South Texas College Apprenticeship Center (STCAC).

#### **Term**

The facility usage agreement allowed 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 would 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 was presented without a Committee recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized 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. 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 January 2024 and the financial reports for the month of December 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 January 2024 and the financial reports for the month of December 2023. The motion carried.

## **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.

### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:16 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 27, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

## **Report of New Grants Awards**

Mrs. Carla M. Rodriguez, 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.

- **National Science Foundation (NSF), Hispanic Serving Institute (HSI) Subaward with University of Texas Rio Grande Valley (UTRGV), Family Centered Innovations project in the amount of \$93,317**

This subaward is awarded to the Mathematics Department to contribute to UTRGV's Family-Centered Theory of Change project, focusing on students from Hispanic and minority backgrounds. The project will guide and assess transformational impacts on teaching and learning, emphasizing curricula, assessment, and pedagogical practices to enhance student success. Professional development will be developed for Mathematics faculty, family-centered class projects will be integrated into Math courses, and community outreach projects will aim to improve the quality of undergraduate education. The funding period is October 1, 2023 to September 30, 2027.

This award aligns with Strategic Direction #1, Lead Community Engagement, by strengthening partnerships with local stakeholders to align educational opportunities with community and workforce needs.

- **Additional Funds:**
  - **WE CAN Texas Program Enhancement Grant Program, Educate Texas, in the amount of \$17,892**

Additional funds were awarded to the Architectural & Engineering Design Technology department to continue development of a work-based learning credit-bearing pathway for Surveyors under the newly approved Certificate and Associate of Applied Science in Surveying and Geospatial Technology. The proposed Surveyor Pathway will identify age parameters, employer liability issues, and working conditions for students, and serve as the starting point for students as they move towards a Registered Professional Land Surveyor (RPLS) licensure. Costs associated include speaker fees, fees for sponsors and exhibition fees. The funding period is January 1, 2024 to August 31, 2024.

WE CAN TX aims to increase the number of students who earn postsecondary credentials and are working in high-demand industries that pay a livable wage, with a vision of ensuring equitable outcomes for first-generation, low-income students of color across Texas and meeting the talent and workforce demands of businesses.

This award aligns with Strategic Direction #3, Create Educational Opportunities for Students, and Strategic Direction #4, Foster Student Success, by providing students with opportunities in career and technical education, and providing

extensive support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

No action is requested.

## **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2023**

A report on the College's Quarterly Investment Report for the Quarter November 30, 2023, is being presented. The Board is asked to approve the Investment Report.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2023 and provide a further update at the meeting. Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2023 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2023 follows in the packet for the Board's information and review.

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

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

The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2023, as presented.

**Approval Recommended:**

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



# SOUTH TEXAS COLLEGE

## QUARTERLY INVESTMENT REPORT

For the Quarter Ended

November 30, 2023

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Elizondo, Vice President for Finance & Administrative Services	Date
Myriam Lopez, Comptroller	Date
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

**Disclaimer:** These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C., from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

## Summary

### Quarter End Results by Investment Category:

Asset Type	August 31, 2023		November 30, 2023		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 120,596,728.95	\$ 120,596,728.95	\$ 109,739,815.07	\$ 109,739,815.07	4.77%
Pools	1,700,463.18	1,700,463.18	1,723,250.20	1,723,250.20	5.37%
CD/Security	275,674,348.85	273,647,501.67	269,267,527.61	268,151,973.61	4.25%
<b>Totals</b>	<b>\$ 397,971,540.98</b>	<b>\$ 395,944,693.80</b>	<b>\$ 380,730,592.88</b>	<b>\$ 379,615,038.88</b>	<b>4.40%</b>

#### Current Quarter Portfolio Performance (1)

Average Quarterly Yield	4.40%
Rolling Three Month Treasury	5.56%
Rolling Six Month Treasury	5.50%
TexPool	5.37%

#### Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	4.40%
Rolling Three Month Treasury	5.56%
Rolling Six Month Treasury	5.50%
TexPool	5.37%

### INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$1,631,560.57 (Unaudited)	\$4,046,716.61 (Unaudited)
Accrued Interest-End of Quarter	\$883,045.97 (Unaudited)	\$1,084,959.62 (Unaudited)
Fiscal YTD Interest Earned	\$1,631,560.57 (Unaudited)	\$4,046,716.61 (Unaudited)

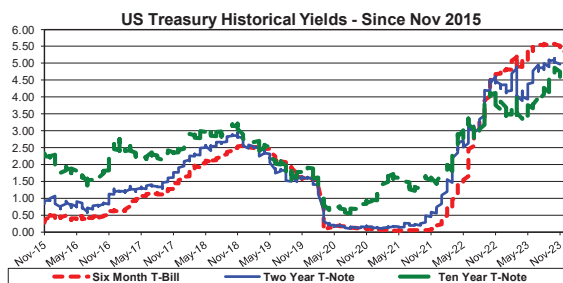
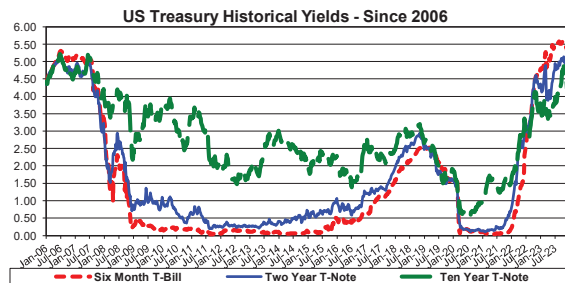
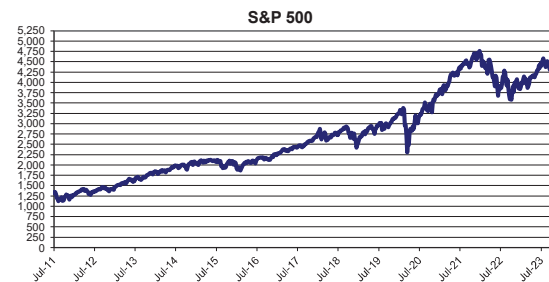
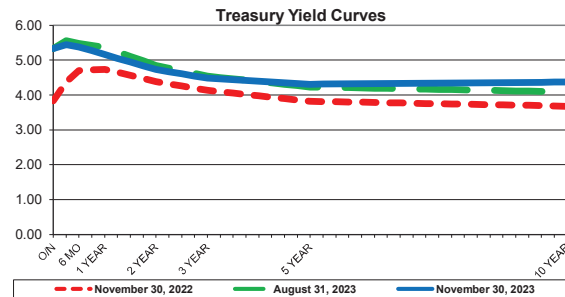
(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances. □

(2) **Fiscal Year-to-Date Performance** - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

## Economic Overview

11/30/2023

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 5.25% - 5.50% (Effective Fed Funds are trading +/-5.33%). Any additional actions, up or down, will be data-dependent. Second Estimate - Third Quarter 2023 GDP revised upward to 5.2%. November Non-Farm Payroll posted 199k new jobs (above the estimated 180k). The Three Month Rolling Average held steady at 204k. The S&P 500 Stock Index is trading over 4,500. The short-end of the yield curve drifted lower as interest rates may have peaked. Crude Oil declined to +/- \$71 per barrel. Inflation continued to decline but still remained above the FOMC 2% target (Core PCE +/-3.7% and CPI +/-4.0%). The slowing China and German economies and the Ukrainian/Russian and Israeli/Hamas conflicts present additional challenges.



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## Investment Holdings November 30, 2023

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		5.58%	12/01/23	11/30/23	\$ 18,616,584.47	\$ 18,616,584.47	1.00	\$ 18,616,584.47	1	5.58%
PNC Bank MMA - Operating		3.56%	12/01/23	11/30/23	28,561,753.57	28,561,753.57	1.00	28,561,753.57	1	3.56%
PNC Bank MMA - Operating #2		2.78%	12/01/23	11/30/23	25,426.51	25,426.51	1.00	25,426.51	1	2.78%
PNC Bank MMA - Payroll		3.34%	12/01/23	11/30/23	1,708.75	1,708.75	1.00	1,708.75	1	3.34%
PNC Bank MMA - Payroll #2		2.78%	12/01/23	11/30/23	17,854.68	17,854.68	1.00	17,854.68	1	2.78%
PNC Bank MMA - Student		2.89%	12/01/23	11/30/23	565,770.97	565,770.97	1.00	565,770.97	1	2.89%
PNC Bank MMA - Student #2		2.78%	12/01/23	11/30/23	25,056.73	25,056.73	1.00	25,056.73	1	2.78%
PNC Bank - Federal Draw Down		2.78%	12/01/23	11/30/23	1,106.79	1,106.79	1.00	1,106.79	1	2.78%
PNC Bank MMA		3.40%	12/01/23	11/30/23	6,982,867.47	6,982,867.47	1.00	6,982,867.47	1	3.40%
PNC Bank MMA - I&S Bond 96.02.03, 04.07.10.14.15		2.78%	12/01/23	11/30/23	25,056.21	25,056.21	1.00	25,056.21	1	2.78%
PNC Bank - Construction E&G Transfer		2.78%	12/01/23	11/30/23	25,056.51	25,056.51	1.00	25,056.51	1	2.78%
PNC Bank - Construction E&G Transfer		3.40%	12/01/23	11/30/23	6,680,431.73	6,680,431.73	1.00	6,680,431.73	1	3.40%
Veritex Bank MMA		5.33%	12/01/23	11/30/23	3,897,359.63	3,897,359.63	1.00	3,897,359.63	1	5.33%
NexBank MMA		5.60%	12/01/23	11/30/23	44,313,781.05	44,313,781.05	1.00	44,313,781.05	1	5.60%
TexPool LGIP	AAAm	5.37%	12/01/23	11/30/23	1,723,250.20	1,723,250.20	1.00	1,723,250.20	1	5.37%
FHLB	Aaa/AA+	2.25%	12/08/23	03/24/22	10,000,000.00	10,000,300.40	99.94	9,993,820.70	8	2.11%
East West Bank CD		5.09%	01/26/24	04/26/23	5,155,044.72	5,155,044.72	100.00	5,155,044.72	57	5.22%
US Treasury	Aaa/AA+	2.75%	02/15/24	04/01/22	10,000,000.00	10,009,528.40	99.47	9,946,875.00	77	2.29%
Independent Financial CD		4.95%	02/27/24	02/27/23	5,187,410.09	5,187,410.09	100.00	5,187,410.09	89	4.95%
FAMCA		2.33%	03/24/24	04/05/22	10,000,000.00	10,000,000.00	99.03	9,903,049.70	115	2.33%
Texas Capital Bank CD		4.90%	03/31/24	01/31/23	5,207,104.25	5,207,104.25	100.00	5,207,104.25	122	4.90%
East West Bank CD		5.78%	04/05/24	10/10/23	3,151,943.45	3,151,943.45	100.00	3,151,943.45	127	5.95%
East West Bank CD		5.78%	04/05/24	10/10/23	3,905,931.58	3,905,931.58	100.00	3,905,931.58	127	5.95%
East West Bank CD		4.50%	04/26/24	04/25/23	5,149,789.90	5,149,789.90	100.00	5,149,789.90	148	4.59%
FAMCA		2.38%	04/29/24	04/05/22	10,000,000.00	10,000,000.00	98.81	9,881,248.60	151	2.38%
FFCB	Aaa/AA+	2.63%	05/03/24	06/01/22	9,249,000.00	9,251,071.52	98.89	9,145,881.33	155	2.57%
Independent Financial CD		4.99%	05/27/24	02/27/23	7,264,520.60	7,264,520.60	100.00	7,264,520.60	179	4.99%
US Treasury	Aaa/AA+	2.50%	05/31/24	06/01/22	3,000,000.00	2,999,118.69	98.60	2,957,929.68	183	2.56%
FHLB	Aaa/AA+	2.88%	06/14/24	06/01/22	12,500,000.00	12,518,395.50	98.68	12,335,055.38	197	2.59%
East West Bank CD		5.71%	07/08/24	10/10/23	7,057,171.33	7,057,171.33	100.00	7,057,171.33	221	5.88%
FFCB	Aaa/AA+	3.15%	07/15/24	07/15/22	15,000,000.00	15,001,541.44	98.67	14,800,435.65	228	3.13%
FFCB	Aaa/AA+	3.38%	08/26/24	09/08/22	15,000,000.00	14,981,957.99	98.67	14,800,861.95	270	3.54%
FFCB	Aaa/AA+	3.50%	09/13/24	09/13/22	3,168,000.00	3,166,020.78	98.67	3,125,881.63	288	3.58%
FAMCA		4.84%	09/24/24	11/15/22	10,000,000.00	10,000,000.00	99.59	9,959,065.50	299	4.84%
Bank OZK CD		5.41%	09/25/24	07/25/23	2,036,793.52	2,036,793.52	100.00	2,036,793.52	300	5.41%
FHLB	Aaa/AA+	4.50%	10/03/24	11/09/22	10,000,000.00	9,974,165.80	99.36	9,936,441.40	308	4.83%
East West Bank CD		5.64%	10/07/24	10/10/23	6,048,400.85	6,048,400.85	100.00	6,048,400.85	312	5.80%
Texas Capital Bank CD		4.82%	10/31/24	01/31/23	5,203,666.52	5,203,666.52	100.00	5,203,666.52	336	4.82%
Veritex Bank CD		5.46%	11/18/24	07/20/23	15,277,901.79	15,277,901.79	100.00	15,277,901.79	354	5.46%
Texas Capital Bank CD		4.75%	12/02/24	01/31/23	15,601,981.03	15,601,981.03	100.00	15,601,981.03	368	4.75%
American Nat'l Bank & Trust CD		4.50%	02/02/25	02/03/23	15,512,480.55	15,512,480.55	100.00	15,512,480.55	430	4.50%
Bank OZK CD		5.37%	03/05/25	10/10/23	8,036,567.20	8,036,567.20	100.00	8,036,567.20	461	5.52%
Veritex Bank CD		5.17%	03/24/25	07/17/23	7,122,754.38	7,122,754.38	100.00	7,122,754.38	480	5.17%
American Nat'l Bank & Trust CD		4.92%	04/25/25	04/26/23	15,400,256.33	15,400,256.33	100.00	15,400,256.33	512	5.04%

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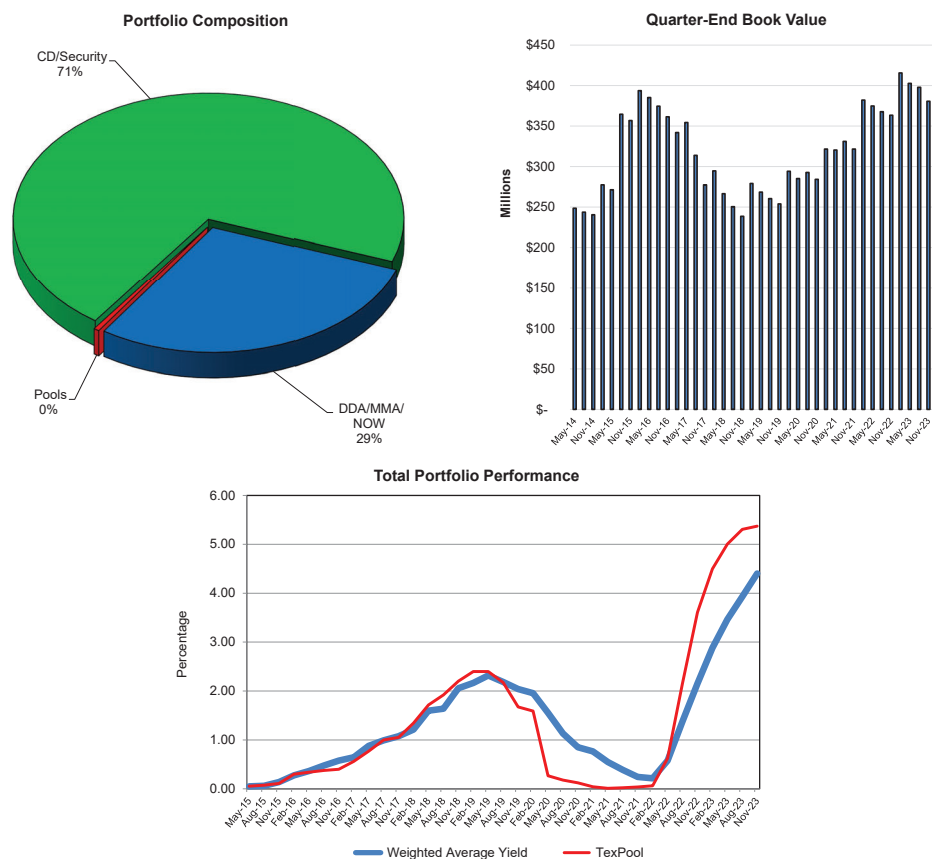
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**Investment Holdings**  
**November 30, 2023**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Bank OZK CD		5.37%	05/07/25	10/10/23	10,045,709.00	10,045,709.00	100.00	10,045,709.00	524	5.52%
American Natl Bank & Trust CD		5.10%	05/29/25	11/30/23	9,000,000.00	9,000,000.00	100.00	9,000,000.00	546	5.23%
					<b>\$ 380,745,492.36</b>	<b>\$ 380,730,592.88</b>		<b>\$ 379,615,038.88</b>	<b>199</b>	<b>4.40%</b>
									(1)	(2)

(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.





# Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 08/31/23	Increases	Decreases	Book Value 11/30/23	Market Value 08/31/23	Change in Market Value	Market Value 11/30/23
American Nat'l Bank & Trust MMA	5.58%	12/01/23	\$ 12,442,450.78	\$ 6,174,133.69	\$ -	\$ 18,616,584.47	\$ 12,442,450.78	\$ 6,174,133.69	\$ 18,616,584.47
PNC Bank MMA - Operating	3.56%	12/01/23	30,262,568.51	-	(1,700,814.94)	28,561,753.57	30,262,568.51	(1,700,814.94)	28,561,753.57
PNC Bank MMA - Operating #2	2.78%	12/01/23	96,028.71	-	(70,602.20)	25,426.51	96,028.71	(70,602.20)	25,426.51
PNC Bank MMA - Payroll	3.34%	12/01/23	1,089.01	619.74	-	1,708.75	1,089.01	619.74	1,708.75
PNC Bank MMA - Payroll #2	2.78%	12/01/23	12,471.92	5,382.76	-	17,854.68	12,471.92	5,382.76	17,854.68
PNC Bank MMA - Student	2.89%	12/01/23	927,668.96	-	(361,897.99)	565,770.97	927,668.96	(361,897.99)	565,770.97
PNC Bank MMA - Student #2	2.78%	12/01/23	25,058.50	-	(1.77)	25,056.73	25,058.50	(1.77)	25,056.73
PNC Bank - Federal Draw Down	2.78%	12/01/23	1,341.86	-	(235.07)	1,106.79	1,341.86	(235.07)	1,106.79
PNC Bank MMA	3.40%	12/01/23	13,833,678.27	-	(6,850,810.80)	6,982,867.47	13,833,678.27	(6,850,810.80)	6,982,867.47
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	2.78%	12/01/23	25,058.09	-	(1.88)	25,056.21	25,058.09	(1.88)	25,056.21
PNC Bank - Construction E&G Transfer	2.78%	12/01/23	62,904.54	-	(37,848.03)	25,056.51	62,904.54	(37,848.03)	25,056.51
PNC Bank - Construction E&G Transfer	3.40%	12/01/23	15,358,492.78	-	(8,678,061.05)	6,680,431.73	15,358,492.78	(8,678,061.05)	6,680,431.73
Veritex Bank MMA	5.33%	12/01/23	3,846,025.06	51,334.57	-	3,897,359.63	3,846,025.06	51,334.57	3,897,359.63
NexBank MMA	5.60%	12/01/23	43,701,891.96	611,889.09	-	44,313,781.05	43,701,891.96	611,889.09	44,313,781.05
TexPool LGIP	5.37%	12/01/23	1,700,463.18	22,787.02	-	1,723,250.20	1,700,463.18	22,787.02	1,723,250.20
Texas Regional Bank CD	2.59%	09/06/23	5,016,114.39	-	(5,016,114.39)	-	5,016,114.39	(5,016,114.39)	-
FHLB	3.63%	09/06/23	341,800.22	-	(341,800.22)	-	341,757.26	(341,757.26)	-
Veritex Bank CD	0.25%	09/15/23	10,047,986.49	-	(10,047,986.49)	-	10,047,986.49	(10,047,986.49)	-
East West Bank CD	5.71%	09/28/23	100,722.16	-	(100,722.16)	-	100,722.16	(100,722.16)	-
East West Bank CD	5.71%	09/28/23	5,036,107.77	-	(5,036,107.77)	-	5,036,107.77	(5,036,107.77)	-
FHLMC	1.61%	10/17/23	10,004,953.07	-	(10,004,953.07)	-	9,954,878.80	(9,954,878.80)	-
East West Bank CD	5.40%	10/26/23	4,074,463.42	-	(4,074,463.42)	-	4,074,463.42	(4,074,463.42)	-
US Treasury	3.02%	10/31/23	4,988,636.59	-	(4,988,636.59)	-	4,968,945.30	(4,968,945.30)	-
FHLMC	2.06%	11/06/23	9,968,061.40	-	(9,968,061.40)	-	9,911,688.70	(9,911,688.70)	-
East West Bank CD	4.80%	11/14/23	344,846.60	-	(344,846.60)	-	344,846.60	(344,846.60)	-
US Treasury	3.04%	11/30/23	4,988,970.63	-	(4,988,970.63)	-	4,959,375.00	(4,959,375.00)	-
FHLB	2.11%	12/08/23	10,003,642.40	-	(3,342.00)	10,000,300.40	9,908,917.70	84,903.00	9,993,820.70
East West Bank CD	5.22%	01/26/24	5,090,044.31	65,000.41	-	5,155,044.72	5,090,044.31	65,000.41	5,155,044.72
US Treasury	2.29%	02/15/24	10,020,789.24	-	(11,260.84)	10,009,528.40	9,877,343.80	69,531.20	9,946,875.00
Independent Financial CD	4.95%	02/27/24	5,123,485.84	63,924.25	-	5,187,410.09	5,123,485.84	63,924.25	5,187,410.09
FAMCA	2.33%	03/24/24	10,000,000.00	-	-	10,000,000.00	9,821,030.40	82,019.30	9,903,049.70
Texas Capital Bank CD	4.90%	03/31/24	5,143,192.52	63,911.73	-	5,207,104.25	5,143,192.52	63,911.73	5,207,104.25
East West Bank CD	5.95%	04/05/24	-	3,151,943.45	-	3,151,943.45	-	3,151,943.45	3,151,943.45
East West Bank CD	5.95%	04/05/24	-	3,905,931.58	-	3,905,931.58	-	3,905,931.58	3,905,931.58
East West Bank CD	4.59%	04/26/24	5,087,011.09	62,778.81	-	5,149,789.90	5,087,011.09	62,778.81	5,149,789.90
FAMCA	2.38%	04/29/24	10,000,000.00	-	-	10,000,000.00	9,797,889.60	83,359.00	9,881,248.60
FFCB	2.57%	05/03/24	9,252,276.53	-	(1,205.01)	9,251,071.52	9,064,450.82	81,430.51	9,145,881.33
Independent Financial CD	4.99%	05/27/24	7,174,285.77	90,234.83	-	7,264,520.60	7,174,285.77	90,234.83	7,264,520.60
US Treasury	2.56%	05/31/24	2,998,680.44	438.25	-	2,999,118.69	2,936,132.82	21,796.86	2,957,929.68
FHLB	2.59%	06/14/24	12,526,834.67	-	(8,439.17)	12,518,395.50	12,264,543.12	70,512.26	12,335,055.38
East West Bank CD	5.88%	07/08/24	-	7,057,171.33	-	7,057,171.33	-	7,057,171.33	7,057,171.33
FFCB	3.13%	07/15/24	15,002,151.16	-	(609.72)	15,001,541.44	14,707,032.75	93,402.90	14,800,435.65
FFCB	3.54%	08/26/24	14,975,921.37	6,036.62	-	14,981,957.99	14,704,144.35	96,717.60	14,800,861.95
FFCB	3.58%	09/13/24	3,165,398.34	622.44	-	3,166,020.78	3,109,215.19	16,666.44	3,125,881.63
FAMCA	4.84%	09/24/24	10,000,000.00	-	-	10,000,000.00	9,939,557.30	19,508.20	9,959,065.50
Bank OZK CD	5.41%	09/25/24	2,009,210.04	27,583.48	-	2,036,793.52	2,009,210.04	27,583.48	2,036,793.52
FHLB	4.83%	10/03/24	9,966,577.53	7,588.27	-	9,974,165.80	9,910,943.50	25,497.90	9,936,441.40
East West Bank CD	5.80%	10/07/24	-	6,048,400.85	-	6,048,400.85	-	6,048,400.85	6,048,400.85
Texas Capital Bank CD	4.82%	10/31/24	5,140,833.51	62,833.01	-	5,203,666.52	5,140,833.51	62,833.01	5,203,666.52
Veritex Bank CD	5.46%	11/18/24	15,069,558.90	208,342.89	-	15,277,901.79	15,069,558.90	208,342.89	15,277,901.79
South Texas College					Valley View Consulting, L.L.C.				6

# Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 08/31/23	Increases	Decreases	Book Value 11/30/23	Market Value 08/31/23	Change in Market Value	Market Value 11/30/23
Texas Capital Bank CD	4.75%	12/02/24	15,416,310.67	185,670.36	-	15,601,981.03	15,416,310.67	185,670.36	15,601,981.03
American Nat'l Bank & Trust CD	4.50%	02/02/25	15,337,852.98	174,627.57	-	15,512,480.55	15,337,852.98	174,627.57	15,512,480.55
Bank OZK CD	5.52%	03/05/25	-	8,036,567.20	-	8,036,567.20	-	8,036,567.20	8,036,567.20
Veritex Bank CD	5.17%	03/24/25	7,030,736.71	92,017.67	-	7,122,754.38	7,030,736.71	92,017.67	7,122,754.38
American Nat'l Bank & Trust CD	5.04%	04/25/25	15,226,892.09	173,364.24	-	15,400,256.33	15,226,892.09	173,364.24	15,400,256.33
Bank OZK CD	5.52%	05/07/25	-	10,045,709.00	-	10,045,709.00	-	10,045,709.00	10,045,709.00
American Nat'l Bank & Trust CD	5.23%	05/29/25	-	9,000,000.00	-	9,000,000.00	-	9,000,000.00	9,000,000.00
<b>TOTALS / AVERAGE</b>	<b>4.40%</b>		<b>\$397,971,540.98</b>	<b>\$ 55,396,845.11</b>	<b>\$ (72,637,793.21)</b>	<b>\$ 380,730,592.88</b>	<b>\$ 395,944,693.80</b>	<b>\$ (16,329,654.92)</b>	<b>\$ 379,615,038.88</b>

**Allocation**  
**November 30, 2023**  
**Book Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
American Nat'l Bank & Trust MMA	\$ 18,616,584.47	\$ —	\$ 18,616,584.47	\$ —	\$ —
PNC Bank MMA - Operating	28,561,753.57	28,561,753.57	—	—	—
PNC Bank MMA - Operating #2	25,426.51	25,426.51	—	—	—
PNC Bank MMA - Payroll	1,708.75	1,708.75	—	—	—
PNC Bank MMA - Payroll #2	17,854.68	17,854.68	—	—	—
PNC Bank MMA - Student	565,770.97	565,770.97	—	—	—
PNC Bank MMA - Student #2	25,056.73	25,056.73	—	—	—
PNC Bank - Federal Draw Down	1,106.79	1,106.79	—	—	—
PNC Bank MMA	6,982,867.47	—	—	—	6,982,867.47
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,056.21	—	—	—	25,056.21
PNC Bank - Construction E&G Transfer	25,056.51	—	25,056.51	—	—
PNC Bank - Construction E&G Transfer	6,680,431.73	—	6,680,431.73	—	—
Veritex Bank MMA	3,897,359.63	—	3,897,359.63	—	—
NexBank MMA	44,313,781.05	32,462,654.05	10,641,517.84	—	1,209,609.16
TexPool LGIP	1,723,250.20	—	1,050,422.91	—	672,827.29
12/08/23—FHLB	10,000,300.40	10,000,300.40	—	—	—
01/26/24—East West Bank CD	5,155,044.72	5,155,044.72	—	—	—
02/15/24—US Treasury	10,009,528.40	10,009,528.40	—	—	—
02/27/24—Independent Financial CD	5,187,410.09	5,187,410.09	—	—	—
03/24/24—FAMCA	10,000,000.00	10,000,000.00	—	—	—
03/31/24—Texas Capital Bank CD	5,207,104.25	5,207,104.25	—	—	—
04/05/24—East West Bank CD	3,151,943.45	—	3,151,943.45	—	—
04/05/24—East West Bank CD	3,905,931.58	—	3,905,931.58	—	—
04/26/24—East West Bank CD	5,149,789.90	5,149,789.90	—	—	—
04/29/24—FAMCA	10,000,000.00	10,000,000.00	—	—	—
05/03/24—FFCB	9,251,071.52	9,251,071.52	—	—	—
05/27/24—Independent Financial CD	7,264,520.60	7,264,520.60	—	—	—
05/31/24—US Treasury	2,999,118.69	2,999,118.69	—	—	—
06/14/24—FHLB	12,518,395.50	12,518,395.50	—	—	—
07/08/24—East West Bank CD	7,057,171.33	—	7,057,171.33	—	—
07/15/24—FFCB	15,001,541.44	15,001,541.44	—	—	—
08/26/24—FFCB	14,981,957.99	14,981,957.99	—	—	—
09/13/24—FFCB	3,166,020.78	3,166,020.78	—	—	—
09/24/24—FAMCA	10,000,000.00	10,000,000.00	—	—	—
09/25/24—Bank OZK CD	2,036,793.52	2,036,793.52	—	—	—

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**November 30, 2023**  
**Book Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
10/03/24—FHLB	9,974,165.80	9,974,165.80	—	—	—
10/07/24—East West Bank CD	6,048,400.85	—	6,048,400.85	—	—
10/31/24—Texas Capital Bank CD	5,203,666.52	5,203,666.52	—	—	—
11/18/24—Veritex Bank CD	15,277,901.79	15,277,901.79	—	—	—
12/02/24—Texas Capital Bank CD	15,601,981.03	15,601,981.03	—	—	—
02/02/25—American Nat'l Bank & Trust CD	15,512,480.55	15,512,480.55	—	—	—
03/05/25—Bank OZK CD	8,036,567.20	8,036,567.20	—	—	—
03/24/25—Veritex Bank CD	7,122,754.38	7,122,754.38	—	—	—
04/25/25—American Nat'l Bank & Trust CD	15,400,256.33	15,400,256.33	—	—	—
05/07/25—Bank OZK CD	10,045,709.00	10,045,709.00	—	—	—
05/29/25—American Nat'l Bank & Trust CD	9,000,000.00	9,000,000.00	—	—	—
<b>Totals</b>	<b>\$ 380,730,592.88</b>	<b>\$ 310,765,412.45</b>	<b>\$ 61,074,820.30</b>	<b>\$ —</b>	<b>\$ 8,890,360.13</b>

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**November 30, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
American Nat'l Bank & Trust MMA	\$ 18,616,584.47	\$ —	\$ 18,616,584.47	\$ —	\$ —
PNC Bank MMA - Operating	28,561,753.57	28,561,753.57	—	—	—
PNC Bank MMA - Operating #2	25,426.51	25,426.51	—	—	—
PNC Bank MMA - Payroll	1,708.75	1,708.75	—	—	—
PNC Bank MMA - Payroll #2	17,854.68	17,854.68	—	—	—
PNC Bank MMA - Student	565,770.97	565,770.97	—	—	—
PNC Bank MMA - Student #2	25,056.73	25,056.73	—	—	—
PNC Bank - Federal Draw Down	1,106.79	1,106.79	—	—	—
PNC Bank MMA	6,982,867.47	—	—	—	6,982,867.47
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,056.21	—	—	—	25,056.21
PNC Bank - Construction E&G Transfer	25,056.51	—	25,056.51	—	—
PNC Bank - Construction E&G Transfer	6,680,431.73	—	6,680,431.73	—	—
Veritex Bank MMA	3,897,359.63	—	3,897,359.63	—	—
NexBank MMA	44,313,781.05	32,462,654.05	10,641,517.84	—	1,209,609.16
TexPool LGIP	1,723,250.20	—	1,050,422.91	—	672,827.29
12/08/23–FHLB	9,993,820.70	9,993,820.70	—	—	—
01/26/24–East West Bank CD	5,155,044.72	5,155,044.72	—	—	—
02/15/24–US Treasury	9,946,875.00	9,946,875.00	—	—	—
02/27/24–Independent Financial CD	5,187,410.09	5,187,410.09	—	—	—
03/24/24–FAMCA	9,903,049.70	9,903,049.70	—	—	—
03/31/24–Texas Capital Bank CD	5,207,104.25	5,207,104.25	—	—	—
04/05/24–East West Bank CD	3,151,943.45	—	3,151,943.45	—	—
04/05/24–East West Bank CD	3,905,931.58	—	3,905,931.58	—	—
04/26/24–East West Bank CD	5,149,789.90	5,149,789.90	—	—	—
04/29/24–FAMCA	9,881,248.60	9,881,248.60	—	—	—
05/03/24–FFCB	9,145,881.33	9,145,881.33	—	—	—
05/27/24–Independent Financial CD	7,264,520.60	7,264,520.60	—	—	—
05/31/24–US Treasury	2,957,929.68	2,957,929.68	—	—	—
06/14/24–FHLB	12,335,055.38	12,335,055.38	—	—	—
07/08/24–East West Bank CD	7,057,171.33	—	7,057,171.33	—	—
07/15/24–FFCB	14,800,435.65	14,800,435.65	—	—	—
08/26/24–FFCB	14,800,861.95	14,800,861.95	—	—	—
09/13/24–FFCB	3,125,881.63	3,125,881.63	—	—	—
09/24/24–FAMCA	9,959,065.50	9,959,065.50	—	—	—
09/25/24–Bank OZK CD	2,036,793.52	2,036,793.52	—	—	—

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**November 30, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
10/03/24–FHLB	9,936,441.40	9,936,441.40	—	—	—
10/07/24–East West Bank CD	6,048,400.85	—	6,048,400.85	—	—
10/31/24–Texas Capital Bank CD	5,203,666.52	5,203,666.52	—	—	—
11/18/24–Veritex Bank CD	15,277,901.79	15,277,901.79	—	—	—
12/02/24–Texas Capital Bank CD	15,601,981.03	15,601,981.03	—	—	—
02/02/25–American Nat'l Bank & Trust CD	15,512,480.55	15,512,480.55	—	—	—
03/05/25–Bank OZK CD	8,036,567.20	8,036,567.20	—	—	—
03/24/25–Veritex Bank CD	7,122,754.38	7,122,754.38	—	—	—
04/25/25–American Nat'l Bank & Trust CD	15,400,256.33	15,400,256.33	—	—	—
05/07/25–Bank OZK CD	10,045,709.00	10,045,709.00	—	—	—
05/29/25–American Nat'l Bank & Trust CD	9,000,000.00	9,000,000.00	—	—	—
<b>Totals</b>	<b>\$ 379,615,038.88</b>	<b>\$ 309,649,858.45</b>	<b>\$ 61,074,820.30</b>	<b>\$ —</b>	<b>\$ 8,890,360.13</b>

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**August 31, 2023**  
**Book Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
American Nat'l Bank & Trust MMA	\$ 12,442,450.78	\$ —	\$ 12,442,450.78	\$ —	\$ —
PNC Bank MMA - Operating	30,262,568.51	30,262,568.51	—	—	—
PNC Bank MMA - Operating #2	96,028.71	96,028.71	—	—	—
PNC Bank MMA - Payroll	1,089.01	1,089.01	—	—	—
PNC Bank MMA - Payroll #2	12,471.92	12,471.92	—	—	—
PNC Bank MMA - Student	927,668.96	927,668.96	—	—	—
PNC Bank MMA - Student #2	25,058.50	25,058.50	—	—	—
PNC Bank - Federal Draw Down	1,341.86	1,341.86	—	—	—
PNC Bank MMA	13,833,678.27	—	—	—	13,833,678.27
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,058.09	—	—	—	25,058.09
PNC Bank - Construction E&G Transfer	62,904.54	—	62,904.54	—	—
PNC Bank - Construction E&G Transfer	15,358,492.78	—	15,358,492.78	—	—
Veritex Bank MMA	3,846,025.06	—	3,846,025.06	—	—
NexBank MMA	43,701,891.96	32,014,406.40	10,494,578.67	—	1,192,906.89
TexPool LGIP	1,700,463.18	—	1,036,532.82	—	663,930.36
09/06/23-Texas Regional Bank CD	5,016,114.39	5,016,114.39	—	—	—
09/06/23-FHLB	341,800.22	341,800.22	—	—	—
09/15/23-Veritex Bank CD	10,047,986.49	10,047,986.49	—	—	—
09/28/23-East West Bank CD	100,722.16	100,722.16	—	—	—
09/28/23-East West Bank CD	5,036,107.77	5,036,107.77	—	—	—
10/17/23-FHLMC	10,004,953.07	10,004,953.07	—	—	—
10/26/23-East West Bank CD	4,074,463.42	—	4,074,463.42	—	—
10/31/23-US Treasury	4,988,636.59	4,988,636.59	—	—	—
11/06/23-FHLMC	9,968,061.40	9,968,061.40	—	—	—
11/14/23-East West Bank CD	344,846.60	—	—	344,846.60	—
11/30/23-US Treasury	4,988,970.63	4,988,970.63	—	—	—
12/08/23-FHLB	10,003,642.40	10,003,642.40	—	—	—
01/26/24-East West Bank CD	5,090,044.31	5,090,044.31	—	—	—
02/15/24-US Treasury	10,020,789.24	10,020,789.24	—	—	—
02/27/24-Independent Financial CD	5,123,485.84	5,123,485.84	—	—	—
03/24/24-FAMCA	10,000,000.00	10,000,000.00	—	—	—
03/31/24-Texas Capital Bank CD	5,143,192.52	5,143,192.52	—	—	—
04/26/24-East West Bank CD	5,087,011.09	5,087,011.09	—	—	—
04/29/24-FAMCA	10,000,000.00	10,000,000.00	—	—	—
05/03/24-FFCB	9,252,276.53	9,252,276.53	—	—	—

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**August 31, 2023**  
**Book Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
05/27/24-Independent Financial CD	7,174,285.77	7,174,285.77	—	—	—
05/31/24-US Treasury	2,998,680.44	2,998,680.44	—	—	—
06/14/24-FHLB	12,526,834.67	12,526,834.67	—	—	—
07/15/24-FFCB	15,002,151.16	15,002,151.16	—	—	—
08/26/24-FFCB	14,975,921.37	14,975,921.37	—	—	—
09/13/24-FFCB	3,165,398.34	3,165,398.34	—	—	—
09/24/24-FAMCA	10,000,000.00	10,000,000.00	—	—	—
09/25/24-Bank OZK CD	2,009,210.04	2,009,210.04	—	—	—
10/03/24-FHLB	9,966,577.53	9,966,577.53	—	—	—
10/31/24-Texas Capital Bank CD	5,140,833.51	5,140,833.51	—	—	—
11/18/24-Veritex Bank CD	15,069,558.90	15,069,558.90	—	—	—
12/02/24-Texas Capital Bank CD	15,416,310.67	15,416,310.67	—	—	—
02/02/25-American Nat'l Bank & Trust CD	15,337,852.98	15,337,852.98	—	—	—
03/24/25-Veritex Bank CD	7,030,736.71	7,030,736.71	—	—	—
04/25/25-American Nat'l Bank & Trust CD	15,226,892.09	15,226,892.09	—	—	—
<b>Totals</b>	<b>\$ 397,971,540.98</b>	<b>\$ 334,595,672.70</b>	<b>\$ 47,315,448.07</b>	<b>\$ 344,846.60</b>	<b>\$ 15,715,573.61</b>

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**August 31, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
American Nat'l Bank & Trust MMA	\$ 12,442,450.78	\$ —	\$ 12,442,450.78	\$ —	\$ —
PNC Bank MMA - Operating	30,262,568.51	30,262,568.51	—	—	—
PNC Bank MMA - Operating #2	96,028.71	96,028.71	—	—	—
PNC Bank MMA - Payroll	1,089.01	1,089.01	—	—	—
PNC Bank MMA - Payroll #2	12,471.92	12,471.92	—	—	—
PNC Bank MMA - Student	927,668.96	927,668.96	—	—	—
PNC Bank MMA - Student #2	25,058.50	25,058.50	—	—	—
PNC Bank - Federal Draw Down	1,341.86	1,341.86	—	—	—
PNC Bank MMA	13,833,678.27	—	—	—	13,833,678.27
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,058.09	—	—	—	25,058.09
PNC Bank - Construction E&G Transfer	62,904.54	—	62,904.54	—	—
PNC Bank - Construction E&G Transfer	15,358,492.78	—	15,358,492.78	—	—
Veritex Bank MMA	3,846,025.06	—	3,846,025.06	—	—
NexBank MMA	43,701,891.96	32,014,406.40	10,494,578.67	—	1,192,906.89
TexPool LGIP	1,700,463.18	—	1,036,532.82	—	663,930.36
09/06/23-Texas Regional Bank CD	5,016,114.39	5,016,114.39	—	—	—
09/06/23-FHLB	341,757.26	341,757.26	—	—	—
09/15/23-Veritex Bank CD	10,047,986.49	10,047,986.49	—	—	—
09/28/23-East West Bank CD	100,722.16	100,722.16	—	—	—
09/28/23-East West Bank CD	5,036,107.77	5,036,107.77	—	—	—
10/17/23-FHLMC	9,954,878.80	9,954,878.80	—	—	—
10/26/23-East West Bank CD	4,074,463.42	—	4,074,463.42	—	—
10/31/23-US Treasury	4,968,945.30	4,968,945.30	—	—	—
11/06/23-FHLMC	9,911,688.70	9,911,688.70	—	—	—
11/14/23-East West Bank CD	344,846.60	—	—	344,846.60	—
11/30/23-US Treasury	4,959,375.00	4,959,375.00	—	—	—
12/08/23-FHLB	9,908,917.70	9,908,917.70	—	—	—
01/26/24-East West Bank CD	5,090,044.31	5,090,044.31	—	—	—
02/15/24-US Treasury	9,877,343.80	9,877,343.80	—	—	—
02/27/24-Independent Financial CD	5,123,485.84	5,123,485.84	—	—	—
03/24/24-FAMCA	9,821,030.40	9,821,030.40	—	—	—
03/31/24-Texas Capital Bank CD	5,143,192.52	5,143,192.52	—	—	—
04/26/24-East West Bank CD	5,087,011.09	5,087,011.09	—	—	—
04/29/24-FAMCA	9,797,889.60	9,797,889.60	—	—	—
05/03/24-FFCB	9,064,450.82	9,064,450.82	—	—	—

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**August 31, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
05/27/24-Independent Financial CD	7,174,285.77	7,174,285.77	—	—	—
05/31/24-US Treasury	2,936,132.82	2,936,132.82	—	—	—
06/14/24-FHLB	12,264,543.12	12,264,543.12	—	—	—
07/15/24-FFCB	14,707,032.75	14,707,032.75	—	—	—
08/26/24-FFCB	14,704,144.35	14,704,144.35	—	—	—
09/13/24-FFCB	3,109,215.19	3,109,215.19	—	—	—
09/24/24-FAMCA	9,939,557.30	9,939,557.30	—	—	—
09/25/24-Bank OZK CD	2,009,210.04	2,009,210.04	—	—	—
10/03/24-FHLB	9,910,943.50	9,910,943.50	—	—	—
10/31/24-Texas Capital Bank CD	5,140,833.51	5,140,833.51	—	—	—
11/18/24-Veritex Bank CD	15,069,558.90	15,069,558.90	—	—	—
12/02/24-Texas Capital Bank CD	15,416,310.67	15,416,310.67	—	—	—
02/02/25-American Nat'l Bank & Trust CD	15,337,852.98	15,337,852.98	—	—	—
03/24/25-Veritex Bank CD	7,030,736.71	7,030,736.71	—	—	—
04/25/25-American Nat'l Bank & Trust CD	15,226,892.09	15,226,892.09	—	—	—
<b>Totals</b>	<b>\$ 395,944,693.80</b>	<b>\$ 332,568,825.52</b>	<b>\$ 47,315,448.07</b>	<b>\$ 344,846.60</b>	<b>\$ 15,715,573.61</b>

South Texas College

Valley View Consulting, L.L.C.

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**Investment Policy Compliance  
November 30, 2023**

<b>Authorized Investments</b>	<b>Maximum %</b>	<b>Actual Market Value</b>	<b>% of Portfolio</b>	<b>Status</b>
U.S. Treasury Bills/Notes/Bonds	100%	\$ 12,904,805	3.4%	Pass
U.S. Agencies and Instrumentalities	100%	103,881,742	27.4%	Pass
States, Counties, Cities and Other	25%	—	0.0%	N/A
Financial Institution Deposits	100%	261,105,242	68.8%	Pass
Government Money Market Mutual Funds	25%	—	0.0%	N/A
Eligible Investment Pools	50%	1,723,250	0.5%	Pass
<b>Total</b>		<b>\$ 379,615,038.88</b>	<b>100.0%</b>	

### **Discussion and Action as Necessary on Approval of Certification of Unopposed Candidate for Trustee, South Texas College for District #1**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 1, District 2, or District 6 passed on Friday, February 16<sup>th</sup>, 2024 at 5:00 p.m., as established by the May 4, 2024 Election Law Calendar created by the Texas Secretary of State.

In District 1, only one candidate filed for a place on the ballot. This single candidate, Rosario “Rose” Benavidez, would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot for the District 1 election.

Legal Counsel has reviewed the Certification of Unopposed Candidates for Trustee as allowed by Texas Election Code.

As per Texas Election Code §2.052, the Board shall declare the unopposed candidate(s) elected, Texas Election Code requires that they first accept these Certifications (pursuant to), and then may issue an Order declaring the unopposed candidate elected (pursuant to Texas Election Code §2.053) as provided for in the next agenda item.

***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 Certification of Unopposed Candidate for Trustee, South Texas College for District #1 as presented.

**Approval Recommended:**

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

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER  
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE  
CANDIDATOS ÚNICOS  
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

**To: Presiding Officer of Governing Body**  
***Al: Presidente de la entidad gobernante***

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on \_\_\_\_\_.

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el \_\_\_\_\_.*

**List offices and names of candidates:**  
***Lista de cargos y nombres de los candidatos:***

<b>Office(s) <i>Cargo(s)</i></b>	<b>Candidate(s) <i>Candidato(s)</i></b>
South Texas College Board of Trustees Single-Member District #1	Rosario "Rose" Benavidez

\_\_\_\_\_  
**Signature (*Firma*)**

\_\_\_\_\_  
**Printed name (*Nombre en letra de molde*)**

**(Seal) (*sello*)**

\_\_\_\_\_  
**Title (*Puesto*)**

\_\_\_\_\_  
**Date of signing (*Fecha de firma*)**

*See reverse side for instructions*  
*(Instrucciones en el reverso)*



## **Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate for STC Trustee District #1 Elected**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 1, District 2, or District 6 passed on Friday, February 16<sup>th</sup>, 2024 at 5:00 p.m., as established by the May 4, 2024 Election Law Calendar created by the Texas Secretary of State.

Once Certification(s) of Unopposed Status are approved by the Board, the Board may then approve an Order declaring unopposed candidate(s) elected.

Legal Counsel has reviewed the following Order Declaring Unopposed Candidate Elected, anticipating Board approval of the Certification of Unopposed Status for Ms. Rosario "Rose" Benavidez in Single-Member District #1.

This order also states that the election for Single-Member District #1 shall not be held. A copy of this Order shall be provided to the Starr County Elections Administrator to be posted at each Election Day polling place which would have been used if the elections were to be held.

***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 Order Declaring Unopposed Candidate Elected for District #1 as presented.

**Approval Recommended:**

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

**STATE OF TEXAS**

**COUNTY OF HIDALGO**

**ORDER OF CANCELLATION**  
***ORDEN DE CANCELACIÓN***

South Texas College hereby cancels the election for Trustee, Place 1, scheduled to be held on May 4, 2024 in accordance with Section 2.053(a) of the Texas Election Code. The following candidate has been certified as unopposed and is hereby elected as follows:

*El Colejio South Texas College, por la presente, cancela la elección que, de lo contrario, se hubiera celebrado el día 4 de Mayo de 2024, de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. El siguiente candidato ha sido certificado como candidato único y por la presente queda elegido como se haya indicado a continuación:*

<i>Candidate (Candidato)</i>	<i>Office Sought</i>
<i>Rosario “Rose” Benavidez</i>	<i>Trustee, Place 1</i>

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.*

\_\_\_\_\_  
Vice Chair (*Vicepresidente*)

\_\_\_\_\_,Secretary (*Secretario*)

\_\_\_\_\_  
Date of adoption (*Fecha de adopción*)

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

The following presentations were delivered to the Finance, Audit, and Human Resources Committee and are recapped here for the benefit of the full Board of Trustees:

**a. Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance**

Purpose and Justification – At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, a Committee Board Member requested information related to Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO) Leave, Impact and Impact on Unrestricted Fund Balance, a matrix of total cost of benefits, and the sustainability of the benefits.

On March 5, 2024, Administration provided an update on the requested information, which was included in a presentation.

Background – The presentations, analysis, and reports were as follows:

- Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance: Exhibit A
- Long-Term Impact of Unexpended Plant Fund Transfers and ERP Project on Unrestricted Fund Balance: Exhibit B

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

Enclosed Documents – The Exhibits were provided in the packet for the Committee's information and review.

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

# EMPLOYEE BENEFITS AND ASSOCIATED COSTS, BEREAVEMENT LEAVE, PERSONAL TIME OFF (PTO), AND IMPACT ON UNRESTRICTED FUND BALANCE

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

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



## Employee Benefits Cost Summary – FY 2023

Fiscal Year 2023				
Benefit Type	Cash Outflow	Federal Funds / State On-Behalf	Payroll	Total
<b>State Mandated and Partially Funded</b>				
Higher Education Group Insurance (HEGI) (Medical Insurance) (State)	\$8,706,346	\$6,149,201		\$14,855,547
Teacher Retirement System (TRS) (State)	4,069,999	2,895,417		6,965,416
Optional Retirement Program (ORP) (State)	331,790	296,836		628,626
<b>Leave</b>				
Vacation Leave			2,276,996	2,276,996
Sick Leave			1,780,493	1,780,493
<b>Tuition Grant and Reimbursement and Dependent Tuition</b>				
Institutional Grants to Employees			262,914	262,914
Tuition Dependent Waiver	137,115			137,115
Employee Tuition Reimbursement	11,200			11,200
Employee Assistance Plan (EAP)	16,885			16,885
<b>Other Payments/Reimbursements</b>				
Retention Incentive Payment	5,523,683			5,523,683
Technology Support Reimbursement Benefit	831,000			831,000
<b>Innovative Work Week Schedule</b>				
4 day Work Week (4 vacation hours for 13 weeks)			1,794,873	1,794,873
<b>Total</b>	<b>\$19,628,018</b>	<b>\$9,341,454</b>	<b>\$6,115,276</b>	<b>\$35,084,748</b>

## Key Employee Benefits

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

## TRS Retiree One-Time Benefit No Cost to the College

The COLA is a one-time increase that was permanently applied to retirees' checks in perpetuity.

- The average retiree eligible for a COLA will receive about a \$76 increase, which adds up to about a \$30 million increase in total dollars sent to TRS annuitants in January.
- One-time stipends were fully funded in a lump sum by the Texas Legislature, they will have no direct financial impact on the college.

South Texas College Retiree Data:

- TRS: 160

2 % COLA	4 % COLA	6 % COLA	Not Eligible
81	18	0	61**

Percentage	Requirements
2 % COLA	Retirement dates from 9/1/2013 through 8/31/2020
4 % COLA	Retirement dates from 9/1/2001 through 8/31/2013
6 % COLA	Retirement dates on or before 8/31/2001

\*\*COLA was only eligible for employees who retired on or prior to 08/31/2020

## Leaves – Faculty

- Sick Leave
  - Accrue 8 hours of sick leave a month
  - May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)
- Catastrophic Sick Leave Pool
- Sabbatical Leave
- Bereavement Leave
- Personal Leave
  - 4 Days Per Fiscal Year



## Leaves – Staff

- Vacation – Non-Faculty
  - Accrue 8 hours of vacation leave per month
  - An additional 2 hours of accrued vacation leave per month for every 5 years worked (effective November 1, 2021)
- Sick Leave
  - Accrue 8 hours of sick leave a month
  - May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)
- Catastrophic Sick Leave Pool
- Personal Leave
  - 4 Days Per Fiscal Year
- Bereavement Leave
- Other Leave
  - Jury Duty
  - Military Leave
  - Educational Activities Leave
  - Religious Observance
  - Sick Leave Outside Immediate Family





## Bereavement Leave as of August 22, 2023

On August 22, 2023, the Board of Trustees adopted Policy DEC (Local). Under Policy DEC (Local), a full-time employee shall be granted up to **three (3) days** of paid bereavement leave per fiscal year upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.

The revised guidelines on Bereavement Leave has benefited a total of 47 employees to-date, with a total cost of \$17,763.98.

## Personal Time Off (PTO) Versus Vacation and Sick Leave

- Current Vacation and Sick Leave practices are standard within institutions of higher education
- Factors and decision points made regarding the following issues may impact the benefits of converting to PTO
  - Nature of the PTO (Vacation/Sick)
  - Number of Vacation and Sick Leave accrual hours and tiers
  - Compensable absence balances and liability on financial statements and payouts at resignation or retirement
  - Maximum balance threshold

## Other Payments/Reimbursements/Salary Increases FY 2021 – FY 2023



### Retention Incentive Payment

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

### HEERF Return to Campus Payment (Federal Funds)

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

## Other Payments/Reimbursements/Salary Increases FY 2023 – FY 2024



### Technology Support Reimbursement Benefit

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular and Temporary	
Dec 2022	\$50/month	1,535	\$831,000
Dec 2023	\$50/month	1,586	\$889,150

### Annual Salary Increases

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



## Other Incentives/Benefits

- Remote Work
  - Procedures effective November 2022
- Innovative Work Week Schedule
  - Work 36 hours Monday – Thursday, work half day on Friday (effective May 16, 2022)
  - Summer Schedule: 4 Hours Summer Leave on Fridays (effective May 15, 2023)

Thank you!



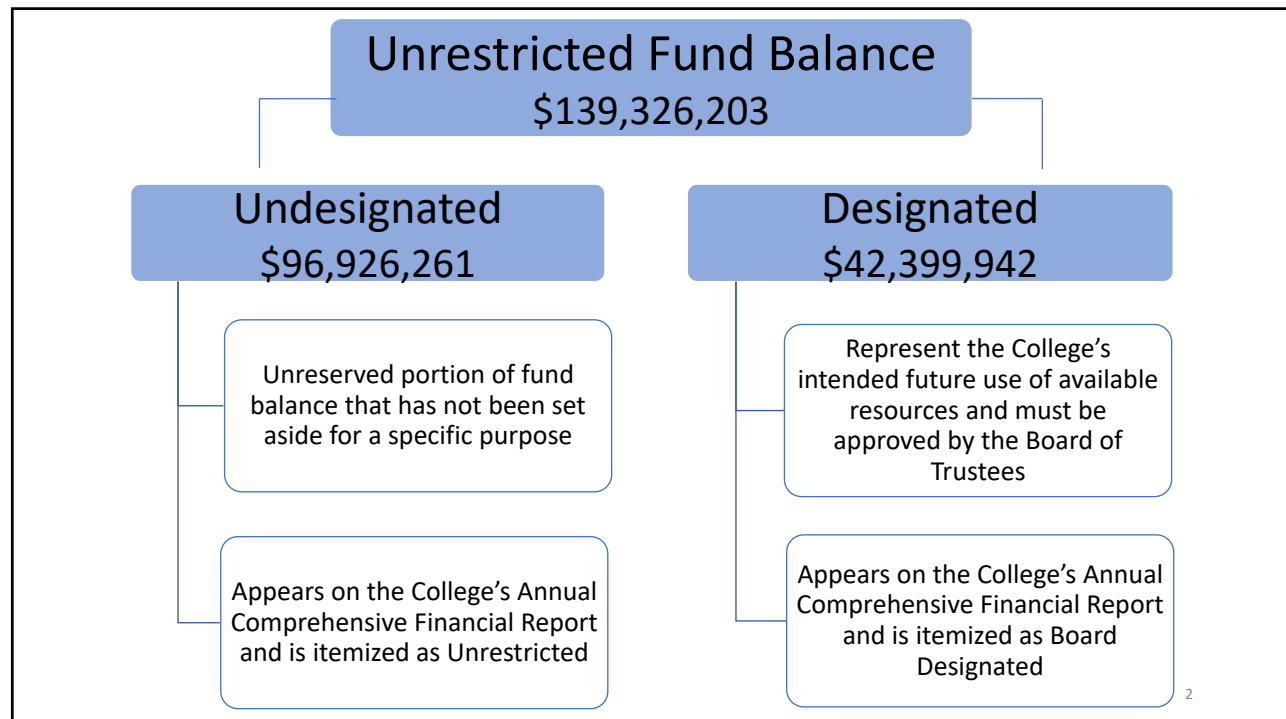
# Long-Term Impact of Unexpended Plant Fund Transfers and ERP Project on Unrestricted Fund Balance

March 5, 2024

Maria G. Elizondo, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services

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## Unrestricted Fund Balance Requirement Board Policy CC

- Annual Operating Budget requires that the College:
  - Shall maintain an unrestricted fund balance sufficient to cover no less than three months of budgeted expenditures, unless the Board approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount

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## Factors that Impact the Undesignated Fund Balance

- Undesignated Fund Balance increases or decreases at the end of each fiscal year based on the difference between revenues and expenditures.
  - Increases when there is a surplus: Revenues > Expenditures
  - Decreases when there is a deficit: Revenues < Expenditures
- The Undesignated Fund Balance is affected by:
  - GASB Statement 68 and GASB Statement 75
  - Transfers to Fund Balance Designations and the Plant Funds (construction projects)
  - Any initiatives approved by the Board (ERP, capital, one-time employee payments)
    - Transfers and initiatives are evaluated, before implementation, to ensure compliance with the minimum number of months in reserve required by Policy CC.
- In Fiscal Year 2023, the net Undesignated Fund Balance increase was approximately \$11 million (net of GASB statement liabilities).

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## Total Unrestricted Fund Balance GASB Liability Impact

Fiscal Year	Fund Balance Without GASB Liability	Cumulative Pension Liability (GASB 68)	Cumulative OPEB Liability (GASB 75)	Total Liability	Fund Balance With GASB Liability
2014	\$111,671,492.39	\$-	\$-	\$-	\$111,671,492.39
2015	126,046,357.19	25,614,324.03	-	25,614,324.02	100,432,033.17
2016	144,137,639.60	28,104,436.00	-	28,104,436.00	116,033,203.60
2017	152,086,319.88	26,158,770.00	-	26,158,770.00	125,927,549.88
2018	152,177,244.64	25,650,978.00	15,737,538.00	41,388,516.00	110,788,728.64
2019	158,924,436.79	28,373,474.00	34,753,214.00	63,126,688.00	95,797,748.79
2020	184,066,717.78	34,874,408.00	55,370,253.00	90,244,661.00	93,822,056.78
2021	222,901,383.47	38,177,976.00	80,027,918.00	118,205,894.00	104,695,489.47
2022	260,381,440.50	34,934,147.00	102,299,025.00	137,233,172.00	123,148,268.50
2023	290,462,419.03	35,549,222.00	115,586,994.00	151,136,216.00	139,326,203.03

## Projected Unrestricted Undesignated Fund Balance Analysis

FY	Undesignated							Projected Fund Balance August 31
	Fund Balance September 1	Projected Net Fund Balance Increase	GASB	ERP Additional Designations	Transfer to Plant	Carryover Funded Expenditures	Total Additions/ (Reductions)	
2023	\$ 85,748,327	\$ 44,030,956	\$ (13,903,044)	\$ (5,000,000)	\$ (6,500,000)	\$ (7,449,977)	\$ (32,853,021)	\$ 96,926,261
2024	96,926,261	45,175,398	(20,000,000)	(2,000,000)	(10,000,000)	(5,350,843)	(37,350,843)	104,750,815
2025	104,750,815	41,768,572	(20,000,000)	(2,000,000)	(11,000,000)	(944,018)	(33,944,018)	112,575,369
2026	112,575,369	41,755,704	(20,000,000)	(1,000,000)	(11,000,000)	(1,931,149)	(33,931,149)	120,399,924
2027	120,399,924	39,990,129	(20,000,000)	(1,000,000)	(10,200,000)	(965,575)	(32,165,575)	128,224,478
2028	128,224,478	37,407,342	(20,000,000)	(100,000)	(9,000,000)	(482,787)	(29,582,787)	136,049,032
2029	136,049,032	28,065,948	(20,000,000)	-	-	(241,394)	(20,241,394)	143,873,586
2030	143,873,586	27,945,251	(20,000,000)	-	-	(120,697)	(20,120,697)	151,698,140
2031	151,698,140	27,884,903	(20,000,000)	-	-	(60,348)	(20,060,348)	159,522,694

### Assumptions:

- The projected net fund balance increase grows by \$7,824,554 each year starting in FY 2024.
- The GASB liability of \$35,549,222 for GASB 68 and \$115,586,994 for GASB 75, will increase each fiscal year by \$20,000,000 starting in FY 2024.
- The ERP fund balance designation will increase \$6,100,000 from FY 2024 through FY 2028.
- The transfer to plant will increase \$41,200,000 from FY 2025 through FY 2028.
- The carryover funded expenditures are based on the estimated expenses that will be funded by carryover funds, such as capital items.
- Projected next year expenses increase 5% each year starting in FY 2024.

## Projected Number of Months in Reserve

Fiscal Year	Projected Fund Balance August 31	Projected Next Year Expenses	Number of Months in Reserve
2023	\$ 96,926,261	\$ 204,151,801	5.7
2024	104,750,815	214,359,391	5.9
2025	112,575,369	225,077,361	6.0
2026	120,399,924	236,331,229	6.1
2027	128,224,478	248,147,790	6.2
2028	136,049,032	260,555,180	6.3
2029	143,873,586	273,582,939	6.3
2030	151,698,140	287,262,086	6.3
2031	159,522,694	301,625,190	6.3

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## ERP Fund Balance Designation

**Beginning Balance \$ 25,000,000.00**

Fiscal Year	ERP Expenses	ERP Designation Balance Less Expenses	Additional Designation	Savings from Decommissioned Technology	Revised ERP Designation Balance
2024	\$ (5,785,223.34)	\$ 19,214,776.66	\$ 2,000,000.00	\$ -	\$ 21,214,776.66
2025	(3,018,225.25)	16,196,551.41	2,000,000.00	-	20,196,551.41
2026	(10,737,843.00)	5,458,708.41	1,000,000.00	353,582.22	10,812,290.63
2027	(10,896,926.00)	(5,438,217.59)	1,000,000.00	372,929.92	1,288,294.55
2028	(3,554,806.00)	(8,993,023.59)	100,000.00	2,178,817.46	12,306.01
2029	(1,940,408.00)	(10,933,431.59)	-	2,285,187.67	357,085.68
2030	(1,714,792.00)	(12,648,223.59)	-	2,400,506.38	1,042,800.06
2031	(1,742,209.00)	(14,390,432.59)	-	2,525,929.99	1,826,521.05
2032	(1,770,180.00)	(16,160,612.59)	-	1,742,365.95	1,798,707.00
2033	(1,798,707.00)	(17,959,319.59)	-	-	-

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**Any  
Questions?**

9

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

Purpose and Justification – At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of Workday.

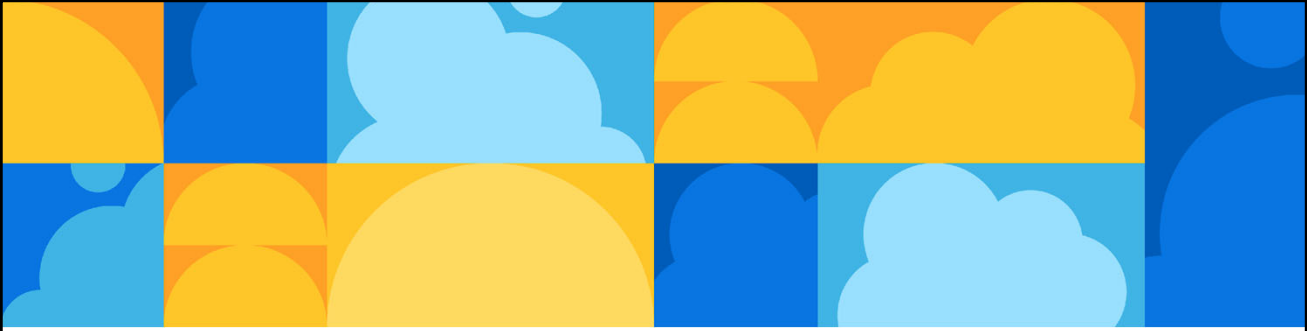
Mary Elizondo, Vice President for Finance and Administrative Services, and Christian Heneghan, Project and Change Manager from Peak Performance, attended the March 5, 2024 Finance, Audit, and Human Resources Committee Meeting to provide an update and respond to question.



The Committee deferred the update and discussion to the March 26, 2024 Regular Board Meeting.

Enclosed Documents - A Workday ERP Implementation Status Report presentation was included in the packet for the Committee's information and review.

This information is presented as a review of information provided to the Finance, Audit, and Human Resources Committee.

No action is requested.






# Workday ERP Implementation Status Report

February 27, 2024

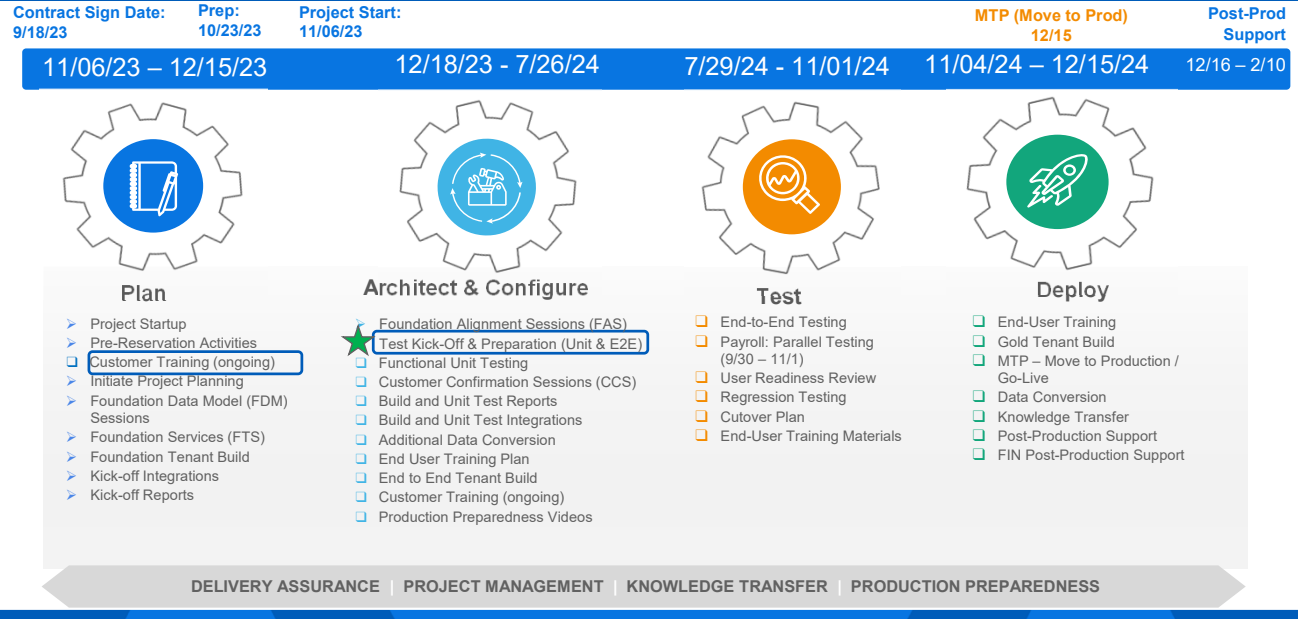
## Agenda



- 01 Workday Launch Platform Deployment Timeline
- 02 Project Status Report
- 03 Project Budget
- 04 Project Team



## Workday Launch Platform Deployment Timeline



## Foundation Alignment Sessions



Attendees



Departments &amp; Areas



Sessions

The project team and consultants have evaluated multiple current processes within the FIN, HCM, and PATT modules and identified business processes to improve.

### Opportunities for Improvement Covered in the FAS Session

Finance (FIN) Module	Human Capital Management (HCM) Module	Payroll, Absence and Time Tracking (PATT Module)
Replace Asset Registration with Fixed Assets	Convert Benefits Elections to online	Enter Time off / Leave for worker
Improve the grant accounting process	Create electronic NOE's	Ability to review real-time absence balances
Enhance the process to identify regular time vs straight time	Map of Compensation, Pay Tables, and Grades from Banner to Workday	Remove the Time Clocks on campuses and transition to electronic entry
Replace the ChromeRiver travel system	Replace PeopleAdmin hiring system	Obtain customizable payroll reports
Substitute the check printing system	Digitize Performance Reviews	
Replace Time Clock Plus	Integrate third-party processes and applications	
Improve the budget transfer process	Improve specifications for Federal and State Reporting	

## Workday Executive Project Status Report South Texas College

Target Go-Live: 12/28/2024

Overall Status: ●Trending: ➡

Major Milestone Focus	Last Period	This Period	Start Date	Target Complete	Actual Complete	Status Summary		
Plan						Budget	Original \$ 42,934,470	Balance \$ 40,360,990
• Project Planning	<div></div>	<div></div>	10/01/23	12/18/23	Completed			
• Foundation Tenant	<div></div>	<div></div>	12/19/23	02/14/24	Completed			
• Plan Stage Sign Off	<div></div>	<div></div>	12/11/23	02/06/24	Completed	Project Summary	<ul style="list-style-type: none"><li>• Project is on schedule and under budget</li><li>• Foundation tenant built and uploaded.</li><li>• Project Managers access the STC tenant for the first time on 2/26/24!</li><li>• Unit Testing scheduled for 3/5/24.</li><li>• Training expected to start during the week of 3/18/24.</li></ul>	
Architect & Configure								
• Foundation Tenant Configuration	<div></div>	<div></div>	01/08/24	02/23/24	In Progress			
• Foundation Alignment Sessions	<div></div>	<div></div>	01/08/24	02/06/24	Completed			
• Integrations – Inventory & Architect	<div></div>	<div></div>	12/08/24	02/06/24	Completed			
• Reports – Inventory & Architect	<div></div>	<div></div>	02/09/24	03/01/24	In Progress	Discussion Items	<ul style="list-style-type: none"><li>• Governance<ul style="list-style-type: none"><li>--Steering Committee</li><li>--Roles and Responsibilities</li><li>--Intentional updates and communication</li></ul></li><li>• Scope</li><li>• Training</li><li>• Executive Briefing Series</li><li>• Production Readiness Videos</li></ul>	
• Unit Testing	<div></div>	<div></div>	02/26/24	04/12/24	Not started			
• Customer Confirmation Sessions (CCS)	<div></div>	<div></div>	04/08/24	04/19/24	Not started			
						Risks	<ul style="list-style-type: none"><li>• Governance<ul style="list-style-type: none"><li>--Steering Committee</li><li>--Roles and Responsibilities</li><li>--Intentional updates and communication</li></ul></li><li>• Training<ul style="list-style-type: none"><li>--Identify attendees, register; more credits needed</li></ul></li></ul>	

## Project Budget As of January 31, 2024

	Original Budget	Amended Budget	Actual Paid to Date	Budget Balance
ERP Subscription	\$ 14,896,565	\$ 14,896,565	\$ 912,434	\$ 13,984,131
ERP Deployment	\$ 16,423,820	\$ 16,423,820	\$ 762,088	\$ 15,661,732
Advisory Services	\$ 5,420,800	\$ 4,648,551	\$ 67,261	\$ 4,581,290
Additional Costs	\$ 6,193,285	\$ 6,193,285	\$ 59,448	\$ 6,133,837
<b>Total</b>	<b>\$ 42,934,470</b>	<b>\$ 42,162,221</b>	<b>\$ 1,801,231</b>	<b>\$ 40,360,990</b>

## Outstanding Items Action Plan

Topic	Reason	Description	Status	Decision	Start Date	End Date
Position Control Budget	Out-of-Scope	We currently budget by position which rolls into the staffing plan. This feature is additional to the Workday contract.	In Review	Pending	1/9/2024	TBD
Professional Certifications	Out-of-Scope	Some faculty members are eligible for stipend based on professional certifications they hold. Currently not in scope.	In Review	Pending	1/11/2024	TBD
Bi-weekly Payroll	Out-of-Scope	STC has 3 payroll option configurations on the Scope Of Work (SOW); however, Workday is recommending implementing the Bi-weekly payroll post-go-live	In Review	Pending	11/28/2023	TBD

Project Team



## **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 City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing Tax Resale Private Bid
- b. Approval of Purchases, Renewals, and Interlocal Agreement

### Purchases and Renewals - Instructional Items

- 1) Mechanical Drive System and Electric Motor Control System (Purchase) - **Grant Funded**
- 2) Electromechanical Maintenance Cell Kit (Purchase) – **Grant Funded**

### Purchases and Renewals - Non-Instructional Items

- 3) Network Equipment Replacements (Purchase)
- 4) Public Safety Equipment for Police Units (Purchase)
- 5) Building Moving Services II (Renewal)
- 6) Insurance Risk Management Consultant Services (Renewal)

### Purchases and Renewals - Technology Items

- 7) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase)

### Interlocal Agreement

- 8) Facility Rental Agreement (Rental)

- c. Approval to Reestablish the Valley Metro Purple Line Transportation Route for FY 2024 – 2025
- d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2024 – 2025
- e. Approval to Adopt New Instruction Policies and Retire Current Policies
  - A-1. Adopt EDA (Local) Instructional Resources – Instructional Material
  - A-2. Retire Policy #3236: Guidelines for Adoption and Ordering of Textbooks
  - B-1. Adopt EE (Local) Curriculum Development

- B-2. Retire Policy #3100: Educational Program Development
- C-1. Adopt EFB (Local) Curriculum Design – Degrees and Certificates
- C-2. Retire Policy #3340: Degree, Certificate, and Award Designations
- D-1. Adopt EGAA (Local) Grading and Credit – Credit by Examination
- E-1. Adopt EGAB (Local) Grading and Credit - Examinations

f. Approval to Adopt New Personnel Policies and Retire Current Policies

- A-1. Adopt DC (Local) Employment Practices
- A-2. Retire Policy #4110: Filling of Vacancies
- A-3. Retire Policy # 4112: Self-Reporting of Criminal Conduct
- A-4. Retire Policy # 4113: Employment of Applicants in Security Sensitive Positions
- A-5. Retire Policy # 4114: Authorization to Conduct Background Checks
- A-6. Retire Policy #4115: Personnel Appointments
- A-7. Retire Policy #4120: Orientation of Employees
- B-1. Adopt DHC (Local) Employee Standards of Conduct – Employee Solicitations
- B-2. Retire Policy # 4810: Solicitation of Employees

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

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

**Approval Recommended:**

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

**Consent Agenda:**

**a. Approval of City of Alton Tax Resale Private Bid and Resolution #2024-012  
Authorizing Tax Resale Private Bid**

Purpose and Justification – Administration recommends Board approval of a City of Alton Tax Resale Private Bid and Resolution #2024-012 authorizing the Tax Resale Bid of one (1) property as requested for consideration and possible action by the law office of Linebarger Goggan Blair & Sampson, LLP.

The Texas Property Tax Code requires approval from all taxing entities for the resale of a property.

Background - On July 31, 2023, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Alton for one (1) property located within Hidalgo County, and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$3,158.04.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Committee packet, the private bid is pending approval by Hidalgo County Drainage District No.1, the City of Alton, South Texas Independent School District, United Irrigation District, and the Mission Consolidated Independent School District.

Enclosed Documents – The Resolution, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Board's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP attended the Committee meeting to address any questions.

The Committee recommended Board approval of the City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing the Tax Resale Bid 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 City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing the Tax Resale Bid as presented.

**Approval Recommended:**

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

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

ATTORNEYS AT LAW

1512 S. LONE STAR WAY  
EDINBURG, TEXAS 78539

Tel: (956) 383-4500 / Fax: (956) 383-7820

February 27, 2024

Ms. Rose Benavidez  
Chair  
South Texas College  
3201 W. Pecan  
McAllen, TX 78501

Re: T-087-09-A; City of Alton and South Texas College, Et Al vs. The known and unknown heirs of Frank Vecchio A/K/A Joe F. Vecchio A/K/A Jose Francisco Vecchio A/K/A Frank Vecchio III (Deceased) and any other known or unknown person having a claim and/or interest to the property, Et Al

Dear Ms. Benavidez:

In our capacity as the College's delinquent tax attorneys, we are tasked with foreclosing upon judgments rendered in favor of the College, which fail to get resolved through all reasonable collection efforts. The vast majority of properties that are foreclosed upon and placed for tax sale are sold at the first public auction; however, some properties do not receive the statutorily required minimum bid and are therefore *struck-off* to the taxing entities. This basically means the taxing entities jointly become the owners of the *struck-off* properties until the properties are later sold at a tax resale or through a *private bid* process. Although the Texas Property Tax Code allows for *struck-off* properties to be sold through a *private bid* process, our firm has a general policy to sell all *struck-off* properties through the public auction (resale) option instead – we believe the public auction option is more transparent and allows for a greater recovery of taxes owed. However, we will occasionally accept a *private bid* if it is made by a taxing entity (to acquire property for public use) or a private individual with a justified, compelling and documented reason.

On the above-referenced matter, our firm recently received a *private bid* for a *struck-off* property from the City of Alton. The City of Alton would like to purchase the subject property to expand the Josefa Garcia Park (public park located at the 1989 Alton school bus crash site). The 18-acre tract of land is landlocked and contains several caliche pits; therefore we do not believe the property is worth the \$540,000.00 the Hidalgo County Appraisal District has appraised it at. Hence is the reason the prior owner abandoned the property and quit paying taxes on the unmarketable tract of land. If acquired, the City of Alton plans to fill the caliche pits located on the subject property with water and expand its walking trails around the water features. Attached are copies of the City of Alton's bid and plans for the park expansion.

Given the unique circumstances (and very limited marketability) of the subject property and the City of Alton's plans to use the property for public use, our firm **recommends** that the District approves/accepts the City of Alton's private bid. We have also attached a bid analysis for your review, which details the prorated amount every taxing entity will receive if the private bid is approved/accepted by all taxing entities. Hidalgo County has already accepted/approved the private bid and we expect all other taxing entities to do the same.



We recommend placing the private bid on the next Board of Trustees meeting agenda as “Action: Review and act on private bid submitted by the City of Alton for subject property in Cause No. T-087-09-A (Property ID 318408) in accordance with Texas Property Tax Code Sec. 34.05(i).” and including the documents submitted by the City of Alton in the board packet. The item can be placed and acted upon as a consent agenda item should the District chose.

If accepted and approved by the District, please execute the attached resolution and return the executed resolution to our office. If you have any questions or would like additional information, please do not hesitate to contact me or Mr. Jeff Underwood (City of Alton City Manager).

Respectfully,

Linebarger Goggan Blair & Sampson, LLP

A handwritten signature in black ink that reads "Michael G. Cano". The signature is fluid and cursive, with the first name "Michael" being the most prominent.

Michael G. Cano  
Partner

# SOUTH TEXAS COLLEGE

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## TAX RESALE PRIVATE BID MARCH 05, 2024



**LINEBARGER**  
ATTORNEYS AT LAW



## CITY OF ALTON

TEXAS

509 S Alton Blvd. Alton, TX 78573 • Tel (956) 432-0760 • Fax (956) 432-0766 • [www.alton-tx.gov](http://www.alton-tx.gov)

---

July 31, 2023

Michael Cano  
Linebarger Goggan Blair & Sampson, LLP  
1512 S. Lone Star Way  
Edinburg, TX 78539

RE: Tract for Park Expansion – Property ID 318408; T-087-09-A

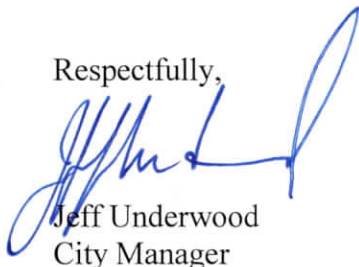
Dear Mr. Cano:

Please accept this letter as the City of Alton's desire to offer a private bid for the subject tract of land. It is our understanding that the tract has been struck off to the taxing entities. Successful acquisition of the property will allow the City to expand Josefa Garcia Park, one of its community parks. I have included a schematic of the entire park, with the subject tract included as it has been part of our Parks Master Plan since 2017.

I have been authorized to offer ten (10) percent of the Hidalgo County Appraisal District value, an amount equal to \$54,000. Additionally, the City is willing to pay constable's fees and court costs. I have included a check in the amount of \$56,035, to be held in trust by your firm pending the outcome of the acquisition process.

Please let me know if there is any additional information needed.

Respectfully,



Jeff Underwood  
City Manager

**SOUTH TEXAS COLLEGE**

**RESOLUTION NO. 2024-012**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to sell the property described on the attached list, which was bid off to South Texas College through previous tax foreclosure proceedings. All relevant provision of sec. 34.05 of the Texas Property Tax Code have been complied with.

Discussion was then conducted, and upon completion of the same the South Texas College Board of Trustees called for a vote on the motion, and the same was passed by majority. Now therefore:

**BE IT RESOLVED** that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mrs. Rose Benavidez  
Chair  
South Texas College

**ATTEST:**

\_\_\_\_\_  
Mrs. Victoria Cantu  
Secretary

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**PROPERTY INFORMATION**  
**SOUTH TEXAS COLLEGE**

<b>SUIT NUMBER</b>	<b>LEGAL DESCRIPTION</b>	<b>ACCOUNT NUMBER</b>
T-087-09-A	The South 838.5 feet out of Lot 42-9, West Addition to Sharyland Subdivision, a subdivision in Hidalgo County, Texas, lying East of what is known as the Five Mile Line, Hidalgo County Water Control and Improvement District No. 7 Canal, according to the map or plat thereof, recorded in Volume 1, Page 56, Map Records of Hidalgo County, Texas and carried on the tax roll as 18.00 acres out of the South 1/2 of Lot 42-9, West Addition to Sharyland.	W0100-00-042-0009-10

<b>PROPERTY INFORMATION</b>			
<b>CASE No STYLE:</b>	T-087-09-A; CITY OF ALTON AND SOUTH TEXAS COLLEGE, ET AL VS. THE KNOWN AND UNKNOWN HEIRS OF FRANK VECCHIO A/K/A JOE F. VECCHIO A/K/A JOSE FRANCISCO VECCHIO A/K/A FRANK VECCHIO III (DECEASED) AND ANY OTHER KNOWN OR UNKNOWN PERSON HAVING A CLAIM AND/OR INTEREST TO THE PROPERTY, ET AL		
<b>LEGAL DESCRIPTION:</b>	THE SOUTH 838.5 FEET OUT OF LOT 42-9, WEST ADDITION TO SHARYLAND SUBDIVISION, A SUBDIVISION IN HIDALGO COUNTY, TEXAS, LYING EAST OF WHAT IS KNOWN AS THE FIVE MILE LINE, HIDALGO COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 7 CANAL, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 1, PAGE 56, MAP RECORDS OF HIDALGO COUNTY, TEXAS AND CARRIED ON THE TAX ROLL AS 18.00 ACRES OUT OF THE SOUTH 1/2 OF LOT 42-9, WEST ADDITION TO SHARYLAND.		
<b>TAX ACCT. No.:</b>	W0100-00-042-0009-10	<b>PROPERTY ADDRESS:</b>	N MAYBERRY TX
<b>JUDGMENT DATE:</b>	FEBRUARY 27, 2018	<b>JUDGMENT YEARS:</b>	1981 - 2017
<b>TAX SALE DATE:</b>	MAY 01, 2018	<b>SHERIFF'S DEED RECORDED DATE:</b>	JUNE 05, 2018

<b>TAX / BID INFORMATION</b>			
<b>TOTAL BID AMT:</b>		\$56,035.00	
<b>TOTAL JUDGMENT AMT:</b>	\$240,219.68	<b>APP. VALUE AT JUDGMENT:</b>	\$486,000.00
<b>Est. Costs of Sale:</b>	\$2,500.00	<b>CURRENT APP. VALUE:</b>	\$540,000.00
<b>TAXING ENTITIES:</b>	<b>JUDGMENT AMOUNT DUE:</b>	<b>PERCENTAGE TO BE RECEIVED</b>	<b>AMOUNT YOU WILL RECEIVE</b>
City of Alton	\$41,893.18	17.44%	\$9,382.12
Hidalgo County	\$52,157.61	21.71%	\$11,680.87
Mission C.I.S.D	\$116,046.16	48.30%	\$25,988.93
South Texas I.S.D	\$4,315.42	01.80%	\$966.45
Hid. Co. Drain. Dist. #01	\$6,978.43	02.91%	\$1,562.84
South Texas College	\$14,101.34	05.87%	\$3,158.04
United Irrigation District	\$4,727.54	01.97%	\$1,058.75

**NOTE:** All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).

## Property Details

Account		
Property ID:	318408	Geographic ID: W0100-00-042-0009-10
Type:	Real	Zoning:
Property Use:		
Location		
Situs Address:	N MAYBERRY TX	
Map ID:		Mapsco:
Legal Description:	WEST ADDN. TO SHARYLAND 18 AC-S 1/2 LOT 42-9	
Abstract/Subdivision:	W010000 - WEST ADDN. TO SHARYLAND - SMS	
Neighborhood:	W010000	
Owner		
Owner ID:	116603	
Name:	HIDALGO COUNTY	
Agent:		
Mailing Address:	PO BOX 178 EDINBURG, TX 78540-0178	
% Ownership:	100.0%	
Exemptions:	EX-XV - Other Exemptions (including public property, religious organizations, charitable organizations, and other property not reported elsewhere) For privacy reasons not all exemptions are shown online.	

## Property Values

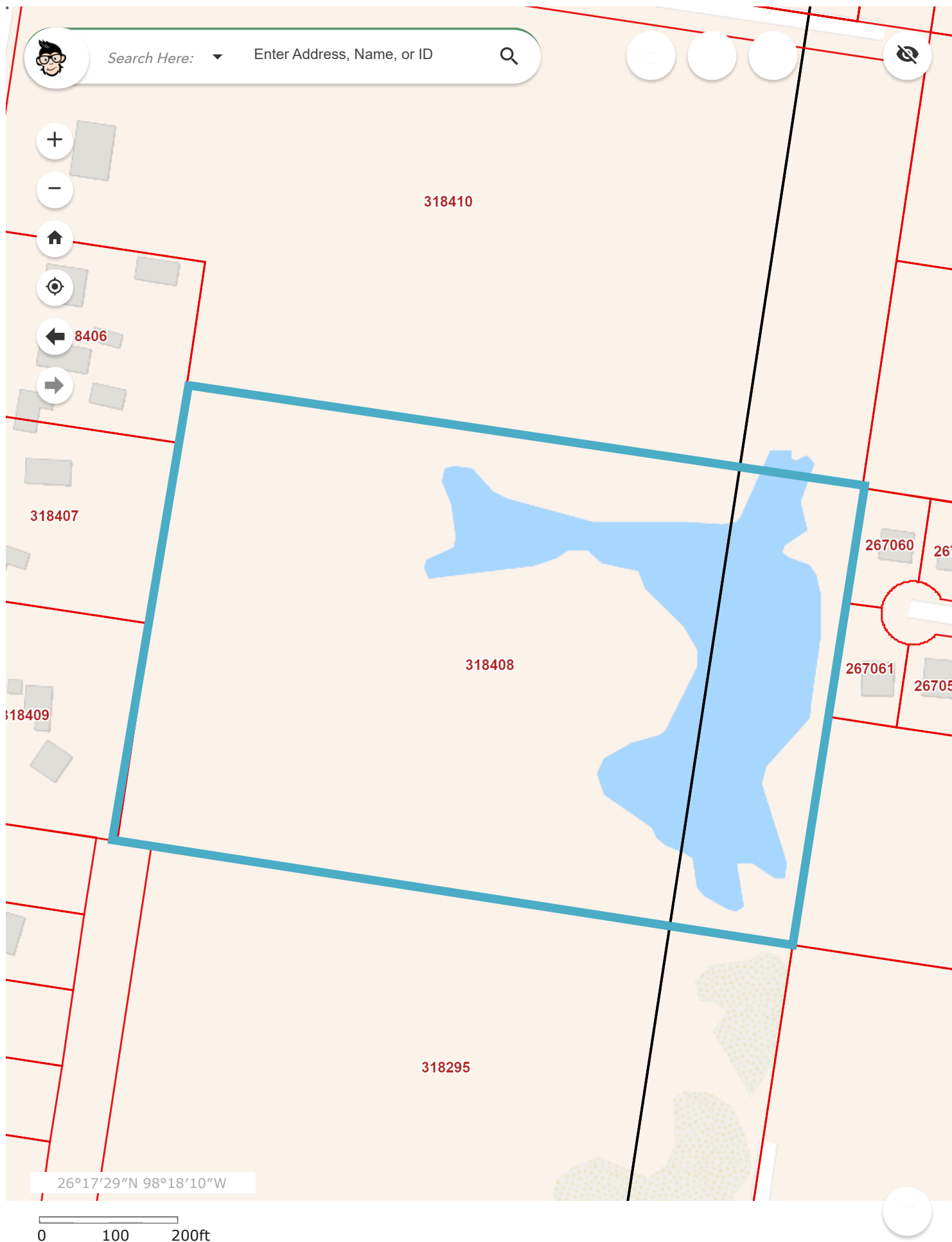
<b>Improvement Homesite Value:</b>	\$0 (+)
<b>Improvement Non-Homesite Value:</b>	\$0 (+)
<b>Land Homesite Value:</b>	\$0 (+)
<b>Land Non-Homesite Value:</b>	\$540,000 (+)
<b>Agricultural Market Valuation:</b>	\$0 (+)

<b>Market Value:</b>	\$540,000 (=)
<b>Agricultural Value Loss:</b> ⓘ	\$0 (-)
<b>Appraised Value:</b>	\$540,000 (=)
<b>Homestead Cap Loss:</b> ⓘ	\$0 (-)
<b>Assessed Value:</b>	\$540,000
<b>Ag Use Value:</b>	\$0

**VALUES DISPLAYED ARE 2024 PRELIMINARY VALUES AND SUBJECT TO CHANGE PRIOR TO CERTIFICATION.**

Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.







© 2022 Eagleview

map: Auto (Mosaic)	Aug 2022 - Sep 2022	08/01/2022 - 09/30/2022
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## MAP 5-1, JOSEFA GARCIA PARK CONCEPTUAL SITE PLAN

The Josefa Garcia Park conceptual site plan (**Map 5-1**) recommends a series of site enhancements and facility development intended to address many of the community needs identified in **Chapter 4, Needs Assessment**. Recommended park elements include:

### Northern Zone

- 1** Wild land restoration including:
  - Trails
  - Picnic tables
  - Native grasses and wildflower restoration
- 2** Water features for:
  - Small water craft launch
  - Regional storm water detention
  - Wildlife viewing / bird blinds

### Transition Zone

- 3** Primary multi-use trail corridor
  - Trailhead includes map, interpretive information, and shade.
  - May also include drinking fountain and restrooms.

### Southern Zone

- 4** Community event space including:
  - Trails and trailhead
  - Picnic tables
  - Large covered pavilion with surrounding gardens
  - Playground for all ages and abilities
  - Exercise stations
  - Event lawn (2 full size soccer fields)
  - Parking

### 5 Enhance existing park

- Trails and trailhead
- Playground for all ages and abilities
- Splash pad

### Commerce Zone

- 6**
  - Fee-based recreation or general retail
  - Connectivity to regional trail system









**PHOTO NOT AVAILABLE - LANDLOCKED PROPERTY**  
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**Consent Agenda:**

**b. Approval of Purchases, Renewals, and Interlocal Agreement**

Purpose and Justification – Administration requests the Committee recommend Board approval of the following purchases, renewals, and interlocal agreement at a total cost of \$577,111.96.

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

**A. Purchases and Renewals – Instructional Items**

**1) Mechanical Drive System and Electric Motor Control System (Purchase) – Grant Funded**

Purchase of a mechanical drive system and an electric motor control system from **Technical Laboratory Systems, Inc** (Katy, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$69,215.00.

Purpose and Justification – The Division of Academic Affairs and the Robotics & Mechatronics Technology Department are seeking to acquire a mechanical drive system and an electric motor control system. The mechanical drive system will provide students with theoretical knowledge and practical, hands-on skills related to motor drive components. This acquisition is crucial for enhancing the number of credentials awarded and improving workforce placement rates for mechatronic students, preparing them for real-world scenarios. The electric motor control system is vital for students to gain hands-on experience in troubleshooting manual faults, enabling them to practice real-world troubleshooting using actual industrial components. This system will enhance student's practical skills and understanding of electric motor control, ensuring they are well-prepared for the challenges of the industrial environment.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2023 – 2024.

**2) Electromechanical Maintenance Cell Kit (Purchase) – Grant Funded**

Purchase of an electromechanical maintenance cell kit from **Lab Resources Inc** (Tomball, TX), a Choice Partners approved vendor, at a total amount of \$78,035.00.

Purpose and Justification – The Division of Academic Affairs and the Robotics and Mechatronics Technology Department is requesting the purchase of an electromechanical maintenance cell. This equipment is necessary for helping students earn industry credentials by providing a realistic simulation of workplace environments. It allows for hands-on learning in assembling, wiring, maintaining, and troubleshooting electromechanical systems. The maintenance cell kit includes various tools and equipment tailored for electrical and mechanical maintenance tasks, such as multimeters, soldering equipment, wire cutters, pliers, and screwdrivers. This kit enables technicians to perform routine maintenance, troubleshoot issues, and make repairs, ensuring smooth operation of electromechanical systems.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2023 – 2024.

## **B. Purchases and Renewals – Non-Instructional Items**

### **3) Network Equipment Replacement (Purchase)**

Purchase of a network equipment replacement from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$194,720.48.

Purpose and Justification – Information Technology is requesting the purchase of network equipment to replace end-of-life and out-of-support equipment district-wide. The purchases include a data center network router to replace the existing one at the Pecan campus; eight (8) uninterrupted power supplies (UPS) district-wide; ten (10) network switches, fiber optic cables, and network peripherals district-wide. The network equipment ensures network access to all STC computers and devices, prevents data loss due to power outages, and provides data center connectivity and wireless access points for students, faculty, and staff.

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

### **4) Public Safety Equipment for Police Units (Purchase)**

Purchase of public safety equipment for police units from **South Texas Communications** (McAllen, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at an estimated total amount of \$51,315.24.

Purpose and Justification – The South Texas College Department of Public Safety emphasizes the critical need for this equipment to fully equip police units for patrolling and responding to incidents at any of the STC Campuses. This includes a siren and light controller, emergency speaker, emergency vehicle lighting system, and a cage designed for law enforcement vehicles. The equipment is essential for enhancing patrolling capabilities, responding to 911 emergency calls, and addressing various incidents on college campuses.

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

### **5) Building Moving Services – II (Renewal)**

Renew the building moving services - II contract with **Zuniga's House Mover, LLC** (San Juan, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$50,000.00.

Purpose and Justification – Facilities Planning and Construction is requesting to renew the building moving services – II contract for the relocation of portable buildings as needed throughout the College district. These services are necessary to move portable buildings to accommodate enrollment needs at various campuses.

Background – The Board awarded the contract for building moving services as follows:

<b>Term: May 26, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 <sup>st</sup> Renewal	3/28/23		6/1/23 – 5/31/24
2 <sup>nd</sup> Renewal	3/26/24		6/1/24 – 5/31/25 <b>Last Renewal</b>

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 Facilities Planning and Construction – Institutional Moves budgets in FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

#### **6) Insurance Risk Management Consultant Services (Renewal)**

Renew the insurance risk management consultant services contract with **Acrisure, LLC/dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$25,000.00.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Environmental, Health, Safety, and Risk Department is requesting to renew the insurance risk management consultant services contract for the annual review and recommendations concerning the College’s insurance and ongoing consulting as needed.

The consultant will assist the College in evaluating current insurance coverage to determine if it is adequate and make recommendations regarding any changes needed, soliciting and evaluating bids for insurance coverages, providing evaluations, and making recommendations to the College administration regarding any potential loss situations. In addition, the insurance risk management services consultant assists the College staff in the processing of claims, responding to questions arising from claims, and other insurance-related information, including domestic and international issues.

Background – The Board awarded the contract for insurance risk management consultant services as follows:

<b>Term: May 26, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 <sup>st</sup> Renewal	3/28/23		6/1/23 – 5/31/24
2 <sup>nd</sup> Renewal	3/26/24		6/1/24 – 5/31/25

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

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



## C. Purchases and Renewals - Technology Items

### 7) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase)

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

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$83,052.65
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$4,152.00
	Total Amount	\$87,204.65

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 Computers	
5	Chemistry Program
5	Educational Technology Maintenance and Replacement
1	Cosmetology Program
Faculty Computers	
1	Mechatronics Program
Student Laptops	
12	Physics Program
Staff Laptops	
1	Child Development Program
1	Sociology Program
1	Human Resources
1	Technology Campus
2	Regional Center for Public Safety Excellence – Non-State

<b>Faculty Laptops</b>	
4	Architectural and Engineering Design Technology
1	Mechatronics Program
1	Advanced Manufacturing Technology
<b>Staff Tablets</b>	
2	Inventory Control – Central Receiving
<b>Student Keyboards</b>	
36	Educational Technology Maintenance and Replacement
<b>Student Monitors</b>	
10	Educational Technology Maintenance and Replacement
<b>Staff Monitors</b>	
12	Technology Campus
8	Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 – 2025 as follows: Chemistry, Educational Technology Maintenance and Replacement, Cosmetology, Mechatronics, Physics, Child Development, Sociology, Human Resources, Technology Campus, Regional Center for Public Safety Excellence – Non-State, Architectural and Engineering Design Technology, Advanced Manufacturing Technology and Inventory Control.

#### **D. Interlocal Agreement**

##### **8) Facility Rental Agreement (Rental)**

Facility rental agreement with the **City of McAllen** (McAllen, TX), through an interlocal agreement, for the rental of the McAllen Convention Center for September 26 and 27, 2024, at an estimated total amount of \$10,810.80.

Purpose and Justification – The rental would include Exhibit Halls A and B, which would be used for the South Texas College Convocation 2024 on Friday, September 27, 2024. Access is needed on the preceding day for the setup of equipment. The rental includes access to the facility, audio visual equipment, tables and chairs, curtains, podium, stage, and security for the event.

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.

The Committee recommended Board approval of the purchases, renewals, and interlocal agreement at a total cost of \$577,111.96, as listed below:

#### **A. Purchases and Renewals - Instructional Items**

- 1) Mechanical Drive System and Electric Motor Control System (Purchase) - Grant Funded:** purchase mechanical drive system and an electronic motor control system

from **Technical Laboratory Systems, Inc** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$69,215.00;

- 2) **Electromechanical Maintenance Cell Kit (Purchase) – Grant Funded:** purchase electromechanical maintenance cell kit from **Lab Resources Inc** (Tomball, TX), a Choice Partners approved vendor, at a total amount of \$78,035.00;

**B. Purchases and Renewals - Non-Instructional Items**

- 3) **Network Equipment Replacements (Purchase):** purchase of a network equipment replacement from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$194,720.48.
- 4) **Public Safety Equipment for Police Units (Purchase):** purchase public safety equipment for police units from **South Texas Communications** (McAllen, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, for an estimated total amount of \$51,315.24;
- 5) **Building Moving Services II (Renewal):** renew the building moving services - II contract with **Zuniga's House Mover, LLC** (San Juan, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$50,000.00;
- 6) **Insurance Risk Management Consultant Services (Renewal):** renew the insurance risk management consultant services contract with **Acrisure, LLC/dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2024 through May 31, 2025, an estimated total amount of \$25,000.00;

**C. Purchases and Renewals - Technology Items**

- 7) **Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase):** purchase of computers, laptops, tablets, keyboards, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$83,052.65
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$4,152.00
	Total Amount	\$87,204.65

**D. Interlocal Agreement**

- 8) **Facility Rental Agreement (Rental):** facility rental agreement with the **City of McAllen** (McAllen, TX), through an interlocal agreement, for the rental of the McAllen Convention Center for September 26 and 27, 2024, at an estimated total amount of \$10,810.80.

***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 purchases, renewals, and interlocal agreement at a total cost of \$577,111.96, as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**c. Approval to Reestablish the Valley Metro Purple Line Transportation Route for FY 2024 – 2025**

Purpose and Justification – Administration recommends Board approval to reestablish the Valley Metro Purple Line transportation route with the LRGVDC for FY 2024 – 2025 due to increased requests for service.

The Purple Line Route connects the STC Mid-Valley Campus to the STC Nursing campus. This has been suspended by the LRGVDC since October 2020 due to low ridership during the pandemic and lack of bus drivers.

In Fall 2023, the College began receiving an increased number of requests for transportation to and from the STC Mid-Valley Campus to the McAllen Campuses. There have been requests from students, parents, and faculty/staff on behalf of their students for a transportation solution to connect the Mid-Valley and McAllen campuses.

The College has been in communication with Valley Metro Transit, who confirmed they are able to operate the route for FY 2024 - 2025. In November 2023, Valley Metro Transit provided an estimated annual budget of \$171,288 to operate the Purple Line Route for the fiscal year. The total cost to the College is \$71,130. The anticipated costs are as follows:

<b>FY 2024 - 2025</b>	<b>Amount</b>
<b>Total Operating Cost for Services – Purple Line</b>	<b>\$171,288</b>
Contributions:	
State/Federal Operating	\$(100,158)
City of Weslaco	TBD
Economic Development Corporation of Weslaco	TBD
<b>Total Net Cost to STC</b>	<b>\$71,130</b>
STC Payment to LRGVDC – Purple Line (Mid-Valley)	\$71,130
<b>Total Net Cost to South Texas College</b>	<b>\$71,130</b>

For FY 2024, the total net cost was \$327,869. The projected total for FY 2025 including the Purple Line will total \$398,999.

Previously, when the Purple Line Route was in service, the City of Weslaco and the Economic Development Corporation of Weslaco would contribute funds to the College for the operating cost of the route. The College has reached out to both entities to receive guidance on the process of requesting funding for the Purple Line Route pending feedback from the Board of Trustees. The Vice President of Institutional Advancement and Economic Development has been notified.

Enclosed Documents - The presentation on anticipated costs follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to respond to questions.

The Committee recommended Board approval to reestablish the Valley Metro Purple Line transportation route for FY 2024 – 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 reestablishing the Valley Metro Purple Line transportation route for FY 2024 – 2025 as presented.

**Approval Recommended:**

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

# Jag Express Operation Purple Line Route Recommendation for FY 2024 - 2025

Committee Meeting  
March 5, 2024

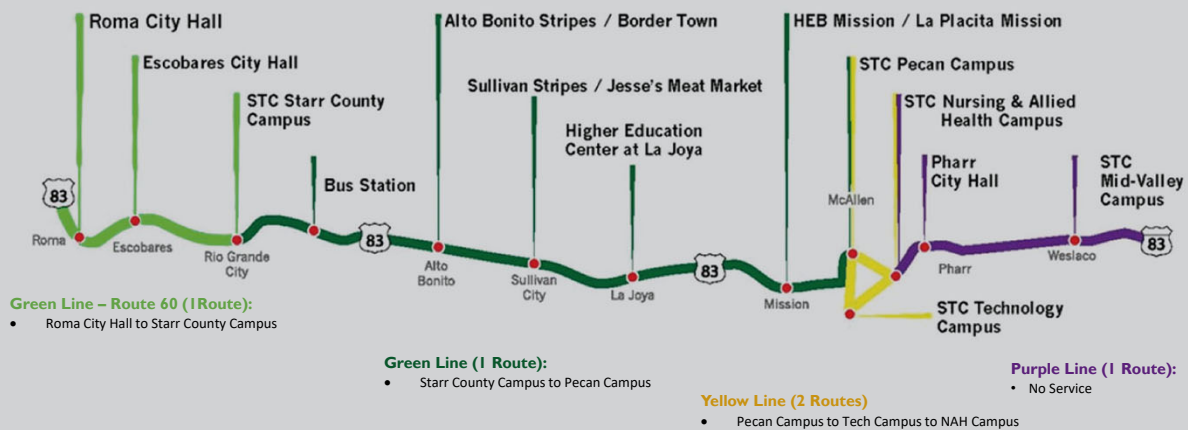
**PRESENTED BY:**

**MARY G. ELIZONDO, MBA, CPA, CFE, CGMA**

Vice President for Finance and Administrative Services



## Service Map



## Ridership History

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2018, FY 2019, FY 2020, FY 2021 FY 2022, FY 2023 and FY 2024:

Transportation Route	FY 2018	FY 2019	FY 2020 (Service Ended March 22, 2020)	FY 2021	FY 2022	FY 2023	FY 2024 (as of Jan. 2024)
<b>STC</b>							
Circulator (Yellow Line)	22,226	24,035	13,289	595	1,483	2,030	1,758
Park & Ride	16,358	20,870	18,070	No Service	No Service	No Service	
<b>LRGVDC</b>							
Starr (Green Line 1 & 2)	19,333	13,925	7,379	831	2,114	2,117	1,341
Starr (Green Line Route 60/Roma)	6,474	6,180	4,278	90	1,376	2,301	1,114
Mid Valley (Purple Line)	6,509	7,517	4,267	38	No Service	No Service	No Service
<b>Total Ridership</b>	<b>70,900</b>	<b>72,527</b>	<b>47,283</b>	<b>1,554</b>	<b>4,973</b>	<b>6,448</b>	<b>3,099</b>

## Current Option to Travel from Mid Valley to McAllen Campuses

- Valley Metro Route 31 - Provides service from the Harlingen Bus Station to the McAllen Bus Station. The route does pickup at the STC Mid Valley Campus.
- Once arrived at the McAllen Bus Station riders need to change to a McAllen Metro Route to get to an STC McAllen Campus.
- With a student ID, the cost to ride is free to students on a Valley Metro route and \$0.50 for McAllen Metro.

## Action Plan to Reestablish Purple Line

- Gain board approval to reestablish the Valley Metro Purple Line Transportation Route.
- Contact the City of Weslaco and the Weslaco Economic Development Corporation for funding to potentially assist the College with the operating cost of the route.
- Attend board meetings for both Weslaco entities and present on the benefit to the community of reestablishing the route to secure funding for FY 2024 – 2025.

## Anticipated Cost of Reestablishing the Purple Line Route for FY 2024 – 2025

FY 2024 - 2025	Amount
<b>Total Operating Cost for Services – Purple Line</b>	<b>\$171,288</b>
Contributions:	
State/Federal Operating	\$(100,158)
City of Weslaco	TBD
Economic Development Corporation of Weslaco	TBD
<b>Total Net Cost to STC</b>	<b>\$71,130</b>
STC Payment to LRGVDC – Purple Line (Mid-Valley)	\$71,130
<b>Total Net Cost to South Texas College</b>	<b>\$71,130</b>

The Purple Line Route will increase the total estimated STC net cost by \$71,130 if no additional funding is obtained.



# Anticipated Cost of Reestablishing the Purple Line Route for FY 2024 – 2025

Below is the cost for the current Interlocal Agreement which include Yellow Line, Green Line 1 (Starr to Pecan) and Route 60 (Roma) and the cost for the Purple Line Route (Mid Valley to Nursing and Allied Health)

	Current Agreement	Purple Line	FY 25 Projected Total
	Total Operating Cost	Total Operating Cost	Total Operating Cost
Total Cost	\$760,470	\$171,288	\$931,758
Grant Reimbursement	432,601	100,158	532,759
Net STC Cost	\$327,869	\$71,130	\$398,999

For FY 2024, the total net cost was \$327,869. The projected total for FY 2025 including the Purple Line will total \$398,999.

THANK YOU



**Consent Agenda:**

**d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2024 – 2025**

Purpose and Justification – Administration recommends Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for credit students, dual credit students sponsored by partnering school districts, dual credit students - non-sponsored, non-credit students, Regional Center for Public Safety Excellence (RCPSE), child development center students, testing, employee, and non-employee/non-student.

The tuition and fees schedules have been separated into nine (9) separate schedules in order to assist the students in easily determining the tuition and fees associated with the type of programs in which they are enrolled.

The proposed revisions to the tuition and fees schedules include the following:

**1. Credit Students Tuition and Fees**

- Increase Tuition per credit hour to incorporate the Student Activity Fee for:
  - ⇒ Resident Tuition-In-District Hidalgo & Starr Counties Per Credit Hour:
    - In-District per credit hour
  - ⇒ Resident Tuition-Out Of District-Other Texas Counties Per Credit Hour:
    - Out-of-District per credit hour
  - ⇒ Out-Of-State/International Flat Tuition Rate Per Credit Hour:
    - Out-of-state /International Flat Tuition per credit hour
- Revision to Mandatory Fees
  - ⇒ Deletion of Student Activity Fee per credit hour
- Revisions to the Program Specific Fees
  - ⇒ Revision of Information Technology and Other Course Fees, Certification (per course):
    - For the following courses: CPMT was revised from 1166 to 1447
  - ⇒ Addition of the following Programs
    - Architectural & Engineering Design Technology Program Fees
    - Automotive Technology Program Fees
    - Construction Supervision Program Fees
    - Electrician Program Fees
    - HVAC-R Program Fees
- Deletion of Bachelor Degrees Tuition and Fees per Term for In District, Out-of-District, and Out-of-State. This degree courses will be charged the regular tuition depending on residency.
  - ⇒ Computer and Information Technologies
  - ⇒ Medical and Health Services Management
  - ⇒ Organizational Leadership
  - ⇒ Operations Management

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

- No proposed revisions

**3. Dual Credit Students - Non-Sponsored Tuition and Fees**

- No proposed revisions

**4. Non-Credit Students Tuition and Fees**

- No proposed revisions

**5. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees**

- Addition to the Fees of a Two-Story Residential Fire Training Structure

**6. Child Development Center Students Tuition and Fees**

- Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
- Increase tuition for the 18 months – 12 years

**7. Testing Fees**

- No proposed revisions

**8. Employee Fees**

- Child Development Center Fees
  - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
  - ⇒ Increase tuition for the 18 months – 12 years

**9. Non-Employees/Non-Student Fees**

- Child Development Center Fees
  - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
  - ⇒ Increase tuition for the 18 months – 12 years

Reviewers - The proposed revisions to the Schedules have been reviewed by staff and the President's Cabinet.

Enclosed Documents - The nine (9) proposed Schedules follow in the packet for the Board's information and review. The proposed revisions are highlighted in yellow on the Schedules.

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

The Committee recommended Board approval of the revisions as proposed.

***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 revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for credit students, dual credit students sponsored by partnering school districts, dual credit students - non-sponsored, non-credit students, Regional Center for Public Safety Excellence (RCPSE), child development center students, testing, employee, and non-employee/non-student as presented.

**Approval Recommended:**

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

**CREDIT STUDENTS  
TUITION AND FEES  
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
<b>RESIDENT TUITION-IN-DISTRICT HIDALGO &amp; STARR COUNTIES PER CREDIT HOUR:</b>			
• In-District per credit hour	77.00	160.00	164.00
<b>RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:</b>			
• Out-of-District per credit hour	87.00	170.00	174.00
<b>OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT</b>			
• Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	250.00 flat rate	254.00 flat rate
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			
<b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>			
Nursing and Allied Health (NAH)		75.00	75.00
Biology	15.00	Deleted	Deleted
Chemistry	20.00	Deleted	Deleted
Physics	20.00	Deleted	Deleted
Astronomy	10.00	Deleted	Deleted
3000/4000 level courses	30.00	Deleted	Deleted
Associate Degree Nursing	75.00	Deleted	Deleted
Emergency Medical Technology	55.00	Deleted	Deleted
Occupational Therapy Assistant	55.00	Deleted	Deleted
Patient Care Assistant	35.00	Deleted	Deleted
Pharmacy Tech	55.00	Deleted	Deleted
Physical Therapist Assistant	55.00	Deleted	Deleted
Radiologic Technology/Sonography	65.00	Deleted	Deleted
Respiratory Therapy	65.00	Deleted	Deleted
Vocational Nursing	75.00	Deleted	Deleted
Physical Science	20.00	Deleted	Deleted
Geology	20.00	Deleted	Deleted
Engineering	20.00	Deleted	Deleted
Architectural & Engineering Design Technology	30.00	Deleted	Deleted
Automotive & Diesel Technology	20.00	Deleted	Deleted
Culinary Arts	15.00	Deleted	Deleted
Electronic Equipment & Computer	15.00	Deleted	Deleted
Electrician Assistant	10.00	Deleted	Deleted
Fire Science	10.00	Deleted	Deleted
Heating, Ventilation & Air Conditioning	20.00	Deleted	Deleted
Legal Assisting	10.00	Deleted	Deleted
Manufacturing Technology	10.00	Deleted	Deleted
Child Care and Development	20.00	Deleted	Deleted
Drama	20.00	Deleted	Deleted
Law Enforcement	10.00	Deleted	Deleted
Welding	15.00	Deleted	Deleted
<b>ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:</b>			
In-District per credit hour *	127.00	Deleted	Deleted
Out-of-District per credit hour *	137.00	Deleted	Deleted
Out-of-State per credit hour *	250.00	Deleted	Deleted
*All fees will be assessed, except mandatory and course fees.			

**CREDIT STUDENTS  
TUITION AND FEES  
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
<b>MANDATORY FEES:</b>			
Registration Fee: Fall and Spring: • Registration Fee per semester	150.00	Deleted	Deleted
Summer Minimesters: • Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	Deleted	Deleted
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	Deleted	Deleted
Information Technology Fee per credit hour	31.00	Deleted	Deleted
Learning Support Fee per credit hour	14.00	Deleted	Deleted
Student Activity Fee per credit hour	4.00	4.00	Deleted
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted	Deleted
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition	Tuition
Course Repeat Fee per credit hour • Third or more attempt (Excludes Developmental) • Enrollment in Developmental Studies Courses (>18 credit hours)	125.00 125.00	125.00 125.00	125.00 125.00
Developmental Studies Fee: One-time fee per semester	29.00	Deleted	Deleted
Drop Fee (one-time fee)-1st class day through Census date	25.00	Deleted	Deleted
Emergency Loan Late Payment Fee	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted	Deleted
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes: • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees

**CREDIT STUDENTS  
TUITION AND FEES  
FY 2024-2025**

	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform  • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429	165.00	165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/ Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (non- "S" Section) (per course)  • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	150.00	150.00	150.00
Information Technology and Other Course Fees: Certification (per course)  • For the following courses: CPMT <del>1166</del> <b>1447</b> and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Cosmetology Program Fees			
• Tool Kit - CSME 1401	575.00	575.00	575.00
• Register in SHEARS – CSME 1401	25.00	25.00	25.00
• Testing Fee - CSME 2441	131.00	131.00	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Architectural & Engineering Design Technology Program Fees: AutoCAD Certified User Exam + 1 Retest (per semester) • For the following course: DFTG 1409			Recovery of costs and processing fees
Automotive Technology Program Fees: Automotive Service Excellence Exam (per user seat license for students to take multiple exams during the semester) • For the following courses: AUMT 2434 and CSIR 1355			Recovery of costs and processing fees
Construction Supervision Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Project Management (per semester) • Assessed to students enrolled in CNBT Courses.			Recovery of costs and processing fees
Electrician Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Electrical Level 1 (per semester) • Assessed to students enrolled in ELPT Courses.			Recovery of costs and processing fees

**CREDIT STUDENTS  
TUITION AND FEES  
FY 2024-2025**

	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>HVAC-R Program Fees:</b> NCCER Accreditation Exam: NCCER Core + NCCER HVAC Level 1 (per semester) • Assessed to students enrolled in HVAC Courses.			Recovery of costs and processing fees
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, EDUCATION BACHELOR FLAT TUITION:</b>			
<b>BACHELOR DEGREES:</b> • Computer and Information Technologies • Medical and Health Services Management • Organizational Leadership • Operations Management			Deleted
<del>Competency-Based Format- Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)</del>	850.00	900.00	Deleted
<del>Competency-Based Format- Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)</del>	910.00	960.00	Deleted
<del>Competency-Based Format- Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)</del>	1500.00	1500.00	Deleted
<del>*All fees will be assessed, except mandatory and course fees.</del>			Deleted
<del>*Applicable fees will be assessed.</del>			Deleted
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only.</i> <i>STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00



**CREDIT STUDENTS  
TUITION AND FEES  
FY 2024-2025**

	Board Approved FY 2022-2023	Board Approved FY 2023-2024	PROPOSED FY 2024-2025
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for dual credit students in in-district partnering school districts	0.00	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	87.00	55.00	55.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted	Deleted
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/Other Activities</i> (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>PROGRAM SPECIFIC FEES:</b>			
Fire Academy Fees: (per student/per semester) includes: (charged to School District) <ul style="list-style-type: none"> <li>• Gear Rental</li> <li>• Self Contained Breathing Apparatus</li> <li>• Testing</li> <li>• Ambulance Standby (Live Fire)</li> <li>• Uniform</li> </ul>		Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES- GENERAL:</b>			
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00	200.00
<b>INCIDENTAL FEES- LIBRARY:</b>			
Lost or Damaged Library Item		Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee			
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:</b>			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	55.00	55.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	55.00	55.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	55.00	55.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	55.00	55.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	87.00 Plus applicable differential tuition	55.00	55.00
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	Deleted	Deleted
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	All fees, including course and incidental fees are applicable and will not be waived	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Deleted	Deleted
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00	900.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour	10.00	Deleted	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted	Deleted
<b>INCIDENTAL FEES- GENERAL:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted	Deleted
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
<b>INCIDENTAL FEES- LIBRARY:</b>			
Lost or Damaged Library Item		Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
<del>Parking Permit Replacement Fee</del>	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**NON-CREDIT  
STUDENTS TUITION AND FEES  
FY 2024-2025**

	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00





**NON-CREDIT  
STUDENTS TUITION AND FEES  
FY 2024-2025**

	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>CONTINUING EDUCATION PUBLIC SAFETY COURSES:</b>			
Tuition and Fees	As per Workforce/ Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2023-2024 <u>Non- Credit</u> Students Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2023-2024 Non- Credit Students Tuition and Fee Schedule
<b>FEES:</b>			
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Skills Pad ( per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
• Two-Story Residential Fire Training Structure			Variable, based on recovery of costs
• TCOLE Licensing Certification Exam			
⇒ Basic Peace Officer Exam	35.00	35.00	35.00
⇒ Basic Jailer Exam	35.00	35.00	35.00
⇒ Telecommunicator Exam	35.00	35.00	35.00
⇒ Police Officer to Jailer Exam	35.00	35.00	35.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
<b>INCIDENTAL FEES:</b>			
Returned Check		30.00	30.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>TESTING FEES:</b>			
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam	35.00	35.00	35.00
• Basic Jailer Exam	35.00	35.00	35.00
• Telecommunicator Exam	35.00	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00	35.00
GED Exam Fee- <b>1st and 4th Attempts</b>			
• GED Exam Fee- <b>\$36.25</b> English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- <b>\$36.25</b> Mathematics only			
• GED Exam Fee- <b>\$36.25</b> Science only			
• GED Exam Fee- <b>\$36.25</b> Social Studies only			
GED Retest Exam Fee- <b>2nd, 3rd, 5th, and 6th Attempts</b>			
• GED Retest Exam Fee- <b>\$16.25</b> English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Retest Exam Fee- <b>\$16.25</b> Mathematics only			
• GED Retest Exam Fee- <b>\$16.25</b> Science only			
• GED Retest Exam Fee- <b>\$16.25</b> Social Studies only			



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>HiSET Exam Fee (All Five Exams-1st and 4th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$25.00</li> <li>• HiSET Exam Fee-Writing only \$25.00</li> <li>• HiSET Exam Fee-Math only \$25.00</li> <li>• HiSET Exam Fee-Science only \$25.00</li> <li>• HiSET Exam Fee-Social Studies only \$25.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$15.00</li> <li>• HiSET Exam Fee-Writing only \$15.00</li> <li>• HiSET Exam Fee-Math only \$15.00</li> <li>• HiSET Exam Fee-Science only \$15.00</li> <li>• HiSET Exam Fee-Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
<b>TSI Assessment Exam Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading	15.00	15.00	15.00
<b>TSI Assessment Exam Retesting Fees: Effective January 11, 2021</b>			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00	15.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00		
Additional Parking Permit Fee		25.00	25.00
Parking Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	80.00	80.00	80.00
Fourth	100.00	100.00	100.00
Fifth	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
First		50.00	50.00
Second		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>		Warning	Warning
<i>Second</i>		30.00	30.00
<i>Third</i>		50.00	50.00
<i>Fourth</i>		70.00	70.00
<i>Fifth</i>		90.00	90.00
<b>INCIDENTAL FEES:</b>			
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
<b>INCIDENTAL FEES:</b>			
Returned Check	30.00	30.00	30.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	125.00/week 25.00/day		
• 0 - 17 months		130.00/week 26.00/day	Deleted
• 18 months - 12 years		125.00/week 25.00/day	Deleted
• 0 - 12 years			130.00/week 26.00/day
Registration Fee: (upon enrollment)			
• Fall Semester	50.00	Deleted	Deleted
• Spring Semester	50.00	Deleted	Deleted
• Fall - Spring		50.00	50.00
• Summer Session	25.00	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	40.00
• Spring Semester	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Spring Semester	65.00	Deleted	Deleted
• Summer Session	25.00	25.00	25.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00





	<b>Board Approved FY 2022-2023</b>	<b>Board Approved FY 2023-2024</b>	<b>PROPOSED FY 2024-2025</b>
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>		50.00	50.00
<i>Second</i>		90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations:*			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>		Warning	Warning
<i>Second</i>		30.00	30.00
<i>Third</i>		50.00	50.00
<i>Fourth</i>		70.00	70.00
<i>Fifth</i>		90.00	90.00

**Consent Agenda:**

**e. Approval to Adopt New Instruction Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt new Instruction 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. EDA (Local) Instructional Resources – Instructional Material	A-2. Policy #3236: Guidelines for Adoption and Ordering of Textbooks	All of the content from the retired policy is included in the new local policy.
B-1. EE (Local) Curriculum Development	B-2. Policy #3100: Educational Program Development	All of the content from the retired policy is included in the new local policy.
C-1. EFB (Local) Curriculum Design – Degrees and Certificates	C-2. Policy #3340: Degree, Certificate, and Award Designations	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
D-1. EGAA (Local) Grading and Credit – Credit by Examination	N/A	N/A
E-1. EGAB (Local) Grading and Credit - Examinations	N/A	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, the Faculty Senate, the Vice President and Provost for Academic Affairs, and the Vice President for Student Affairs and Enrollment Management.

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

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, Dr. Brett Millan, Associate Vice President for Academic Success and Advancement, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Cynthia Blanco, Director of Student Records and Registrar, attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt new Instruction 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 the adoption of new Instruction Policies and retirement of current policies as presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**Selection of Course  
Materials**

The vice president for academic affairs, or designee, shall establish procedures for adopting, reviewing, and changing course materials, including textbooks. The procedures shall include faculty participation in selection and decision making processes.

## MANUAL OF POLICY

<b>Title</b>	<b>Guidelines for Adoption and Ordering of Textbooks</b>	<b>3236</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated June 19, 2003</b>	

The Office of the Vice President for Academic Affairs is responsible for establishing guidelines for the adoption and ordering of textbooks with input from the instructional community.

The guidelines will be reviewed on a biennial basis and will be available through the Office of the Vice President for Academic Affairs upon request.

RETIRED

**Curriculum  
Development and  
Revision**

This policy recognizes the importance of both faculty and administrative involvement in the creation of curriculum and approval of educational programs (degrees, certificates, diplomas, or credentials).

Faculty shall have primary responsibility for designing and revising the curriculum. To encourage faculty innovation and to expedite curriculum decisions, the College President or designee shall adopt procedures for curriculum development that provide for faculty and administration involvement in decision-making and approval consistent with the College District's mission. The procedures adopted shall outline and describe the role of the Board, Board committees, the Coordinating Board, and other entities, as appropriate.

The College District shall adopt a core curriculum adhering to guidelines and rules established by the Coordinating Board, including, among other things, the requirement that all students seeking an Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teaching (AAT), Bachelor of Applied Science, Bachelor of Science in Nursing (BSN), or Bachelor of Applied Technology degrees shall complete the core curriculum and a field of study curriculum, unless an exception is approved in accordance with Coordinating Board rules.

Aligned with state guidelines, the College District shall offer a core curriculum, set forth in the course catalog, that is fully transferable and, if completed, substitutes for a receiving institution's core curriculum. Upon completion, core completion will be noted on a student's transcript.

The vice president for academic affairs or designee shall work with the College District curriculum committee to draft and revise procedures to develop and maintain the College District curriculum. All educational programs shall be reappraised periodically to ensure that the offered courses meet the needs of the community and College District students.

## MANUAL OF POLICY

**Title:** Educational Program Development

**3100**

**Legal Authority:** Approval of the Board of Trustees

**Page 1 of 1**

**Date Approved by Board:** Board Minute Order dated April 23, 2019

### **I. Purpose**

In the tradition of American higher education, this policy recognizes the importance of both faculty and administrative involvement in the creation of curriculum and approval of educational programs (degrees, certificates, and diplomas).

### **II. Policy**

Primary responsibility of curriculum and educational program development lies with the faculty. The College will create and maintain procedures that ensure the involvement of both faculty and administration in approving programs consistent with the college's mission.

These procedures will outline the role of the Board Committees, Board of Trustees, Texas Higher Education Coordinating Board, and other entities as appropriate.

### **III. Definitions**

*Educational Program* – Any transfer or non-transfer program that the college grants as specified in **Board Policy 3340 – Degree, Certificate, and Award Designations**.

### **IV. History**

This section is a record of the policy history. Include Month, Day and Year (ex: January 1, 2017).

Origination Date Approved by Board	April 23, 2019
Date Reviewed and Approved by Board	April 23, 2019
Date Approved by President Non-substantive Changes	
5-Year Review Cycle Completion Dates	

**Degrees,  
Certificates, and  
Awards**

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration, faculty, and staff shall be described in the College District catalog and on the College District website.

**Semester Credit  
Hours**

The College District employs sound and accepted practices for determining the amount and level of credit awarded for courses. The College District adheres to the Texas Lower Division Academic Course Guide Manual for academic transfer courses and the Texas Workforce Education Course Manual for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, competency-based, or other delivery modes.

The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings and in laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and in distance and competency-based education. The value of a credit hour can be determined by contact time, educational experience, mastery of competency, and out-of-class preparation by the student.

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at the College District, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one hour each week during a traditional long semester, approximately 16 weeks. This includes not less than one hour each week for approximately 15 weeks of direct faculty instruction, a minimum of two hours of out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses offered in less than a 16 week semester will consist of the same number of class contact hours and have the same learner outcomes and quality of instruction as 16 week semester courses.
3. At least an equivalent amount of work is required for other academic activities, including laboratories, internships, studios, clinicals, practicums, cooperative education experiences, and other academic work that leads to the award of credit.



4. Online, hybrid, competency-based, and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hour is based upon the learning outcomes, competency mastery, and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction are equivalent to traditionally delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, the College District takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the College District regardless of location or mode of delivery.

## MANUAL OF POLICY

<b>Title</b>	<b>Degree, Certificate, and Award Designations</b>	<b>3340</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated July 28, 2005</b>	

South Texas College shall award the following degrees, certificates, and awards.

1. Bachelor of Applied Technology.
2. Associate of Arts Degree.
3. Associate of Science Degree.
4. Associate of Applied Science Degree.
5. College Certificate of Completion.
6. Marketable Skills Achievement Award.
7. Institutional Award.

Current and incoming students may earn credit for relevant education, work, military service, or other life experience. Qualified students may earn credit by performing satisfactorily on certain national tests and Advanced Placement (AP) exams or by completing tests developed and administered by the College District, if available.

The vice president for academic affairs shall develop procedures to implement this policy. The requirements shall be published in the College District catalog and other relevant publications as determined by the administration.

The vice president for academic affairs, or designee, shall develop a schedule of final exams to occur during each final exam period designated by the Board on the academic calendar. The final exam schedule shall be published in the College District catalog.

**Consent Agenda:**

**f. Approval to Adopt New Personnel Policies and Retire 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. DC (Local) Employment Practices	A-2. Policy #4110: Filling of Vacancies A-3. Policy # 4112: Self-Reporting of Criminal Conduct A-4. Policy # 4113: Employment of Applicants in Security Sensitive Positions A-5. Policy # 4114: Authorization to Conduct Background Checks A-6. Policy #4115: Personnel Appointments A-7. Policy #4120: Orientation of Employees	All of the content from the retired policy is included in a procedure, handbook, and/or manual, etc.
B-1. DHC (Local) Employee Standards of Conduct – Employee Solicitations	B-2. Policy # 4810: Solicitation of Employees	All of the content from the retired policy is included in the new local policy.

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, attended the Committee Meeting to address questions.

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

**Approval Recommended:**

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

EMPLOYMENT PRACTICES

DC  
(LOCAL)

**Posting Vacancies**

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

**Applications**

All applicants shall complete the application form supplied by the College District and certify that the information provided by the applicant is true and correct.

DATE ISSUED:

ADOPTED:

1 of 1

DC(LOCAL)-X

## MANUAL OF POLICY

<b>Title</b>	<b>Filling of Vacancies</b>	<b>4110</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated April 26, 2016</b>	

South Texas College seeks to fill each vacant position with the best qualified person available without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information or veteran status and to comply with all statutory requirements relating to filling such vacant positions.

RETIRED



<b>Title</b>	<b>Self-Reporting of Criminal Conduct</b>	<b>4112</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated December 15, 2015</b>	

South Texas College requires employees to self-report criminal conduct.

### **I. Reporting of Criminal Charges or Arrest**

Any employee that is arrested for or charged with a felony or misdemeanor offense in this State, or any other jurisdiction, other than a traffic offense that is punishable by a fine only, is required to report such arrest or charge to South Texas College. This report must be made to the Office of Human Resources within five business days of the employee first being arrested, summoned, or served with a charging instrument such as a citation, an information, or an indictment. An employee is not excused from making this report because the employee is detained or incarcerated pending release on bail. This report may be made by the employee or by any other person acting at the employee's request. An employee's supervisor that receives a report under this policy shall, within three business days, thereafter, forward the report to the Office of Human Resources.

### **II. Report of Disposition of Criminal Charges**

Additionally, an employee is required to report to the Office of Human Resources of the disposition of the criminal charges, i.e., acquittal, conviction, pre-trial diversion, or deferred adjudication. This report must be made within three business days of the disposition of the criminal charges.

### **III. Report of Revocation of Probation or Adjudication**

Any employee that is serving a suspended sentence and is placed on community supervision/probation, or whose adjudication of guilt has been deferred pending successful completion of community supervision/probation shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's community supervision/probation or concerning adjudication of the employee's guilt. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation or adjudication proceeding.

### **IV. Report of Revocation of Parole or Supervised Release**

Any employee that is on parole or supervised release shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's parole or supervised release. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation proceeding.

### **V. Form of Report**

Initially, any report required under this policy may be verbal if making a written report is impracticable during the five-business day period due to the employee being detained or incarcerated pending release on bail. The verbal notice shall be reduced to writing and provided to the Office of Human Resources within three days of the employee being released on bail.

### **VI. Disciplinary Action**

An employee or supervisor who fails to comply with the notice requirements of this policy may be subject to disciplinary action, including dismissal, in accordance with existing policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Employment of Applicants in Security Sensitive Positions</b>	<b>4113</b>
<b>Legal Authority</b>	<b>House Bill 1550, Access to Police Records</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

A criminal history records check is required on all applicants/employees being considered for employment or transfer to a "Security Sensitive" position. Security Sensitive positions shall be restricted to employees who handle currency, have access to financial information on a computer terminal, have access to a master key, or who work in an area of the College which has been designated as a Security Sensitive area. A Security Sensitive position shall be identified as such in the Job Description and Job Announcement.

Such records check will be made by the applicant who will deliver such a record as a condition of employment. After such use the record will be shredded and/or disposed. All applicants shall be required to sign an authorization form permitting the College to conduct a background check including all credit, employment and other relevant information relating to the applicant.

## MANUAL OF POLICY

<b>Title</b>	<b>Authorization to Conduct Background Checks</b>	<b>4114</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order Dated January 9, 1997</b>	

All applicants shall be required to sign an authorization form authorizing the College to conduct a background check including all credit, employment, criminal history, driving record, and other relevant information pertaining to the applicant.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Personnel Appointments</b>	<b>4115</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated May 15, 2003 As Amended by Board Minute Order dated June 26, 2014 As Amended by Board Minute Order dated January 31, 2017 As Amended by Board Minute Order Dated June 27, 2017</b>	

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the Executive, Administrative, or full-time regular Faculty job classifications, with the exception of the College President, are employed on a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

Adjunct, lecturer, and dual credit faculty are employed on an as needed, non-contractual, at will, basis with no expectation of continued employment or property rights beyond the assignment.

Grant funded employees, not employed under a letter of appointment, are employed on an as needed, noncontractual, at-will basis with no expectation of continued employment or property rights beyond the assignment, or timeline of the grant.

All non-faculty employees whose positions fall within the Full Time Temporary category, including Professional/Technical Support, Classified, Direct Wage, or Workstudy job classifications are employed on a non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment term.

All full-time regular faculty and non-faculty employees are employees whose positions are included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system and complete all other new hire paperwork. When the orientation process is concluded, an Authorization to Work form will be given to the new employee authorizing him/her to report to their respective Department and Supervisor.

## MANUAL OF POLICY

<b>Title</b>	<b>Personnel Appointments</b>	<b>4115</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>

Personnel appointments are graded and compensated per the Board approved Employee Pay Plan and Staffing Plan. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college and included in the position's job description.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Orientation of Employees</b>	<b>4120</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

All new employees and employees newly eligible for benefits must report to the Office of Human Resources to participate in an employee orientation that covers, but may not be limited to, the following:

1. A brief history of South Texas College;
2. A discussion of some basic policies and procedures of the College;
3. A review of forms requiring the employee's signature, e.g., W-4, I-9;
4. A discussion of and enrollment in benefit plans offered by the College;
5. A discussion of Optional Retirement Programs (ORP) and the Texas Retirement System (TRS); and
6. Other State and College required information.

**Employee  
Solicitation**

“Employee solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an employee or employee organization. The term does not include activities engaged in to conduct College District business.

**Solicitation of  
Employees**

Solicitation of employees on College District property for membership in and contributions to any organization or association is prohibited unless otherwise required by law. Solicitation by agents or salespersons or employees acting as agents or salespersons on College District premises is prohibited. Any exceptions must have the consent of the College President or designee.

**Sanctions**

If an employee or employee organization is alleged to have violated this policy, the employee or organization shall be subject to a reasonable investigation conducted by the College District.

An employee determined to be in violation of this policy shall be subject to disciplinary measures as described in policy DH and the employee handbook.

## MANUAL OF POLICY

<b>Title</b>	<b>Solicitation of Employees</b>	<b>4810</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

Solicitation of employees on College property for membership in and contributions to any organization or association is prohibited unless otherwise required by law. Solicitation by agents or salespersons or employees acting as agents or salespersons on College premises is prohibited. Any exceptions must have the consent of the President or designee.

RETIRED



## **Review and Action as Necessary to Adopt New Business and Support Services Policy**

Purpose and Justification – Administration recommends Board approval to adopt the new Business and Support Services Policy 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 the new policy is as follows:

Adopt New Policy
A-1. CAL (Local) Appropriations and Revenue Sources – Sale, Trade, or Lease of College-Owned Property

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 Vice President for Finance and Administrative Services.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities, Operations, and Maintenance, attended the Committee Meeting to address questions.

At the March 5, 2024 Committee meeting, Mr. Paul R. Rodriguez noted that the proposed Policy title referenced "Sale, trade, or lease..." but the policy itself only addressed the issue of leasing.

Mr. Rodriguez also noted that the policy authorized the College President to negotiate leases, but did not specify whether the College President also had authority to execute the negotiated lease, or whether the negotiated lease would need to be presented to the Board of Trustees for approval.

Administration agreed to review these concerns with TASB and provide clarification and/or revisions for the Board's consideration.

TASB confirmed that the title of policies could not be changed, as they correspond to legal framework documentation and the policy management system utilized by TASB to monitor and update policies to comply with changes to statute. They did agree that the proposed policy could be modified to authorize negotiation of “sale, trade or lease” of property to fully conform with the title, at the College’s discretion.

They also responded that the College could, at the discretion of the Board, authorize the College President to execute negotiated transactions or present those negotiations for Board approval. Administration has revised the policy to reflect that the negotiated terms would be reported to the Board for approval at the next regular Board meeting.

The revised proposed Policy CAL(Local) is included in the packet for the Board’s review and consideration.

This policy is presented without a recommendation from the Committee.

***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 Business and Support Services Policy as presented, which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

APPROPRIATIONS AND REVENUE SOURCES  
SALE, TRADE, OR LEASE OF COLLEGE-OWNED PROPERTY

CAL  
(LOCAL)

The Board delegates to the College President the authority to negotiate the sale, trade, or lease of College District property or office space to another political subdivision or an agency of a state or federal government in accordance with state law.

The College President shall report the terms of any new sale, trade, or lease to the Board for approval at the next regular Board meeting.

## **Discussion and Action as Necessary to Purchase an Online Test Proctoring Software Agreement**

Purpose and Justification - Administration recommends that the Board approve the purchase of an online test proctoring software agreement from Honorlock, Inc. (Boca Raton, FL), an OMNIA Partners purchasing cooperative approved vendor, for a period beginning April 1, 2024, through August 31, 2027, at an estimated total amount of \$812,313.33.

Background – Distance Learning is requesting to purchase online proctoring software that uses Artificial Intelligence (AI) to analyze test-taker behavior to detect suspicious activity; the system brings in a human proctor to review in real-time when suspicious activity is identified. The Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) and the US Department of Education require all institutions to have a strategy for the verification of student identity, which must include password protection and a variety of other methods aligning with best practices, to ensure the work submitted was completed by the student who is enrolled.

The following will use the software:

- Bachelor's Degree Programs
- Business, Public Safety, and Technology Programs
- Continuing Education and Workforce Development Department
- Dual Credit Programs
- Liberal Arts Programs
- Math, Science, and Information Technology Programs
- Nursing and Allied Health Programs
- Social and Behavioral Sciences Programs

<b>Period</b>	<b>Amount</b>
April 1, 2024 – June 30, 2024	\$0.00 (Pilot – free of charge)
July 1, 2024 – August 31, 2024	\$34,833.33
September 1, 2024 – August 31, 2025	\$209,000.00
September 1, 2025 – August 31, 2026	\$258,240.00
September 1, 2026 – August 31, 2027	\$310,240.00
<b>Grand Total</b>	<b>\$812,313.33</b>

Funds for this expenditure are budgeted in the Digital Learning budget for FY 2023 - 2024 and Digital Learning and Academic Affairs for FY 2024 – 2025, FY 2025 - 2026, and FY 2026 - 2027, pending Board approval of the budget.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services; Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs; Dr. Brett J. Millan, Associate VP of Academic Success & Advancement, and Deyadira Leal, Interim Director of Purchasing, will be present at the Board Meeting to address questions.

This item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting, and 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 purchase of an online test proctoring software agreement from Honorlock, Inc. (Boca Raton, FL), an OMNIA Partners purchasing cooperative approved vendor, for a period beginning April 1, 2024, through August 31, 2027, at an estimated total amount of \$812,313.33.

**Approval Recommended:**

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

## **Discussion and Action as Necessary to Add New Position in Accordance with Policy DEA (Local)**

Purpose and Justification – Administration recommends to add a New Position in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.

Policy DEA (Local) was approved on January 30, 2024, which requires the Board to review and approve requests for new (non-existing) position(s) not previously approved by the Board within the Employee Pay Plan and Staffing Plan.

The following table outlines the placement of the Director – Video Production and Content Strategy position within the College’s Pay Plan for FY 2023 – 2024 and rationale for this request.

<b>New Critical Non-Faculty Position for FY 2023 - 2024</b>					
<b>Department Name</b>	<b>Organization</b>	<b>Position Title</b>	<b>Classification</b>	<b>Pay Grade</b>	<b>Salary Range</b>
Public Relations and Marketing	120000	Director - Video Production and Content Strategy	Executive Administrative Professional	8	\$80,855 - \$121,283
<b>Rationale:</b> This new role will allow the college to enhance institutional video content capabilities, improve brand consistency, and strategically leverage video as a powerful marketing and communication tool.					

Background - If approved, the Employee Pay Plan and Staffing Plan will be revised to include this new position.

Funding Source – The total salary budget for the Staffing Plan for FY 2023 – 2024 will remain the same.

Reviewers – The President, Vice President for Finance and Administrative Services, Executive Director of Human Resources of Talent Development, and Executive Director of Public Relations and Marketing have reviewed and recommend the request to add this new position to the College’s Employee Pay Plan and Staffing Plan.

Enclosed – Board Policy DEA (Local) follows in the packet for the Board’s information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and Lynda Lopez, Executive Director of Public Relations and Marketing will attend the Board meeting to address any questions.

This item was not available for review by the Finance, Audit, and Human Resources Committee, and 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 adding the new position in accordance with Policy DEA (Local).

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

## **Review and Discussion on Contracting Electric Power Services**

Purpose and Justification – Contracting electric power services is being presented for review and feedback on the preferred procurement method option for electric power services since a method must be selected to secure a contract prior to the end of the existing contract.

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

### Feedback from Board of Trustees - October 31, 2023

On October 31, 2023, in anticipation of the upcoming expiration of May 31, 2024, for the existing electric power services contract, Administration presented options for Contracting Electric Power Services to the Board of Trustees at their regular Board Meeting. The options included the following:

1. Advertising a Request for Proposal (RFP) (consultant required)
2. Entering into an agreement with the Texas Association of School Boards. (TASB) (no consultant required)

After reviewing the options, the Board of Trustees selected option 1, issuance of an RFP, as the preferred procurement method for securing electric power services and issued an agreement with an energy consultant.

### Actions on RFP Option Selected by Board of Trustees

The following actions were taken by the College since October 31, 2023:

- In November 2023, the College contacted ReSolved Energy Consulting, the previously utilized consultants, for their services on the Electric Power Services RFP. ReSolved Energy Consulting provided a quote of \$8,900 for their services, and the Purchasing Department began the contractual review with Administration.
- In December 2023, Administration was advised to use a different consultant (Valiant Energy Sources, LLC), and contact information was provided. The Purchasing Department contacted the new consultant for an agreement, which was reviewed internally. Once both sides agreed to the revised agreement, it was signed, and a purchase order was issued to the consultant.
- In January 2024, a draft RFP was issued to Valiant Energy Sources, LLC for their review. The revised RFP was then finalized by Valiant Energy Sources and STC.
- In February 2024, the Electric Power Services RFP was advertised and the RFP was sent to twenty (25) Retail Energy Providers.



- In March 2024, a bid opening was conducted and four (4) proposals were received and attempts to provide them to Valiant Energy Sources, LLC for their review and analysis have been made.
- In March 2024, Administration was advised to include Energy Brokerage Services in the existing consultant's agreement. Administration reviewed state procurement laws with Legal Counsel, who advised that the additional brokerage services could not be added to the existing agreement due to the dollar amount the consultant would receive and because these services should be bid out or obtained from a Board approved purchasing cooperative.

The enclosed Appendix A details the history of the procurement method used by the College, the energy providers, and associated consultant, if any, for the period of April 1, 2002 through May 31, 2024, including the actions taken by the College for the new contract. Appendix A is provided for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, will be present at the Board Meeting to address questions.

Information for this item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting and is presented to the Board without a Committee recommendation.

This item is presented for the Board of Trustees' information and feedback to staff. No action is required from the Board of Trustees.

## Historical Electricity Service

Electricity Contracts				Energy Consultant		
Period	Procurement Method	Service Provider	Electricity Rate per kWh	Year	Energy Consultant Firm	Fee
4/1/02 – 3/31/04	General Land Office	Reliant Energy	\$0.03944			
4/1/04 – 5/31/06	General Land Office	Reliant Energy	\$0.05397			
6/1/06 – 5/31/07	Request for Proposal	Hino Electric	\$0.08099			
6/1/07 – 5/31/08	Request for Proposal	Hino Electric	\$0.08650			
6/1/08 – 5/31/11	Request for Proposal	Gexa Energy	\$0.08989	2008	R. J. Covington(Bill Starnes)	\$9,900
6/1/11 – 5/31/14	Request for Proposal / General Land Office	Cavallo Energy Texas	\$0.05676	2011	R. J. Covington (Bill Starnes)	\$9,900
6/1/14 – 5/31/19	General Land Office	Cavallo Energy Texas	\$0.05482	2014	No Consultant	-
6/1/19 – 5/31/24	General Land Office	Cavallo Energy Texas	\$0.04450	2019	Resolved Energy Consulting (Bill Starnes)	\$9,900
6/1/24 – _____				2024	Valiant Energy Sources, LLC (Eric A. Ramirez)	\$7,500

## **Discussion and Action as Necessary on Options for Contracting Electric Power Services**

Purpose and Justification – Administration is providing options for contracting electric power services since a procurement method must be selected to secure a contract for the electric power services prior to the end of the existing contract.

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

Background - In anticipation of the upcoming expiration on May 31, 2024, of the existing electric power services contract, one of the following procurement method options listed below must be selected.

### **1. Request for Proposals (RFP) – (Current Method)**

- Electric Power Services Request for Proposals (RFP) were received on March 7, 2024; Four (4) proposals received were received.
- **Next Step** - After the energy consultant's review and evaluation of the proposals, a best and final pricing will be presented for approval at the April 23, 2024 Board of Trustees meeting.

### **2. Energy Broker Services - Interlocal Agreement and/or State Cooperative**

- Options
  - ⇒ The Texas Association of School Boards (TASB) has an energy cooperative that the College can participate in through an interlocal agreement.
  - ⇒ The OMNIA Partners Group and Cooperative Purchasing has a cooperative contract with Tradition Energy that meets all of the state procurement requirements.
- **Next Steps** –
  - ⇒ The Interlocal Agreement and/or State Cooperative will be presented for approval at the April 23, 2024 Board of Trustees meeting.
  - ⇒ Best and Final Kwh pricing will be presented for approval at the May 28, 2024 Board of Trustees meeting

### **3. Energy Brokerage Services - Request for Proposals (RFP)**

- Option A – The Energy Brokerage Consultant will provide all procurement requirements in obtaining Kwh pricing and evaluation of proposals
- Option B – The Energy Brokerage Consultant will work with the College in reviewing and evaluating a college-issued RFP
- Options A and B include the following:
  - ⇒ A consultant for energy brokerage services would be contracted to prepare the RFP, the analysis, and evaluate the proposal rates, associated fees, and taxes, and to review the final service agreement.
  - ⇒ These services typically do not charge upfront fees but rather include their fees within the Kwh unit price for the term of the electricity contract.

- **Next Steps –**

- ⇒ Consultant Energy Brokerage Services RFP will be presented for approval at the May 28, 2024 Board of Trustees meeting (Option A)
- ⇒ Kwh Best and Final Pricing will be presented for approval at the June 25, 2024 Board of Trustees meeting (Option A)
- ⇒ Electric Power Services RFP will be advertised on June 18, 2024 (Option B)
- ⇒ Kwh Best and Final Pricing will be presented for approval at the July 23, 2024 Board of Trustees meeting (Option B)

The Electric Power Services Options Timeline is as follows:

<b>Electric Power Services Options Timeline</b>	
<b>Current Electric Power Services RFP</b>	
Kwh Best and Final Pricing - Board Approval	April 23, 2024
<b>Energy Brokerage Services - Interlocal Agreement and/or State Contract/ Cooperative</b>	
Interlocal Agreement Board - Approval	April 23, 2024
Kwh Best and Final Pricing - Board Approval	May 28, 2024
<b>Energy Brokerage Services - Request for Proposals (RFP)</b>	
Option A	
Energy Brokerage Services RFP Advertisement	April 18, 2024
Energy Brokerage Services RFP Bid Opening	May 2, 2024
Energy Brokerage Services - Board Approval	May 28, 2024
Kwh Best and Final Pricing - Board Approval	June 25, 2024
Option B	
Electric Power Services RFP Advertised	June 18, 2024
Open RFPs	July 2, 2024
Kwh Best and Final Pricing - Board Approval	July 23, 2024

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

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

The Board of Trustees of South Texas College approves and authorizes one of the options for contracting electric power services as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on Rejection of Request for Proposal (RFP) for Electric Power Services**

Purpose and Justification – Administration recommends that the board reject the request for proposals (RFP) for electric power services if another option is approved for these services.

Background – The Electric Power Services Request for Proposals (RFP) were received on March 7, 2024 and four (4) proposals were received.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, will be present at the meeting to address any questions

Information for this item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting and is presented to the Board without a Committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes rejection of the request for proposals (RFP) for Electric Power Services if the board selects another option for these services as presented.

### **Approval Recommended:**

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

## **Review of Presentations Delivered to the Facilities Committee**

### **a. Review and Update on Five Year Plan for the Unexpended Plant Fund Budget**

An update on the planned budget projections for five (5) years of the Unexpended Plant Fund budget was provided at the Committee meeting.

#### **Background**

Administration and College staff develop plans for funding future and ongoing projects beyond the current fiscal year. The budget includes proposed funding and budget transfers from other funds needed to meet the College's long-term construction plans.

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

## **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 Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales
- b. Approval of Schematic Design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase II
- c. Approval of Additional Scope and Schematic Design for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I
- d. Approval of Interior Color Selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion
- e. Approval of Proposed Change Order for Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- f. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
- g. Approval of Final Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion

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

The Board of Trustees of South Texas College approve and authorize items a – g 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 Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales

Administration recommends Board approval to contract civil engineering services for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales 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, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. It is scheduled as a non-educational routine improvement.

#### Background

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

The proposed scope of work is summarized as follows:

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

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

Advertised RFQ	January 24, 2024 and January 31, 2024
RFQ Responses Due	February 8, 2024
RFQ Issued To	Thirty-two (32) 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, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

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

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



### **Funding Source**

Funds for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales Project 2024-010R 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 July 2024 and Substantial Completion in October 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 Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales 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 Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales project as presented.

### **Approval Recommended:**

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

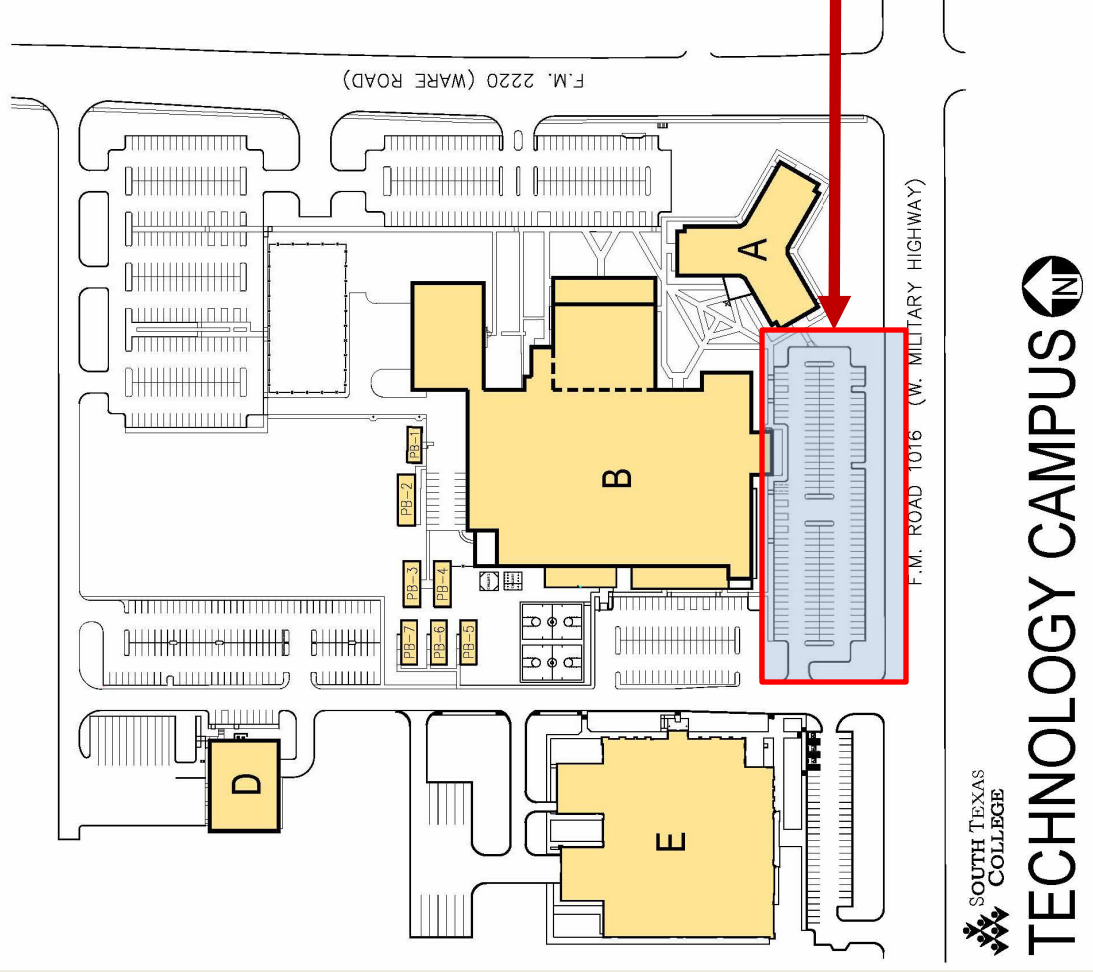


# Technology Campus

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

Project: 2024-010R

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



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



Existing Asphalt  
Conditions at  
Parking Lot 2



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



Existing Swale along Military Hwy.

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



## **Requested By**

Facilities Operations & Maintenance and Facilities Planning & Construction

## **Scope of Work**

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

## **Estimated Total Project Budget**

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

**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING EXISTING SWALE**  
**PROJECT NO. 23-24-1037**

VENDOR	Cruz-Hogan Consultants, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
ADDRESS	605 E Violet Ave Ste 1	416 E Dove Ave	1810 E Griffin Parkway	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500
CITY/STATE/ZIP	McAllen, TX 78504	McAllen, TX 78504	Mission, TX 78572	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-682-5022	956-668-1588	956-961-7198	956-631-4482	956-782-2557	956-702-8880
FAX				956-682-1545	956-782-2558	956-702-8883
CONTACT	Ronnie Cruz	Javier Hinojosa	Emigdio Salinas	J. David Perez	Ramiro Gutierrez	Saul D. Maldonado
<b>2.1 Statement of Interest</b>						
<b>2.1.1 Statement of Interest for Project</b>	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.	The Firm has assembled a team that will bring the proper focus and sensitivity to the project. Providing experience, new innovating approach and quick responses to requests and timely solutions to problems that arise.	Stated that the Firm is ready to ensure solutions that not only meet but exceed expectations. The extensive experience they have in infrastructure design, drainage solutions, environmental impact, and the safety standards and accessibility compliance align perfectly with the task at hand.	Stated they are very interested in assisting STC Technology Campus. 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.
<b>2.1.2 History and Statistics of Firm</b>	- 30 years experience - 12 employees, including associates - Principal has been providing services and completing 500 public works-type projects	- Established in 1996 - 39 year experience - Located in McAllen, TX - Sole Proprietor	- Established in 2018 - 17 year experience - Located in Mission, TX	- 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 - 105 Employees
<b>2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project</b>	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 that they have multi-disciplinary design services in civil engineering, land planning, and construction management. Service public sector clients.	Have extensive experience in working with educational environments. Easy to navigate complex regulatory landscapes and executing various projects across various domains.	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.
<b>2.1.4 Statement of Availability and Commitment</b>	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.	Stated that they can begin work immediately and stand committed to see each project to a successful completion. Will meet any timeline and budget considerations for any project.	The commitment and open lines of communication with all or our team will ensure success, in any timeline and budget constraints.	Indicated that they are involved in other work, but is approximately 80% 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.
<b>2.2 Prime Firm</b>						
<b>2.2.1 Resumes of Principals and Key Members</b>	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 resume for himself as he is a sole proprietor: - Javier Hinojosa, PE, Principal/Owner	Included resumes for the following staff: - Emigdio Milo Salinas, PE, President - Fernando Estevan, Project Engineer - Hector Moreno, Project Engineer - Daniel Izaguirre, Senior 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 - Hernan 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, CFM, PMP, Principal-in-Charge - Mario A. Garcia, PE, Project Manager - Christopher Hinojosa, EIT, Project Engineer - Luis Mendez, Assistant Project Engineer II - Samuel D. Maldonado, PE, RPLS, Survey Manager - Ezequiel Garcia, SIT, Project Surveyor
<b>2.2.2 Project Assignments and Lines of Authority</b>	Listed eight personnel and the titles of each with prospective roles they will fulfill.	Listed key personnel and roles they will fulfill.	Stated that the principal will be overseeing project direction and making strategic decisions, with the support of their seasoned project managers.	Named key personnel in an organization chart.	Listed three 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.
<b>2.2.3 Prime Firm proximity and meeting availability</b>	Firm is located in McAllen, Texas can easily have principal whenever humanly possible.	Firm has very close proximity to STC only 5 miles away. Can be available for any unexpected meetings.	The close proximity to STC makes it easy to responded to any emergencies.	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.
<b>2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC</b>	Firm states they are not involved in any litigation.	Stated is under litigation with PSJA ISD regarding a project of which JHE was a Subconsultant. But stated this will have no affect on future projects.	Firm stated 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.
<b>2.3 Project Team</b>						
<b>2.3.1 Organization chart with Role of Prime Firm and each consultants firm</b>	Included organizational chart showing prime firm and the following consultant: - R. Robles & Associates Proposed Surveyor	Included organizational chart showing prime firm and did not include any sub consultants for the project.	Included organizational chart showing prime firm and did not include any sub consultants for the project.	Included organizational chart showing prime firm and the following consultant: - CVQ Land Surveyors	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 - TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING EXISTING SWALE**  
**PROJECT NO. 23-24-1037**

VENDOR	Cruz-Hogan Consultants, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
<b>2.4 Representative Projects</b>						
<b>2.4.1 Minimum of three (3) projects firm has worked on</b>	<ul style="list-style-type: none"> <li>- PSJA High School on Bear's Trail Regional Linear Park - Parking Lot &amp; Amenities Project (\$400,000)</li> <li>- PSJA Dr. William Long Elementary Campus / Sorensen Elementary School Campus - Dr. Long Elementary Driveway Addition &amp; Parking Lot Improvements and Sorensen Elementary Parking Lot Addition (\$700,000)</li> <li>- City of Alamo - Tower Road Paving Improvements Project (\$804,360)</li> </ul>	<ul style="list-style-type: none"> <li>- McAllen ISD Paving Improvements (\$824,935)</li> <li>- McAllen ISD McAllen High School Services Drive Paving Improvements (\$224,815.25)</li> <li>- McAllen ISD Brown Middle School Paving Improvements (\$172,390)</li> <li>- McAllen ISD Milan Elementary, Morris Middle School, and Bulldog Drive (\$572,050)</li> <li>- McAllen ISD Jackson Elementary and Escandon Elementary Schools (\$227,992.50)</li> <li>- Mission CISD Tom Landry Stadium / Leo Najo Baseball Park Parking Lot Improvements (\$712,381)</li> <li>- PSJA ISD Doedyns Elementary Paving Improvements (\$350,000)</li> </ul>	<ul style="list-style-type: none"> <li>- City of Mission, Gabriel Drainage Improvements Project (\$2.1 M)</li> <li>- City of Edinburg, Lift Station No. 19 Forcemain Re-Alignment Improvements (\$700,000)</li> <li>- City of McAllen, Houston Ave. Water Line Improvements Project (\$1.3 M)</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College - North Pecan Campus Infrastructure Project (Multiple Phases) (\$3 Million)</li> <li>- UTRGV Lamar and ITT Parking Lot (\$1.965 Million)</li> <li>- South Texas College - Mid Valley Drainage Report, Phase 1 Improvements and Resurfacing (\$450,000)</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million)</li> <li>- South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500)</li> <li>- Edinburg CISD - New Administration Parking Lot (\$728,836.92)</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg CISD - BL Garza Middle School New Parking Lot and Pavement Reconstruction (\$417,107)</li> <li>- Edinburg CISD - Norma Linda Trevino Elementary Student Drop Off Lane Improvements (\$200,000)</li> <li>- Edinburg CISD - Economides High School Paving Improvements Project (\$96,227.50)</li> </ul>
<b>2.5 References</b>						
<b>2.5.1 References for three (3) projects</b>	<ul style="list-style-type: none"> <li>- City of Alamo</li> <li>- City of McAllen Public Utility</li> <li>- City of Weslaco</li> <li>- Town of Indian Lake</li> </ul>	<ul style="list-style-type: none"> <li>- Mission CISD</li> <li>- McAllen ISD</li> <li>- Sharyland ISD</li> </ul>	<ul style="list-style-type: none"> <li>- City of Mission</li> <li>- City of Edinburg</li> <li>- McAllen Public Utilities</li> </ul>	<ul style="list-style-type: none"> <li>- University of Texas Rio Grande Valley</li> <li>- South Texas College</li> <li>- PSJA ISD</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg Consolidated School District</li> <li>- Pharr San Juan Alamo Independent School District</li> <li>- City of Pharr</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburg CISD</li> <li>- PSJA ISD</li> <li>- IDEA Academy Public Schools</li> <li>- Hidalgo County Urban County Program</li> <li>- Hidalgo County Housing Authority</li> </ul>
<b>PHONE</b>						
<b>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.</b>	Provided a summary of the phases/stages they will follow on the project.	Stated that the "fast-track" scheduling is critical to achieve an overall goal as well as the cost-effective engineering services they provide.	Provided a very detailed and extensive work plan for all the stages of 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.
<b>2.6.2 Willingness and ability to expedite services. Ability to supplement production.</b>	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.	The team has experience, resources, personnel, knowledge and commitment to succeed in performing the services.	The firm is committed on expediting its resources and expertise to meet the project's goals.	Stated that firm is cognizant of deadline and schedules to begin working on the 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.
<b>TOTAL EVALUATION Points</b>	542.20	564.00	448.20	571.80	533.50	542.40
<b>Ranking</b>	4	2	6	1	5	3

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

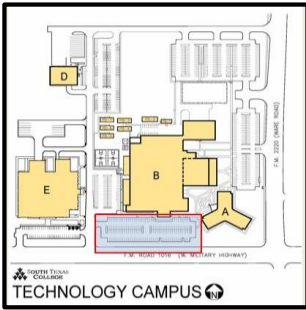






**SOUTH TEXAS COLLEGE**  
**CIVIL ENGINEERING SERVICES - TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING EXISTING SWALE**  
**PROJECT NO. 23-24-1037**  
**EVALUATION SUMMARY**

VENDOR	Cruz-Hogan Consultants, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation	SAMES, Inc.
ADDRESS	605 E Violet Ave Ste 1	416 E Dove Ave	1810 E Griffin Parkway	808 Dallas Ave	130 E Park Ave	200 S 10th St Ste 1500
CITY/STATE/ZIP	McAllen, TX 78504	McAllen, TX 78504	Mission, TX 78572	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-682-5022	956-668-1588	956-961-7198	956-631-4482	956-782-2557	956-702-8880
FAX				956-682-1545	956-782-2558	956-702-8883
CONTACT	Ronnie Cruz	Javier Hinojosa	Emigdio Salinas	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	91	90	91	92	91	92
2.1.2 Firm History including credentials	92	92	92	93	93	92
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95	94	95	95	95	94
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	96	96	95	96	97	97
	95	90	95	95	92	92
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	92	90	90	92	91	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).	92	91	91	92	91	91
2.2.3 Prime Firm meeting availability	95	93	94	95	94	94
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	99	98	98	97	95	97
	90	90	95	95	92	90
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.	90	90	91	92	90	91
--Identify the consultant and provide a brief history about the consultant	92	91	91	92	91	91
--Describe the consultant's proposed role in the project and its related project experience	95	94	94	95	94	94
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	90	97	97	96	96	95
--Provide a statement of the consultant's availability for the project(s)	95	90	95	95	92	95
--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	92	91	90	93	92	92
--Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed;	91	91	91	92	92	91
Professional services prime firm provided for the project; Project manager; Project engineer; Project designer; Names of consultant firms and their expertise.	96	93	94	96	93	93
	92	98	93	99	97	97
	95	100	90	95	95	95
2.5 Three References (up to 100 points)						
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information:	76	100	76	100	67.5	76
--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	76	100	76	100	67.5	76
	76	100	76	100	67.5	76
	76	100	76	100	67.5	76
	76	100	76	100	67.5	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.	91	90	91	92	92	92
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.	92	92	92	92	92	92
	94	93	94	94	94	94
	99	96	95	99	97	99
	90	90	95	95	92	90
TOTAL EVALUATION POINTS	542.20	564.00	448.20	571.80	533.50	542.40
RANKING	4	2	6	1	5	3

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

Project Fact Sheet  
2/26/2024

<b>Project Name:</b> Technology Campus - Resurfacing of Parking Lot #2 and Regrading of Swale				<b>Project No.</b> 2024-010R			
<b>Funding Source</b> Renewal and Replacements Fund							
		<b>FY 23-24</b>					
	<u>Original Project Budget</u>	<u>Project Budget</u>	<u>FY 23-24 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>			<u>Total Actual Expenditures To Date</u>
Construction:	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00			\$ -
Design:	35,000.00	35,000.00	-	35,000.00			-
Miscellaneous:	10,000.00	10,000.00	-	10,000.00			-
FFE:	-	-	-	-			-
Technology:	-	-	-	-			-
<b>Total:</b>	<b>\$ 395,000.00</b>	<b>\$ 395,000.00</b>	<b>\$ -</b>	<b>\$ 395,000.00</b>			<b>\$ -</b>
<b>Project Team</b>				<b>Board Status</b>			
<b>Approval to Solicit Architect/Engineer:</b> 10/31/2023  <b>Architect/Engineer:</b> TBD <b>Contractor:</b> TBD				<b>Vendor</b> <b>Contract Amount</b> <b>Actual Expenditures</b> <b>Variance</b>			
				TBD      \$ -      \$ -      \$ -			
				TBD      \$ -      \$ -      \$ -			
<b>STC FPC Project Manager:</b> Samuel Saldana				<b>Board Approval of Schematic Design</b> TBD			
				<b>Substantial Completion</b> TBD <b>Board Acceptance</b> TBD			
				<b>Final Completion</b> TBD <b>Board Acceptance</b> TBD			
<b>Project Description</b>				<b>Project Scope</b>			
Parking lot 2 on the South side of the Technology Campus will be resurfaced. The swale on the South side of parking lot # 2 and along Military Hwy will be regraded.				Design and Construction of parking lot #2 resurfacing and regrading of swale along Military Highway. <b>Parking Lot # 2: 53,606 SF, Swale: 13.045 SF</b> <b>Parking Spaces: 142- HCP Parking: 5</b>			
<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
10/31/2023	3/26/2024	N/A	6/25/2024	7/15/2024	10/27/2024	11/24/2024	N/A
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Misc.</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2023-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2024-25	-	-	-	-	-	-	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Current Agenda Item</b>							
<b>03/05/2024 Facilities Committee Meeting:</b> Review and Recommend Action on Contracting Engineering Services for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales							
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>TECHNOLOGY CAMPUS</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>							

FPC Project Manager SPS

FPC Asst. Director Rita Geller

FPC Director RMA

**Consent Agenda:**

**b. Approval of Schematic Design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase II**

Administration recommends Board approval of schematic design prepared by Brown Reynolds Watford Architects (BRW) of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase II project.

**Purpose**

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

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

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

**Background**

On June 28, 2022, the Board of Trustees approved contracting architectural services with BRW for this project. On October 31, 2023, the Board approved a schematic design of Phase I of the project, which did not include the percussion area.

Administration has since identified available funds to cover the cost of the percussion area being included, and requested that it be added to the scope of the project. College staff designated the proposed percussion expansion as Phase II of the project due to its size and scope. On February 27, 2024, the Board approved amending the contract with BRW and a budget increase to include the percussion area in the project scope. The architect has worked with College staff to develop a schematic design that meets the needs of the Music department for a percussion area.

The scope of Phase II consists of the construction of an expansion and renovation to the Pecan Campus Cooper Center for Performing Arts Building L for the Music and Dance Programs for an additional 4,775 square feet for percussion instruction and includes the following spaces.

- **Phase II Percussion Area            4,775 sq.ft.**
  - Large Percussion Rehearsal Room, Small Percussion Rehearsal Room, Drum Line Room, Music Storage, Faculty Percussion Studio, Mechanical Room

The estimated total construction cost of Phase II of the project is \$2,750,000.

The expansions of Phase I (8,600 sq. ft.) and Phase II (4,775 sq. ft.) combine for a total of 13,375 sq. ft.

The revised project budget, including both Phase I and Phase II, is shown in the following table:

<b>Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs</b> <b>Total Project Budget</b>				
<b>Budget Item</b>	<b>Original Project Budget</b>	<b>Phase I Project Budget</b>	<b>Phase II Percussion Area Budget</b>	<b>Total</b>
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
<b>Total Project Budget</b>	<b>\$4,368,000</b>	<b>6,240,000</b>	<b>\$3,500,000</b>	<b>\$9,740,000</b>

The total revised project budget is \$9,740,000, which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

### **Funding Source**

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

### **Reviewers**

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

### **Estimated Project Timeline**

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

### **Enclosed Documents**

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

### **Presenters**

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

The Committee recommended Board approval of the proposed schematic design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase II project as presented.

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

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

**Approval Recommended:**

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





# SOUTH TEXAS COLLEGE

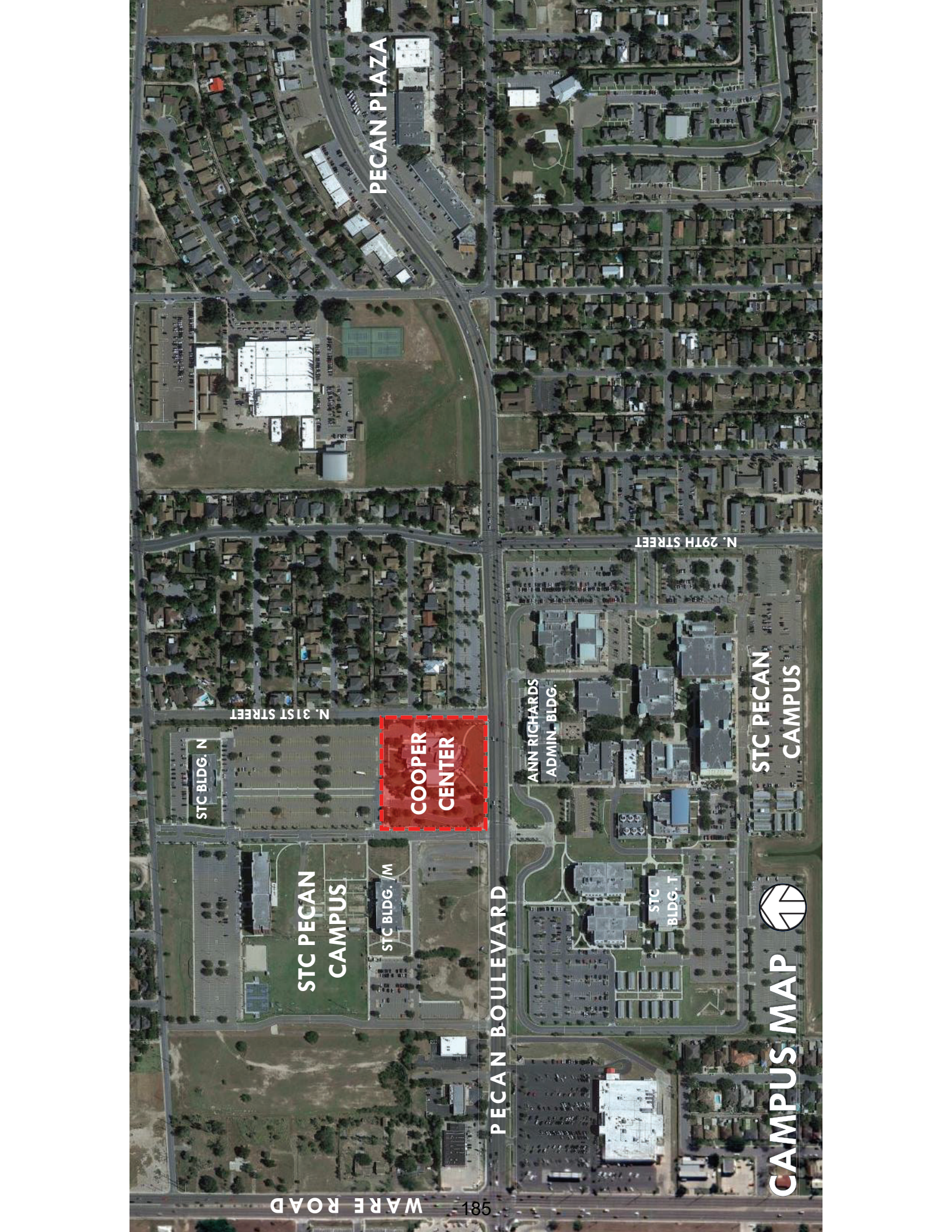
PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING I  
EXPANSION AND RENOVATIONS FOR THE MUSIC AND DANCE PROGRAMS



SOUTH TEXAS  
COLLEGE

**BRW** ARCHITECTS





STC BLDG. N

STC PECAN  
CAMPUS

STC BLDG. M

COOPER  
CENTER

ANN RICHARDS  
ADMIN. BLDG.

STC  
BLDG. T

STC PECAN  
CAMPUS



CAMPUS MAP

PECAN PLAZA

N. 29TH STREET

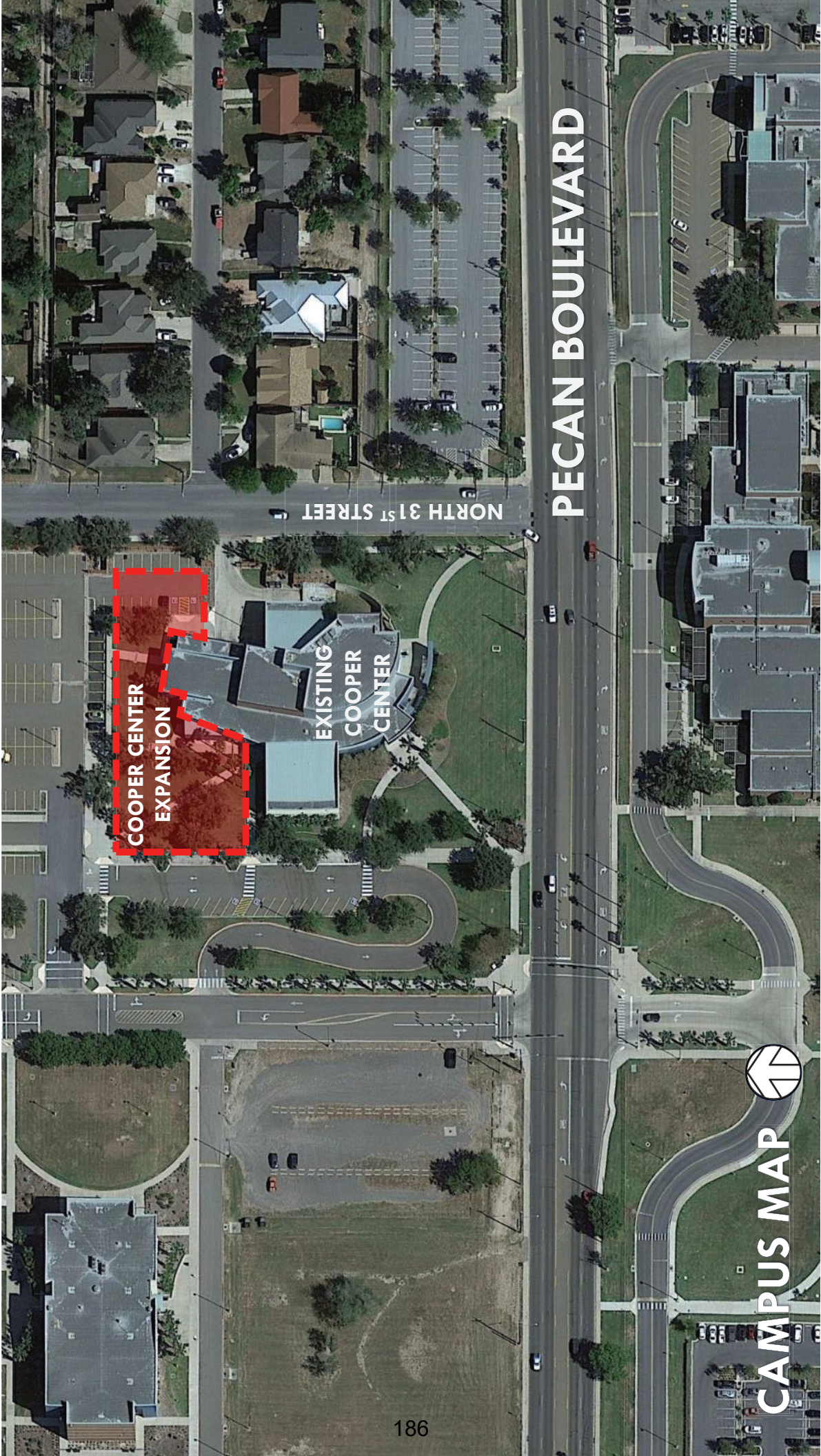
N. 31ST STREET

PECAN BOULEVARD

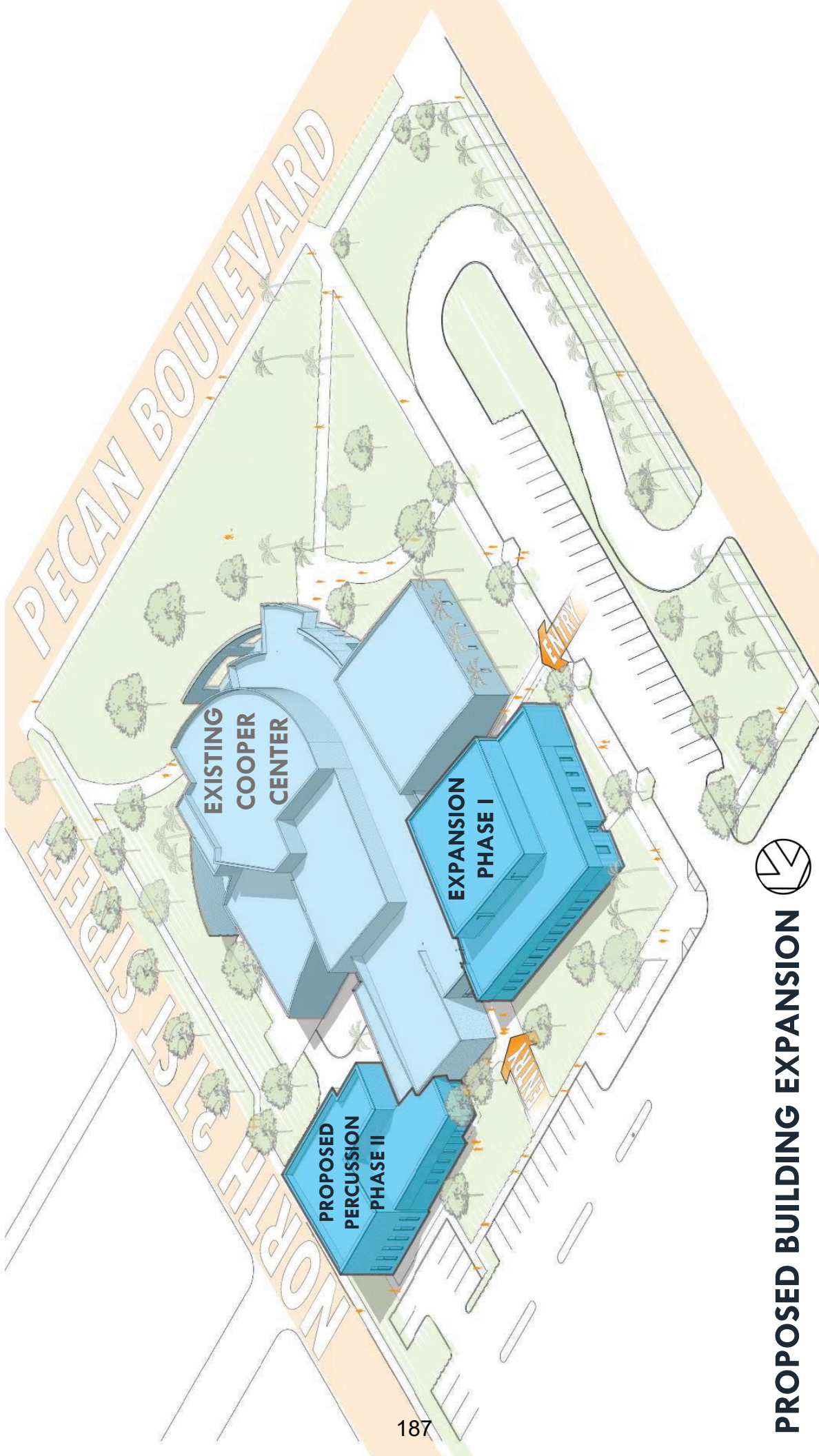
WARE ROAD

185

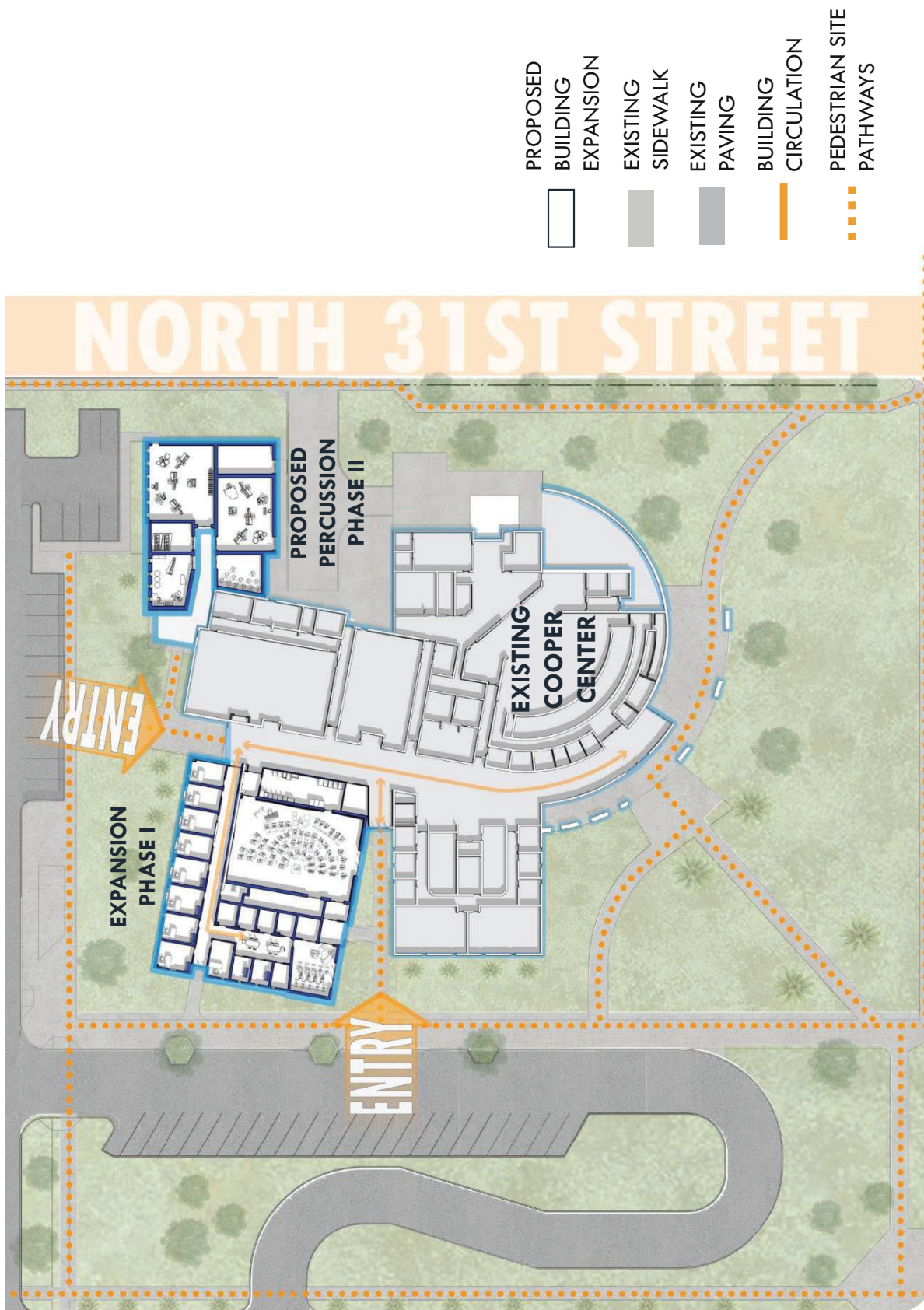








**PROPOSED BUILDING EXPANSION**



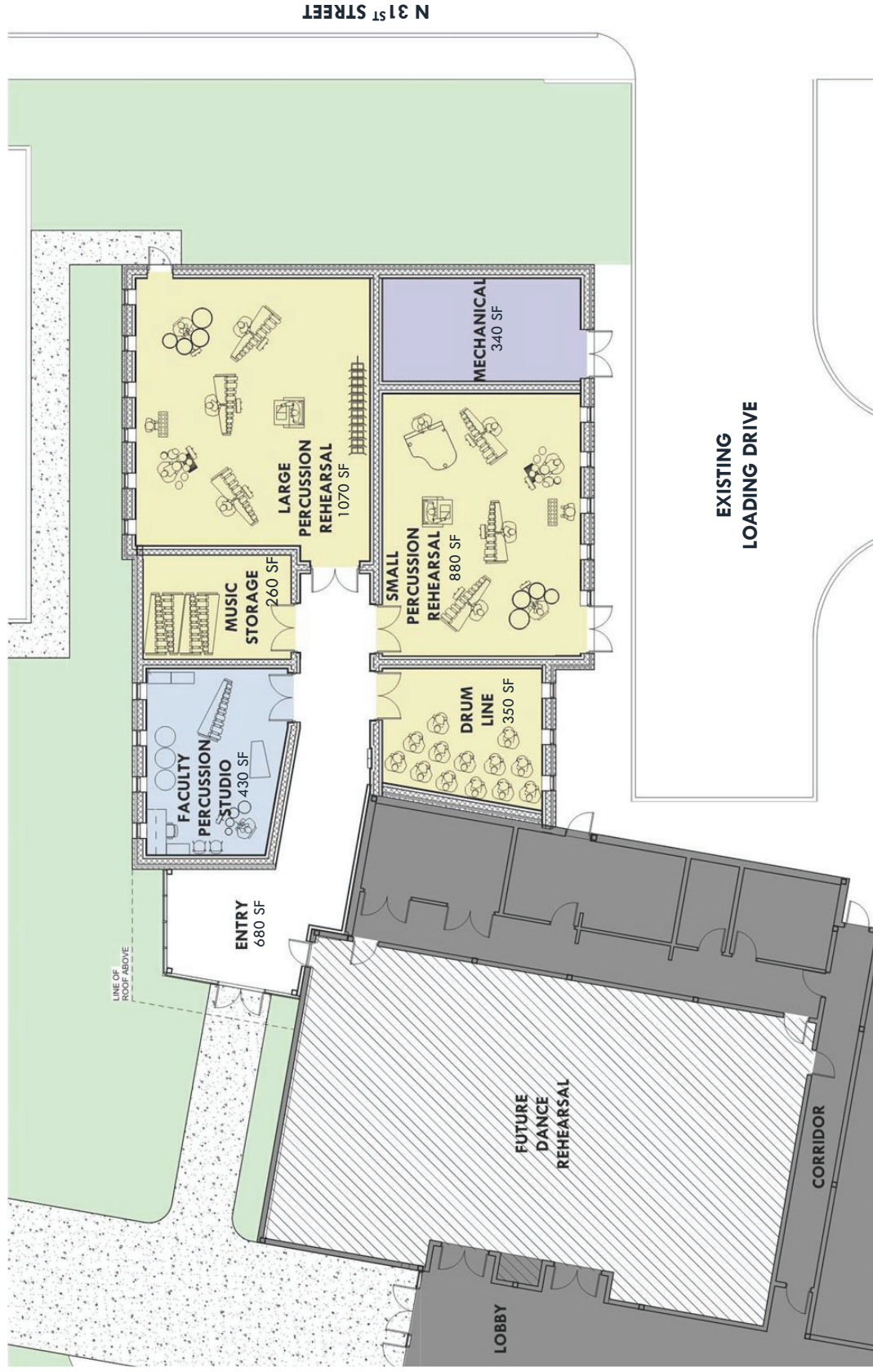
**SITE PLAN**



# LEGEND

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

18 EXPANSION  
≈ 4,775 SF



# FLOOR PLAN









SOUTH ELEVATION





WEST ELEVATION





NORTH ELEVATION





PERCUSSION ADDITION





PERCUSSION ENTRY

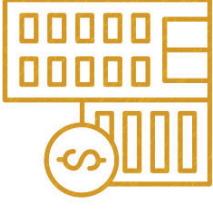




LARGE PERCUSSION REHEARSAL



## PROBABLE CONSTRUCTION COST



Direct Trade Cost	\$ 1,890,000
Add for General Conditions	\$ 275,000
Add for GC OH&P	\$ 275,000
Add for Design Contingency	\$ 140,000
Add for Escalation to mid point of Construction	\$ 170,000
<u>Total of Construction Cost</u>	<u>\$ 2,750,000</u>

# Pecan Campus Renovations for the Music and Dance Programs Percussion Scope



## Phase II Proposed Scope & Budget

### Requested By

Music Department

### Scope of Work

Percussion Suites, Faculty Office, Lockers, Storage, and Support Spaces.

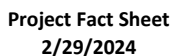
Total Square Feet Area = 4,775 sq.ft.

Estimated Construction Cost per Square Foot = \$576/sq.ft.

### Estimated Total Project Budget

Construction	\$ 2,750,000
Design	275,000
Miscellaneous	68,750
FFE	203,125
Technology	203,125
Total Project Budget	\$ 3,500,000





FPC Project Manager                      FPC Asst. Director                      FPC Director

**Consent Agenda:**

**c. Approval of Additional Scope and Schematic Design for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I**

Administration recommends Board approval of the proposed changes to the scope of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase I project.

**Purpose and Justification**

Administration has proposed a revision of the scope of the project due to reevaluated needs of the Music department going forward. Approval of the proposed changes to the scope are necessary for the architect to redesign the plans and specifications for the proposed revised scope.

**Background**

On June 28, 2022, the Board of Trustees approved contracting architectural services with Brown Reynolds Watford Architects (BRW) for this project. On October 31, 2023, the Board approved a schematic design of Phase I of the project.

College staff and Administration have since reevaluated the needs of the expansion and recommend that a larger rehearsal space would be beneficial to the Music department and meet long-term needs for potential growth.

Additionally, the College has been notified of interest from external organizations, such as the Valley Symphony Orchestra, to utilize the newly expanded music facilities. Potential additional funding from external sources could be available, should the rehearsal space be suitable for a wide range of musical activities.

It is proposed that the Large Rehearsal Classroom be expanded to provide more rehearsal space. The room would increase from 2,300 sq. ft. to 3,252 sq. ft. The overall Phase I expansion would increase from 8,600 sq. ft. to 9,750 sq. ft. The estimated construction cost of the additional scope is \$805,000, which would increase the total construction cost of Phase I to \$5,605,000.

Below is the additional scope proposed by College staff and Administration:

- **Square Feet of Additional Scope**
  - Original Phase I Expansion 8,600 sf
  - Increase of Phase I Expansion 1,150 sf
  - **Total Square Feet** **9,750 sf**

<b>Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I Project Budget</b>			
<b>Budget Item</b>	<b>Original Phase I Project Budget</b>	<b>Phase I Additional Scope Project Budget</b>	<b>Total</b>
Construction	\$4,800,000	\$805,000	\$5,605,000
Design (acoustical, civil engineering, landscape)	480,000	60,375	540,375
Miscellaneous	144,000	24,150	168,150
FFE	408,000	68,425	476,425
Technology	408,000	68,425	476,425
<b>Total Project Budget</b>	<b>\$6,240,000</b>	<b>\$1,026,375</b>	<b>\$7,266,375</b>

The total combined project budget for Phase I, including the additional scope, and the Phase II Percussion Area, proposed in a separate item in the agenda, is \$10,766,375.

<b>Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I and Phase II Total Project Budget</b>			
<b>Budget Item</b>	<b>Phase I Including Additional Scope Project Budget</b>	<b>Phase II Percussion Area Project Budget</b>	<b>Total</b>
Construction	\$5,605,000	\$2,750,000	\$8,355,000
Design (acoustical, civil engineering, landscape)	540,375	275,000	815,375
Miscellaneous	168,150	68,750	236,900
FFE	476,425	203,125	679,550
Technology	476,425	203,125	679,550
<b>Total Project Budget</b>	<b>\$7,266,375</b>	<b>\$3,500,000</b>	<b>\$10,766,375</b>

### **Funding Source**

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

### **Reviewers**

The proposed scope changes have been reviewed by Administration and College staff.

### **Enclosed Documents**

The architect has developed a presentation of the additional scope for the Board's review and information.

### **Presenters**

Representatives from BRW Architects attended the Facilities Committee meeting to present and respond to any questions.



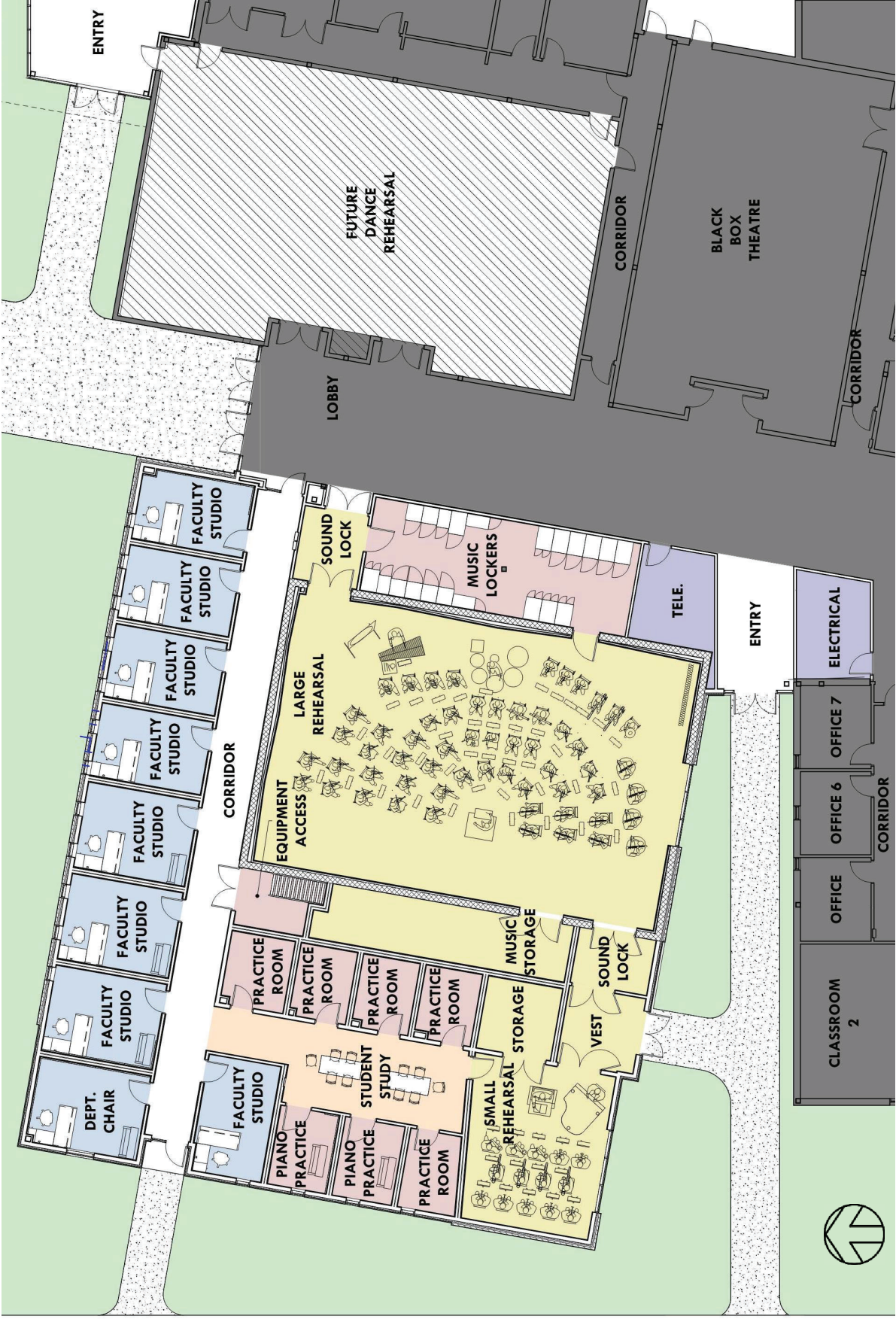
The Committee recommended Board approval of the proposed additional scope of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase I project as presented.

***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 additional scope of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase I project as presented.

**Approval Recommended:**

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

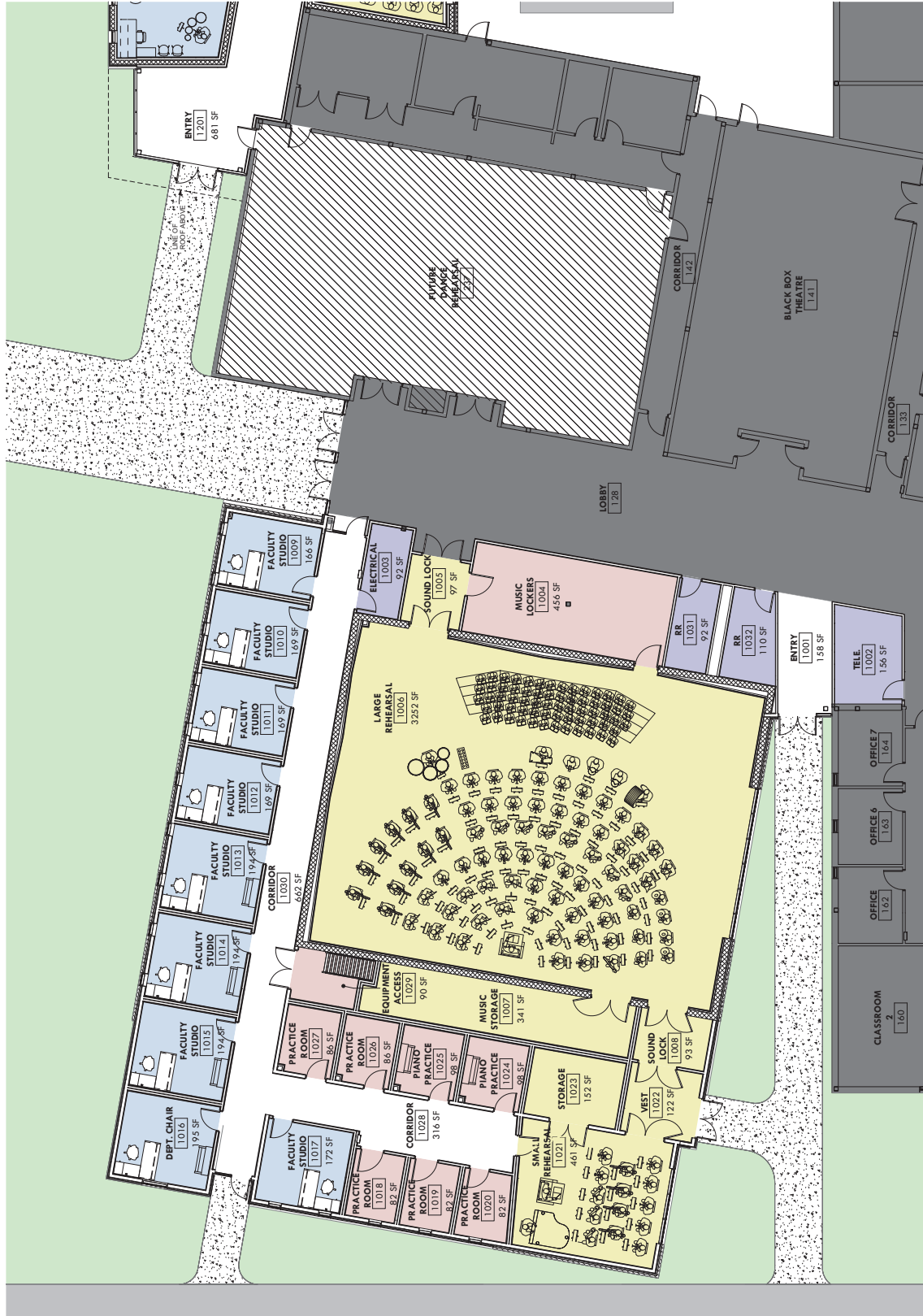


## LEGEND

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

EXPANSION  
≈ 8,600 SF

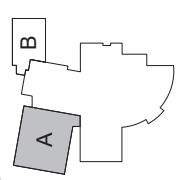
## CURRENT FLOOR PLAN



# DEPARTMENT LEGEND

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

**KEYPLAN**  
NOT TO SCALE



## ADDITIONAL SCOPE FLOOR PLAN

**1** FIRST FLOOR PLAN (+1,150 SF)  
1/8" = 1'-0"



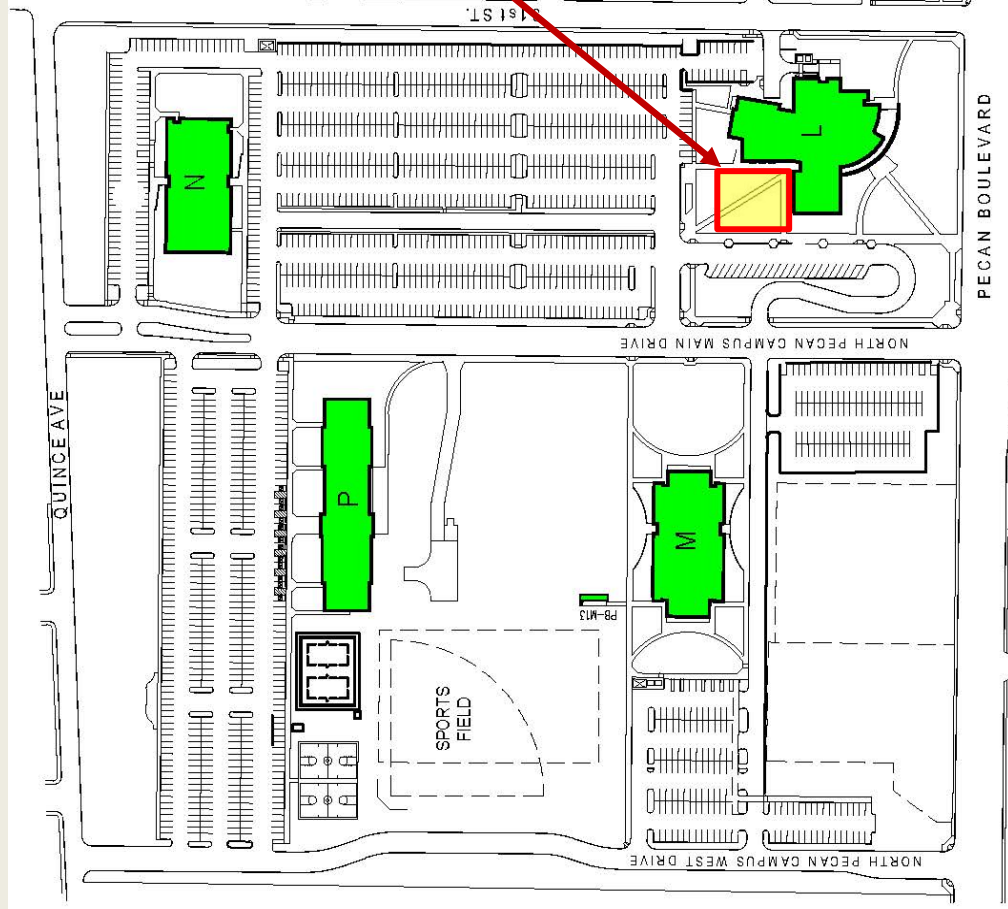




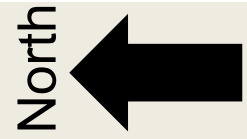
**SOUTH TEXAS  
COLLEGE**

**Pecan Campus**  
**Cooper Center for Performing Arts Building L**  
**Expansion and Renovations for the Music and**  
**Dance Programs**  
**RFQ 21-22-1068**

# Pecan Campus Renovations for the Music and Dance Phase I Project Proposed Location



1,150 Sq.Ft.  
Proposed  
Additional Scope



# Pecan Campus Renovations for the Music and Dance

## Phase I Proposed Scope & Budget



### **Requested By**

Music and Dance Department

### **Scope of Work**

1 Large Rehearsal Classroom, 1 Small Rehearsal Classroom, 5 Music Practice Rooms, 2 Music Practice Rooms with Piano, 5 Faculty Studio Offices, 3 Faculty Studio Offices with Piano, Department Chair Office, and Support Spaces.

Total Square Feet Area = 8,600 sq.ft.

Estimated Construction Cost per Square Foot = \$558/sq.ft.

### **Estimated Total Project Budget**

Construction	\$ 4,800,000
Design	480,000
Miscellaneous	144,000
FFE	408,000
Technology	408,000
Total Project Budget	\$ 6,240,000

## Pecan Campus Renovations for the Music and Dance Phase I Additional Scope & Budget for Large Rehearsal Room



### **Requested By**

Music and Dance Department

### **Scope of Work**

Additional Scope at Large Rehearsal Classroom

Total Additional Square Feet Area 1,150 sq.ft.

Estimated Construction Cost per Square Foot = \$700/sq.ft.

### **Estimated Total Project Budget**

Construction	\$ 805,000
Design	60,375
Miscellaneous	24,150
FFE	68,425
Technology	68,425
Total Project Budget	\$ 1,026,375



# Pecan Campus Renovations for the Music and Dance Combined Project Budgets



## Estimated Total Construction Budget

Phase I Music and Dance Space	\$ 4,800,000
Phase I Additional Rehearsal Space	805,000
Phase II Percussion Space	<u>2,750,000</u>
Total Construction Budget	\$ 8,355,000

## Estimated Total Project Budget

Phase I Music and Dance Space	\$ 6,240,000
Phase I Additional Rehearsal Space	1,026,375
Phase II Percussion Space	<u>3,500,000</u>
Total Construction Budget	\$ 10,766,375

**Consent Agenda:**

**d. Approval of Interior Color Selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion**

Administration recommends Board approval of the interior color selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion project.

**Background**

On October 26, 2021, the Board approved contracting architectural services with Able City, LLC. On January 31, 2023, the Board approved contracting construction services with Triun, LLC. Able City, LLC. have prepared color boards for review by the Facilities Committee.

**Enclosed Documents**

Enclosed is the color board presentation by Able City, LLC.

**Presenters**

Representatives from Able City, LLC. attended the Facilities Committee meeting to provide and present the recommended color boards.

The Committee recommended Board approval of the interior color selections for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the interior color selections for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion project as presented.

**Approval Recommended:**

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

# SOUTH TEXAS COLLEGE

Starr County Campus

Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition



\*Colors shown in this presentation may differ from the actual color being represented. Refer to Color Board for actual color sample.

## INTERIOR FINISHES SELECTIONS



SOUTH TEXAS  
COLLEGE

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# ENTRANCE HALLWAY RENDERING

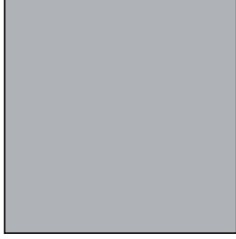


SOUTH TEXAS  
COLLEGE

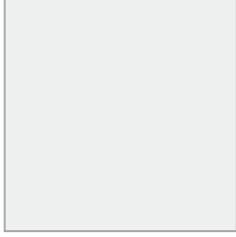
**able.city**  
ARCHITECTURE. URBANISM. CITY MAKING



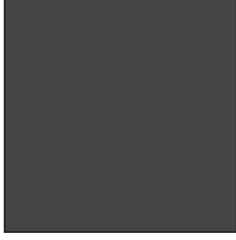
## ENTRANCE HALLWAY



**1. WALL PAINT**  
PPG 1011-3  
Stargazer



**2. CEILING PAINT**  
PPG1002-1  
Silver Feather



**3. DOOR FRAME PAINT**  
PPG 1011-7  
Onyx



**4. ACCENT WALL PAINT**  
PPG 1162-7  
Dragonfly



**5. ACCENT TILE**  
Daltile Color Wheel Classic  
3" x 6" Glazed Ceramic  
Suede Gray (Polished)



**6. GROUT**  
Custom Tile Installation Systems  
Epoxy Grout  
Charcoal



**7. WOOD DOORS**  
Wilsonart  
Plastic Laminate  
Sterling Ash 7995-38



**8. WALL RUBBER BASE**  
Flexco Wallflowers  
4" Cove Base  
Umber



**9. LUXURY VINYL TILE**  
Flexco Natural Elements  
12"X 24" Tile  
Pewter









## AUTO LAB



**1. WALL PAINT**  
PPG 1162-7  
Dragonfly



**2. CEILING PAINT**  
PPG1002-1  
Silver Feather



**3. DOOR PAINT**  
PPG 0996-5  
Steamship

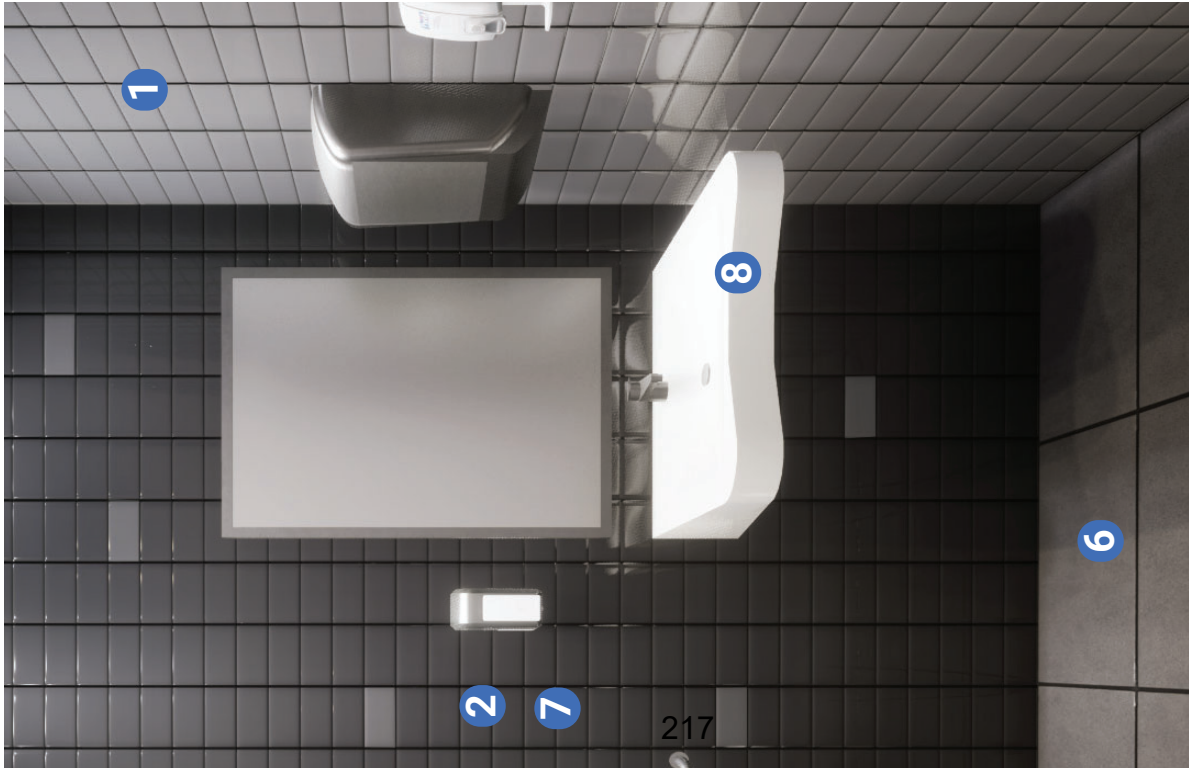


**4. WALL RUBBER BASE**  
Flexco Wallflowers  
4" Cove Base  
Umber



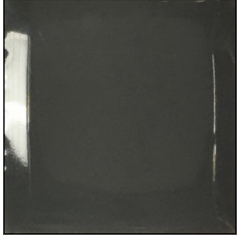
**5. SEALED CONCRETE FLOOR**  
Laticrete  
L&M Petrotext Protectant





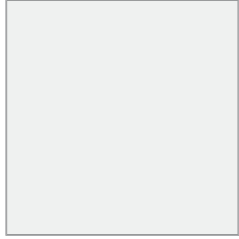
### 1. FIELD TILE

Daltile Color Wheel Classic  
3" x 6" Glazed Ceramic  
Desert Gray (Polished)



### 2. ACCENT TILE

Daltile Color Wheel Classic  
3" x 6" Glazed Ceramic  
Chalkboard (Polished)



### 3. CEILING PAINT

PPG1002-1  
Silver Feather



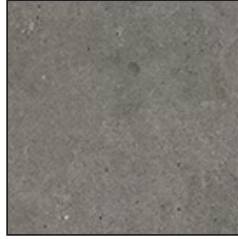
### 4. DOOR FRAME PAINT

PPG 1011-7  
Onyx



### 5. WOOD DOORS

Wilsonart  
Plastic Laminate  
Sterling Ash 7995-38



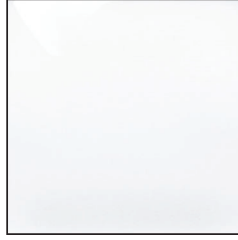
### 6. FLOOR TILE

Marazzi Modern Formation  
12"X 24" Tile  
Smoky Ridge (Polished)



### 7. GROUT

Custom Tile Installation Systems  
Epoxy Grout  
Charcoal



### 8. PLUMBING FIXTURES

American Standard  
Vitreous China  
White



**Consent Agenda:**

**e. Approval of Proposed Change Order for Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure**

Administration recommends Board approval of a proposed change order with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure 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 necessary delays.

**Scheduling Priority**

This project has been requested by the Regional Center for Public Safety Excellence staff. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide a two-story structure for instruction and training in fire science in a residential setting using fire training elements and live fire props.

**Background**

On February 14, 2023, the Board approved contracting construction services with 5 Star GC Construction, LLC. A change order to the construction contract is needed to include a concrete pad for propane tanks to supply fuel to the live fire props. The change order would also add days to the substantial completion schedule due to time needed to approve the change order and to perform the work.

Below is a description of the proposed change order item.

<b>Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure</b>			
<b>Proposed Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost</b>	<b>Days</b>
3	<ul style="list-style-type: none"> <li>Concrete pad - 20' wide x 25' long x 6" thick to support two (2) 2,000 gallon propane tanks</li> </ul>	\$11,971.50	55 days
<b>Proposed Change Order No. 3 Total Amount</b>		\$11,971.50	55 days

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

<b>Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Construction Budget with Change Order Proposal</b>	
Construction Contract Amount	\$2,479,662.50
Change Order No. 3 Amount	11,971.50
Revised Construction Contract Amount	<b>\$2,491,634.00</b>

**Revised Substantial Completion Date**

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

Substantial Completion date	March 7, 2024
Change Order #3 Extension	55 Days
Revised Substantial Completion Date	May 1, 2024

**Funding Source**

Funds for the for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Project 2022-015C are budgeted in the Unexpended Plant Fund for use in Fiscal Year 2023 – 2024.

**Enclosed Documents**

The proposed change order #3 is enclosed.

The Committee recommended Board approval of the proposed change order with 5 Star GC Construction, LLC. for scope modifications in the amount of \$11,971.50 and an additional fifty-five (55) days for the for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure 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 5 Star GC Construction, LLC. for scope modifications in the amount of \$11,971.50 and an additional fifty-five (55) days for the for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

**Approval Recommended:**

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



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## Document G701® – 2017

**Change Order**

**PROJECT:** *(Name and address)*  
 South Texas College  
 Regional Center for Public Safety  
 Excellence  
 3901 S. Cage Blvd.  
 Pharr, Texas 78577

**CONTRACT INFORMATION:**  
 Contract For: General Construction

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 003

Date: March 2, 2023

Date: February 26, 2024

**OWNER:** *(Name and address)*  
 South Texas College  
 3200 W. Pecan Blvd. N-179  
 McAllen, Texas 78501

**ARCHITECT:** *(Name and address)*  
 Martinez Architects  
 900 Rockmead, Suite 250  
 Kingwood, Texas 77339

**CONTRACTOR:** *(Name and address)*  
 5 Star Contractors  
 3209 Melony Lane  
 Mission, Texas 78574

**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.)*

Install concrete pad at propane tank

The original Contract Sum was	\$ 2,472,331.25
The net change by previously authorized Change Orders	\$ 7,331.25
The Contract Sum prior to this Change Order was	\$ 2,479,662.50
The Contract Sum will be increased by this Change Order in the amount of	\$ 11,971.50
The new Contract Sum including this Change Order will be	\$ 2,491,634.00

The Contract Time will be increased by Fifty-Five (55) days.  
 The new date of Substantial Completion will be May 1, 2024

**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.**

Martinez Architects, LP  
**ARCHITECT** *(Firm name)*

5 Star General Contractors  
**CONTRACTOR** *(Firm name)*

South Texas College  
**OWNER** *(Firm name)*

**SIGNATURE**

Rudy Molina, AIA  
**PRINTED NAME AND TITLE**

**SIGNATURE**

Peyton Oakley  
**PRINTED NAME AND TITLE**

**SIGNATURE**

Dr. Ricardo J. Solis, President  
**PRINTED NAME AND TITLE**


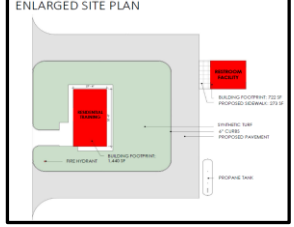


**DATE**

**DATE**

**DATE**



Project Fact Sheet  
2/26/2024

<b>Project Name:</b> Regional Center for Public Safety Excellence - Two Story Fire Training Structure			<b>Project No.:</b> 2022-015C		
<b>Funding Source(s):</b> Unexpended Plant Fund; Unexpended Plant Fund					
			FY 21-22		FY 22-23
					Variance of Project Budget vs. Actual
	Original Project Budget	*Revised Total Project Budget	FY 21-22 Actual Expenditures	FY 21-22 Actual Expenditures	FY 22-23 Actual Expenditures
Construction:	\$ 1,250,000.00	\$ 2,465,000.00	\$ 250,000.00	\$ 250,000.00	\$ 1,000,000.00
Design:	125,000.00	125,000.00	100,000.00	49,755.83	\$ 50,244.17
Miscellaneous:	31,250.00	31,250.00	31,250.00	240.27	\$ 31,009.73
FFE:	68,750.00	68,750.00	-	-	\$ -
Technology:	106,250.00	106,250.00	-	-	\$ -
<b>Total:</b>	<b>\$ 1,581,250.00</b>	<b>\$ 2,796,250.00</b>	<b>\$ 381,250.00</b>	<b>\$ 49,996.10</b>	<b>\$ 331,253.90</b>
			* Revised Project Budget based on the Construction cost amount.		
<b>Project Team</b>			<b>Board Status</b>		
<b>Approval to Solicit Architect/Engineer:</b>	9/28/2021		<b>Board Approval of Schematic Design</b>	06/28/2022	
<b>Architect/Engineer:</b>	Martinez Architects				
<b>Contractor:</b>	5 Star GC Construction		<b>Substantial Completion</b>	TBD	<b>Board Acceptance</b> TBD
<b>STC FPC Project Manager:</b>	Samuel Saldana		<b>Final Completion</b>	TBD	<b>Board Acceptance</b> TBD
<b>Project Description</b>			<b>Project Scope</b>		
Design and Construction of a two story fire training structure.			Construction of a 2-story residential building to be used as a fire training structure, including several fire training elements and live fire props. <b>Training Structure: 2,400 SF - Restrooms: 970 SF</b>		
<b>Projected Timeline</b>					
<b>Board Approval to Solicit Architect/Engineer</b>	<b>Board Approval of Architect/Engineer</b>	<b>Board Approval of Schematic Design</b>	<b>Board Approval of Contractor</b>	<b>Construction Start Date</b>	<b>Board Approval of Substantial Completion Date</b>
9/28/2021	1/25/2022	6/28/2022	2/14/2023	4/15/2023	3/26/2024
					<b>Board Approval of Final Completion Date</b>
					4/15/2024
<b>FFC Completion of Move In</b>					
N/A					
<b>Project Calendar of Expenditures by Fiscal Year</b>					
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>
2020-21	\$ -	\$ -	-	\$ -	\$ -
2021-22	-	49,755.83	240.27	-	-
2022-23	388,186.62	97,523.08	16,745.35	-	-
2023-24	913,885.75	11,708.75	6,151.36	-	-
<b>Project Total</b>	<b>\$ 1,302,072.37</b>	<b>\$ 158,987.66</b>	<b>\$ 23,136.98</b>	<b>\$ -</b>	<b>\$ -</b>
<b>03/05/2024 Facilities Committee Meeting: Review and Recommend Action on Proposed Change Order for Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure</b>					
					
Proposed Locations					

FPC Project Manager SFS FPC Asst. Director Rita G. Miller FPC Director RMA

**Consent Agenda:**

**f. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting**

Administration recommends Board approval of substantial completion of the Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting project.

Project		Completion Recommended	Date Received
1.	Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting Project 2022-010C  Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Substantial Completion Recommended	February 22, 2024

This project was requested by the Regional Center for Public Safety Excellence staff. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide lighting for night time training courses at the Skills Pad and EVOC training areas.

College staff and the Engineer visited the site and developed a construction punch list on February 22, 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 Metro Electric, Inc. The original cost approved for this project was \$331,731.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$294,000.00	\$331,731.00	\$0	\$331,731.00	\$301,220.86	\$30,510.14

**Enclosed Documents**

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

The Committee recommended Board approval of substantial completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

## Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting



## Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting







# AIA® Document G704® – 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> South Texas College - RCPSE Skills Pad and EVOC Lighting	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: October 31, 2022	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001  Date: February 22, 2024
<b>OWNER:</b> <i>(name and address)</i> South Texas College 3200 West Pecan Boulevard, Building N, Suite 179 McAllen Texas 78501	<b>ARCHITECT:</b> <i>(name and address)</i> DBR Engineering Consultants, Inc. 200 S. 10th Street, Suite 901 McAllen, Texas 78501	<b>CONTRACTOR:</b> <i>(name and address)</i> Metro Electric, Inc 1901 Industrial Dr. McAllen, Texas 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.)*

South Texas College - RCPSE Skills Pad and EVOC Lighting

DBR Engineering  
Consultants, Inc.

ARCHITECT *(Firm Name)*

SIGNATURE

Hugo H. Avila, PE,  
Principal

PRINTED NAME AND TITLE

February 22, 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.)*

02/22/2024

### 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.)*

See attached punch list.

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: \$0

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:

Metro Electric Inc.  
CONTRACTOR *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

South Texas College  
OWNER *(Firm Name)*


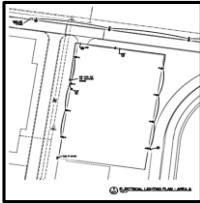
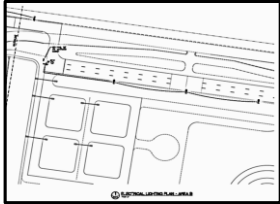
SIGNATURE

PRINTED NAME AND TITLE

DATE



Project Fact Sheet  
2/26/2024

<b>Project Name:</b> Regional Center for Public Safety Excellence - Skills Pad and EVOC Lighting				<b>Project No.</b> 2022-010C															
<b>Funding Source(s):</b> Unexpended Plant Fund																			
		<b>FY 21-22</b>		<b>FY 22-23</b>		<b>FY 23-24</b>													
		<b>FY 21-22</b>		<b>FY 22-23</b>		<b>FY 23-24</b>													
	<b>*Revised Total Project Budget</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>												
Construction:	\$ 331,731.00	\$ 280,000.00	\$ 280,000.00	\$ 294,000.00	\$ 301,220.86	\$ 320,397.00	\$ 320,397.00												
Design:	\$ 28,000.00	\$ 28,000.00	\$ 14,700.00	\$ 3,920.00	\$ 4,695.38	\$ 22,212.00	\$ 22,212.00												
Miscellaneous:	\$ 20,000.00	\$ 20,000.00	\$ 998.74	\$ 16,000.00	\$ 2,297.01	\$ 4,486.00	\$ 4,486.00												
FFE:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Technology:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
<b>Total:</b>	<b>\$ 379,731.00</b>	<b>\$ 328,000.00</b>	<b>\$ 15,698.74</b>	<b>\$ 313,920.00</b>	<b>\$ 308,213.25</b>	<b>\$ 347,095.00</b>	<b>\$ 347,095.00</b>												
*Revised Project Budget based on the Construction cost amount.																			
<b>Project Team</b>				<b>Board Status</b>															
<b>Approval to Solicit Architect/Engineer:</b> 9/28/2021 <b>Architect/Engineer:</b> DBR Engineering <b>Contractor:</b> Metro Electric Inc.				<b>Board Approval of Schematic Design</b> N/A  <b>Substantial Completion</b> 2/22/2024 <b>Board Acceptance</b> TBD <b>Final Completion</b> TBD <b>Board Acceptance</b> TBD															
<b>STC FPC Project Manager:</b> Samuel Saldana				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>DBR Engineering</td> <td>\$ 19,600.00</td> <td>\$ 19,395.38</td> <td>\$ 204.62</td> </tr> <tr> <td>Metro Electric Inc.</td> <td>\$ 331,731.00</td> <td>\$ 301,220.86</td> <td>\$ 30,510.14</td> </tr> </tbody> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	DBR Engineering	\$ 19,600.00	\$ 19,395.38	\$ 204.62	Metro Electric Inc.	\$ 331,731.00	\$ 301,220.86	\$ 30,510.14
Vendor	Contract Amount	Actual Expenditures	Variance																
DBR Engineering	\$ 19,600.00	\$ 19,395.38	\$ 204.62																
Metro Electric Inc.	\$ 331,731.00	\$ 301,220.86	\$ 30,510.14																
<b>Project Description</b>				<b>Project Scope</b>															
Add lighting at the Skills Pad and EVOC training area.				Provide lighting for night training at the Skills Pad and EVOC training area.															
<b>Projected Timeline</b>																			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In												
9/28/2021	1/25/2022	N/A	10/18/2022	11/15/2022	3/26/2024	04/23/2024	N/A												
<b>Project Calendar of Expenditures by Fiscal Year</b>																			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Technology</b>	<b>Project Total</b>													
2021-22	\$ -	\$ 14,700.00	\$ 998.74	\$ -	\$ -	\$ 15,698.74													
2022-23	\$ 301,220.86	\$ 4,695.38	\$ 2,297.01	\$ -	\$ -	\$ 308,213.25													
2023-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
<b>Project Total</b>	<b>\$ 301,220.86</b>	<b>\$ 19,395.38</b>	<b>\$ 3,295.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 323,911.99</b>													
<b>Current Agenda Item</b>																			
02/13/2024 Facilities Committee - Review and Recommend Action on Substantial Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting																			
<div style="display: flex; justify-content: space-around;">    </div>																			

FPC Project Manager: SFS

FPC Asst. Director: RtG

FPC Director: RdA

**Consent Agenda:**

**g. Approval of Final Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion**

Administration recommends Board approval of final completion and release of final payment for the Starr County Campus Workforce Center Building D Welding Lab Expansion project.

Project		Completion Recommended	Date Received
1.	Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C  Architect: Gignac & Associates, LLP Contractor: Kimber 1985	Final Completion Recommended	February 5, 2024

This project was submitted by the Business, Public Safety, and Technology Division in 2019, and was reviewed by the Facilities Planning & Construction department, the Welding Program, the Coordinated Operations Council, Administration, the Facilities Committee, and the Board of Trustees. It was scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Kimber 1985. The original cost approved for this project was \$1,070,000.

The following table summarizes the current budget status:

Starr County Campus Workforce Center Building D Welding Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$355,200.00	\$1,070,000.00	(\$30,271.00)	\$1,039,729.00	\$987,742.55	\$51,986.45

**Enclosed Documents**

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

The Committee recommended Board approval of final completion and release of final payment of \$51,986.45 to Kimber 1985 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$51,986.45 to Kimber 1985 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

**Approval Recommended:**

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

## Starr County Campus Workforce Center Building D Welding Lab Expansion





## Starr County Campus Workforce Center Building D Welding Lab Expansion





February 7, 2024

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

Re: Starr County Campus Welding Lab Expansion

Mr. De la Garza:

Kimber 1985 has substantially completed the scope of work and addressed all punch list items as of February 5, 2024.

The Contractor has performed the work in general accordance with our contract documents and we recommend STC accepts procuring close out documents including record drawings, O&M manuals, Consent of Surety, and Affidavit for the Release of Liens prior to releasing final payment to Kimber 1985.

Thank You



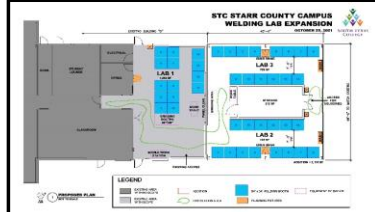
Raymond Gignac  
Gignac | Architects

Architect:

Raymond Gignac, AIA Firm Principal



Project Fact Sheet  
2/26/2024

Project Name: Starr County Campus - Workforce Building D Welding Lab Expansion					Project No. 2022-006C						
Funding Source(s): Unexpended Plant Fund											
	<div>Original Total Project Budget</div>	<div>* Revised Total Project Budget</div>	<div>FY 19-20 Actual Expenditures</div>	<div>Variance of Project Budget vs. Actual Expenditures</div>	<div>Project Budget</div>	<div>FY 20-21 FY 20-21 Actual Expenditures</div>	<div>Variance of Project Budget vs. Actual Expenditures</div>	<div>Project Budget</div>	<div>FY 21-22 FY 21-22 Actual Expenditures</div>	<div>Variance of Project Budget vs. Actual Expenditures</div>	
Construction:	\$ 150,000.00	\$ 1,070,000.00	\$ -	\$ 1,070,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 75,000.00		\$ 75,000.00	
Design	15,000.00	35,520.00	-	35,520.00	15,000.00	-	15,000.00	30,000.00	28,024.65	1,975.35	
Miscellaneous:	3,200.00	15,000.00	820.40	14,179.60	5,000.00	-	5,000.00	11,000.00	1,787.09	9,212.91	
FFE:	50,000.00	165,000.00	-	165,000.00	50,000.00	-	50,000.00	15,000.00	-	15,000.00	
Technology:	10,000.00	10,000.00	-	10,000.00	10,000.00	-	10,000.00	8,000.00	-	8,000.00	
Total:	\$ 228,200.00	\$ 1,295,520.00	\$ 820.40	\$ 1,294,699.60	\$ 230,000.00	\$ -	\$ 230,000.00	\$ 139,000.00	\$ 29,811.74	\$ 109,188.26	
					*Revised Project Budget based on the Construction cost amount.						
		<div>FY 22-23</div>	<div>FY 22-23 Actual Expenditures</div>	<div>Variance of Project Budget vs. Actual Expenditures</div>	<div>Project Budget</div>	<div>FY 23-24 FY 23-24 Actual Expenditures</div>	<div>Variance of Project Budget vs. Actual Expenditures</div>				<div>Total Actual Expenditures To Date</div>
Construction:	\$ 355,200.00	\$ 972,222.40	\$ (617,022.40)	\$ 53,500.00	\$ 15,520.15	\$ 37,979.85				\$ 972,222.40	
Design	6,394.00	18,489.60	(12,095.60)	1,000.00	-	1,000.00				46,514.25	
Miscellaneous:	11,000.00	13,470.33	(2,470.33)							16,077.82	
FFE:	15,000.00	-	15,000.00							-	
Technology:	8,000.00	-	8,000.00							-	
Total:	\$ 395,594.00	\$ 1,004,182.33	\$ (608,588.33)	\$ 54,500.00	\$ 15,520.15	\$ 38,979.85				\$ 1,034,814.47	
Project Team					Board Status						
Approval to Solicit Architect/Engineer:	9/24/2019	Board Approval of Schematic Design			11/23/2021		Vendor	Contract Amount	Actual Expenditures		Variance
Architect/Engineer:	Gignac Associates						Gignac	\$ 46,817.15	\$ 46,514.25	\$ 302.90	
Contractor:	Kimber 1985						Kimber 1985	\$ 1,039,729.00	\$ 972,222.40	\$ 67,506.60	
STC FPC Project Manager: Martin Villarreal					Substantial Completion		9/11/2023		Board Acceptance		TBD
					Final Completion		2/5/2024		Board Acceptance		TBD
					Project Description					Project Scope	
Renovation of Room D1.128 and outdoor welding labs.					Original Scope: Expansion of existing welding lab to add approximately 1,000 sq ft to accommodate ten (10) more welding stations. The existing space will be renovated to incorporate automotive lab space and welding lab space. Revised Scope: Design and Construction of Welding lab Expansion for Additional (22) Welding Stations, storage room, mobile work station area, wash basin work area, and grinding station area. 3,449 sqft total						
Projected Timeline											
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In				
9/24/2019	12/10/2019	11/23/2021	8/23/2022	10/27/2022	9/26/2023	1/30/2024	7/17/2023				
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2019-20	\$ -	\$ -	\$ 820.40	\$ -	\$ -	\$ 820.40					
2020-21	-	-	-	-	-	-					
2021-22	-	28,024.65	1,787.09	-	-	29,811.74					
2022-23	972,222.40	18,489.60	13,470.33			1,004,182.33					
2023-24	15,520.15										
Project Total	\$ 987,742.55	\$ 46,514.25	\$ 16,077.82	\$ -	\$ -	\$ 1,034,814.47					
Current Agenda Item											
03/05/2024 Facilities Committee Meeting - Review and Recommend Action on Final Completion for the Starr County Campus Welding Lab Expansion											
<div><div></div><div></div><div></div></div>											

FPC Project Manager

*Martin Villarreal*

FPC Asst. Director

*Rita G. M.*

FPC Director

*RMA*

## **Review and Action as Necessary on the Evaluation Process to Contract Architectural Services for the District Office Building Renovation**

Administration requests approval of action as necessary on the evaluation process to contract architectural services for the District Office 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 based on the evaluation criteria detailed below, pending Board approval of the procedure outlined.

The top three ranked architectural firms are, in alphabetical, unranked order:

- Brown Reynolds Watford Architects
- goERO International, LLC./ dba ERO Architects
- Nassri - Warren Group Architects, Inc./dba The Warren Group Architects, Inc.

### Round 3 Evaluation Process

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

On March 5, 2024, the Facilities Committee reviewed and revised the evaluation process developed by administration, and recommended Board approval of the following process:

### Proposed Round 3 Evaluation Process

The revised Round 3 evaluation procedure for the Board's consideration is as follows:

- 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 preliminary conceptual design previously completed by an architectural firm as the basis for their understanding of the overall project.
- The presentation will include:
  - Site Layout
  - Floor Layout
  - Exterior Views
  - Interior Views
  - Responses to the Evaluation Criteria listed below

### Evaluation 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 – 20 points)**
2. What technological considerations will you undertake to support the needs of the Board, administration, staff, and public guests? **(0 – 20 points)**
3. What design elements will ensure the space delivers a strong, positive impact on visitors? **(0 – 20 points)**
4. What steps will your firm undertake to contain costs and deliver the project within the proposed budget? **(0 – 20 points)**
5. What examples can you provide of comparable projects designed by your team? **(0 – 20 points)**

### Scoring Rubric

- Each trustee will score the presentations according to the following rubric:
  - a. 20 points: Excellent
  - b. 15 points: Good
  - c. 10 points: Fair
  - d. 5 points: Poor
  - e. 0 points: Not addressed

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.

### Scheduling of Presentations

The Board is asked for guidance on the timeline to provide architects to prepare for their presentations. The development of a competitive presentation will require coordination with College staff for site access as well as an investment of time and resources to meet the Board's expectations as outlined above.

Architects will have a limited timeframe, from March 26th to the April 23rd Board Meeting, to develop the presentation, which may affect the extent of detail that will be provided.

Each of the three firms invited to participate in the Round 3 Evaluation Process will be invited to the March 26, 2024 Regular Board Meeting to provide an opportunity for any clarifications on this process.

The Committee recommended Board approval of the evaluation process for architectural services for the District Office Building Renovation 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 evaluation process for architectural services for the District Office Building Renovation project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PROFESSIONAL SERVICES**

		Product and Service	
		Points	Score Key
<b>1 Criterion 1: Space Programming</b> a. Space Utilization b. Furniture/Layout Adapatability c. Traffice Flow d. Storage		20	Excellent
		15	Good
		10	Fair
		5	Poor
		0	Not Addressed
<b>2 Criterion 2: Technology Support</b> a. In-Room Audio/Visual Technology b. Broadcasting/Recording Capability c. Technology Support Accommodation		20	Excellent
		15	Good
		10	Fair
		5	Poor
		0	Not Addressed
<b>3 Criterion 3: Design Aesthetic</b> a. Alignment with College Standards b. Suitability for Board Meetings c. Suitability for College/Community Events		20	Excellent
		15	Good
		10	Fair
		5	Poor
		0	Not Addressed
<b>4 Criterion 4: Cost Controls</b> a. Budgeting Process b. Project Oversight c. Value Engineering		20	Excellent
		15	Good
		10	Fair
		5	Poor
		0	Not Addressed
<b>5 Criterion 5: Comparable Projects</b> a. Higher Education b. Governance Meeting Spaces c. Community Event Spaces		20	Excellent
		15	Good
		10	Fair
		5	Poor
		0	Not Addressed

**Max Points (0 - 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

**Not addressed** - respondent did not respond

### **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
<b>Pecan Campus</b>								
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	5/28/2024	7/15/2024	5/26/2025	6/10/2025
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	4/23/2024	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
<b>Pecan Plaza</b>								
10	Human Resources Building A Renovation	DV	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	MV	-	-	-	-	-	-
<b>Mid-Valley Campus</b>								
12	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	4/23/2024	5/28/2024
13	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	4/23/2024	5/28/2024
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	4/23/2024	5/28/2024
15	Student Union Building F Financial Aid Renovation	TBD	-	-	-	-	-	-
<b>Technology Campus</b>								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	9/23/2024	10/27/2024
12	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	GST Construction 7/25/2023	9/10/2023	11/28/2023	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
<b>Nursing &amp; Allied Health Campus</b>								
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-
16	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
17	Systems Offices Building E Renovation	DV	4/30/2024 <del>2/27/2024</del> 3/26/2024	5/28/2024	11/26/2024	12/16/2024	11/25/2025	12/15/2025
<b>Starr County Campus</b>								
18	Workforce Center Bldg D Welding Expansion	MV	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	9/26/2023	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	8/27/2024	9/24/2024
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	8/27/2024	9/24/2024

## 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	4/23/2024	5/28/2024
27	Parking Lot #1 for Additional Spaces	DV	2/27/2024	N/A	6/25/2024	7/15/2024	10/22/2024	11/26/2024

Red text signifies projected dates

South Texas College  
Monthly Construction Report  
Fiscal Year 2023-2024  
As of February 29, 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	11,691,943.55	698,311.17
Proposed Projects for the Month of February 2024	5,959,700.00	2,543,144.50
<b>Total Project Budget Balance</b>	<b>\$ 14,492,960.45</b>	<b>\$ 8,048,584.33</b>

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 26, 2023			
2022-006C	Starr County Campus - Substantial completion of the Workforce Center Building D Welding Lab Expansion	\$ 221,924.55	
2019-016C	Regional Center for Public Safety Excellence - Substantial completion of the Canopy for Safety Training Vehicle	132,476.01	
2019-017C	Regional Center for Public Safety Excellence - Substantial completion of the Canopies for Students and Instructors	39,994.07	
2019-020C	Regional Center for Public Safety Excellence - Substantial completion of the Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	102,305.02	
2022-008C	Technology Campus - Substantial and Final Completion of the Exterior Solar Panel Structure	210,000.00	
2022-017R	Pecan Campus - Substantial Completion of the Resurfacing of East Drive Project		280,876.17
2023-019R	Pecan Campus - Substantial and Final Completion of the Wide Flooring Replacement Phase II for Student Services Building K		189,749.00
2023-019R	Nursing and Allied Health Campus - Substantial and Final Completion of the District Wide Flooring Replacement Phase II for 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	
2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations - Schematic Design and Solicitation of Construction Services for the Music & Dance Programs	4,800,000.00	
2022-005C	Starr County Campus - Change Order for the 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		\$ 8,137,525.84	\$ -
Board Approved on November 28, 2023			
2023-001C	Technology Campus - Substantial Completion of the Truck Driving Range Expansion	55,744.00	
2022-017R	Pecan Campus - Final Completion of the 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			
2021-002C	Pecan West Continuing Education Building A - Architectural Design Fee Proposal for ERO Architects - Estimated Project Budget \$9,087,683	\$ 443,654.14	
2019-016C, 2019-017C, and 2019-020C	Regional Center for Public Safety Excellence - Final Completion of the Canopy for Safety Training Vehicles, Canopy for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	\$ 1,659,250.00	
	District Offices - Contracting Architectural Services for the Building Renovation. Estimated Project Budgeted \$ 55,000,000	\$ 400,000.00	
Total Board Approval on January 30, 2024		\$ 2,502,904.14	\$ -
Board Approved on February 27, 2024			
2024-008C	Regional Center for Public Safety Excellence - Contract for Civil Engineering Services for Parking Lot 1 Additional Spaces	\$ 330,700.00	
2023-013R	Mid Valley Campus - Contract for Mechanical, Electrical, and Plumbing (MEP) Engineering Services for HVAC Replacements Phase 1		\$ 2,530,000.00
2022-038R	Mid Valley Campus - Change Order for South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1 (Construction cost \$666,000 - Revised Contract \$679,114.50		\$ 13,144.50
2022-043C	District Offices - Contracting Architectural Services for the Building Renovation		
	Pecan Campus - Cooper Center for Performing Arts Building L - Amending the contract with brown Reynolds Watford Architects and Budget Increase for the Music and Dance Programs	\$ 4,940,000.00	
2022-041C	Pecan Campus - Substantial Completion of the North Academic Humanities Building P Renovation for Administrative and Support Services Office	\$ 689,000.00	
2022-038R	Mid Valley Campus - Substantial Completion of the South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1		\$ 666,000.00
Total Board Approval on February 29, 2024		\$ 5,959,700.00	\$ 2,543,144.50
Total FY 24 Board Approved Projects		\$ 17,651,643.55	\$ 3,241,455.67

\* 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	\$ 688,015	\$ 191,495	\$ 802,840	Low	March 2024	Approval of Final 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	April 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	April 2024	Approval of Substantial & Final 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	\$ 1,166,240	\$ 19,567,920	\$ 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	May 2024	Approval of Preliminary Design	ERO Architects	TBD
11	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ 1,875,000	\$ 25,289	\$ 1,849,711	\$ 628,225	High	N/A	N/A	Perez Consulting Engineers	TBD
Pecan West Subtotal												\$ 10,962,683	\$ 26,807	\$ 10,935,876	\$ 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	April 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	April 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	April 2024	Approval of Substantial Completion	PBK Architects	Holchemont
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 61,393	\$ 243,607	\$ 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	\$ 2,918,004	\$ 2,899,456	\$ 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	September 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV						●				\$ 41,350	\$ 55,989	\$ (14,639)	\$ 37,500	High	April 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	March 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	August 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	August 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	March 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	April 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	August 2024	Approval of Construction Services	Perez Consulting Engineers	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	\$ 550	\$ 2,999,450	\$ 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	\$ 48,380	\$ 101,620	\$ 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	\$ 129,214	\$ 9,444,595	\$ 9,573,809					
Totals			12	3	6	0	8	1	0	0	3	\$ 73,780,722	\$ 10,252,983	\$ 63,527,739	\$ 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	March 2024	Approval of Final 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	March 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	April 2024	Approval of Construction Services	N/A	TBD
23	HVAC Replacements	MV		●								\$ 3,050,000	\$ 302	\$ 3,049,698	\$ 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	\$ 7,295	\$ 6,439,045	\$ 6,446,340					
Totals		0	2	8	3	0	1	0	1	0	0	\$ 11,478,440	\$ 1,336,727	\$ 10,141,713	\$ 11,275,039					

**Outstanding Issues - Action Plan**  
**March 5, 2024 Facilities Committee Meeting**  
*as of February 28 2024*

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<b>Pecan Campus</b>						
1	Pecan Campus North Academic Humanities Building P - Water Infiltration (Warranty Item since 2018)	D. Wilson Construction	Pending	5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 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 &amp; 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>2/28/2024:BEAM Professionals provided a draft demand letter to the College for review and to be used by College to forward to D. Wilson to respond to letter.</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 itmes 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 2/28/2024	<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>2/27/2024: 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> <p>2/28/2024: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement is at Substantial Completion; construction documents for</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>2/28/2024: 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> <p>2/28/2024: 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	5/31/2023 7/11/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1sr floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>7/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor has determined the location of water intrusion above the 3rd Floor. The College will repair the irrigation leak on southwest corner of the building at grade. Wall cracks on interior gypsum board walls.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor will be conducting an additional moisture reading this week. Contractor has determined the location of water intrusion above 3rd Floor and will be conducting the repairs next week.</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>2/28/2024: 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> <p>2/28/2024: Architect's letter will be shared with College Administration for review and direction on next step.</p>
Starr County Campus						
5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	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 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.</p> <p>The project team is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>2/28/2024: 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 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.</p> <p>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p>

## **Approval of Financial Reports for January 2024**

Administration recommends Board approval of the financial reports for the month of January 2024.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for January 2024.
- 2) Summary of Revenues for January 2024.
- 3) Summary of State Appropriations Revenue for January 2024.
- 4) Summary of Property Tax Revenue for January 2024.
- 5) Summary of Expenditures by Classification for January 2024.
- 6) Summary of Expenditures by Function for January 2024.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for January 2024.
- 8) Summary of Grant Revenues and Expenditures for January 2024.
- 9) Foundation Financial Activity for January 2024.

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

**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 financial reports for the month of January 2024.

**Approval Recommended:**

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

## **Review and Approval of Checks and Purchasing Reports for February 2024**

Administration recommends Board approval of the checks for release for the month of February 2024.

The checks presented for Board approval and the purchasing reports presented for review by the Board have been provided under separate cover.

- 10) Release of Checks for \$25,000.00 - \$125,000.00  
Released Prior to Board Approval for February 2024.
- 11) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for February 2024.
- 12) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for February 2024.
- 13) Release of Construction Fund Checks for February 2024.
- 14) Summary of Purchase Orders (Purchasing) for February 2024.
- 15) Summary of Bid Solicitations (Purchasing) for February 2024

The Check Register for February 2024 has also been provided under separate cover.

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

**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 February 2024.

**Approval Recommended:**

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

## **Announcements**

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

- Tuesday, April 9, 2024
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, April 23, 2024
  - 5:30 p.m. – Regular Board Meeting

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

- South Texas College will be closed Thursday, March 28 – Sunday, March 31 for Semester Break.
- South Texas College will celebrate over 4,000 Bachelor Program Graduates on Thursday, April 25, 2024 from 6:00 – 8:30 p.m. at the Student Union Building, 2<sup>nd</sup> Floor.
- The Spring 2024 Commencement Ceremonies will be held on Friday and Saturday, May 3 – 4, 2024 at Bert Ogden Arena in Edinburg, TX